



Virginia House of Delegates
Clerk's Office

G. Paul Nardo, Clerk
Post Office Box 406
Richmond, Virginia 23218

Inquiries:
House Information
Systems
804.698.1560

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://viriniageneralassembly.gov/hv>

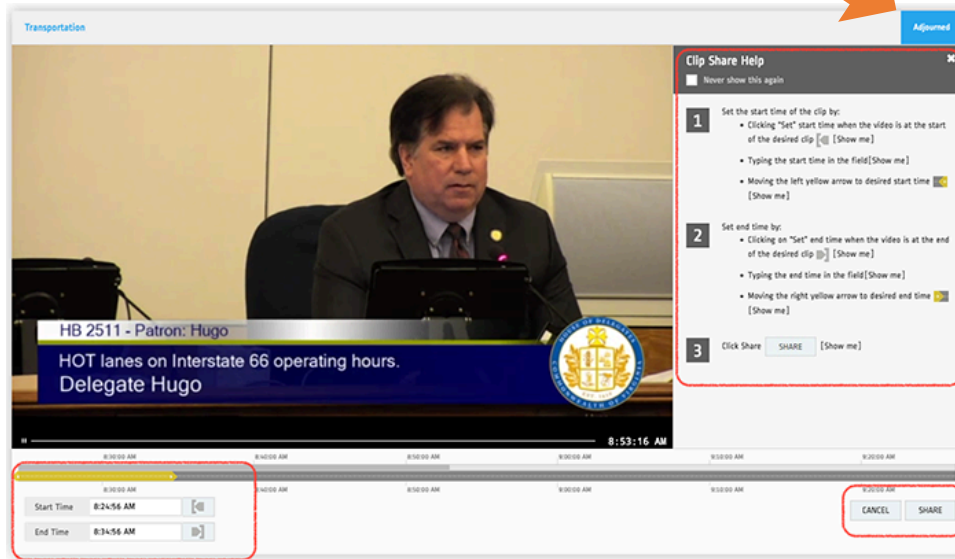
Choose the meeting time from a calendar interface.

The screenshot shows a calendar interface for September 2018. The date September 19, 2018, is highlighted in green. Below the calendar, a meeting entry is displayed for 'Privileges and Elections [HR3]' in House Room 3, Capitol Building, from 14:24 to 16:25. A blue 'Adjourned' button is visible in the top right corner of the meeting entry.

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

The screenshot shows a 'Clip Share Help' dialog box with a close button (X) in the top right corner. Below the title bar, there is a checkbox labeled 'Never show this again' which is currently unchecked.

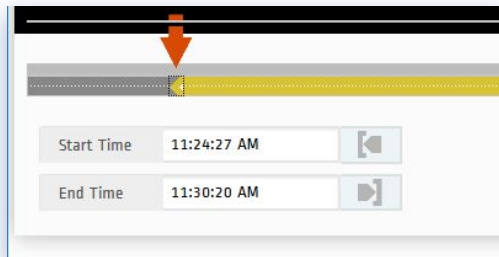
“Adjourned” appears on the right of the video.



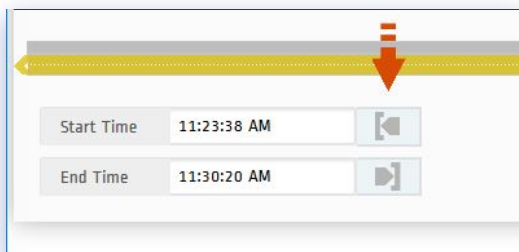
Step 1: Set the start time of the clip.

There are three ways to set the start time:

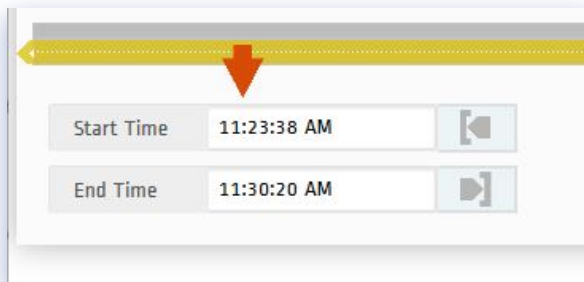
Click the “Set” button when the video is at the desired starting location,



or type the start time in the time field.

