



Subject: Making videos? Contribute to the IFAS Video Archive

We know many of you are creating videos as a part of the transition to working virtually. UF/IFAS Communications is taking steps to document, aggregate and, in some cases, promote all this new video content. Note: when recording video on your phone or tablet, be sure to record in the horizontal or wide orientation and NOT the vertical or “selphie” orientation.

To do this, we have set up Microsoft Teams site called IFAS Video Archive. To start uploading your videos, please join with the code **vu32ffg**.

To help keep things organized, please follow these steps when uploading your videos:

1. Name your files according to this pattern:

name_unit_video title

Examples:

JohnSmith_OrangeCo Home Gardening

JaneDoe CREC Uses for citrus peels

MaryJones PlantPath Disease ID

2. Place each file in a folder on your desktop. If you have several videos that make up a series, place all of those in one folder.

3. In each folder, include a Word document that provides background on the video(s), including:

- who shot the video,
- when it was shot,
- where it was shot,
- intended audience,
- goal/purpose of video, and
- has this already been posted on Social Media? Provide link, if available.

4. Go to the IFAS Video Archive and click on the Files tab. The files tab already has folders named for different topic areas. Open the one that matches your video and then drag the folder into that area. Depending on your connection speed and size of your folder, this might take a while.

5. Post on the team chat that you’ve uploaded the video so we can be aware you’ve done this or so others might be able to take a look.