

# HOUSELIVE MEMBER & STAFF PORTAL

## VIDEO EDITING GUIDE: CREATE A CLIP

<http://portal.houselive.gov>

Use the “Create a Clip” tool on the HouseLive Video Portal to create and download video clips from live or archived Floor proceedings. The portal is accessible to networked House computers, including those in district offices (via VPN). You may need to add <http://portal.houselive.gov> as a trusted site in Internet Explorer to gain access.



### ABOUT TRUSTED SITES

See the end of this document for instructions on adding a trusted site to Internet Explorer.

## CREATING A CLIP

- 1 Go to <http://portal.houselive.gov>, and choose the **Create a Clip** tab. Locate your proceedings from the live playback window, from the displayed archives, or by selecting a year from the top of the archives menu.
- 2 Click the **Create a Clip** button. (Figure 1)

Recent Videos	2011	2010	2009
	Date	Start Time	Duration
▶ Create a Clip	May 25, 2011	9:59 AM	13h 08m
▶ Create a Clip	May 24, 2011	9:59 AM	11h 41m
▶ Create a Clip	May 24, 2011	10:59 AM	01h 17m
▶ Create a Clip	May 23, 2011	2:00 PM	06h 42m
▶ Create a Clip	May 13, 2011	8:59 AM	05h 20m
▶ Create a Clip	May 12, 2011	9:59 AM	09h 32m
▶ Create a Clip	May 11, 2011	9:59 AM	10h 09m



### TECHNICAL REQUIREMENTS

The clip tool is optimized for use with Internet Explorer and requires the free **Silverlight 4.0** or higher plug-in.

Figure 1. Using the Create a Clip button

# HOUSELIVE MEMBER & STAFF PORTAL

## VIDEO EDITING GUIDE: CREATE A CLIP

<http://portal.houselive.gov>

- Confirm the clip tool window opens. (Figure 2)

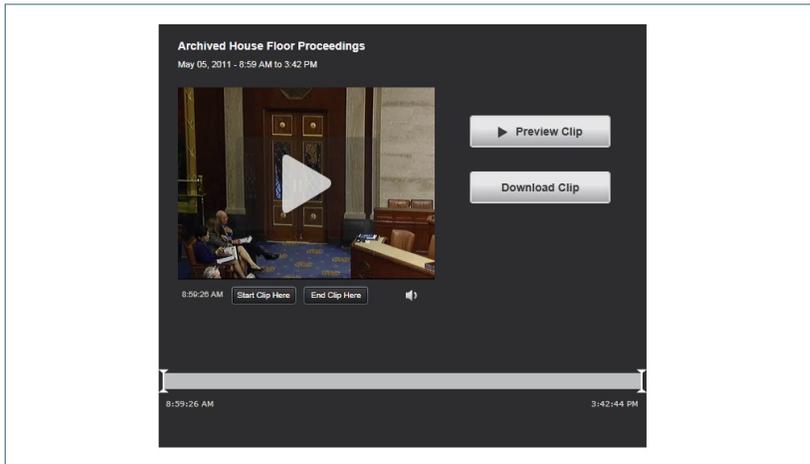


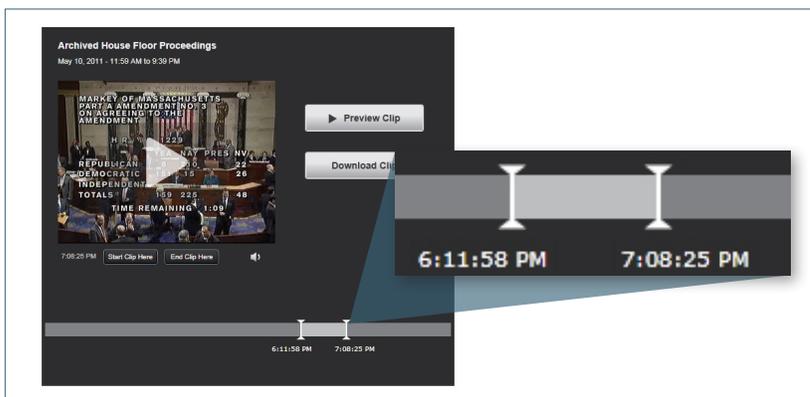
Figure 2. Opening the clip tool window

- Click the **Play button** to start playback of the clip. (Figure 3)



Figure 3. Using the Play button

- Click within the video playback again to pause the playback.
- Slide the playback handles to the start and end times of your desired clip. (Figure 4)



### SELECTING TIMES

To enter times by hand, click your mouse over the time beneath either slider, adjust the time in the box, and hit enter.

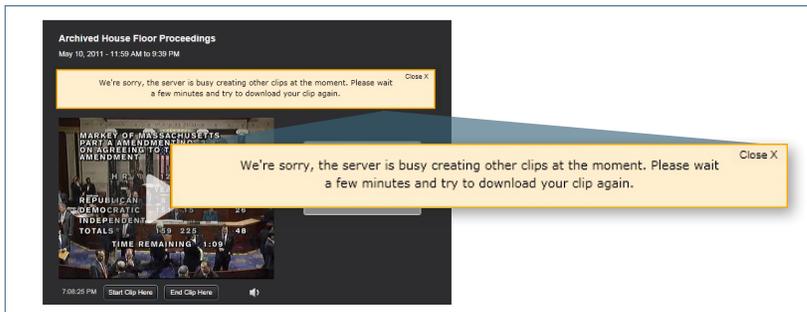
Use the **Start Clip Here** and **End Clip Here** buttons to assign the appropriate times to the sliders.

Figure 4. Using the playback handle

⑦ Click the **Preview Clip button** to review your clip.

⑧ Click the **Download Clip button** to create your clip and save it to your computer.

⚠ If the server is busy, you may receive a message stating that it is over capacity. In this case, please wait a few minutes and press the Download Clip button again. You do not need to repeat any other steps. (Figure 5)



### ABOUT YOUR CLIP

- Clips are created as **MP4** files.
- The resolution of clips made from live proceedings is **480 x 360 pixels**.
- The resolution of clips made from archived proceedings is **640 x 480 pixels**.
- Clips are formatted to be viewed on a desktop video player, such as **QuickTime**, or uploaded directly into **YouTube** and **Facebook**.

Figure 5. Over capacity message

ⓘ To designate a URL as a trusted site in Internet Explorer:

1. Go to the Tools menu and select Internet Options.
2. Select the Security tab, click the third icon—Trusted Sites—and click the Sites button.
3. Enter [portal.houselive.gov](http://portal.houselive.gov) into the text box.
4. The checkbox to “Require server verification (https:) for all sites in this zone” should not be checked.
5. Click the Add button.
6. <http://portal.houselive.gov> should now display in the Websites list.
7. Click the Close button to exit.
8. Click the Apply button in the Internet Options window, and click OK to exit.