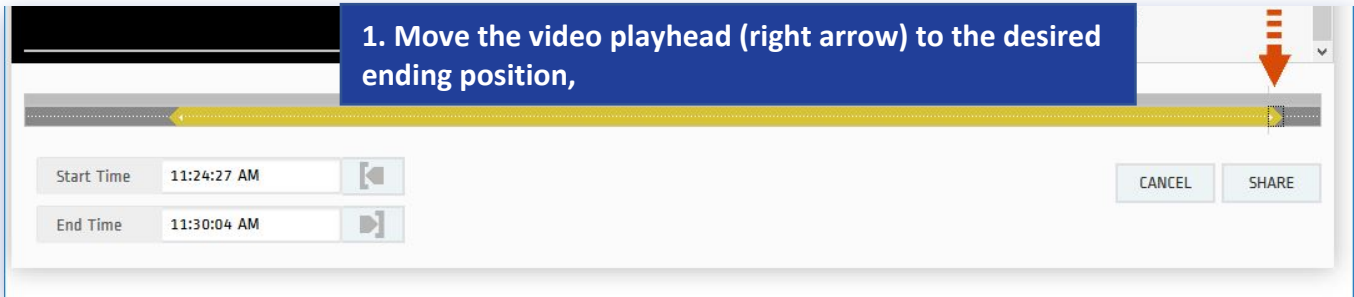


Move the video playhead (left arrow) to the desired starting position,

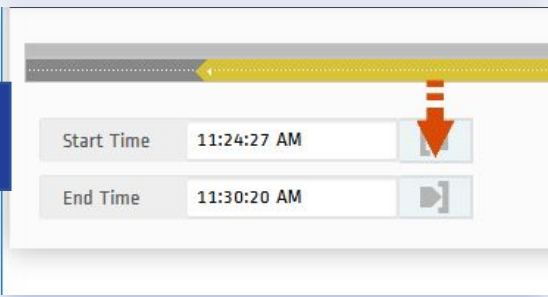


Step 2: Set the end time of the clip.

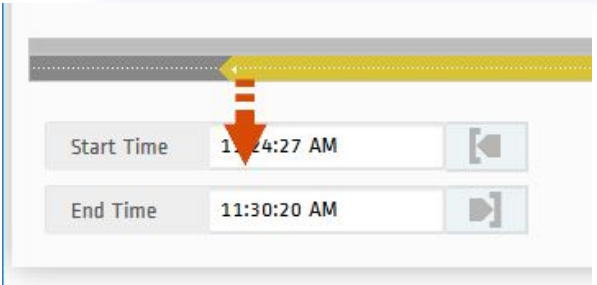
Similarly, there are three ways to set the end time of the clip:



2. Click the "Set" button when the video is at the desired ending location,

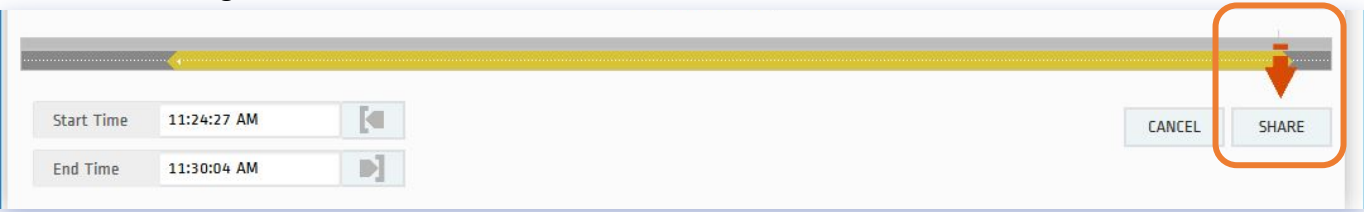


3. ...or type the end time in the time field.

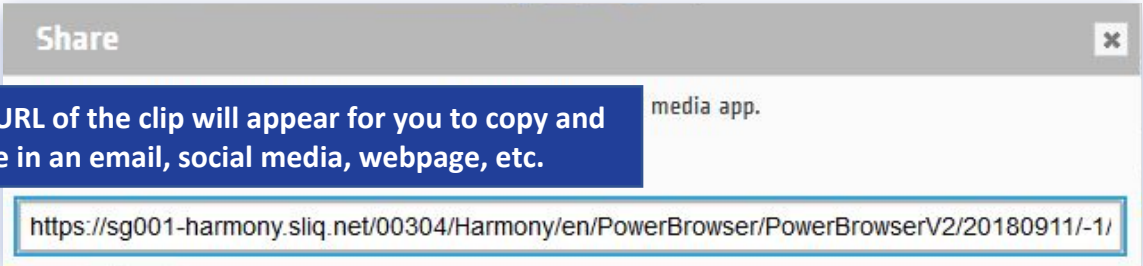


Step 3: Share your video clip.

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



The URL of the clip will appear for you to copy and share in an email, social media, webpage, etc.



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!