

Hwb<sup>+</sup>



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## Help File

Inserting and embedding videos into a wiki page

## Inserting videos into your wiki

1. Click on the Wiki button from the toolbar on your site to navigate into the home page.



Figure 1 Click on the wiki button

2. If you would like to insert a picture into the home page continue with the following steps, otherwise navigate into the specific wiki page you wish to insert an image into.
3. Click on the **Page** tab, which displays on the top left hand corner of the page.

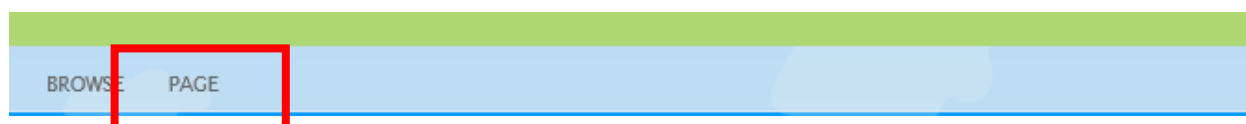


Figure 2 Click on the Page tab

This will prompt an editing ribbon to appear along the top of the page.

4. Click on the **Edit** button from the editing ribbon.

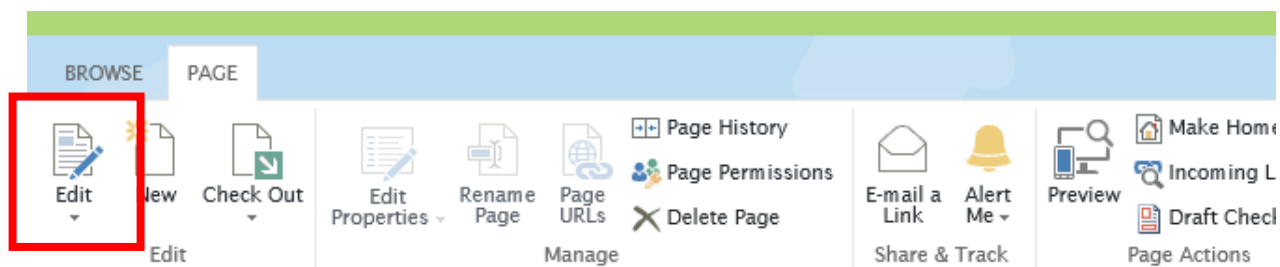


Figure 3 Click on the Edit button from the editing ribbon

5. Select the **Insert** tab.

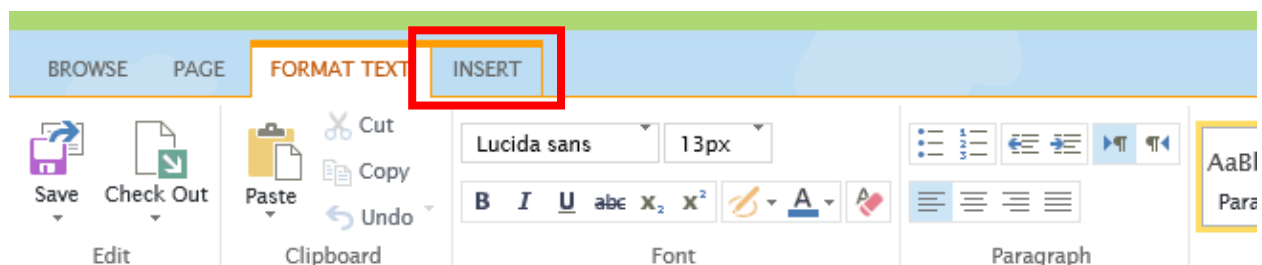
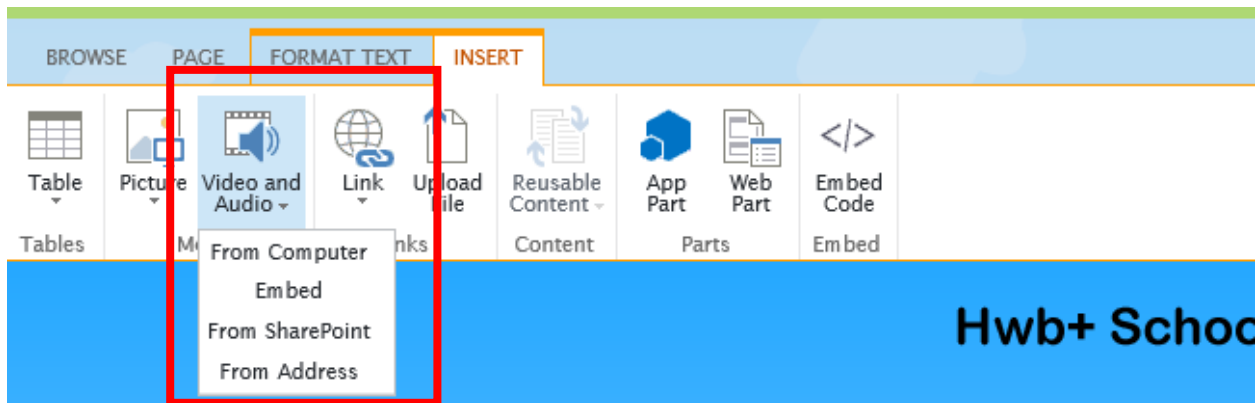


