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Article Guide

There are three ways to create, edit, and delete an article within SOCS. They are **SOCS Toolbar**, **SOCS Wiki's**, and **Easy Edit**.

SOCS Toolbar

Select **Content**, **Articles** from the SOCS Toolbar. The **Articles Menu** will be in the center of the screen.

Articles Waiting to Be Approved:	0
Articles Waiting to Be Published:	0
Feedback Waiting to be Approved:	0
Articles in Recycle Bin:	0

Messages: Above the **Articles Menu**, messages alert you if you have **Articles Waiting to be Approved**, **Approved Articles Waiting to be Published**, **Feedback Waiting to be Approved**, or **Articles in Recycle Bin**.

Articles Menu
Create Article
My Staff Pages
View Pending Articles
View Recycle Bin
Search Articles
My Feedback
Video Processing
Change Editor (CKEditor - Beta)

Create Article: This allows you to create articles.

My Staff Pages: This gives you access to edit pages on your personal staff page.

Note: You will only see this available if you have permission or access to create articles under Staff Pages under a particular section. This is generally your teacher or classroom page.

View Pending Articles: This allows you to view articles not yet approved/posted.

Note: If you are not able to approve/post articles, you can edit these articles at any time before they are approved. Once the article is approved, it will no longer appear in the list.

From the **View Pending Articles** you may edit the article, edit images, view the article, or delete the article.

View Recycle Bin: The Recycle Bin allows you to view and restore previously deleted articles to your site. You may also permanently delete articles.

Search Articles: This allows you to search the database for articles to edit or delete.

My Feedback: This gives you the ability to approve, reject, or reply to feedback comments.

Video Processing: Displays video processing status and errors.

Change Editor: There are two different editor types you may use to edit your article content.

*Note: If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, individual Training Guides are available in the **HELP CENTER** for the **CKEditor**.*

Change Editor (CKEditor - Current)

- **CKEditor** – The CKEditor Javascripter Editor does not require Java to be installed on your computer.
- Because you do not need to have Java installed you can also use this option for editing with mobile devices.

Note: If JavaScript mode is on, you will see an advanced tool bar options.

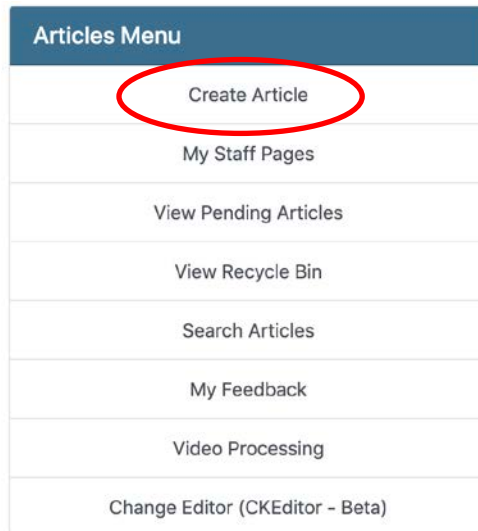
Change Editor (HTML)

- **HTML Editor** – Use this option if you prefer to edit the HTML directly instead of using the editor.

The system defaults to the **CKEditor**. You can create article content by changing to HTML mode, but it is not necessary.

Creating an Article from the SOCS Toolbar

To create an article, select **Create Article**.



There are two steps to create an article: The first step is media uploading, and the second step is creating your article.

Adding Media or Galleries

Within each article, you can upload one to three single media files or one to three galleries that can contain up to 25 media files. A gallery is a series of images and/or videos that, when selected, will display as an automatic slide show or a media page layout (thumbnail grid). Media Files can include a caption, a credit, and an alt tag or closed captions for video (alternate text and closed captions are needed for accessibility so the visually impaired can understand an image/video using browser technology). Video files have a maximum size of 512MB. SOCS will automatically resize the images to no larger than 800 x 600 (keeping the aspect ratio) pixels and create thumbnails. The reader can select the thumbnail to view the full-sized image.

[See Video Resolutions \(page 24\) for Video best practices](#)

1. Add a headline to activate the **Add Media** option.
2. Select **Add Media**. The **Media Upload** applet will load.

Headline

Enter a headline Article Editor

Enter a headline to add media or continue to the article editor.

You are currently using 1.4 GB (6.98%) of your 20 GB.

1. Media Gallery (0/25 📁)

0.0 MB

2. Media Gallery (0/25 📁)

0.0 MB

3. Media Gallery (0/25 📁)


0.0 MB

1. Media Gallery 0 items



- To drag and drop media**, open your media file in another window and select your files. Drag the media files into the **Uploader** screen or select the **Upload (from your computer)**. Select **Open** to add the files to the **Uploader** screen.

