

## St John's HowTo No 5:- Including videos in service sheets

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### 2 See also

See other documents in the St Johns Church series of How To. These can be found in the church sharepoint Projection & Visual subsite here: (Permission needed.)

(<https://stjohnschurch809.sharepoint.com/Projection/Shared%20Documents/Forms/AllItems.aspx> )

These can also be found on the public website ([www.benrhydding.org.uk](http://www.benrhydding.org.uk) ) in pdf format.

As of today 29/6/2020 the following documents exist:

1. How to No1. Zoom meetings
2. How to No2. Recording and streaming tips and tricks for computer audio and video
3. How to No3. Recording talks, prayers and readings.
4. How to No 4. Video Montages
5. How to No 5. Including videos in church service sheets
6. How to No 6. Using OBS for streaming and broadcasting

### 3 Summary

Since the Covid lockdown started in March 2020 we have been producing a service sheet containing links to videos for songs, sermon and readings etc. This service sheet is distributed to church members using the Mailchimp service but is also used as the basis for our Zoom streamed service on the Sunday morning.

In the service sheet are links to videos, some of which come from Youtube and some are home grown videos of talks, songs and readings.

This document describes in brief the process of getting the video you have been presented with into the service sheet.

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Full details on each step can be found in the How To guide no 2.

## 4 Step one – prepare the video

### 4.1 Youtube videos

I use an application called any video downloader from here: <https://www.any-video-converter.com/products-freeware/>

The AVC app downloads and converts the videos in one step. Most services such as youtube, vimeo, sharepoint etc are specific about file formats they support so it is important to set up AVC correctly before using it. We use sharepoint for our files and the following settings are known to work correctly.

*(Beware: This step is not always all that is needed. Change the setting and then try getting a video and putting it on sharepoint, if it works and is reasonable quality – great. Otherwise a bit of faffing around may be needed)*

**Go to settings (the gear wheel) online video tab. Select best quality. Click OK**

In this application I can paste several youtube video URLs and click download. The app will download all the videos into the selected local directory on your PC. It only takes 2 or 3 minutes to download half a dozen song videos.

I check the video for unwanted extras (advert at beginning and end etc) and if necessary edit these out using the VSDC software package. Sometimes the audio level needs increasing and again I use VSDC for this purpose.

### 4.2 Home grown videos

These come from a number of sources but are usually passed through an editing process using VSDC to clean up the images, improve sound and a number of other steps, before being ready for uploading.

## 5 Step two – upload the video

We have created a special upload area in the church sharepoint public area here: <https://stjohnschurch809.sharepoint.com/publicinfo/Media/Forms/Thumbnails.aspx>

If you are going to do this a few times we would recommend that you synchronise this folder to your computer. That makes it much easier in future to manage adding videos as you can drop the videos in the folder on your computer directly.

(The procedure below assumes that you are not using synchronisation.)

Although called public area (for viewing only) you will need to login using your church email address in order to save files to the site. Example email: [fred.bloggs@benrhydding.org.uk](mailto:fred.bloggs@benrhydding.org.uk)

1. Navigate to the sharepoint site above and login if asked. Ask admin if you need help
2. There should be a folder with the sunday date eg **21-06-2020 media**. Open it, or if not, create it and then open it.
3. Drag and drop your video in this new folder. As an example, let's assume the video file was called **reading 21-06-2020.mp4**.

4. Wait for 5 minutes or so per video – be patient. The server will convert and move the file you have uploaded into a folder structure with the name **reading 21-06-2020** and takes a few minutes to do this.  
..... wait for folder structure **reading 21-06-2020** to appear.....
5. Inside that folder you will see two folders named '**Additional Content**' and '**Preview Images**' as well as the mp4 video file – in this case **reading 21-06-2020.mp4**..
6. Find the video file **reading 21-06-2020.mp4** inside the new structure. Select the video file and then the copy link button on the menu bar above the folder(s). That link is what you will copy into the service sheet or other document you may be preparing. You can do this step as many times as you need – eg if creating another document – come back – create a new link.

## 6 Step three – test the link

Test the link by pasting it into a browser address bar. If the video plays all is well. If it doesn't it may be the format created by AVC is not supported by sharepoint and you will need to go back to '**Step 1 prepare the video**' again. Once you get the settings correct in AVC it will remember them – the first time through can be a bit of a fiddle to get working properly.

## 7 Step four- put the link in the service sheet

Take the link copied above and paste it into the service sheet. You may then prefer to rename the link something more meaningful such as 'Song' or 'Faithful one'.

If using Word, right click on the link and select **edit hyperlink**. Make sure you select the box '**Text to display**' and enter your new name.

### Check the link still works by clicking on it.

**(Beware.** In word it is possible to edit an old link successfully. However if the link does not encompass all the text you edit it can be confusing to the users. For example the see a link text **FAITHFUL ONE**. It maybe that only the letters **FAITH** are part of the link and **FUL ONE** is just text. Make sure the whole label works as the link.) Inserting a new link is usually the safer option but either method is ok as long as you check.

## 8 Sharepoint Link information

Links created on sharepoint have information embedded that says who can access the link and in what way and also for how long. It is possible to change these options as you create the link we recommend you stick with the defaults which are as below.

By default – our links on the public site are as follows:

- Accessible for reading only by anyone that has the link.
- Link will expire in 30 days. \*\*\*

\*\*\* The files remain on the sharepoint site until we delete them but the links will not work and show as expired after 30 days.