How to Add a Video in an Information Box on the Orbit Screen

Summary

Libraries using Firefox or Internet Explorer can add a video in an information box on the Orbit screen. Users can then play the video by clicking on the right facing arrow. Please note that add and embed are interchangeable terms.

This guide will provide the steps required to embed a video in an information box. Separate guides provide the steps required to add an information box, add a carousel information box, add images and links to information boxes and use an information box to create a “slideshow”

Embed a Video in an Information Box

Only staff with applicable Add/Edit User Privilege operations can create information boxes.

1. Log in.

2. Click on the Add information Box link to create a new box or click on the Edit link of an existing Information Box.

3. In the Banner field enter for example, World’s Happiest Penguin. You must enter some text in this field if you want the information box to display in Orbit.

   TIP: If the Banner field is left blank the information box will not show up in Orbit. A Restore this information box link will display for a logged in staff or Administrator User.

   Restore this information box

   Click on the link, enter text in the Banner field, then click the Save icon and the information box will be included in the Orbit screen.

4. In the Title box, which includes formatting options to change the font size, font and colour, enter the title you want for the video, for example, Check out this penguin.
Note: Completing the Title field is not mandatory.

5. If you want to give your borrowers some information about the video you are embedding, enter it in the Text box. Note that it also include formatting options.

6. In the Link Type section click in the radio button next to Media. This will change the Email Address field to the Media URL field.

Using a YouTube video as an example:

7. Find the YouTube video you want to embed:
   1) click on Share > then
   2) click Embed > then
   3) click in the checkbox next to Use old embed code so a tick displays in it.
   4) click in the box that contains the video link and highlight all of the text
   5) right click on the highlighted text and click on Copy from the drop down list
8. Open notepad and copy the text into it.

9. Find the video URL in that code and highlight it. As you can see in the screen example above the URL to copy is youtube.com/v/rGEqWzw8A9g

Note: The ‘www.’ string that is in the front of the URL should **not** be copied.

10. Copy and paste the URL for the video from notepad into the **Media URL** field in the information box (remember, do not include the www part). Ensure you enter **http://** at the front of the URL you are pasting into this field.

    ![Media URL](https://www.softlinkint.com)

   **Media Url**: http://youtube.com/v/rGEqWzw8A9g

   Enter a standard URL point to a media source. For example: http://youtube.com/VTyvN59L4hJU

11. Enter the applicable number in both the **Column** and **Row** fields to position the information box in the location you want it to be in on the Orbit screen.

12. Click the **Save** icon at the top of the Information box Edit screen and the video will display in its information box in Orbit. Remember, the **Edit** and **Delete** links will not display borrowers or library staff that do not have the applicable User Privilege operations.
13. Borrowers can click on the **arrow** in the video’s still image (picture) and the video will play.