1. Media Gallery

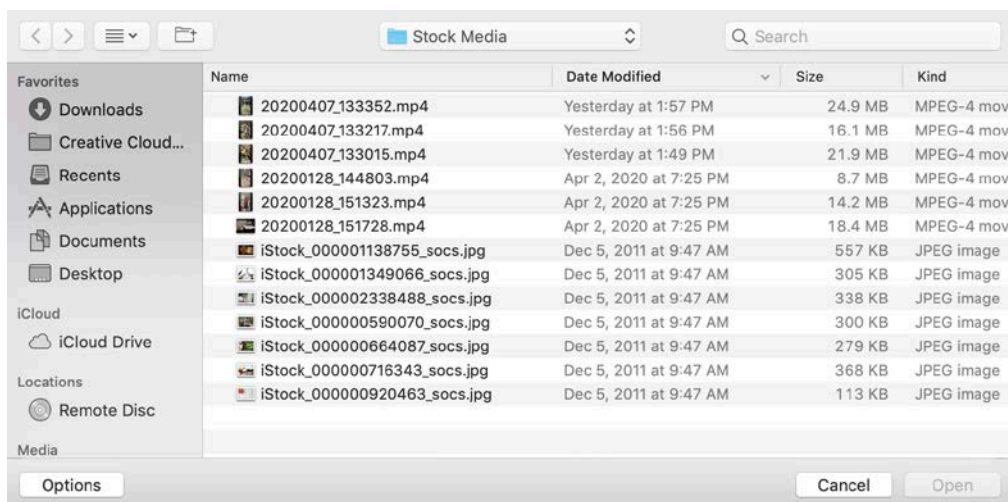


Drag media here

or

Browse

You can upload up to 25 items.
(Limit: 25 items per gallery)

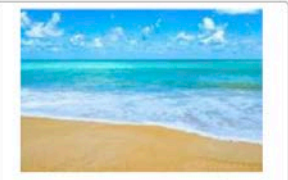


4. Select **Start Upload** to upload media.
5. At this point you can:
 - Change Order: Drag media to rearrange the order, and tap them to view the full-size media file.
 - Add a Caption, Credit, and Alt tag (for images) and Closed Captions (for videos) to each media item uploaded.
 - Delete media.
 - Select the **Article will display media in a photo page layout** to display the media in a thumbnail grid within your article. Not selecting this option, will display the media in a slideshow.
 - Selecting **Show all captions/credits** will display all captions/credits beneath the media as they will appear in your article.


1. Media Gallery 6/25 items Add Media

Article will display media in a photo page layout (thumbnail grid) Show all captions/credits


Note: Drag media to rearrange the order and tap them to view the full-size.



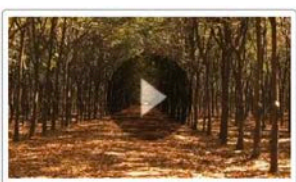
1 🗨️ 📷 Ⓐ 🗑️




2 🗨️ 📷 Ⓐ 🗑️



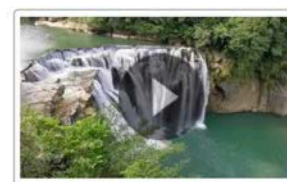
3 🗨️ 📷 Ⓐ 🗑️



4 🗨️ 📷 Ⓒ 🗑️
Queued



5 🗨️ 📷 Ⓒ 🗑️
Queued



6 🗨️ 📷 Ⓒ 🗑️
Queued

Add Media

Save
Cancel
Apply
Article Editor

Add Caption, Credit, Closed Caption and Alt Tag

6. Select **Apply**. You can make further edits if necessary and **Apply** changes again.

Adding Additional Media Galleries


Total of all galleries in the article: 4.34 MB

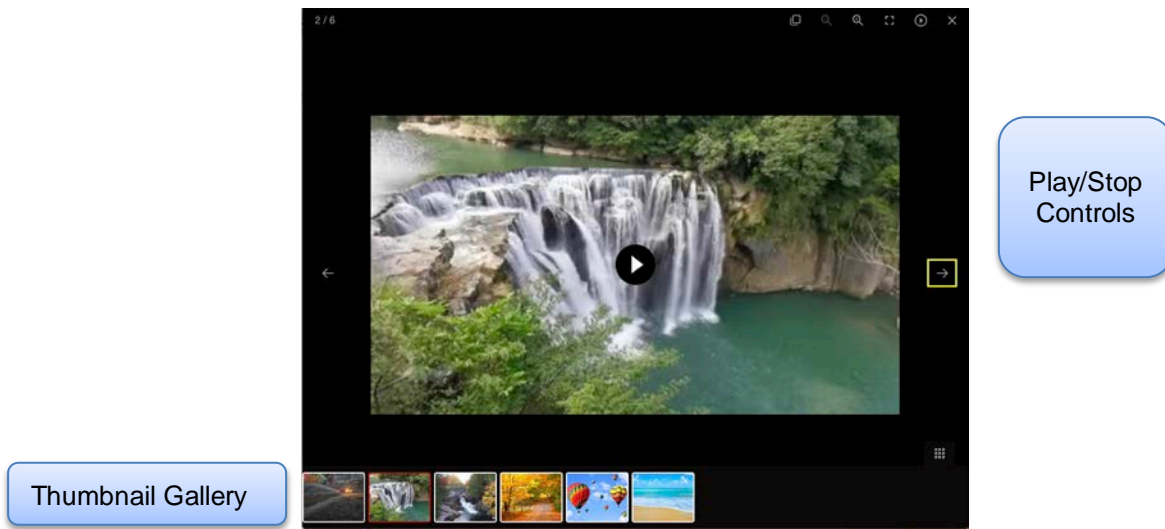
1. Media Gallery (6/25  4.34 MB	2. Media Gallery (0/25  0.0 MB	3. Media Gallery (0/25  0.0 MB
---	--	--

- To add to Media Gallery 2 and 3, select the tab and complete the steps used for Media Gallery 1.
- Each Media Gallery tab will indicate the total size of videos in each media gallery
- If you are not adding another Media Gallery, select the **Article Editor** option to complete the article.

