iBroadcast 2 – video or audio clips added on the programme page

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Introduction

iBroadcast lets you upload video and audio clips and publish them to pages at www.bbc.co.uk/programmes.

To publish an audio or video clip to a programme page, you need:

- the audio or video file
- a title and description
- a still image to appear in the player
- rights and guidance information

The Healing Power of Sugar
DURATION: 04:07

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 on radio pages, 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

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Find the programme page

Find the programme page where you want the audio or video clip to appear. In this example it's an episode of Sunday night with Nikki on WM 95.6.

Now find this page in iBroadcast, so you can edit it.

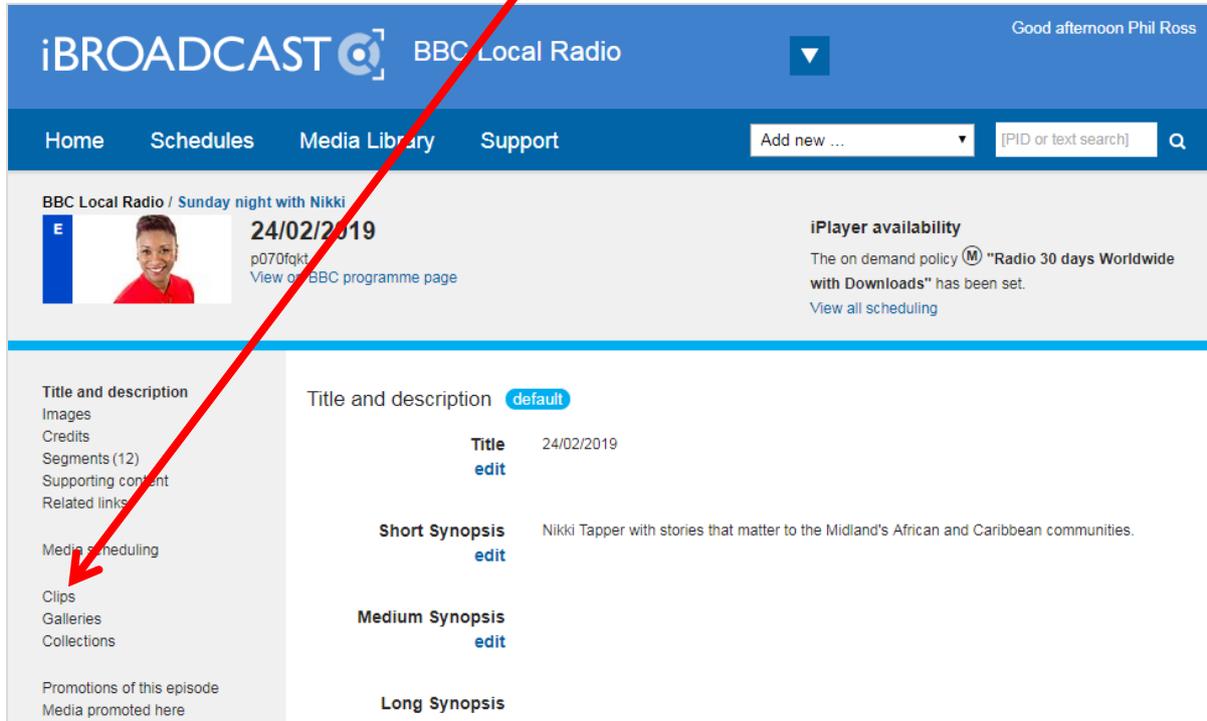Copy the PID from the page URL and search for it in iBroadcast.

Or use Flipr to take you from the web page in to iBroadcast.

Instructions on how to set up Flipr: https://production.bbc.co.uk/ibroadcast/flipr

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Upload and publish the clip

This is the page in iBroadcast. Click on **Clips** in the left-hand column.

On the next screen click on **add and publish clip** (NOT the other button).

