

iBroadcast 2 – audio and video clips

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Introduction

iBroadcast lets you upload video and audio clips and publish them to pages at www.bbc.co.uk/programmes. Published clips can also be accessed by the iSite 2 asset picker, and inserted in to a page on your web site.

In order to publish a video or audio clip to a programme page, you need the video or audio file, then you must add some extra information to it, which includes:

- a title and description
- a still image to appear in the player (must be **.jpg** or **.jpeg**)
- rights and guidance information
- details of the page it's going to appear on



File formats accepted by iBroadcast:

Video .mov or .mp4

Audio .wav or .mp3

There is a 50 GB file size limit for uploading video or audio to iBroadcast 2.

Images .jpg

There is a 4 MB file size limit for uploading images to iBroadcast 2. Images should usually be 16:9 aspect ratio. The recommended image size is 1920 x 1080 pixels.

N.B. For audio clips, the image will be cropped to a square in BBC Sounds, but will show as 16:9 landscape on the programme page. So your 16:9 image needs to have the subject in the middle of the picture. Anything on the extreme left or right will be lost in BBC Sounds.

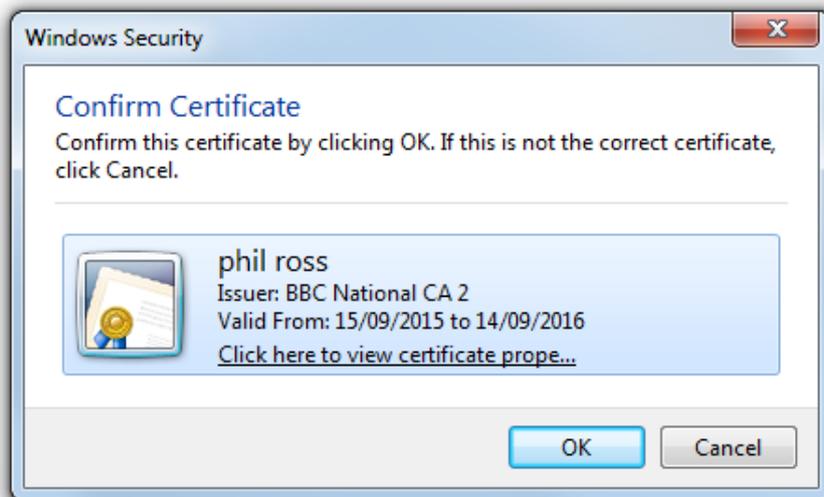
<https://confluence.dev.bbc.co.uk/display/iBroadcast/File+formats>

Open iBroadcast

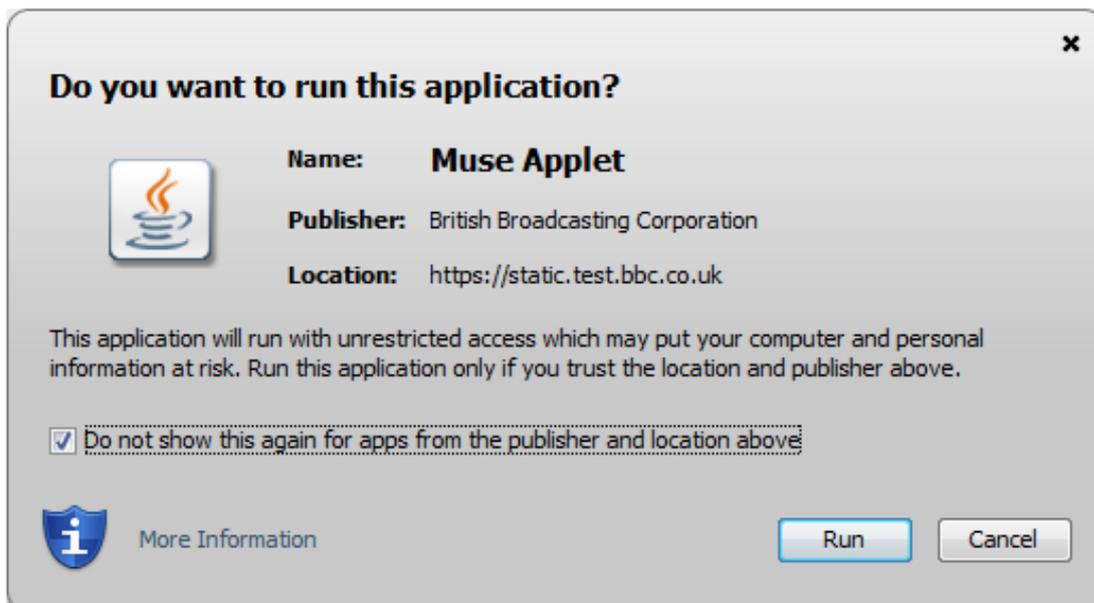
Using Internet Explorer, Chrome, or Safari on a Mac, go to this url:

<https://production.bbc.co.uk/ibroadcast> Note the **https**

A dialogue box about certificates appears. Click *OK*.