7. Select **Article Editor** to add the content for your article.

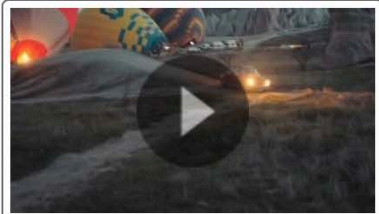
How will the Media Gallery appear in the article?

- The Media Gallery symbol  will appear in the corner of the image to indicate there is a Gallery, not a single media item.
- The Media Gallery will auto start and stop at the last media item.
- Select **View Thumbnails**. Images and video can be copied from the Thumbnail Gallery.



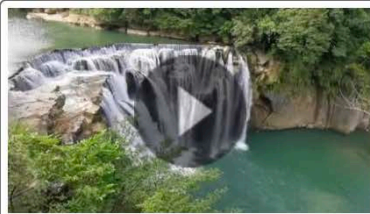
- The photo page layout displays all images and/or video(s) and provides a display option for the captions/credits.

Show all captions/credits



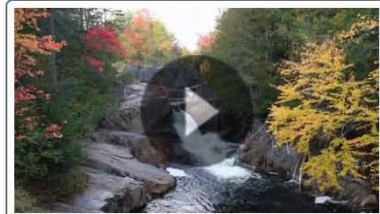
Stock Video

Hot Air Balloons on the rise



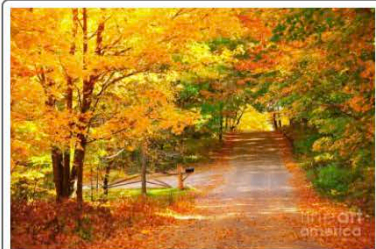
Stock Video

Waterfall



Stock Video

Falls River



Stock Image

Fall Drive



Stock Image

Hot Air Balloons



Stock Image

A peaceful beach

Article Editor

This page allows you to create an article in Article Editor or to paste information from a word processor.

Submit Article Cancel Preview Article Delete Article Edit Images

Basic Article Information

Headline: Latest News

Tagline: Article Tagline

Byline: By Support, Dr SOCS

Author: Support, Dr SOCS

Don't display the "breadcrumb" navigation for this article.

Don't display the headline for this article.

Session will expire in **59** minutes. Renew Session

Selected editor: CKEditor (Beta Version)

Headline: The headline will carry over from the previous screen.

Tagline: The tagline is optional. Anything typed in this field will appear in italics just under the headline as a sub-heading.

Byline: The byline is also optional.

Author: The author is another optional feature. For your convenience, your name is prefilled by default. If you are not the author, choose their name from the drop-down list. If you are the author and you left your name as the default byline, your name will appear only once in the article.

Display Breadcrumb: Breadcrumbs provide links back to each previous page the user navigated through to get to the current page. Select the checkbox if you do not want to display the breadcrumbs for this article.

Display Headline: Select the checkbox if you do not want to display the headline for this article.

Important Notes:

Session will expire in **60** minutes. [Renew Session](#)

Time Out: The session time-out is set to 60 minutes. While actively typing your article, the session time-out will stay at 60 minutes. Once typing stops for an extended length of time (up to 45 seconds), the session time-out clock will begin to count down. At this time, you may select the **Renew Session** button to reset the time-out clock to 60 minutes. When the session time-out reaches 5 minutes, the bar will turn red and pulse. The clock will continue to count down and pulse at 1-minute intervals. When the clock reaches 0 the session will expire and any un-submitted content will be lost.

Select an Article Editor: When creating or viewing pending articles, you may choose to change your editor from JavaScript Editor or HTML.

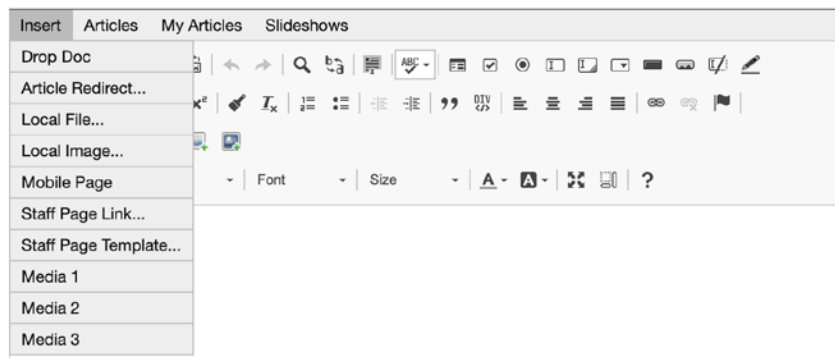
Article Body

Underneath the **Basic Article Information** is the body of your article. If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, a Training Guide is available in the **HELP CENTER** for the **JavaScript Editor**. The training guide explains each of the options on each of the toolbars.

Important Notes:

Pop-ups: Make sure pop-ups are enabled/allowed. Check your Internet browser including additional toolbars from search engines like Google or Yahoo toolbars. This will allow you to preview your article in a pop-up screen.

Placing Media Galleries: To place the any of the media galleries, place your cursor where you want each one to appear. Select Insert, **Media 1**, **Media 2** and **Media 3** from the tool bar.