The next step is to upload your video or audio clip file. Drag it in to the grey box.
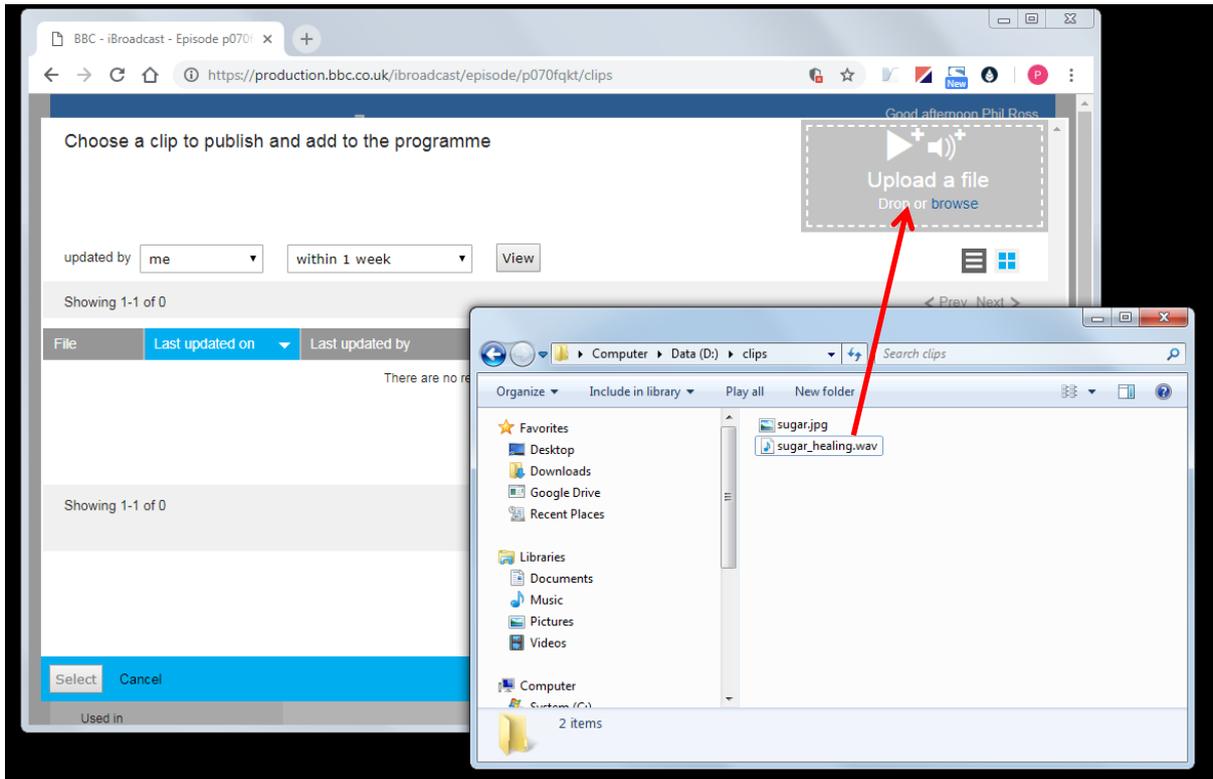
The upload progress is displayed.
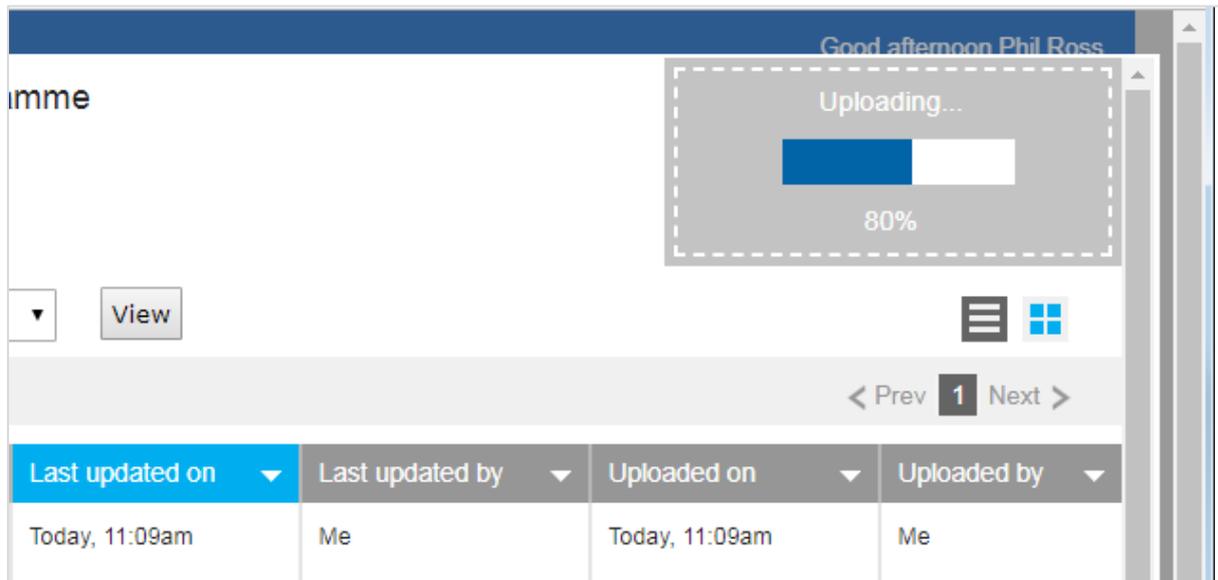
Once the upload is complete, you will see this screen. There are five steps to publish the clip.

