



# BULK VIDEO OPTIONS

## Adding Multiple Videos/Bulk Upload

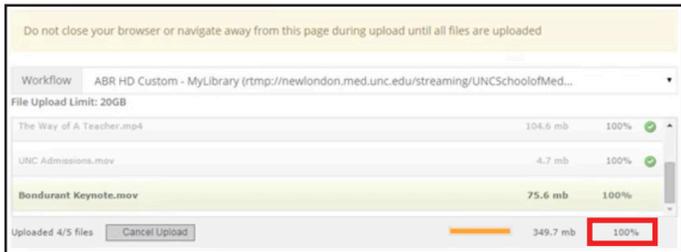
1. Login to HeelStream, select your library, click **Bulk** and select **Bulk Upload**. A new window will open with the Bulk Upload tool.



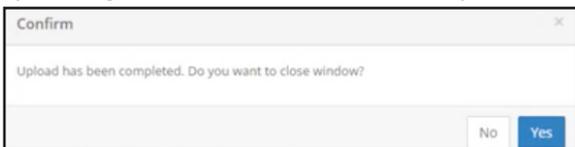
2. In the Bulk Upload window, click **Add File**, and navigate to and select your file. You could also just drag the file from your computer directly into the box on the screen. **NOTE:** By default, the titles will match the original file names. You can either modify the titles in advance by changing those file names or after the upload by clicking the **Edit** button for the content.



3. Click Start Upload. **NOTE: Don't close this page/tab until the upload reaches 100%. You may use other tabs or windows while the file uploads.**



4. A message will appear when the videos have finished uploading. Click **Yes** to close the Bulk Upload window.



5. The video's status will show below the title in the Media Library.



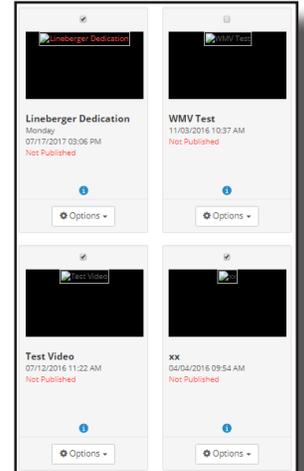
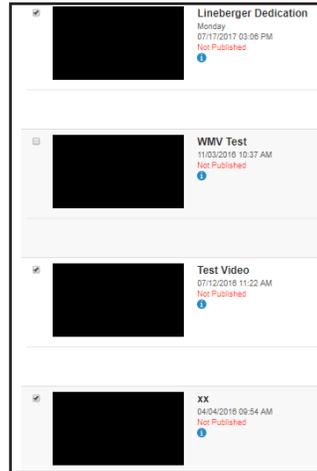
6. From the Media Library, Use the **Edit** button to return to the description page to edit the title or add and change metadata for the content. Use the **Manage** button to modify the media or thumbnails. Use the **Publish** button to go back to the publish menu and change your publishing options or Un-Publish a video. Use the **Delete** button to delete your content.



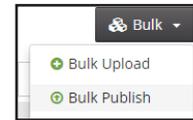
## Bulk Publishing Videos

If you have multiple videos that you'd like to publish to the same playlist, you can use the Bulk Publish option. You can also use this method to un-publish.

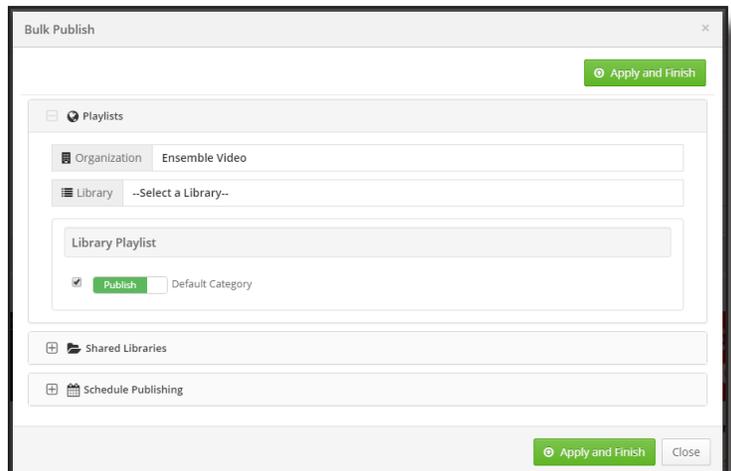
1. Select the checkboxes next to the videos you want to publish together.



2. Click **Bulk** and select **Bulk Publish**.



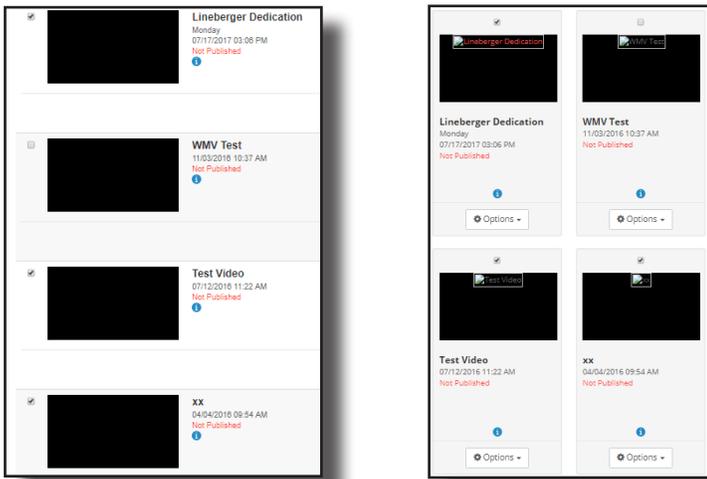
3. On the first page, you will be asked to confirm the videos you want to publish. If you would like to remove any from the list, click the **X**. Click **Continue**.
4. Select the playlists and playlist categories you would like to publish the videos to. Click **Apply and Finish** to publish the videos.



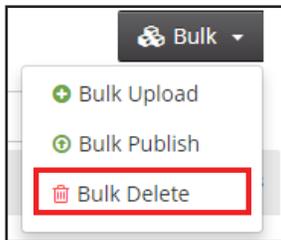
# BULK OPTIONS

## Bulk Delete

1. Select the checkboxes next to the videos you want to publish together.



2. Click **Bulk** and select **Bulk Delete**.



3. A popup will ask you to confirm the videos you want to delete. If you would like to remove any from the list, click the **X**. Click **Delete** to delete the videos.

## Notes

- When uploading multiple videos, it is best to name the videos in advance by modifying the file name. You can also edit the names later using the Edit button for the content.
- HeelStream is not for the purpose of archiving, and does not keep a copy of your full quality original files. Be sure NOT to delete your original files after uploading to HeelStream.
- Per the [HeelStream User Agreement](#), uploaded content must be in compliance with the [Acceptable Usage Policy](#).