Note: SOCS will automatically place Media Gallery 1 at the beginning of the article if you do not place it yourself. If you have Media Galleries 2 and 3 and do not place them, SOCS will automatically place these at the end of the article body.

Extra Settings

Related Sites: This area allows you to add related site links that will appear near the bottom of your article. These are optional (Be sure to include the full syntax [<http://www.sitename.extension>] for the url).

Note: The reader will see a message stating that external pages are not endorsed by your website, and the link will open in a new browser window.

Feedback: By default, SOCS is not set to receive feedback on any article. If you want feedback for an article, check the box. If you elect to receive feedback, the **Feedback Title** is optional; if you leave this blank, the article headline will appear as the feedback title. Feedback may be sent directly to the Article Author for review or set to be reviewed by individuals with Feedback access.

Publish Dates

Publish Dates control when the article appears and when it moves to archives. Articles can be published the same date they are created by changing the **Begin Date** to today's date, or you can set the publication date in the future. If you want an article to remain on your site indefinitely, set the end date to **Does Not End**. Otherwise, choose a reasonable publish end date so information on your site is current. Check the box next to **Don't display the publish date for this article** if you have articles you wish to have on your site for an extended period of time.

Publish Settings

Priority: The priority number controls the order in which articles appear within sections. The lowest priority number of an article will appear first in the section (a 10 will appear before a 100). If the priorities are the same, the newest article appears first. If articles have the same start date, they appear alphabetically. By default, the priority is 100. To allow space for new articles, use multiples of 5, 10 or 100 (your preference) when assigning priorities.

Section(s): There may be times where you would like an article to appear within multiple sections of your web site. You may select an article to appear within the sections you have access to. When the article is selected within these sections, you will be redirected to the **Home Section**.

Home Section: The Home Section is where the article resides.

Approval: Regardless of the publish dates (today's date or a date in the future), an article will not appear on your site unless the **Approved** box is checked. Leave this box unchecked if you wish to save an article for completion later.

Note for Section and Approval:

- Authors who can create articles but are not able to approve/post content to the site, will not be able to choose a section or select the approval box.
- Authors who can create articles and approve/post content will be able to select a section and the approval box.
- If the author has limited article access, they can create articles, select no Section, and re-assign the article to an author who is able to approve articles within the section.

Media to Publish: You can prevent media from displaying if you uncheck the corresponding checkbox.

Notes to Assigned Author: This area allows you to leave notes to your assigned author or when re-assigning the article to another author relaying information about the article.

Email Notification: Your assigned author or the author you are re-assigning the article to will receive an email notification when you submit an article. The email will contain notes you entered into **Notes to Author**.



Feature & Share Now:

Post on Homepage: When you create your article, you have the option to Feature it on your homepage.

The article will appear as the first featured article. If you have 10 articles already on your home page, the 10th article will be removed from the features on the homepage.

Share via Notifier: You can share your article via push notification, text message, email and social media.

After selecting Submit, you will receive the list of your push, text and email groups, as well as Facebook Pages and Twitter account, to select to whom to send your article.

Submit Article

The **Submit Article** button will save and submit your article to the SOCS system. **If you do not submit your article, you will lose your work.** You must submit your article each time you make a change.

Preview Article

The **Preview Article** button allows you to see how your article will appear when it is live on the site.

*Note: This is a pop-up window. If pop-ups are blocked, the preview will not appear. Do not turn off the pop-up blocker at this point or you may lose your article. Instead, submit/save your article and then go to your Internet browser and turn off the pop-up blocker. Go to **View Pending Articles** and open the article to continue.*

After previewing, close the Preview window and make necessary corrections.

- Always preview your article and correct any problems before submitting it.
- The preview includes spell-checking, listing possible spelling errors in yellow.
- You can test your hyperlinks in preview to ensure they work.

Delete Article

The **Delete Article** button will move your article into the Recycle Bin.

Edit Media

The **Edit Media** button will take you to the Edit Media page to add images and/or videos.

Creating an Article in Easy Edit

Easy Edit allows you to create, edit content, edit images, and delete articles from the public view of your SOCS Site. This option is a quick way to make simple changes to existing articles and reduce the number of steps required to get your message out to readers quickly.

With **Easy Edit** you edit article content without leaving the public view, but still have full access to the article settings you would have within the SOCS Toolbar.

Note: Easy Edit is only available to authors who can approve/post content.

Login

The **Login** can be found below or beside the **Sign Up for the News Update** (L8, L9, L10, L11), **along the navigation bar** (L12, L13), or in the **upper-right corner** near the Weather dropdown and search icon (L14, L15, L16).



Use your username and password to login.

The image shows a 'Sign In' form with the following elements:

- Sign In** header
- Text: "If you're already registered, please sign in."
- Email address** field: "Enter your email address"
- Password** field: "Enter your password"
- Stay signed in?
- [Forgot your password?](#)
- Sign In** and **Cancel** buttons
- Section: "Or connect using:"
- Buttons for **google**, **facebook**, and **twitter**

To the right of the form is a **Secure Access** section with the text: "There are items and actions available on this site that require a username and password. If you do not have this information, you do not have access and do not need to complete this screen."

Once you are logged in, browse the site to find the article you wish to edit or delete, or the section in which you wish to create a new article.

Edit Article and Delete Article

You will find **Edit in Place**, **Easy Edit**, **Edit Media** and **Delete** icons in the right-hand corner of articles and staff page articles.



