# Technical Guide:
Setting up and editing the Video Library

We hope you find this guide useful in getting you up and running using video.
We encourage you to share this guide with your IT/Web/Technical team.
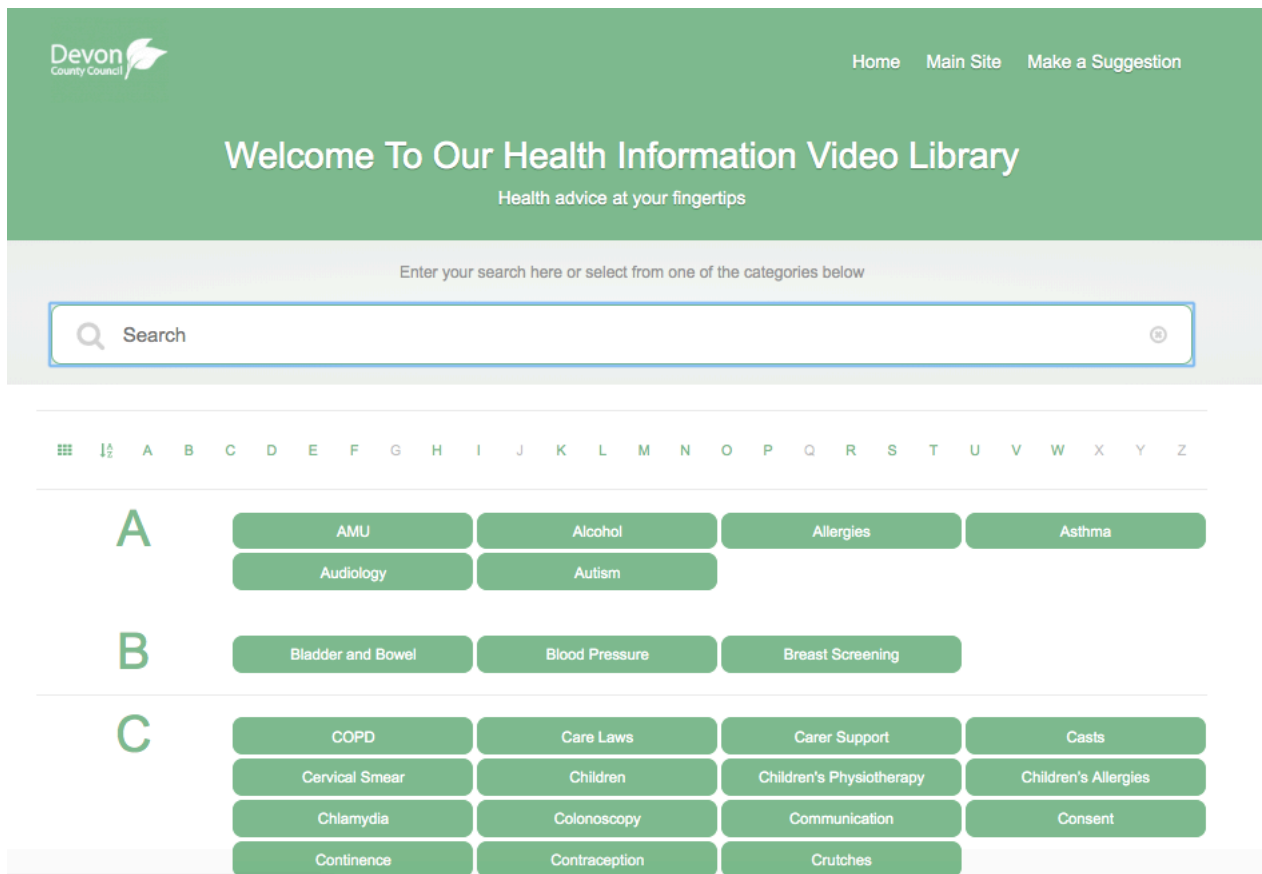
1. Implementing your Video Library