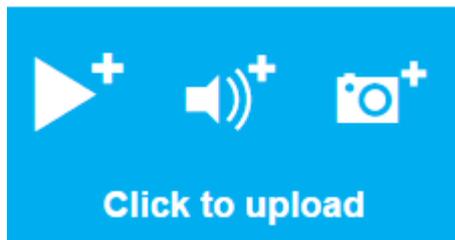


As the home page loads you may see this dialogue box. Tick the box and click *Run*.

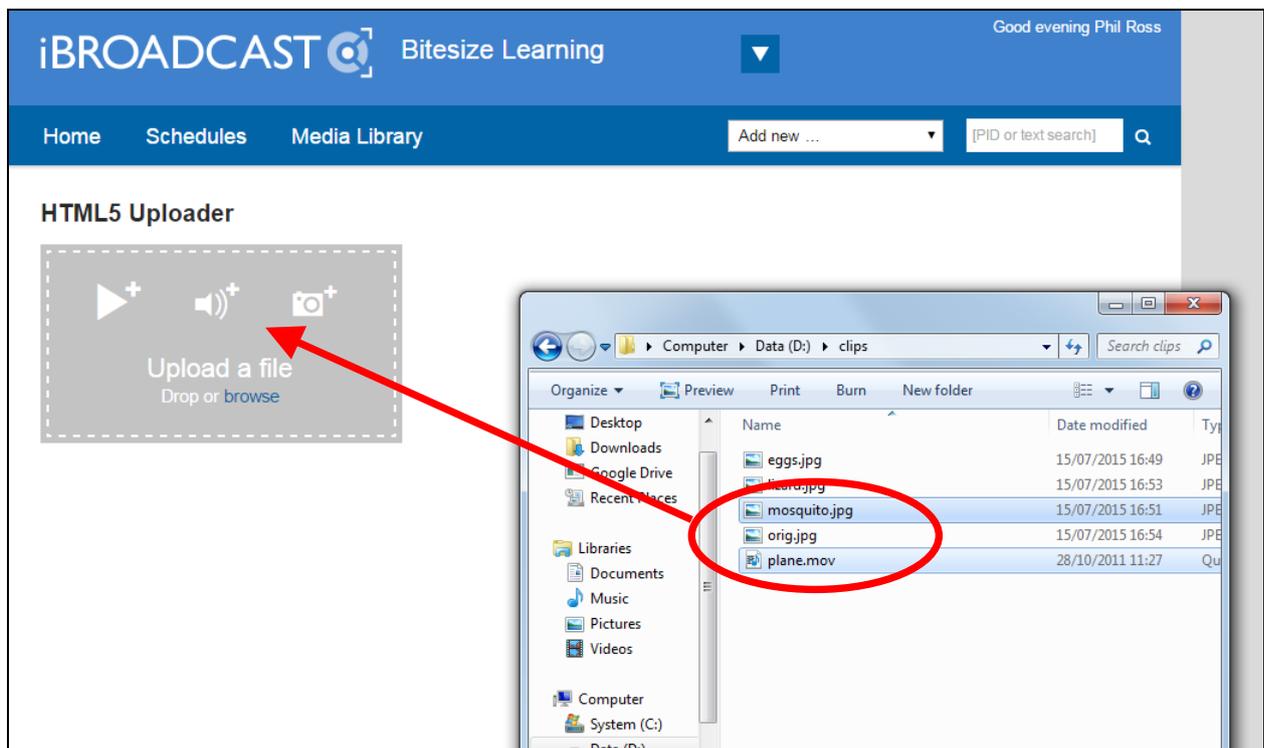


Upload image, video or audio clips

On the iBroadcast home page, click on the blue uploader box:



Then locate the files on your computer, click on them and drag them in to the grey **Upload a file** box.



You can drag more than one file at a time, by holding down the Ctrl key and clicking on multiple files to select them.

You can upload a mixture of file formats simultaneously. In the example above, an image (.jpg) and a video (.mov) file are being dragged together in to the **Upload a file** box.

For video and audio clips, you need to upload the media file, plus a still image (.jpg) which appears in the clip player. The recommended image size is 1920x1080 pixels.

When you drop the files into the upload box, it shows the upload progress.

The screenshot shows the iBROADCAST Bitesize interface. At the top, there is a blue header with the logo, a user greeting "Good evening Phil Ross", and navigation links: Home, Schedules, Media Library, and Support. A search bar is also present. Below the header, the "HTML5 Uploader" section features a large grey box with a blue circular progress indicator and the text "Uploading...". Below this is a table with two columns: "File Name" and "Upload".

