Virginia House of Delegates
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SHARING HOUSE OF DELEGATES VIDEO CONTENT – *HELP GUIDE*

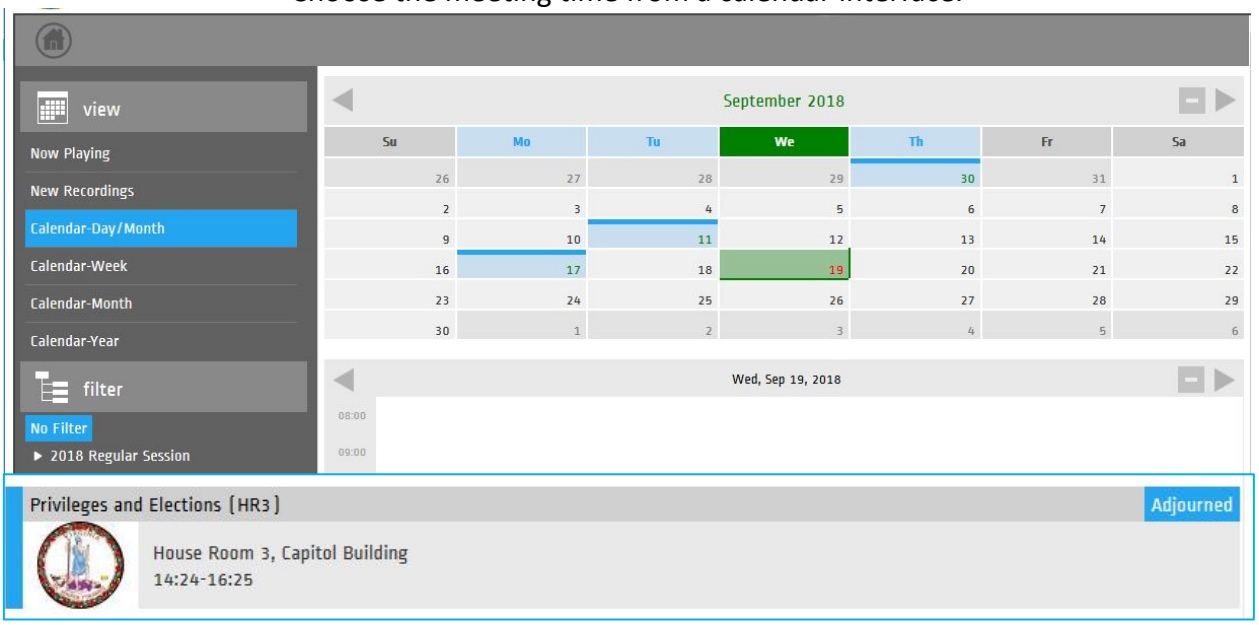
Create your own clips of House Committee Meetings.

House of Delegates staff can clip their own video footage from archived Chamber and House Committee meetings and share these clips as links on various social media platforms without having to make the House Video Request on DELA.

Note: *Both House Chamber and Committee Meetings take up to a 1/3 of the duration of the meeting's length if not sooner to be able to access the archived video for creating clips using the following instructions.*

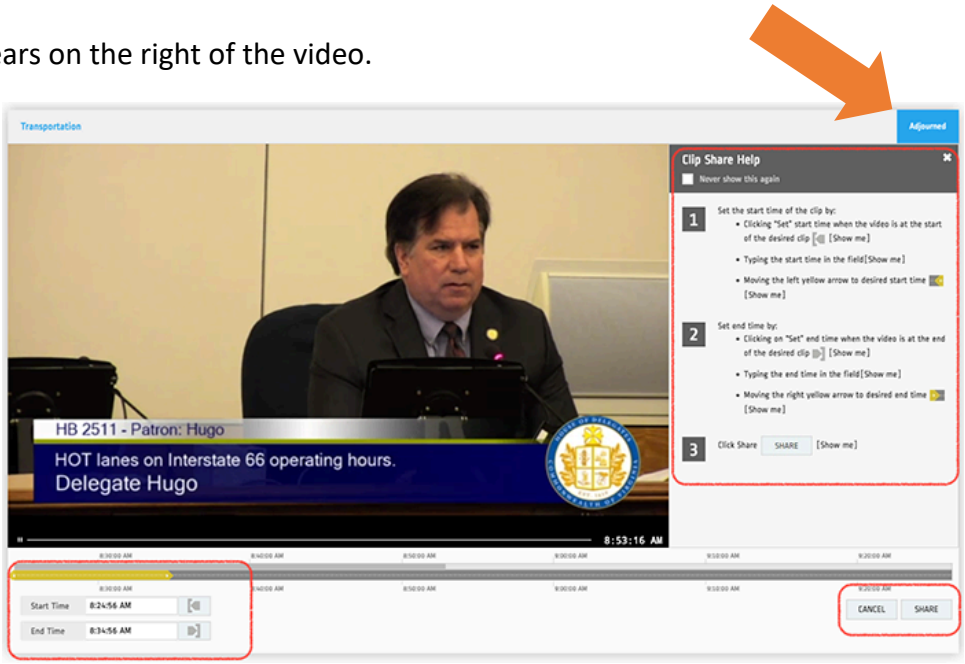
Clipping footage of meetings that both have **streamed** and **adjourned** are available at…
https://virginiageneralassembly.gov/hv