Step 1: Add title and description

Enter a title and short synopsis.

These will appear on the web page, so make sure you add a meaningful title and synopsis, spelled and capitalised correctly. No full stop at the end of the title.

Don't leave the default file name as the title (e.g. sugar_healing.wav).

Ignore the other fields on this screen. Click the green **next** button.

Step 2: Select clip standard image

This is the still image which shows on the media player. It must be **.jpg** format.

NB: *Images must be 16:9 aspect ratio. Preferred size is 1920 x 1080 pixels.*
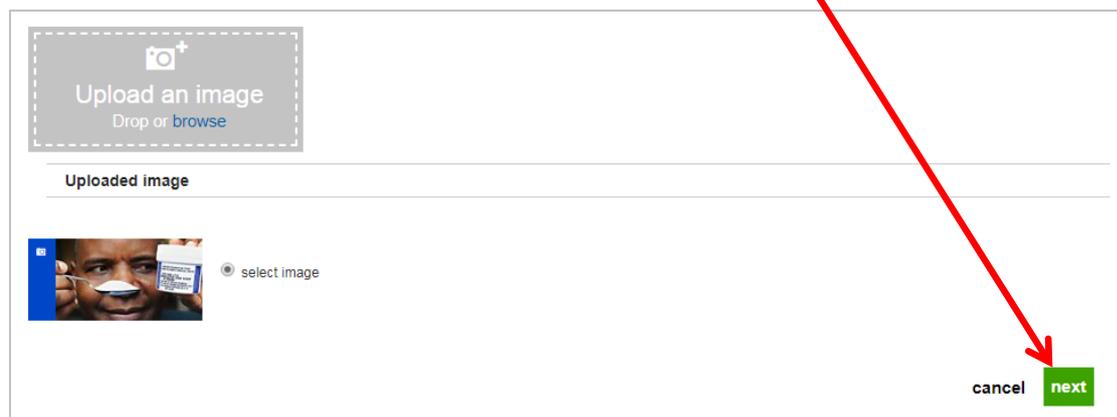*Images on audio clips will appear square in BBC Sounds.*
Resizing or cropping of images must be done before you upload them to iBroadcast, using image editing software such as Photoshop or croppola.com.

Drag your image in to the grey box.
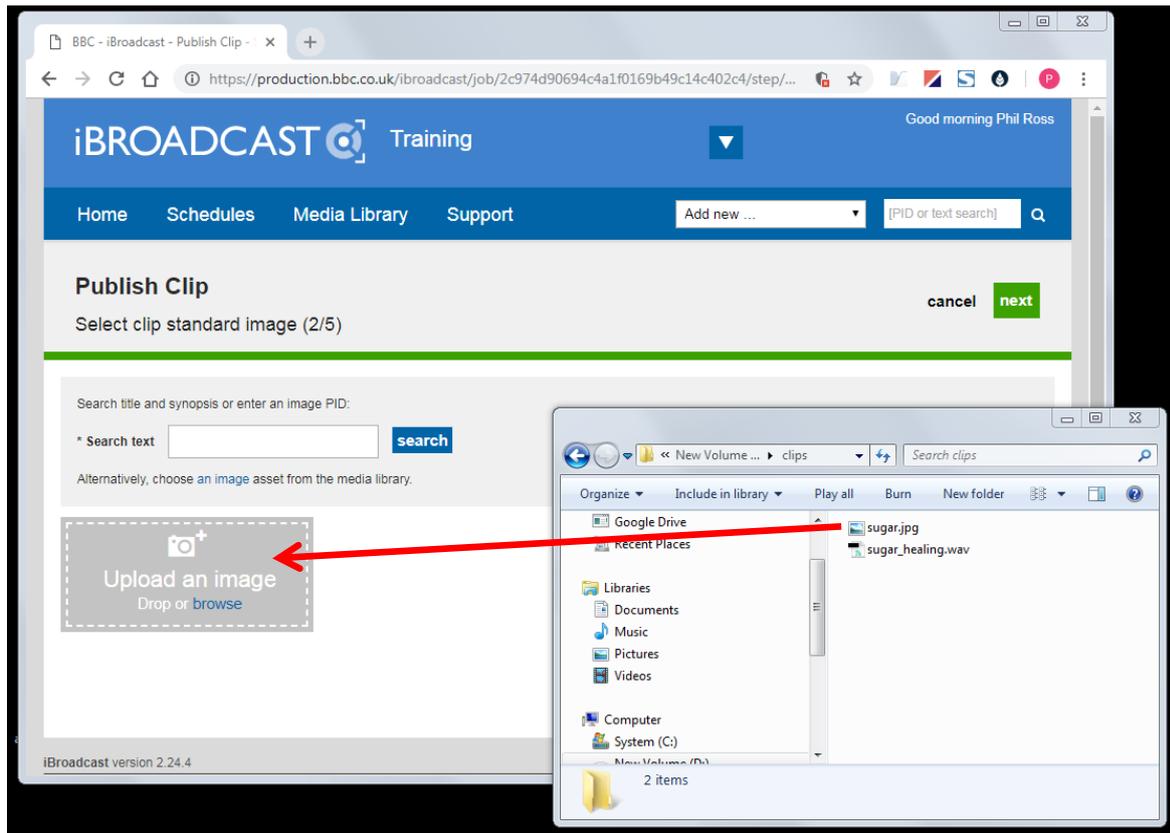
Once uploaded, the image is displayed. Click the green **next** button.

