



Media Hopper Create

Understanding privacy levels in Media Hopper Create

There are three main privacy levels to choose from for your content in Media Hopper Create:

- **Private** - Media file will be visible to the content owner only
- **Unlisted** – Media file will be visible to anyone with a link to the file
- **Published** – Media file will be visible to individuals according to entitlements on published destinations

Setting privacy levels for new content

The default privacy level for any file uploaded to Media Hopper Create, imported into Media Hopper Create from YouTube, or recorded using the Desktop Recorder is Private. Content can only be added to a playlist or channel if its privacy level is set to Published.

Media Upload and YouTube Import

If using the Media Upload or YouTube import methods, you can select the privacy level for your file as you upload/import it. In order for the **Published** level to be enabled for selection, you must complete all of the required fields before saving your file.

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

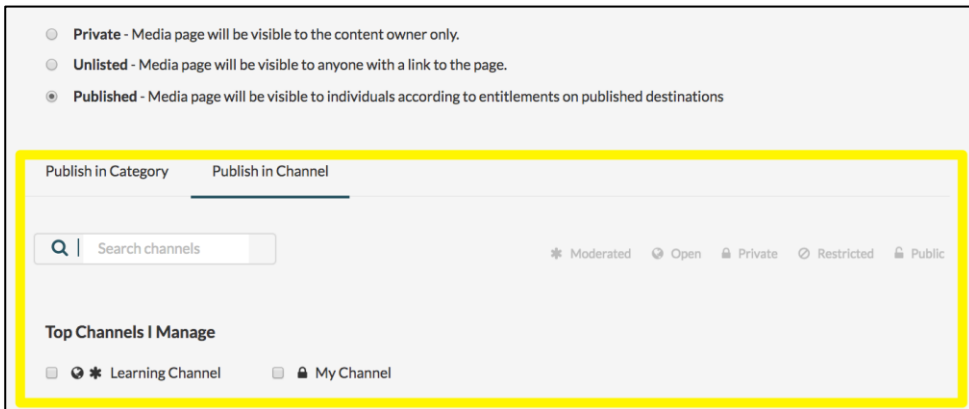
Private - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

Published - Media page will be visible to individuals according to entitlements on published destinations

Save

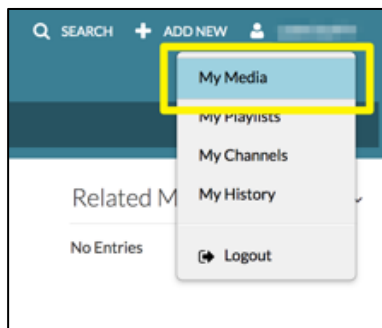
Having clicked on the **Published** privacy setting, you will be asked to select which channel you wish to publish your file to, before clicking **Save**.



Desktop Recorder

If you have created a media file using the Desktop Recorder, your file will be set to Private by default and will automatically be uploaded to your My Media area. You will need to manually edit this file and select a different privacy level if you wish to publish it to a channel or playlist.

1. Once logged into Media Hopper Create, click on your name and select **My Media**.

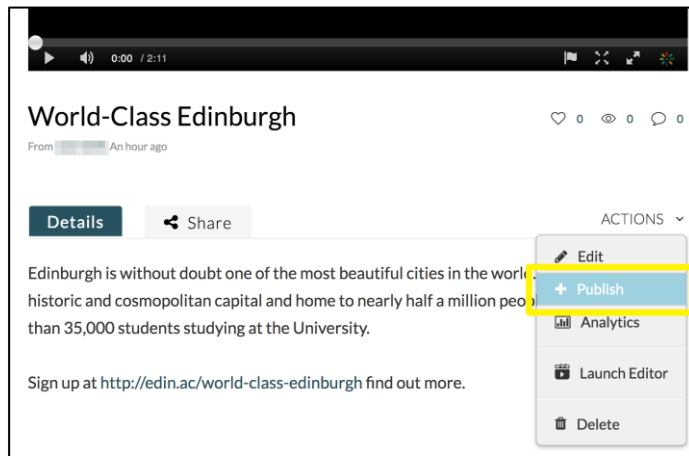


2. Click on the **Edit** icon for the file you wish to change the privacy level of.

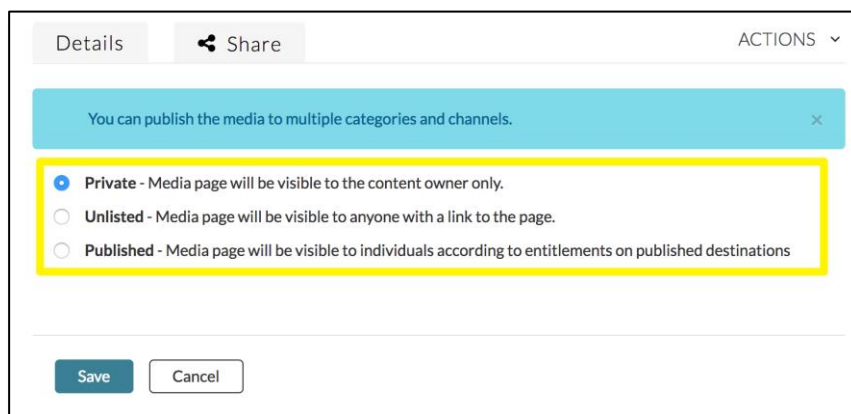


3. Enter as much information about the file as possible. To be able to publish, all mandatory fields must first be completed. Click **Save** then the **Go To Media button** to apply your changes.

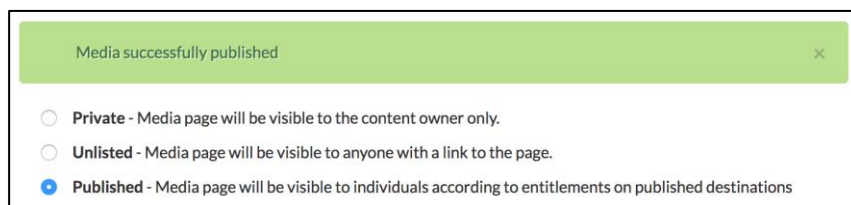
4. When your file opens, click on the **Actions** button and select **Publish** to view the privacy options for this file.



5. Select a privacy level for your file and click **Save** to apply it. If you opt for **Published**, you will need to select a channel to publish to before clicking **Save**.



A green message will now appear above the privacy levels to inform you that your changes have been applied.



Setting privacy levels for existing content

If you wish to alter the privacy settings for an existing file, open it from the My Media area by clicking on it, and follow steps 4 and 5, outlined above.