Choose the meeting time from a calendar interface.



At the top right corner, the word **Adjourned** indicates that the video is ready for editing.

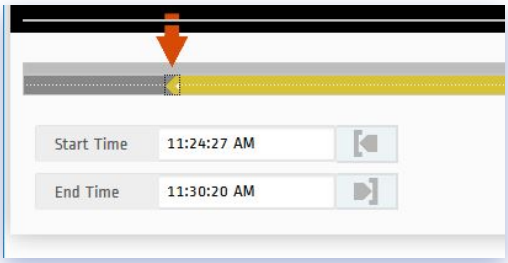
"Adjourned" appears on the right of the video.



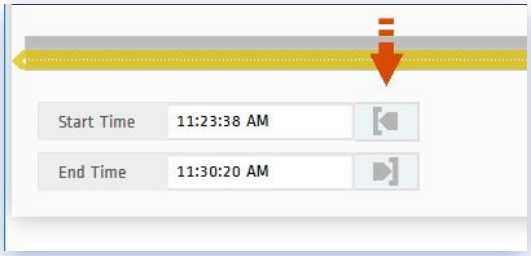
Step 1: Set the start time of the clip.

There are <u>three ways</u> to set the start time:

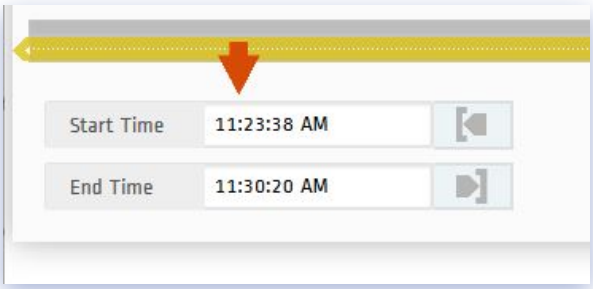
Click the "Set" button when the video is at the desired starting location,



or type the start time in the time field.