Editing with Edit in Place:

- You will be taken directly to the **Article Editor** for this article.
- You will be able to modify the Headline, Tagline, Byline, and all article content.
- When selecting **Submit**, you will return to the public view of your article.



Editing with Easy Edit:

- You will be taken directly to the **Article Editor** for this article.
- You will be able to modify all aspects of the article, including media and all article content.
- When selecting **Submit**, you will return to the public view of your article.

Article Editor

Basic Article Information

Type:
 Article
 Blog
 Staff Page
 Main Staff Page

Headline:

Tagline:

Byline:

Author:

Don't display the "breadcrumb" navigation for this article.
 Don't display the headline for this article.

Session will expire in **59** minutes.

Selected editor:

Insert Articles My Articles Slideshows

B *I* U **S** x₂ x⁴ *I*x



Edit Media:

- You will be taken directly to the **Edit Media Galleries** page for this article.
- You will be able to modify all images/videos for this article. You may also choose to continue on to the Article Editor.
- When selecting **Submit**, you will return to the public view of your article.



Delete:

A window will appear prompting, "**Are you are sure you want to delete this article?**"



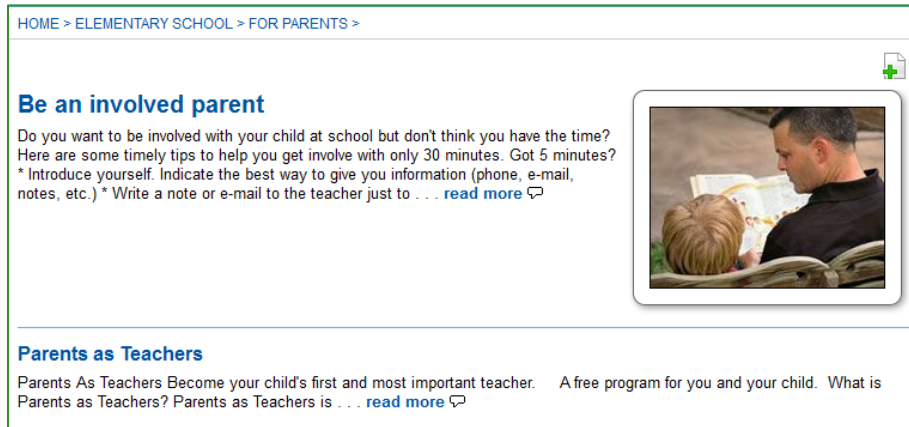
Create Article:

You will find the **Create** icon in the right-hand corner of the sections you have access to. **Create Article** is also available on your **SOCS Blog**.

*Note: The **Create Article** icon will only be displayed on section pages with multiple articles. The **Create Article** icon will not be available when a single article or alphabetized index is displaying in a section.*

Create:

- You will be taken directly to **Create Article Media Galleries** for this article.
- You will be able to modify all article information as you could within the SOCS Toolbar.
- When selecting **Submit**, you will return to the public view of your article.



View Pending Articles

This allows you to view articles not yet published including:

- Articles submitted by authors that need to be reviewed and approved.
- Articles you have written but not yet approved.
- Articles you have approved but the publish start date has not yet occurred.

To view and/or edit an article, select the **View Pending Articles** button.

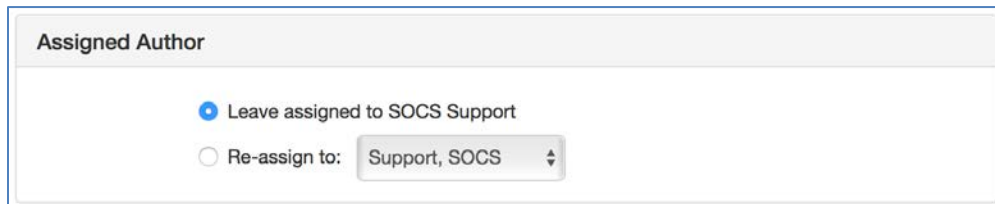
View Pending Articles

Edit Article	Edit Media	View Article	Delete Article	Status	Headline	Author	Date Submitted
				Pending	Adding an Article with Media	Dr SOCS Support	Aug 31, 2020
				Pending	Ash grass video	Dr SOCS Support	Aug 27, 2020
				Pending	Oahe Dam	Dr SOCS Support	Aug 20, 2020
				Pending	Walk in the Park	Dr SOCS Support	Aug 18, 2020
				Pending	Take Three	Dr SOCS Support	Aug 18, 2020

From the **View Pending Articles** screen you can edit the article, edit media, view the article (allows you to view article and gives you access to edit and article delete), or delete the article. When your changes are complete, you can continue the process to publish the article.

Reassign an Article

If the article is not ready for publication, you can leave it assigned to the current author, or you can re-assign the article to another person. If you re-assign an article, the article will show as a pending article for the person to whom you re-assigned it. Unless you can edit any article, you will lose access to the article until the person re-assigns it to you.



The screenshot shows a form titled "Assigned Author". It contains two radio button options. The first option, "Leave assigned to SOCS Support", is selected with a blue dot. The second option, "Re-assign to:", is unselected and followed by a dropdown menu that currently displays "Support, SOCS".

In addition, an email notification is sent to the person the article is re-assigned to. Here is an example of an email message:

The article, High School Activities and Clubs, located in the Front Page|Southern Oaks High School>>Activities and Clubs section originally authored by Jodi Jones, has been re-assigned to you.