- Create a sub-domain of your website eg patientinformation.thesurgery.com
- We will provide an IP address to direct the sub-domain to
- You can then create a tab for your homepage with the link to your Video Library
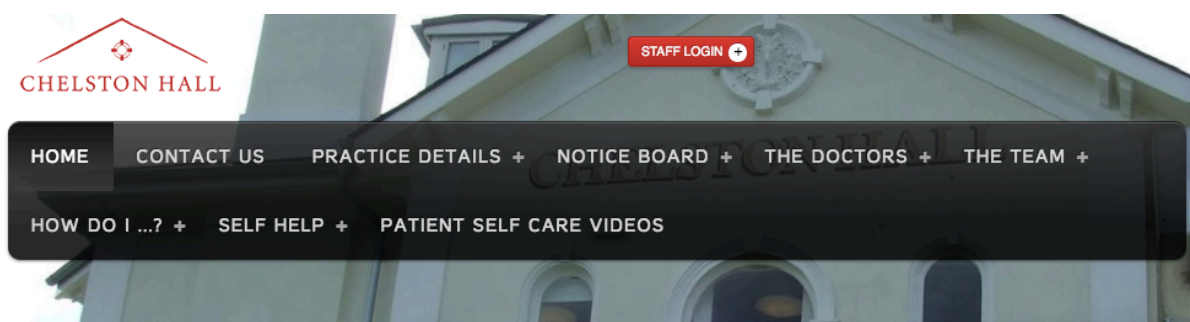
2. Familiarise yourself with the library

There are over 350 videos categorised into over 80 specialisms, covering many of the common conditions patients will see you about. We recommend taking some time to familiarise yourself with the content.

3. Log in to the Content Management System

Scroll to the bottom of the page and click on 'login'
Login using your username and password
Click on 'Admin' at the top of the page to take you to the Content Management System

4. Personalise your Video Library

Adding your logo, titles and contact details

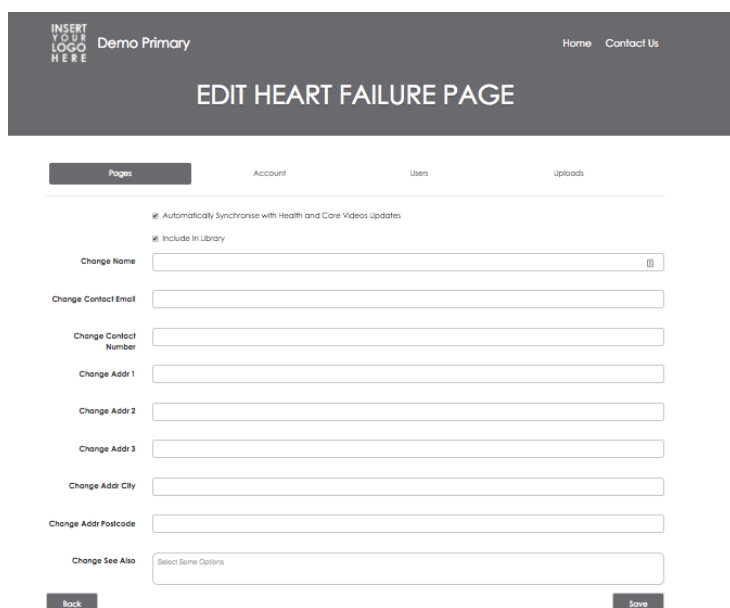Click on 'Account' Tab

Add/remove/edit pages from the Video Library

Click on the 'Pages' tab

Click 'edit' in the 'Page Edit' column of the Page you would like to edit - here we have chosen Heart Failure