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Step 3: Add on-demand streaming info

Choose how long the clip will be available for, and whether it will be available internationally or just in the UK.

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

Click on the setting you need. Don't use any of the "DRM" options, if you have them.

You can delay the publication if necessary, and also choose a time for the clip to expire.

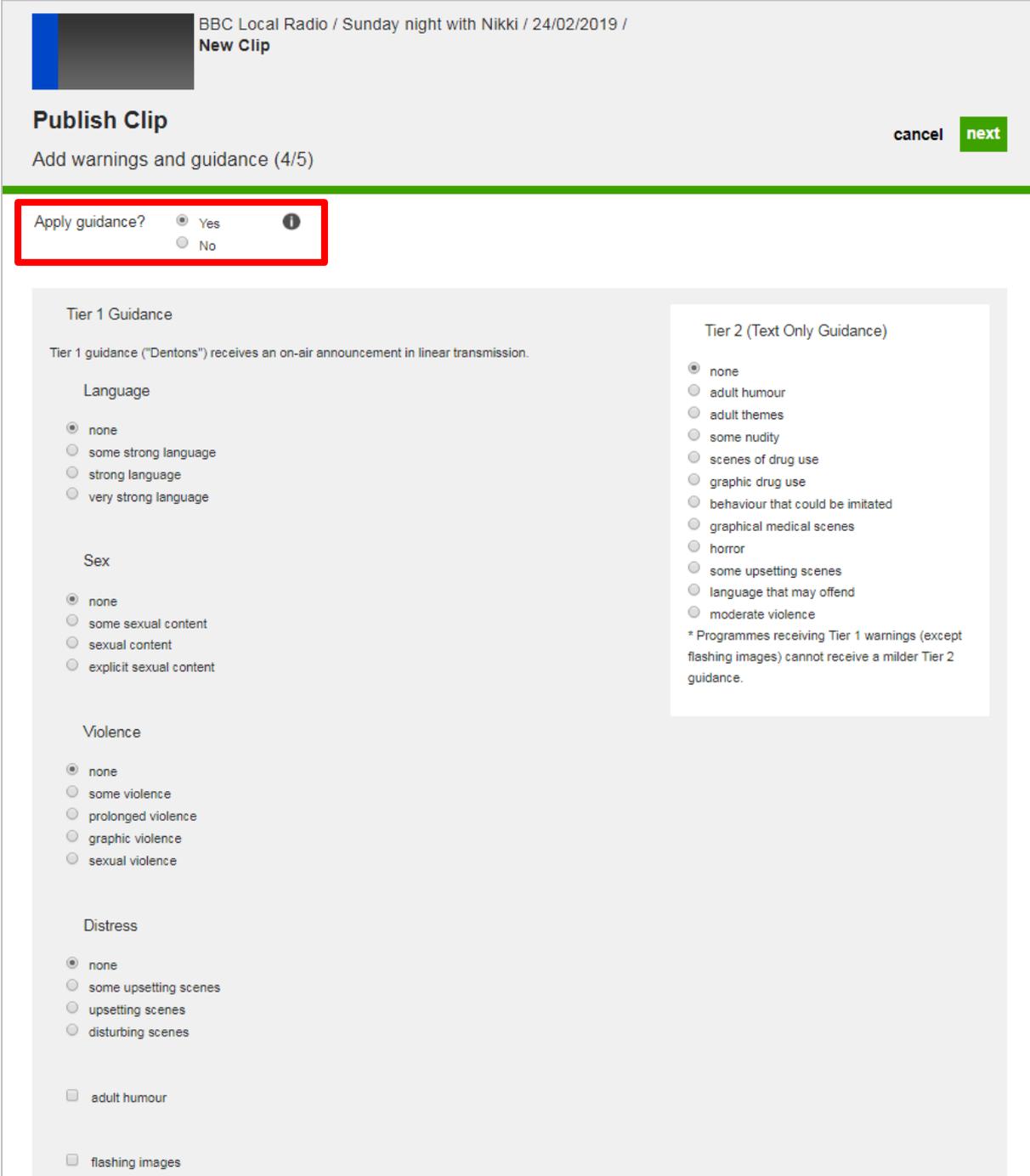You can choose your own custom policy if you want to change the defaults.