File Name	Upload
plane.mov	Uploading
mosquito.jpg	Pending

Wait until all the files show as **Complete**.

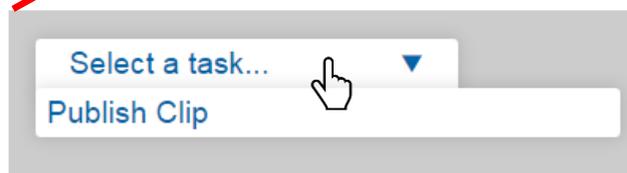
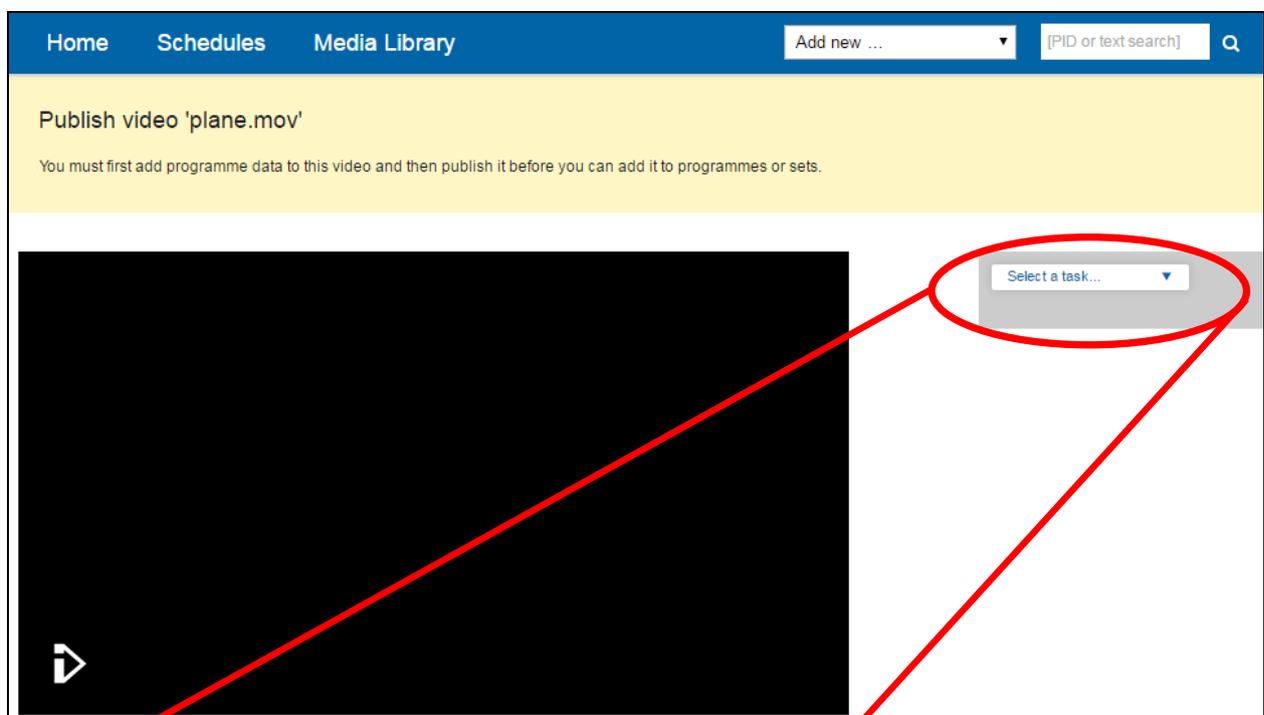
The screenshot shows the iBROADCAST Bitesize interface after the upload process is finished. The "HTML5 Uploader" section now displays a dashed grey box with icons for video, audio, and image, and the text "Upload a file" and "Drop or browse". Below this is a table with two columns: "File Name" and "Upload".

File Name	Upload
plane.mov	Complete
mosquito.jpg	Complete

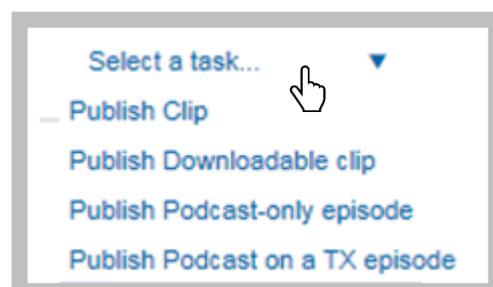
To start the publishing process, click on the video or audio file name:

File Name	Upload
mosquito.jpg	✔ Complete
plane.mov	✔ Complete

On the next screen hover your mouse over **Select a task**, and choose **Publish clip**.



Audio clips may show more options, including podcasts and downloadable clips. Make sure you choose **Publish Clip** and not one of the others.