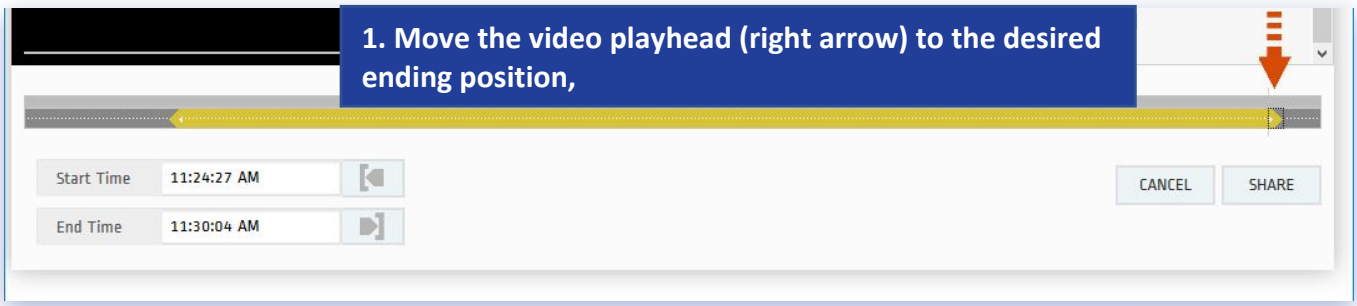


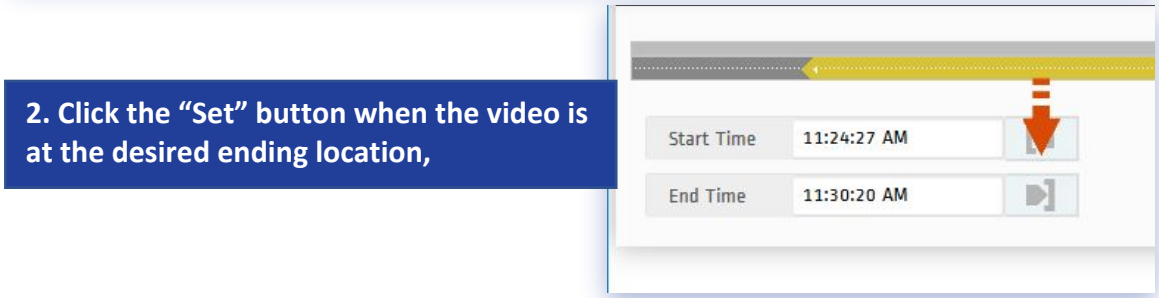
Move the video playhead (left arrow) to the desired starting position,

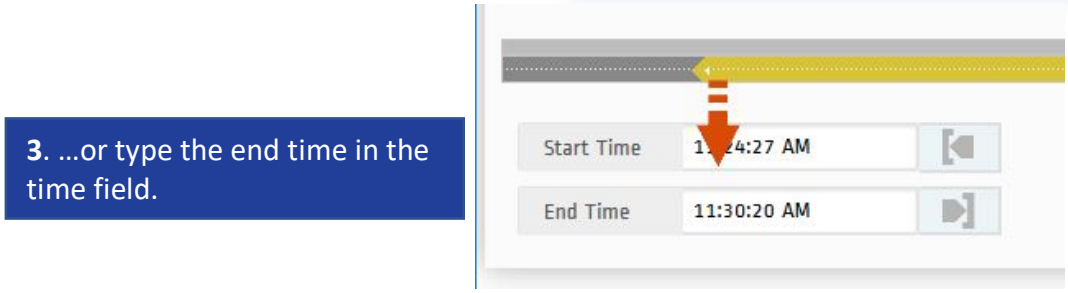


Step 2: Set the end time of the clip.

Similarly, there are *three ways* to set the end time of the clip:

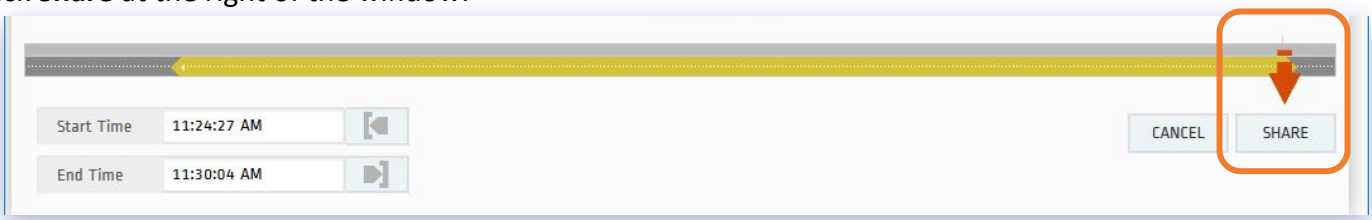


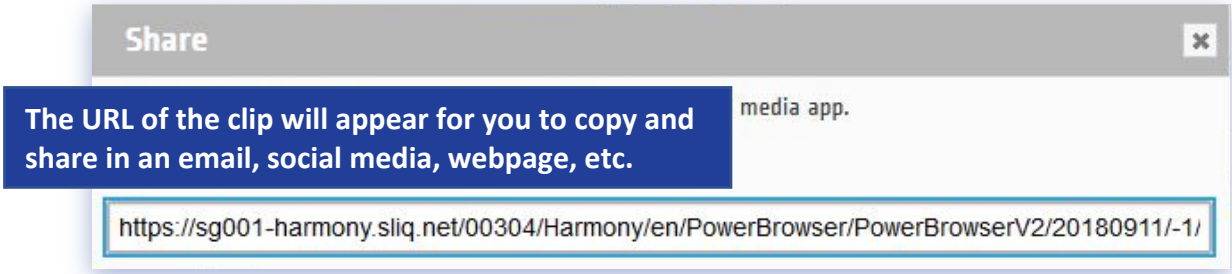




Step 3: Share your video clip.

Click **Share** at the right of the window.





That's it! If you have any questions or issues, please contact the House Clerks' Office Information Systems (IT Department) at x1560 (804-698-1560). Thank you, and happy clipping!