Email Notification

Your assigned author or the author you are re-assigning the article to will receive an email notification when you submit an article. The email will contain notes you entered into **Notes to Author**.



The screenshot shows an email notification with the following content:

Subject: SOCS: Article Submission Notification

The article, [Create Article](#), authored by **Keri Schmidt** (Keris@socs.org) has been submitted.

Author Notes

Please approve this article right away.
Thanks,
Keri

Login to moderate the article [here](#).

View Recycle Bin

The Recycle Bin allows you to view and restore previously deleted articles to your site. You may also permanently delete articles. You will find the View Recycle Bin in the Articles Menu.

Articles Menu
Create Article
My Staff Pages
View Pending Articles
View Recycle Bin
Search Articles
My Feedback
Video Processing
Change Editor (CKEditor - Beta)

Search for Articles in Recycle Bin

View Recycle Bin

Filter display by keyword, sections and/or authors

Keyword

Section Author

All Sections All Authors

Batch Delete Empty Recycle Bin Back

Allows you to search for articles in the following ways:

- Search by keywords in any article.
- Search by a specific Section.
- Select any author.

You may also sort the columns of the results.

Batch Delete
Empty Recycle Bin
Back

Found: 3 articles

View	Restore	Delete	Headline / ID	Section	Author	Deleted
			Training Guides ID: 5d0d516f11e1e		Ashleigh Lang-Petersen	Aug 8, 2019 11:05am
			test ID: 5d02b5a58ce38		Ashleigh Lang-Petersen	Aug 8, 2019 11:05am
			Latest News ID: 5d3620648c471		Ashleigh Lang-Petersen	Aug 8, 2019 11:05am

Back

View: Use the view icon to verify this is the article you wish to restore.

Restore: Select the Restore icon to bring up the article editor. Make any changes necessary to the article and select Submit to restore the article.

Delete: Select the Delete icon to permanently delete the article. You will be prompted to verify you are sure you want to permanently delete this article.

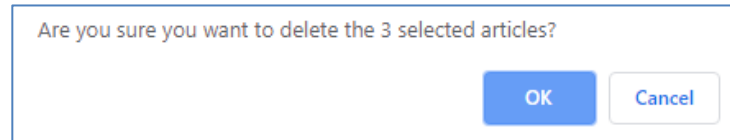
Batch Delete: Selecting the **Batch Delete** button will replace all of the can icons in the table with checkboxes that can be shift clicked for multiple selections.

Delete Selected
Empty Recycle Bin
Back

Found: 3 articles

View	Restore	Delete	Headline / ID	Section	Author	Deleted
		<input checked="" type="checkbox"/>	Training Guides ID: 5d0d516f11e1e		Ashleigh Lang-Petersen	Aug 8, 2019 11:05am
		<input checked="" type="checkbox"/>	test ID: 5d02b5a58ce38		Ashleigh Lang-Petersen	Aug 8, 2019 11:05am
		<input checked="" type="checkbox"/>	Latest News ID: 5d3620648c471		Ashleigh Lang-Petersen	Aug 8, 2019 11:05am

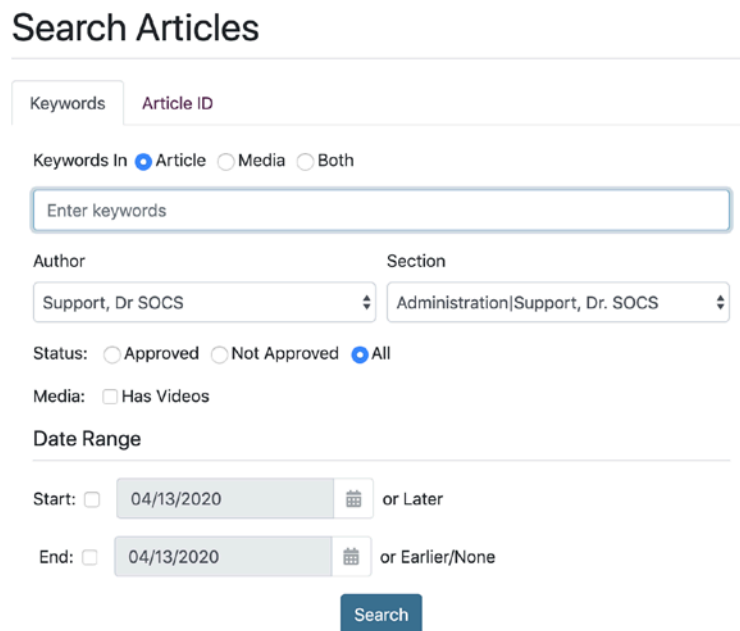
Checking boxes and clicking the delete selected button will delete those selected articles from the recycle bin after prompting to confirm the deletion.



Search Articles

The **Search Articles** feature allows you to search the database for articles to edit or delete. If you have access privileges, it also allows you to select articles to include in a **News Update** for e-mail subscribers.