Alternatively... you can also find your uploaded files in the Media Library. Use the tab at the top of the page to get to the Media Library.

iBROADCAST Training Good morning Phil Ross

Home Schedules **Media Library** Add new ... [PID or text search]

Uploads Sets

All uploads updated by me within 1 week View

Showing 1-12 of 12

File	Last updated on	Last updated by	Uploaded on	Uploaded by
 plane.mov (Unpublished) Select a task...	Today, 11:44am	Me	Today, 11:44am	Me
 lizard.jpg (Unpublished) Select a task...	Today, 11:44am	Me	Today, 11:44am	Me
 kingfisher.jpg (Unpublished) Select a task...	Today, 11:44am	Me	Today, 11:44am	Me

The **Select a task** link is available here too. Select **Publish clip** in the same way.

plane.mov
(Unpublished)

Select a task...
Publish Clip

Publish the clip

Whether you click on the video or audio file on the uploading screen, or find it in the Media Library, hover your mouse over **Select a task**, and choose **Publish clip**.

You will be taken through six steps to process the clip.

1. Parent page (the page the clip will appear on)
2. Title and description
3. The holding image
4. Rights and availability
5. Warnings and guidance
6. Publish

Step 1: Select parent You must enter a *Parent PID* (Programme Identifier), an eight character code which identifies a page on bbc.co.uk where the clip will be published to.

If you are publishing the clip to a programme page (bbc.co.uk/programmes), the page PID appears at the end of the URL of the page, on the programmes website, e.g.

<http://www.bbc.co.uk/programmes/b007861s>

In this example the PID is **b007861s**, which is an episode of The World at War on BBC Four.



If you will be adding the clip to any other part of the BBC web site (i.e. not [/programmes](http://bbc.co.uk/programmes)), you will be given a PID to publish all video and audio clips to.

Copy the PID from the end of the URL, and paste it in to the box.

Publish Clip

Select parent (1/6)

Search title and synopsis or enter a brand, series or episode PID:

* Search text

Type Media

Alternatively, choose [an episode](#) asset from the media library.

Click the blue **search** button, and iBroadcast will find the page.

Publish Clip

Select parent (1/6)

cancel

Search title and synopsis or enter a brand, series or episode PID:

* Search text

Type Media

Alternatively, choose [an episode](#) asset from the media library.

Top 1 result for 'b007861s'



The World at War / Morning (b007861s)
The story of the 1944 D-Day invasion on the beaches of Normandy.
 select episode

cancel

Click the big green **next** button to move to the next step.

Step 2: Add title and description Enter a title and short synopsis.

These details will appear on the web page, so make sure you add a meaningful title and synopsis, spelled and capitalised correctly.

Don't leave the default file name as the title (e.g. *plane.mov*).

BBC / Training / iB2 Training page 3 / plane.mov

Publish Clip

cancel next

Add title and description (2/6)

* Title: 112 CHARACTERS LEFT
Aircraft museum
Paste from Word

* Short synopsis: Use episode short synopsis 65 CHARACTERS LEFT
The Mosquito museum is a
Paste from Word

Add medium synopsis [optional]
Add long synopsis [optional]
Caption: 127 CHARACTERS LEFT
Paste from Word

Clip Type:

- Additional material
- BBC Store Preview
- Best of
- Extract
- Making of
- Recap
- Trailer
- Embargoed

Alternate Ids: [optional]

DBpedia URL add

Your DBpedia URL needs to be in the correct format e.g.
http://dbpedia.org/resource/British_Broadcasting_Corporation

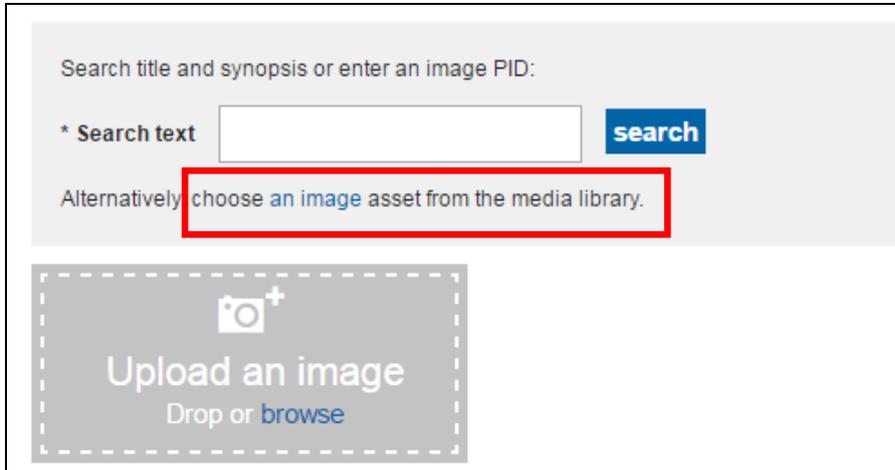
cancel next

Leave the *Caption*, *Clip type* and *Alternate ID* settings alone.