Click **next**.

Step 4: 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, and tick the one(s) you need.

Click **next**.

Step 5: Publish clip

All the required information has now been added to your clip.

Here you can edit the Genres, which will help clips be findable in BBC Sounds. Don't add more than two specific genres.

On this screen you can check and edit all the info if necessary.

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.
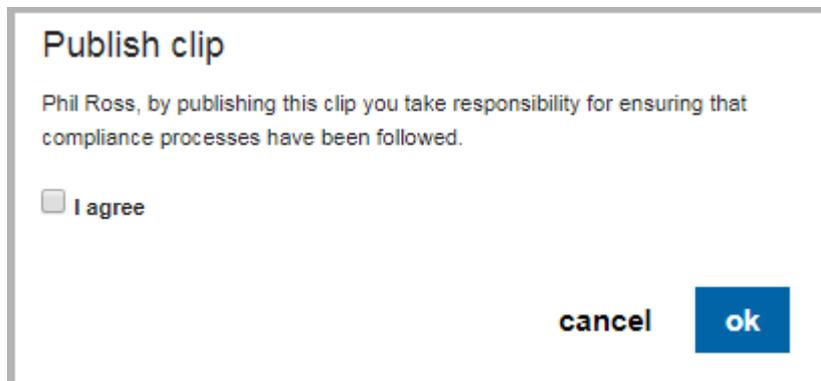
After a few moments you will see this yellow banner.

You can close iBroadcast if you want, and leave the clip to publish.
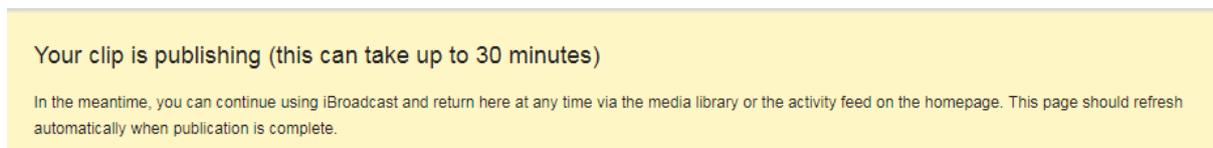
It may take some time before the clip shows as "published".

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.

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

Removing a clip from the live site

Revoking (removing) audio or video clips should only be done as a last resort: where, for example, there are legal issues or issues of demonstrable potential harm.

Content cannot be revoked unless this has been specifically agreed by Helen Thomas, Controller English Regions (or in her absence, a nominated deputy) and requested by one of English Regions' nominated revokers. These are Laura Ellis and Michael Macfarlane.

(Duty manager in Birmingham can help locate revokers via 0176800).

Radio revocations are carried out between the hours of 0730 and 1800 by New Media Support team in Birmingham. An email should be sent to "ER Sounds" ERSounds@bbc.co.uk with:

- email proof of permission from Helen Thomas or her nominated deputy
- the exact title and time of the programme to be revoked
- the reason for revoking

Outside of these hours, an email should be sent to Digital 24/7 Operations Digital.247Operations@bbc.co.uk

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