

# Add a Video to Visuals

If you want to upload a video from your computer, use the [Audio-Video](#) Mandala tool instead of Visuals. You can use Visuals for videos already online, on YouTube or Vimeo.

1. Log in to [visuals.shanti.virginia.edu/](https://visuals.shanti.virginia.edu/)
  - Learn [how to log in](#)
2. Click on the **Main Menu icon**
  - This icon looks like four stacked bars in the top right of the page
  - Main Menu options will unfold
3. Click **Create Visualization**
4. Click **Media**, then **Create** under "Video"
  - The video creator will open
5. In the "Source of Video" field, enter the unique ID code for the online video you want to add
  - See the section [below](#) to learn how to find the id code
  - Your Google Drive data will open
6. Customize your video
  - Find customization options to the left of the video
  - Learn more about options at the [Video](#) index page and at the [Common Customization Options](#)
7. Choose your video's "Visibility" below the preview
  - Switch this to **Public** if you want everyone to see your visualization; visualizations are **Private** by default
8. Add information about the video
  - Find information fields below the video
  - Learn more [about adding metadata](#)
  - Learn more at [Add Visuals to Knowledge Maps](#)
9. Choose a **Status** for your visualization
  - Find this option below the title
  - This sets whether the visualization will be saved as a draft or published
10. Click **Save** or **Save & Continue**
  - **Save & Continue** creates the Draft or Published visualization but lets you keep working
  - **Save** creates the Draft or Published visualization
  - To leave the Visualization after clicking Save & Continue, click **Update**
  - Your visualization will appear

## ID Codes

To get the id code for a video, open your video in either YouTube or Vimeo, then look at the URL in your address bar.

Find the **YouTube id** after the equal sign in the video's URL. For example, the URL

```
http://www.youtube.com/watch?v=zDZFcdGpL4U
```

corresponds to the id code

zDZFcdGpL4U

The **Vimeo id** follows the slash after "[vimeo.com](#)". For example, the URL

<http://vimeo.com/30581015>

corresponds to the id code

30581015