Click **next**.

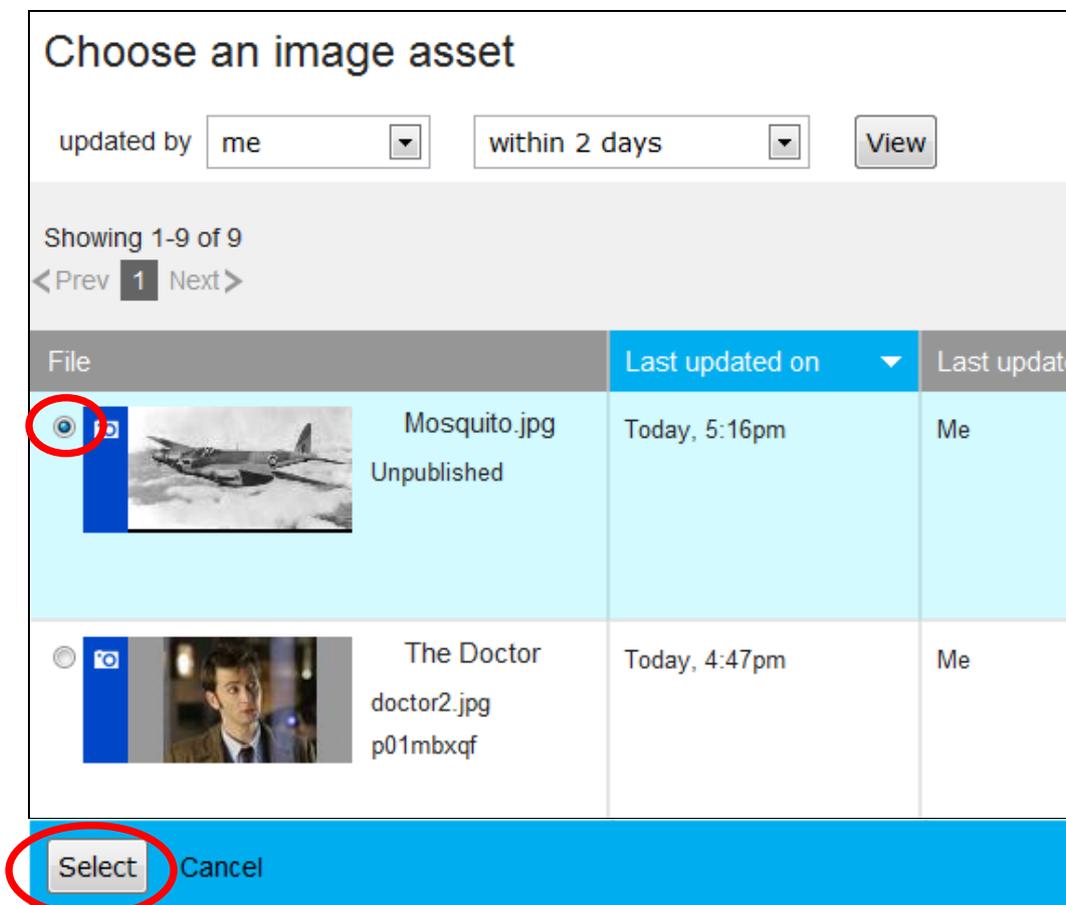
Step 3: Select clip standard image This is the holding image that will appear in the video or audio player, and in links to the clip.

You can enter an image PID, or choose an image from the Media Library, or you are given the option to upload one now.



If you click “**choose an image asset from the media library**”, you will be taken to the Media Library to find images that have already been uploaded.

Use the button to the left of the image to select it, and click **Select** at the bottom of the screen.



File	Last updated on	Last update
 Mosquito.jpg Unpublished	Today, 5:16pm	Me
 The Doctor doctor2.jpg p01mbxqf	Today, 4:47pm	Me

Click **next**.

NB Images used on an audio or video clip must be **.jpg** or **.jpeg**.
Must be **16:9 aspect ratio**. Preferred size is **1920 x 1080 pixels**.
Resizing or cropping of images must be done before you upload them to iBroadcast, using image editing software such as Photoshop, or **pixlr.com**, or **cropolla.com**.

Step 4: Add on-demand streaming info Choose the rights and availability restrictions for the clip.

In most cases this will be *Forever International*, but you must check your local policy and any rights restrictions.

You can delay the publication if necessary, and also choose a specific time for the clip to expire. You can choose your own custom policy if you want to change the defaults.

