Rundown

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Accessing U-Vision’s Video Composer?
Accessing U-Vision’s Video Composer


2. Click “LOGIN” on the website menu
Accessing U-Vision’s Video Composer

- Enter your HKU Portal account information to login to our U-Vision system
After logging-in to U-Vision by using HKU portal account, you can click the “VIDEO COMPOSER” button.

Please be aware that the Video Composer only supports IE 9.0+, Chrome, Safari, Firefox or related browser. And the best resolution is 1280px x 1024px or above.
1. Please spend 10 seconds to read the copyright message. Once you agree, click the checkbox to confirm that you own authorized copyright to the file(s) that you will use in your composition.

2. The “Proceed” button will appear after 10 seconds countdown.
Using U-Vision’s Video Composer
Uploading your video material

1. To upload your video footage file for composing, you can click the “Upload” button OR drag the file(s) to the dropping area.

2. Please be patient during the uploading and converting process.

3. The file(s) will be listed after your video(s) is/are uploaded

Remarks:
All uploaded files will be temporarily stored for 30 days under your account. Afterwards, the files will be automatically removed.
Drag your video to timeline

1. Press and hold the left button of the mouse on the chosen video footage.

2. Drag the video to Visuals panel in the timeline until a yellow box appears.

3. Release the left button of the mouse to drop the video footage in the Visuals timeline.
4. You may drop another video footage to the Visuals timeline.

5. For editing the video length, click the video on the Visuals timeline.

6. You can either move the bar or change the value in the information panel to adjust the video length.
7. you can remove the video track by clicking the X at its top-right corner.

Remarks:
User should use a muted video for adding background music. Otherwise, the video’s audio will be combined with the sound of the video.
Adding Text to Your Video

8. Click the “Text Poster” button in the “Text” section to start creating your text image.
You can choose from two different sizes to render your video – one fit for U-Vision’s full screen TV screen layout without side bar and the other fit for the screen with supporting side bar.

If you have no more adjustments, you can click the “GENERATE” button.
1. You will need to enter the output video name before clicking the “Submit” button

2. Please wait for processing.

3. Your final composed file is then generated in “COMPOSED FILES” panel for you to download & preview.
Using U-Vision’s Video Composer Templates to Create Video
There are 3 different templates available now
1. You can select a template that you had recently customized from the right hand side or click the “Edit highlight” button directing to the template customizer to enter a new highlight message.

2. Edit the author/name/department.

3. Save & return to main menu of the video composer.
Using the HKU Snapshot Template

4. Similar to step 1, you can either select the a previous template that you have saved from the right hand side or click “Edit details”.

5. Edit the title and the message. You can also upload an image and place it on the “X”.

6. Save & return to main menu of the video composer
7. A QR code will be generated after inputting a valid URL. It will be shown at the bottom left corner in the image shown in step 2.

8. Click the “Generate” button to generate the video on to the timeline.
Using U-Vision’s Video Composer Templates to Create an Image Slideshow
Creating an Image Slideshow Video

1) Click "Image"

2) Click "Create image slideshow video"
Creating an Image Slideshow Video

Upload a set of images for the slideshow.

Drag and drop the boxes to change the order of images and set the duration of each image.
Creating an Image Slideshow Video

Choose the background music and click “Process” to generate the slideshow to the timeline.

You will see your slideshow composed on the timeline. Keep the default Width & Height size already selected and then click “GENERATE” to render your slideshow.
Creating an image slideshow video

Name your slideshow and click “Submit”.

Please wait for rendering your slideshow.
Friendly Reminder

All contents uploaded or generated will be purged in 30 days
How to upload your rendered video for broadcast?
Uploading your slideshow for broadcast

Return to your U-Vision account page and click “Upload”
Uploading your slideshow for broadcast

Fill in the form:

1. Select “Video” for the slideshow video.

2. Choose the platform(s) where you would like to display your slideshow.

3. Please select the office/group you are submitting content on behalf of.
Uploading your slideshow for broadcast

Choose if your slideshow is trying to promote an event.

If yes, then fill in the details.
Uploading your slideshow for broadcast

Recall the name of the slideshow that you composed in the Video Composer and select it.

(The video you named in the Video Composer will appear at the beginning of the list)
Uploading your slideshow for broadcast

Wait until your file is uploaded. The time of the uploading process depends on the Internet traffic and the length of your slideshow.
Uploading your slideshow for broadcast

Continue filling in the details:

1. Choose a thumbnail picture.

2. Insert a link relating to your slideshow if you have one.

3. Select the category which matches your slideshow.
If you choose to broadcast your slideshow on U-Vision’s TVs, you will see this page.

Continue filling in the form:

1. Select “16:9 with side panel”. (this will fit your slideshow nicely)

2. Select a suitable headline for your slideshow.

3. Enter the title and description of your slideshow.

4. Choose your preferred broadcast time schedule. U-Vision will try their best to accommodate your preference.
Uploading your slideshow for broadcast

If you selected to broadcast your slideshow on U-Vision Online and Mobile apps, this form will show.

Continue filling in the form:

1. You can enter a new one or use the same title and description for displaying on U-Vision Online & Mobile.
Uploading your slideshow for broadcast

1. Review the info that you submitted for the broadcast of your slideshow.

2. You may enter any special notes to the administrator.

3. Confirm your details and click “Next” to finish the uploading process.
Uploading your slideshow for broadcast

Congratulations!

You have submitted your slideshow to U-Vision for broadcast.
Q: What if I use I.E. 8?
A: A notification message will be prompted. Please use either IE 9.0+, Chrome, Safari, Firefox for your video composing.

Q: What if my PC resolution is too small?
A: You may experience that some functions are hidden. However, you can press "Ctrl" and "-" on the keyboard to zoom out the screen to show items that may appear to be hidden.

Q: Why can’t upload the video?
A: Please check the video format and the file size. We only support MP4, AVI, WMV, MOV, MPEG, MPG with the file size smaller than 1000 MB.

Q: Why can’t upload the image?
A: Please check the image format. We only support JPG, PNG in RGB mode, 24-bit color.
Q & A Session

Q: When I upload a video, why does the process bar become on hold at 100% for a while?
A: It will need to convert the file to a suitable video format for broadcasting at 100% of the process bar. Please be patient.

Q: After I press the “Generate” button, why does it keep rendering for a long time?
A: Rendering time depends on the video length and the elements in your timeline. Some compositions require a longer rendering process.

Q: What if I close the browser when it is rendering?
A: Don’t worry. The rendering process still carries on. You can re-launch the Video Composer and visit the “COMPOSED FILES” panel or go to step 4 of the U-Vision uploading process to watch the composed file once it is completed.

Q: I still have questions.
A: Please feel free to email uvision@hku.hk
Thank you