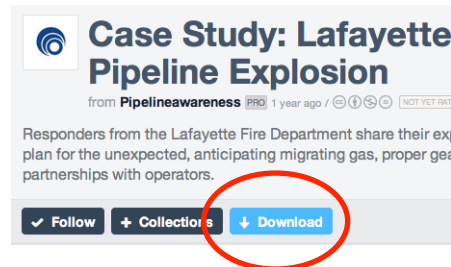


# Step-by-Step Instructions for Downloading and Sharing a Video

## Downloading a Video:

**Step 1:** If you would like to download a video from the video library, start by playing the video. Please note that if you pause the video, it will be minimized. If you would like to download a video that is not part of the video library but that is on a specific page, skip to Step 2.

**Step 2:** Place your mouse on the video. On the bottom right, you will see the “Vimeo” logo. Click on it. It will take you to a Vimeo page where you will see the video you selected in larger size.



**Step 3:** Scroll down below the video name and description. You will see three small blue buttons with the words “Follow,” “Collections” and “Download.” Click the “Download” button.

**Step 4:** A drop down will automatically appear with three video size selections. Select “SD,” which stands for standard definition format. Only select “Mobile” size if you intend on uploading the video to a site that will be viewed through a smart phone or tablet only. HD stands for high definition video format—select this option if you don’t mind the lengthy download waiting time.

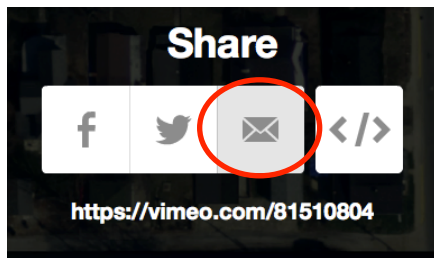
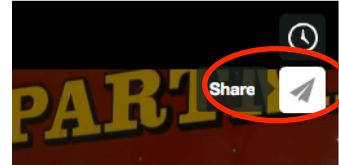


**Step 5:** Your video will download in .mp4 format in approximately 20 minutes if you selected “SD” video format.

## **Sharing a Video:**

**Step 1:** If you would like to share a video from the video library, start by playing the video. Please note that if you pause the video, it will be minimized. If you would like to share a video that is not part of the video library but that is on a specific page, skip to Step 2.

**Step 2:** Place your mouse on the video. On the top right, you will see two icons: a clock and a paper airplane. Select the paper airplane icon.



**Step 3:** Three sharing options will appear on the screen. Select your preferred sharing method. If you select to email the video, a new email will open automatically. If you select to share the video through Facebook or Twitter, you will be asked to login to each site before customizing your post and sharing.

**\*If you click on the icon with the left and right arrows, you will be taken to the embed code for the video. You can use the embed code to post the video to your website.**