Publish Clip

cancel **next**

Add on-demand streaming info (4/6)

Choose a rights policy for the period of time, platforms and territories that your clip has clearance for.
You need to be sure your material is rights cleared before you publish it. Use the [Programme Pages Rights Guidelines](#) to help you assess the rights position.

Forever UK	Rights Policy:	Forever International
Forever International	Max. availability	Forever
30 days UK	Platforms	
30 days International	Territories	International
7 days UK	Other settings	Embeddable
7 days International		

[Create a custom policy](#)

Choose when you want it to go live

Your clip can be live for a period of time no longer than the max. availability in the rights policy selected above.

* Start Date  * Start Time

End Date  End Time

DURATION: IN PERPETUITY

cancel **next**

Audio clips have slightly different options in Step 4, including DRM (digital rights management) options.

In most cases you will choose *Forever International*.

BBC / Training / iB2 Training page 3 / New Clip

Publish Clip

cancel **next**

Add on-demand streaming info (4/6)

Choose a rights policy for the period of time, platforms and territories that your clip has clearance for. You need to be sure your material is rights cleared before you publish it. Use the Programme Pages Rights Guidelines to help you assess the rights position.

Forever UK
Forever UK DRM
Forever International
Forever International DRM
30 days UK
30 days UK DRM
30 days International
30 days International DRM
7 days UK
7 days UK DRM
7 days International
7 days International DRM

[Create a custom policy](#)

Choose when you want it to go live

Your clip can be live for a period of time no longer than the max. availability in the rights policy selected above.

* Start Date  * Start Time

End Date  End Time

DURATION: IN PERPETUITY

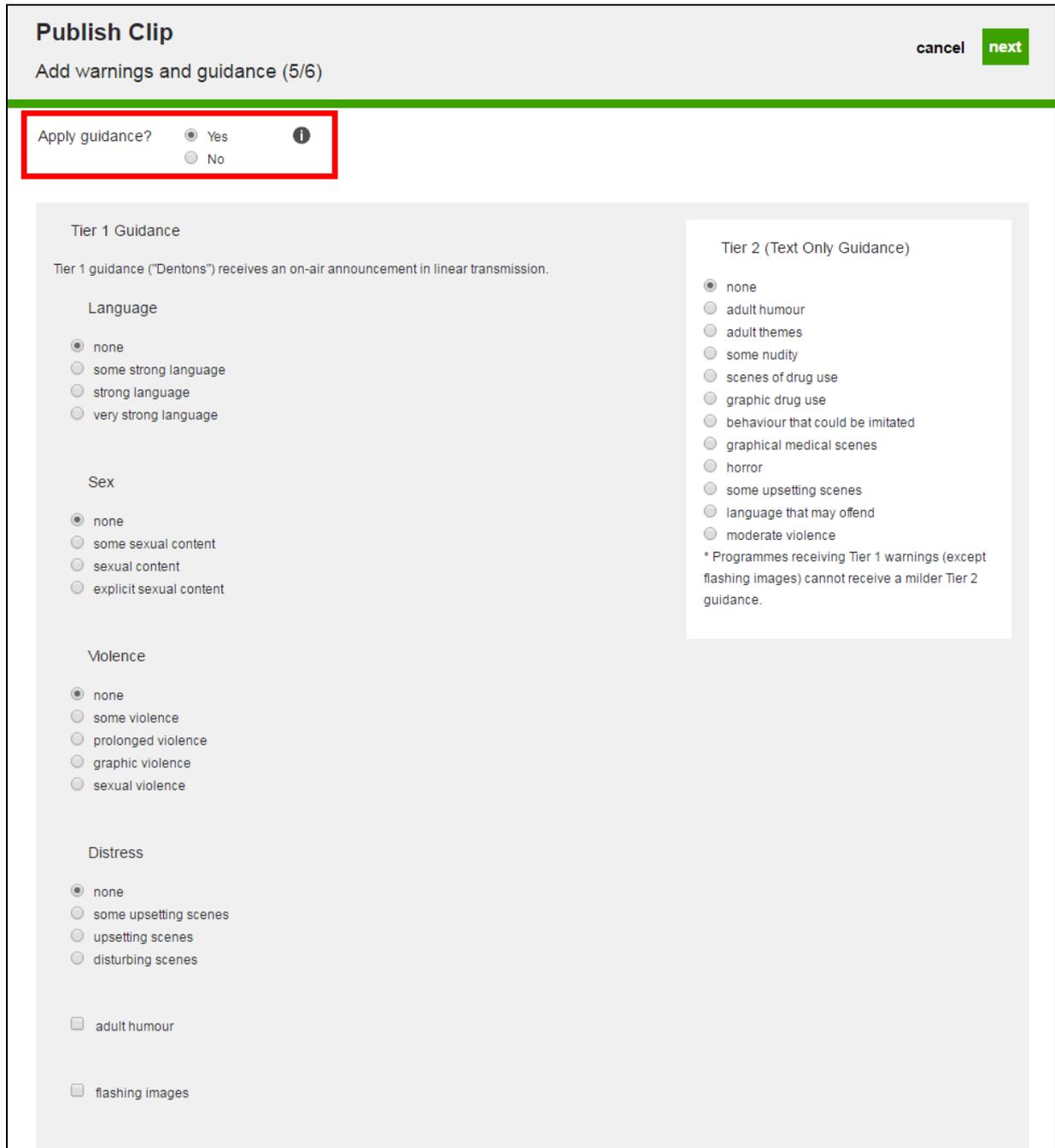
cancel **next**

Click **next**.

