

Uploading a Video Attachment



Before you can add attachments to a video, possible attachment types must first be defined in the administration area. If you are an administrator, see the "[Administration: Video and Channel Attachments](#)" chapter for instructions on how to do this.

To upload a video attachment, proceed as follows:

1. In the video list, select the video you would like to add attachments to.
2. Open the "Attachments" accordion menu.

The screenshot shows a mobile application interface for video management. At the top, there is a dark header bar with a play button icon and the word 'Video', followed by a back arrow. Below this is a list of menu items, each with an icon and a back arrow: 'Publish' (globe icon), 'Ad Configuration' (calendar icon), 'Social Media' (network icon), and 'Metadata' (tag icon). The 'Attachments' menu item, which has a paperclip icon, is highlighted in blue and shows a downward arrow, indicating it is expanded. Below the 'Attachments' header, there are three sections: 'Conditions of Use' with an 'Upload' button, 'Invoice' with an 'Upload' button, and 'License' with an 'Upload' button. The background of the expanded menu is a light gray.

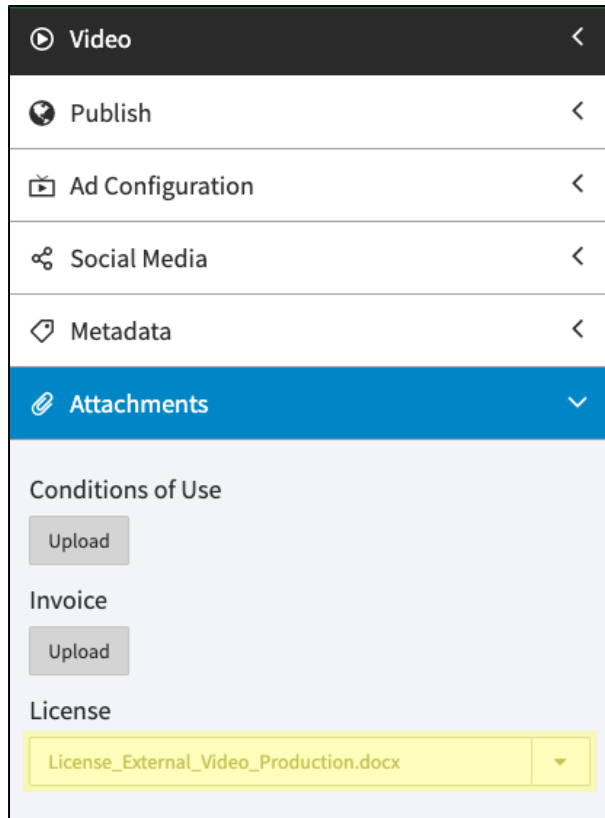
3. Here, you will see what document types your administrator has set up.

Click the [Upload] button beneath your desired document type. The file window opens to select a file.



Only one file can be uploaded for each type of attachment. Uploaded files must not exceed 10 MB.

4. Select the desired file and then click [Open]. The file will be uploaded promptly and will appear under the corresponding document type.



5. To perform other actions, click the arrow next to the file name. A drop-down menu will open. The following actions are available:

- **Download:** Download the attachment to your computer
- **Replace:** Replace the file with a different file
- **Delete:** Remove the attachment from the video