Here you can add or remove the Page from your Library, change the Page Name and the contact details for that Page
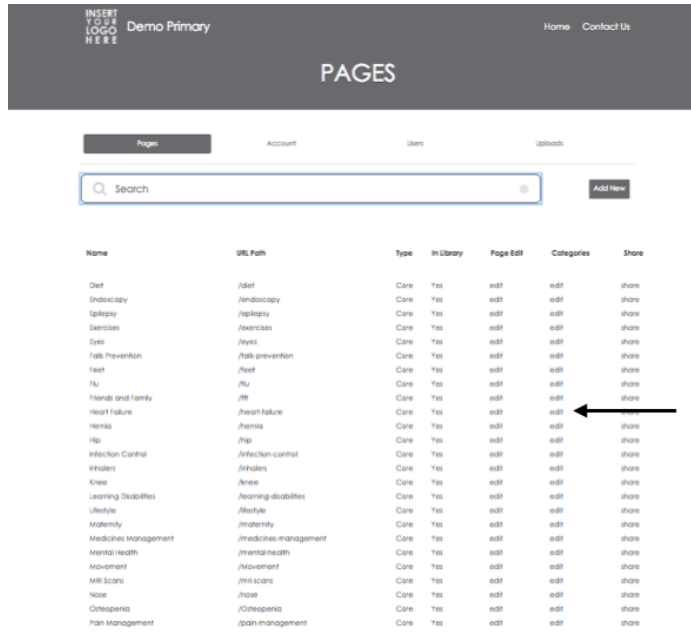
Add/remove/edit categories within pages from the Video Library

Click on the 'Pages' tab

Click 'edit' in the 'Categories' column of the Page you would like to edit - here we have chosen Heart Failure

The categories within the Page will come up

Here you can change the Category Name add/remove/edit categories within pages eg Living With Heart Failure
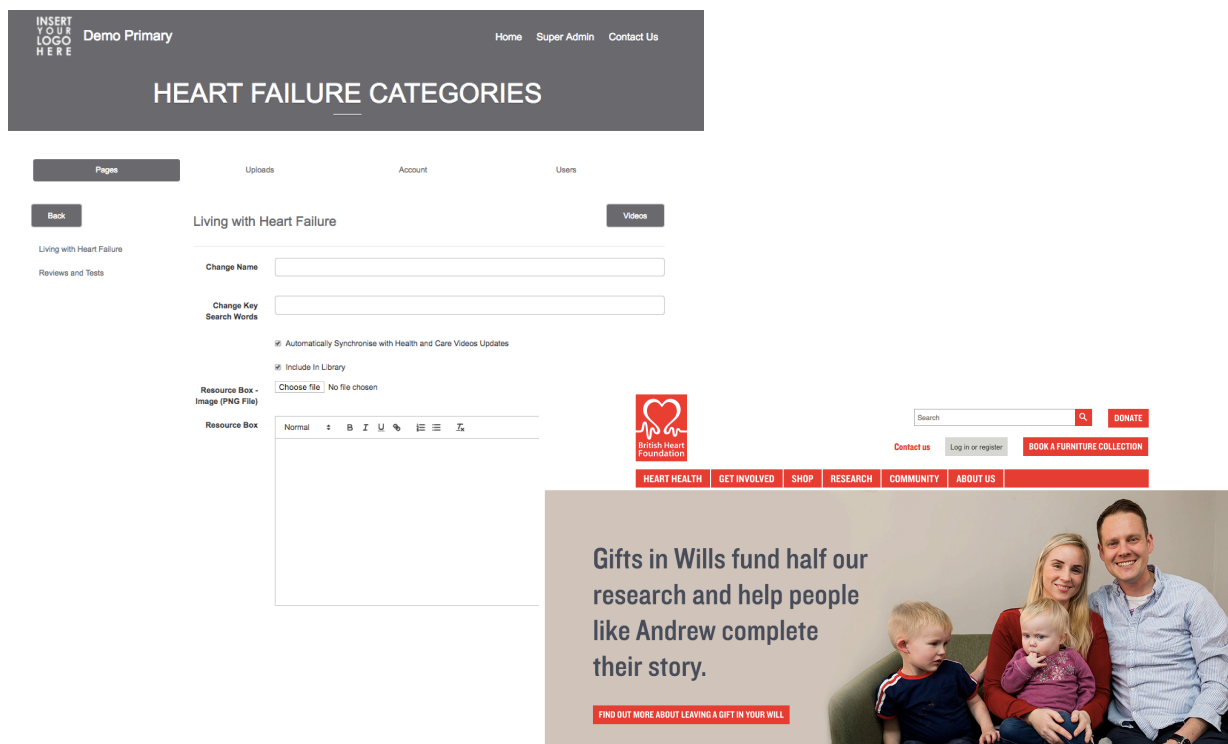
Add other resources - PDFs/Web Links/Information
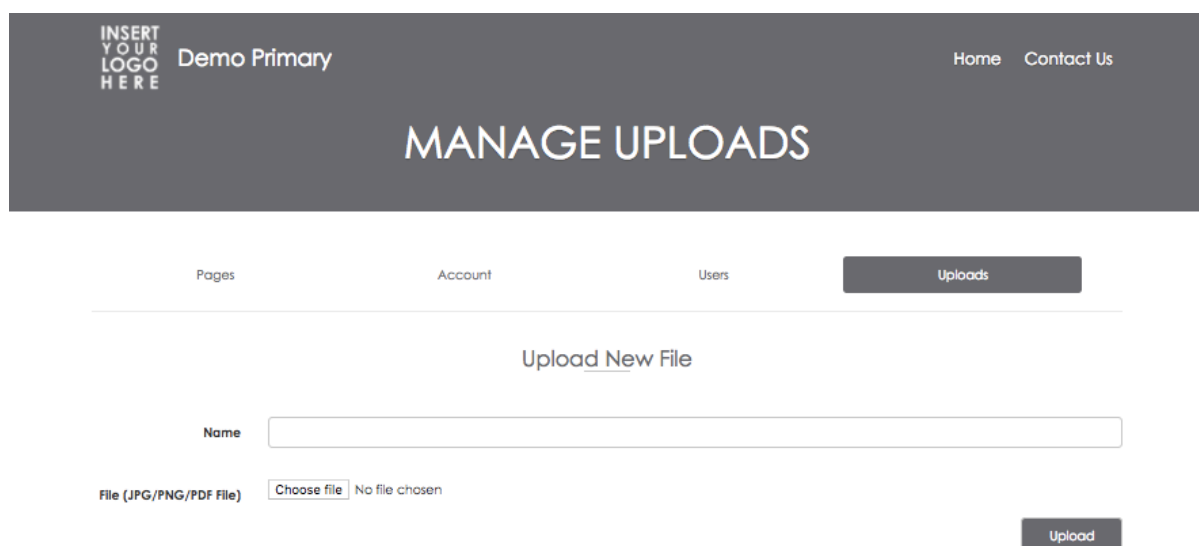
Add links to other resources into a resource box eg https://www.bhf.org.uk (British Heart Foundation)