Step 5: Add warnings and guidance Add warnings if the clip requires it. These appear as written warnings on the clip player and activate the parental guidance lock.

Click on the  icon near the top of the page for guidelines.

Select the **Yes** button if you need to add warnings, for example, “Flashing images”.



Publish Clip cancel **next**

Add warnings and guidance (5/6)

Apply guidance? Yes No 

Tier 1 Guidance
Tier 1 guidance (“Dentons”) receives an on-air announcement in linear transmission.

Language

- none
- some strong language
- strong language
- very strong language

Sex

- none
- some sexual content
- sexual content
- explicit sexual content

Violence

- none
- some violence
- prolonged violence
- graphic violence
- sexual violence

Distress

- none
- some upsetting scenes
- upsetting scenes
- disturbing scenes

adult humour

flashing images

Tier 2 (Text Only Guidance)

- none
- adult humour
- adult themes
- some nudity
- scenes of drug use
- graphic drug use
- behaviour that could be imitated
- graphical medical scenes
- horror
- some upsetting scenes
- language that may offend
- moderate violence

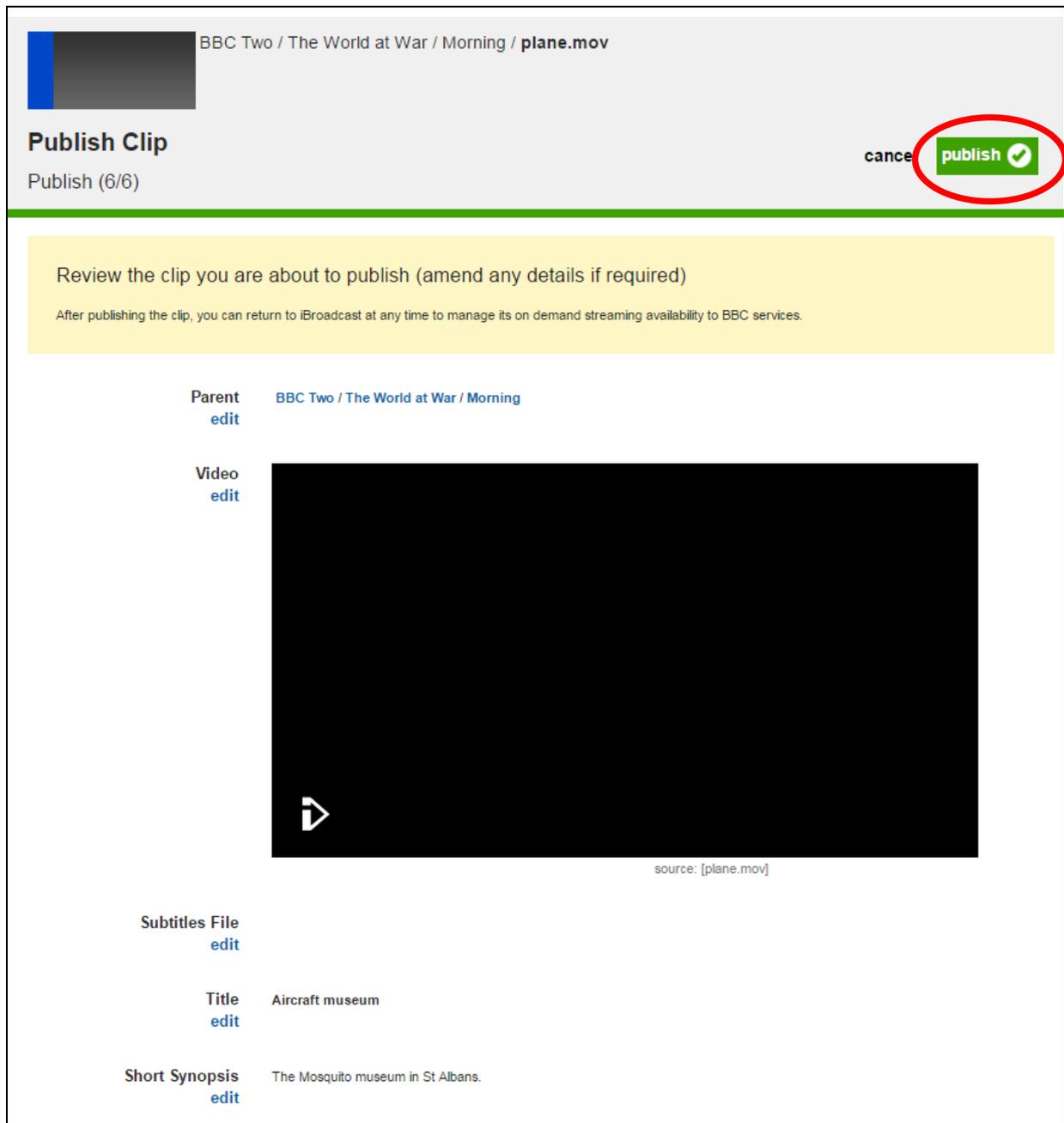
* Programmes receiving Tier 1 warnings (except flashing images) cannot receive a milder Tier 2 guidance.