Figure 4 Select the Insert tab

6. Click on the **Video and Audio** button, this will enable you to upload a video from your

device; embed code; from another location on the Hwb+ learning platform; or from a URL.



**Figure 5 Click on the Video and Audio button**

## Uploading from Computer

7. Select the option **From Computer** on the drop-down menu.
8. In the new window that opens click on **Choose File**.



**Figure 6 Click on Choose File**

9. Find the video you want to insert into your wiki page and double click on it.
10. **Click OK** to upload your video.



**Figure 7 Click OK to upload your video**

11. **Click OK** to confirm saving the video to the platform.

**Figure 8 Click OK to confirm saving the image to the platform**

A new pop-up window will appear in which you can specify details regarding your image.

**12. Click Save.**

You will now see that the video has been inserted into your wiki page.

**Figure 9 Use the ribbon to resize your picture now if it is too big**

Once you have finished editing the wiki page, click on the Save button from the editing ribbon.

There is no need to publish Wiki pages and so as soon as you have saved your work, the wiki page will be visible to everyone who has access via the site.

## Embedding videos into your wiki

1. Click on the Wiki button from the toolbar on your site to navigate into the home page.



**Figure 10 Click on the wiki button**

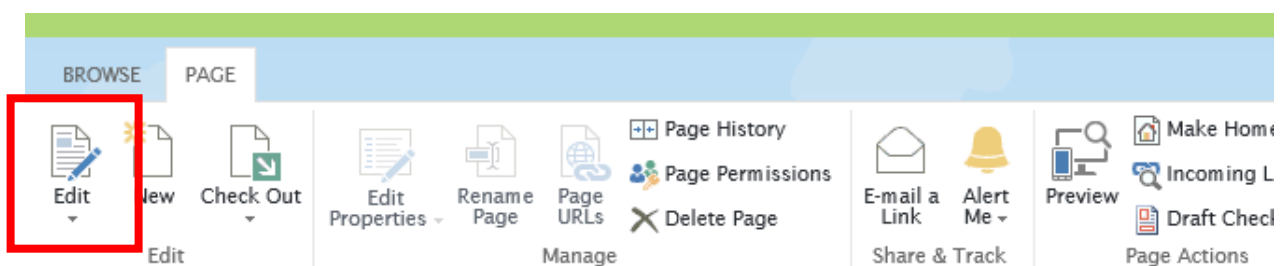
2. If you would like to insert a picture into the home page continue with the following steps, otherwise navigate into the specific wiki page you wish to insert an image into.
3. Click on the **Page** tab, which displays on the top left hand corner of the page.



**Figure 11 Click on the Page tab**

This will prompt an editing ribbon to appear along the top of the page.