Add images to resource boxes by clicking choose file next to 'Resource Box - image (PNG file)'

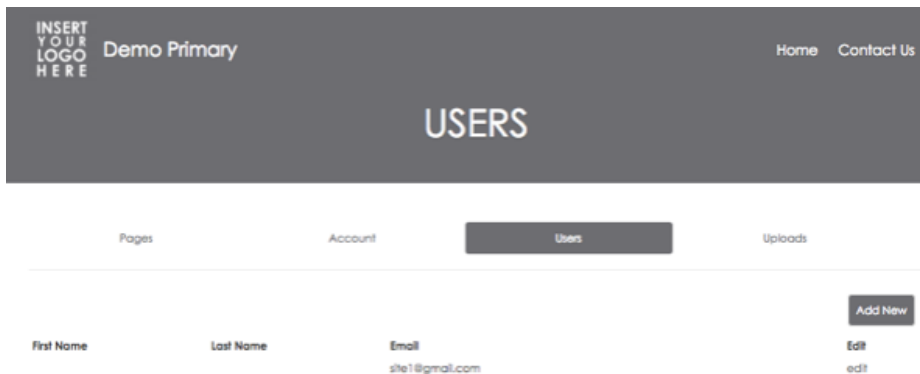## Add PDFs by clicking on the 'Uploads' tab

Upload the PDF file you want to add then copy and paste the link from here into the resource box as above

Add/remove practice staff to control who can edit your video library

Click on 'Users' and 'Create New' or 'Edit'