Click **next**.

Step 6: Publish clip All the required information has now been added to your clip.

In step 6, you can check it and edit it if necessary.

For radio programmes, you can edit the Genres to accurately reflect the content of the clip. This will help it surface in BBC Sounds. Add two genres maximum.



BBC Two / The World at War / Morning / plane.mov

Publish Clip

Publish (6/6)

cancel **publish** ✓

Review the clip you are about to publish (amend any details if required)

After publishing the clip, you can return to iBroadcast at any time to manage its on demand streaming availability to BBC services.

Parent [edit](#) BBC Two / The World at War / Morning

Video [edit](#)

source: [plane.mov]

Subtitles File [edit](#)

Title [edit](#) Aircraft museum

Short Synopsis [edit](#) The Mosquito museum in St Albans.

Click the green **publish** button.

In the window that appears, tick the box to agree to the compliance guidelines, and click **ok**.

Make sure you know the clip compliance process for your division.

Publish clip

Phil Ross, by publishing this clip you take responsibility for ensuring that compliance processes have been followed.

I agree

cancel **ok**

It may take some time before the clip shows as “published”. You can close iBroadcast and the publishing process will continue.

Once the clip has published you will see a summary page, showing its live status in the top right corner. And the clip now has a PID of its own, shown in the top left corner.

BBC Two / The World at War / Morning

Aircraft museum
plane.mov
p016d82y
[View on BBC programme page](#)

Online availability
The on demand policy "Forever International" has been set.
[View all scheduling](#)

Title and description (set as default)

Title Aircraft museum
[edit](#)

Short Synopsis The Mosquito museum in St Albans.
[edit](#)

Medium Synopsis
[edit](#)

Long Synopsis
[edit](#)

Left sidebar:
Title and description
Images (1)
Credits
Segments
Related links
Media scheduling
Promotions of this clip
Used in
Audit trail

You can find the clip in the iBroadcast Media Library now, and it will show its title and PID.

File	Last updated on	Last updated by
 <p>Aircraft museum p01z2g2w training_video.mov</p>	Today, 1:36pm	Me

The clip PID can be used to add the clip to iSite or Vivo.

Removing a clip from the live site

If you need to take a clip down, find the clip page by searching for the clip PID in the iBroadcast search box, or find it in the Media Library and click on the clip title.

Click on **Media scheduling** in the left-hand column, or on **View all scheduling** (top right corner).

BBC Radio 2 / Clare Teal / 12/06/2016

Big band awards
awards.mov
p0142rf7
View on BBC programme page

Online availability
The on demand policy "Forever International" has been set.
[View all scheduling](#)

Title and description
Images (1)
Credits
Segments
Related links
Media scheduling
Promotions of this clip

Title and description default

Title Big band awards
[edit](#)

Short Synopsis Who will be the winner of the Best Singer prize in the Jazz section?
[edit](#)

Click **revoke**, then confirm that you want to un-schedule the clip.

BBC Radio 2 / Clare Teal / 12/06/2016

Big band awards
awards.mov
p0142rf7
View on BBC programme page

Online availability
The on demand policy "Forever International" has been set.
[View all scheduling](#)

Title and description
Images (1)
Credits
Segments
Related links
Media scheduling
Promotions of this clip

Media scheduling set as default

Version: Original version (p0142rfb)

Play version: [□](#) [edit](#)

Source: awards.mov
Subtitles:
Duration: 00:00:01

revoke

The clip will no longer be playable on the BBC web site.

Alternative to iBroadcast – Castaway

Castaway is a BBC application used to publish video and audio clips to the BBC website. It can be used instead of iBroadcast to publish clips and produce a clip PID.

Here is a guide and video tutorial to Castaway:

<http://www.bbc.co.uk/academy/en/articles/art20161220165242783>