4. Click on the **Edit** button from the editing ribbon.

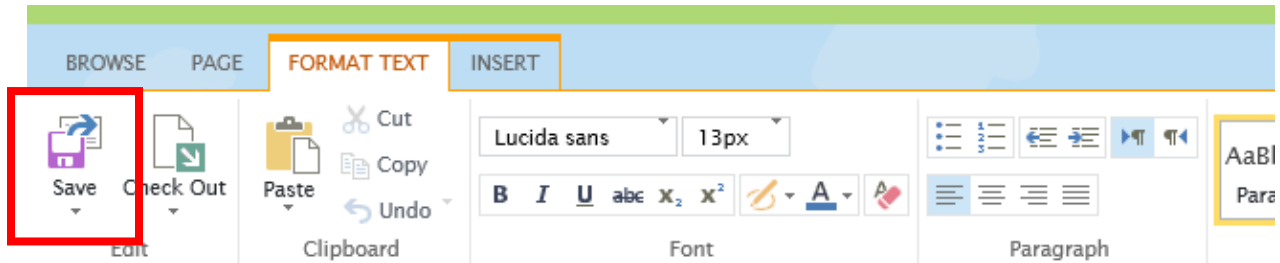


**Figure 12 Click on the Edit button from the editing ribbon**

- Now that your wiki page is in edit mode, **paste the embed code** you have copied onto the page.

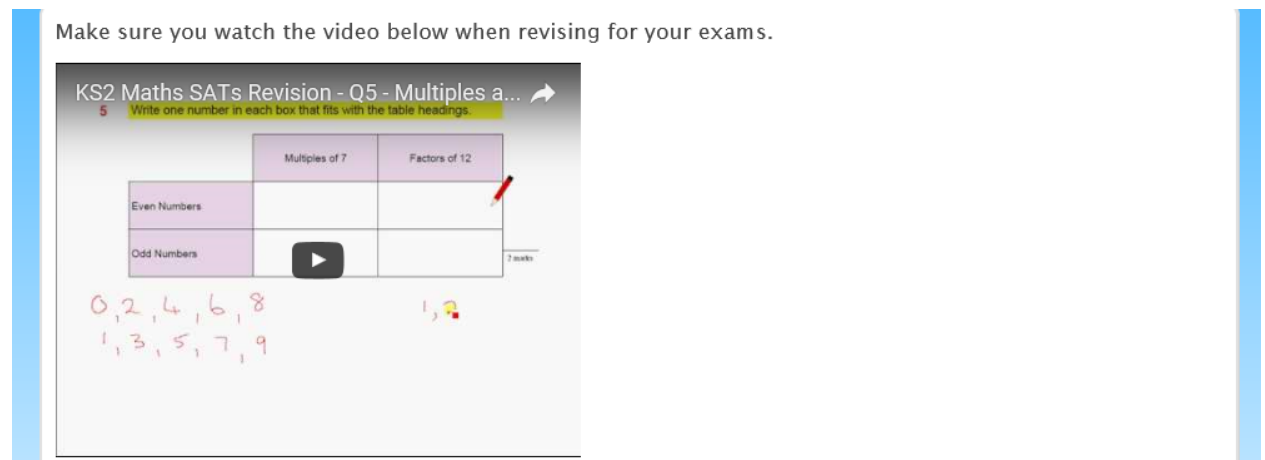
To paste the embed code you can click on the page and select Ctrl + V on your keyboard, or by right clicking on your mouse and selecting paste from the drop down menu.

- The video will now appear in the wiki, and will be ready for your audience to view **as soon as you have saved your work** via the editing ribbon.



**Figure 13 Save your work by clicking the Save button from the editing ribbon.**

- Once you have saved your work, users will be able to view the video by clicking on the Play button.



**Figure 14 Once you have saved your work, users will be able to view the video by clicking on the Play button.**

**This ends the help guide on inserting and embedding a video into a wiki page.**

**For any assistance with this process please contact the Hwb+ Support Desk on:**

**029 2099 0200 or email: [supportdesk@hwbsupport.net](mailto:supportdesk@hwbsupport.net)**