Search for Articles

A screenshot of the "Search Articles" web form. The form has a title "Search Articles" at the top. Below the title, there are two tabs: "Keywords" (selected) and "Article ID". Under the "Keywords" tab, there are radio buttons for "Keywords In": "Article" (selected), "Media", and "Both". Below this is a text input field with the placeholder "Enter keywords". There are two dropdown menus: "Author" with the value "Support, Dr SOCS" and "Section" with the value "Administration|Support, Dr. SOCS". Below these are radio buttons for "Status": "Approved", "Not Approved", and "All" (selected). There is also a checkbox for "Media: Has Videos" which is unchecked. A "Date Range" section has two rows: "Start:" with a date picker set to "04/13/2020" and the text "or Later"; and "End:" with a date picker set to "04/13/2020" and the text "or Earlier/None". At the bottom of the form is a blue "Search" button.

- Search by keywords in any article, media or both.
- Select any author, a specific author or from any authors you may be approving articles for.
- Search by a specific **Section**.
- Select **Approved** to search for approved articles; select **Not Approved** to search for articles that are not approved; select **All** to search all articles.
- Select **Has Videos** to search for articles that contain videos in any of the media galleries in an article.
- Select a **Start** and **End** date for the search (optional).
- Select **Search** to begin the search.

Search Results

- Include articles in News Update
- Edit Article Content
- Delete Articles
- View article section, publish dates and author
- If the article contains a video(s), you will see the total video size for the article. Note: your SOCS site comes with 20 GB of video storage. Once you are close to reaching 20 GB, you will receive a warning message.

Search Results

Your search found **274** matches. 1 - 10 are shown below.

Results per page 10

Featured in News Update
 Approved article

You are currently using 723.16 MB (3.53%) of your 20 GB.

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking additional column headers.

Include in News Update	Edit Art.	Edit Media	View Art.	Dlt Art.	A	Article Headline and ID	Section	Publish Date		Article Author		Total Size of Videos
								Start	End	Writer	Editor	
<input type="checkbox"/>		1		<input type="checkbox"/>		Lilli rocks ID: 5f481f3acf5cf	Getaway	08/27/2020 4:02pm	None	Dr SOCS Support	Dr SOCS Support	2.67 MB
<input type="checkbox"/>		2		<input type="checkbox"/>		Article for DR vs Production ffmpeg ID: 5f45440f3524f	Getaway	08/25/2020 12:00am	08/29/2020 2:00am	Dr SOCS Support	Dr SOCS Support	12.1 MB
<input type="checkbox"/>		1		<input type="checkbox"/>		Articles in Multiple Sections ID: 5f3c2b5b30aef	Resources	08/18/2020 2:15pm	None	Dr SOCS Support	Dr SOCS Support	1.3 MB
<input type="checkbox"/>		1		<input type="checkbox"/>		Take Two ID: 5f3c2baa7d440	Resources	08/18/2020 2:15pm	None	Dr SOCS Support	Dr SOCS Support	463.1 KB
<input type="checkbox"/>		0		<input type="checkbox"/>		iPhone quick post ID: 5f3c264add079	Lifestyle	08/18/2020 2:00pm	None	Dr SOCS Support	Dr SOCS Support	0 MB
<input type="checkbox"/>		1		<input type="checkbox"/>		iPhone, video "too small" ID: 5f3c23c2d0798	Editorial	08/18/2020 1:54pm	None	Dr SOCS Support	Dr SOCS Support	0

To search for an article using the SOCS article ID, select the **Article ID** tab at the top of the **Search Articles** screen and enter the specific article ID and select **Find Article**. (When viewing an article, the article ID is the string of numbers at the end of the URL (i.e. 443585eo198of)

Search by Article ID

Deleting Multiple Articles

Note: An author who has Full Section Access and can edit any article can delete all articles. An author who has Limited Section Access and can edit any article can delete all articles within their assigned sections. An author who has Limited Section Access and does not have access to edit any article can only delete their articles or articles assigned to them.

1. Search for the articles you want to delete.
 - a. Search by author name.
 - b. Search by section name.
2. Search results show number of articles found and will display 10 results per page.
3. You may change options to see more articles per page.

Search Results

Your search found **274** matches. 1 - 10 are shown below.

Results per page: 10 (selected), 25, 50, 100

Next Add to News Update Delete Selected Finish

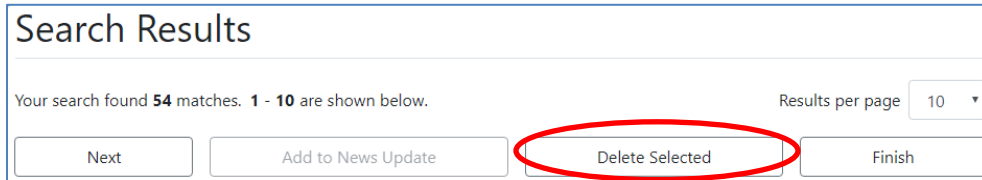
N Featured in News Update **A** Approved article You are currently using 723.16 MB (3.53%) of your 20 GB.

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking additional column headers.

Include in News Update	Edit Art.	Edit Media	View Art.	Del Art.	Article Headline and ID	Section	Publish Date		Article Author		Total Size of Videos
							Start	End	Writer	Editor	
<input type="checkbox"/>		1		<input type="checkbox"/>	Lilli rocks ID: 5f481f3acf5cf	Getaway	08/27/2020 4:02pm	None	Dr SOCS Support	Dr SOCS Support	2.67 MB
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<input type="checkbox"/>		1		<input type="checkbox"/>	iPhone, video "too small" ID: 5f3c23c2d0798	Editorial	08/18/2020 1:54pm	None	Dr SOCS Support	Dr SOCS Support	0

4. You may delete one article at a time by checking the **Del Art.** box next to the article or you may check the **Del. Art.** box in the heading to check all boxes. You may also check all boxes and then click to uncheck an article you want to save.

