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**Publishing a Research Video:
Uploading to the Media Archive
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This guide will show you how to publish your Research Video project on the ZHdK Media Archive.

Please note: This guide contains some basic actions that are dependent on your operating system, such as renaming files, extracting archives, and editing text files. The guide is written from the perspective of a macOS user. Please adapt accordingly if you are using a different OS.

Before you can start you have to get your personal login by sending an e-mail to research.video@zhdk.ch. Please specify:

- Name of the project
- First and last name
- E-mail address
- Date of expiration of required access

You will receive an e-mail as soon as your login has been created.

Step-by-Step Guide

Step 1 Export your RV Project

- 01 In Research Video, select the Project button.
- 02 Select Export in the Project pop-up.
- 03 Select OK when you are asked if you want to export an archive of your project.

Step 2 Rename downloaded file from .rv to .zip

- 01 Right-click the downloaded .rv file and select Rename.
- 02 Change the file extension from .rv to .zip. If prompted, confirm that you want to change the file's extension.

Step 3

Extract ZIP file

This will give you two files:

- video.m4v, which is the video file used in your project;
- project.json, which contains all the annotations you made in Research Video.

Both of these files will be uploaded to the Media Archive in the following steps.

Step 4

Upload video to Media Archive

- 01 Log in to the Media Archive at <https://medienarchiv.zhdk.ch>.
- 02 Select Upload Media.
- 03 Upload video.m4v from the previous step and wait until the upload is finished.
- 04 Select Complete media entries.

Step 5 Add required information

- 01 Select the incomplete media entry video.m4v.
- 02 Select the Edit metadata button, the small pencil icon on the top right corner.

- 03 Add the required information:
 - a meaningful title
 - the copyright holder

- 04 Select **Alle Daten** and then **RESEARCH VIDEO**.
- 05 Paste the contents of the project.json file that you extracted previously into the box Research Video annotations:
 - Right-click the project.json file to open it.
 - Select Edit → Select All, then select Edit → Copy to copy all the .json data.
 - Back in the Media Archive, select the Research Video annotations box, then right-click and select Paste. The .json data should appear in the box.
- 06 Save the changes.

Step 6 Set permissions (optional)

This step is necessary if you want to share your Research Video project with people outside of the Media Archive.

- 01 On the Media entry page, select Permissions.
- 02 Select Edit.

- 03 Select the View checkbox in the row Public/Internet.
- 04 In the same row, select the checkbox Download original & browse PDF.
- 05 Save the changes.

Step 7 Get a shareable URL

Your upload is now complete, but you still need to generate a unique URL so you can view and share your Research Video.

- 01 First copy the URL of your Media Archive entry.
- 02 Go to <https://rv.zhdk.ch/madek-link>, paste your URL and select **Get RV link**.
- 03 A Research Video URL will be generated. Select the **Copy** button or copy it manually.
- 04 This is the link to your Research Video published on the ZHDK Media Archive! If you set the permissions in Step 6, anybody with this link can view your published Research Video.

Step 8 Add URL to Media Archive entry (optional)

It is good practice to store the Research Video URL with the associated Media Archive entry.

- 01 Back at <https://medienarchiv.zhdk.ch> select the **Edit** button in your Media entry.
- 02 Select **Objekt** and scroll down to **Internet Links (URL)**.

03 Enter a link identifier such as “Research Video Link:” and paste the URL.

The screenshot shows a form with several sections:

- Description**: A text input field with a placeholder "Comprehensive description of the work".
- Dimensions / duration**: A text input field with a placeholder "Suggested entry media: 50 x 50 cm, 5 x 10 x 17 cm, 5:22:15 h, 52 min".
- Material / format / language**: A dropdown menu with a placeholder "search...".
- Additional comments**: A text input field.
- Internet links (URL)**: A text input field containing the text "Research Video Link:" followed by a long URL. A yellow circle highlights this text, and a mouse cursor is pointing at it.
- Location / venue**: A text input field with a "More data" link below it.

At the bottom of the form, there are "Cancel" and "Save" buttons.

04 Save the changes.

The URL will now appear on your Media entry page and links directly to the Research Video application.

This process will take up to one hour. After that the researcher can share his or her Research Video project by simply sending the URL.