- Once you've selected the articles to be deleted, select **Delete Selected** either at the top or the bottom of the page.



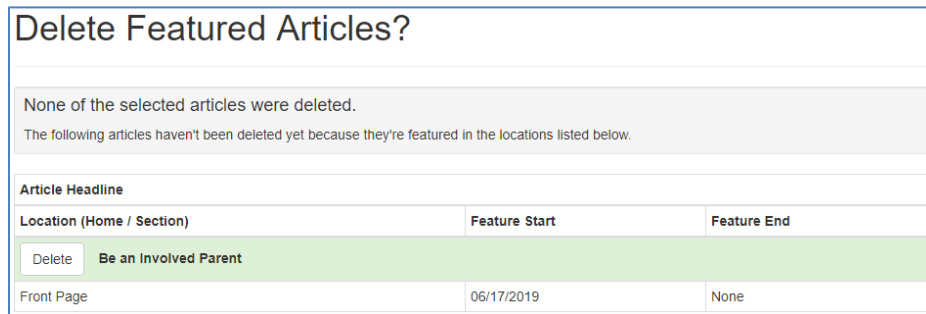
- A message will appear asking you to confirm that you want to delete the selected articles.

Are you sure you want to delete this article?



Note: Once an article is deleted, it can be found in your Recycle Bin. If an article is deleted from the Recycle Bin, it is permanently gone from your site.

- Some articles may not be eligible to be deleted because they are a featured article either on the front page of the site or in a section.



You need to have **Features** access to remove article as a feature and then go back and delete the article.

Video Processing

The Video Processing page provides:

- The total size of videos on your website. You will receive a warning message when you are close to exceeding the 20 GB limit.
- Processing: When uploading videos to your website, the public viewers of your site will see a five second preview of the video while it is processing. Part of the processing is transcoding the video making sure the file type is accessible to all viewers.
- Failed: this tab provides a list of videos that have failed the transcoding process. Please contact SOCS Support for assistance with these videos.

You can also filter the page by **Past Day**, **Past Week**, or **Past Month**.

Use the Article Search to find articles with videos.

Video Processing Page

You are currently using 723.16 MB (3.53%) of your 20 GB. Results per page Past Month ▾

Processing Failed

Thumbnail	Filename	Article Headline	Status	View
	1_MarioKart8_361MB.mp4	test	Processing	

[Back](#)

Video Resolutions

What file types are accepted on SOCS Video Streaming?

The following video formats are recommended:

- .asf= Advanced Systems Format File
- .qt =Apple QuickTime Movie (uncommon)
- .mov = Apple QuickTime Movie
- .mpg = MPEG Video File
- .mpeg = MPEG Movie
- .avi = Audio Video Interleave File
- .wmv = Windows Media Video File
- .mp4 = MPEG-4 Video File
- .3gp = 3GPP Multimedia File
- .mp3 = MPEG-3 Video File

Are there limitations for file sizes and number of videos I can upload?

- Each client (i.e. school, ESC etc.) has a 20gb allotment.
- Individual file size of 100MB is suggested.
- Maximum file size is 512MB.

Several things affect the quality of your videos:

Your equipment:

- Quality of your video camera
- Lighting
- Audio equipment

File conversion: Once your video is uploaded it is converted to a format and file size best suited for the web. This conversion will affect video quality.

Resolution and bit rate recommendations:

- 640 x 480 resolution with bit rate of 1.2 mbps.
- 1280 x 720 resolution with bit rate of 4 mbps.

Note on resolution: For best performance, video size and player size should match. The player will default to the size of the video unless it exceeds 640 x 480, which sets the player at the recommended 640 x 480 for playing.

Note on bit rate: The bit rate determines the color resolution in your video. The higher the bit rate the better the quality but the bigger the file. The lower the bit rate the lower the quality but the smaller the file. Try to find a comfortable mid-point.

Your end user/video viewer's internet connection speed.

Will the videos download on the viewer's computer?

Your videos are progressive download files meaning the files do not have to be completely downloaded before viewing begins. A temporary copy of the movie exists in the computer browser cache. Once the cache is cleared, the copy of the video is gone.

How would I convert my file to one of the recommended formats?

Here are some suggestions for just a few of the free media converters available:

- Windows Media Converter
- Google Video
- Windows Media Encoder
- Zamzar <http://www.zamzar.com> free online file conversion

Change your Video Resolutions

Samsung Galaxy s10- In the camera, click video to change camera to record video > click the settings icon in the upper-left corner > Choose rear video size under Videos > click the Resolution dropdown and choose resolution.

iPhone - Settings > Camera > Record Video

1 minute of video will be approximately:

*40 MB with 720p HD @ 30fps (space saver)

*60 MB with 1080p HD @ 30fps (default)

*90 MB with 1080p HD @ 60fps (smoother) - first three are ideal

*135 MB with 4K @ 24fps (film style)

*170MB with 4K @ 30 fps (higher resolution)

*400 MB with 4K @ 60fps (higher resolution, smoother)

Resolution and frame rates may differ depending on the iPhone (older may not have these same resolution and frame rates). Instructions for changing your phone's resolution may also vary depending on your phone.