

1. You will receive an email from the Marketing Coordinator, stating that today's webcast is posted to the "Shared" folder.
2. The Marketing Department has committed to posting ALL webcasts within 24 HOURS of their occurrence, so make sure that you plan accordingly to do so.
3. Go to the network folder \\neufil01\Personal Storage\William.Savastano\Shared\Webcasts. In that folder you will find either a zipped file or folder Marked "Download" that has the most recent webcast recording. It will either be in a .WMV file format, or if a Zipped folder, a set of folders with a Start.html file. If the file is Zipped, you will need to UnZip and extract.
4. Once you have either the original .WMV file, or you have your UnZipped and extracted set of folders, you will need to create a folder in the Webcasts folder with a naming convention of the day of the webcast. For example "20110120" for January 20, 2011. Copy and paste either your WMV file or full set of extracted folders with start.html file into this new folder that you have created.
5. You are now going to need to place a copy of this folder onto the neudesic.com web site webcast directory. Go to [\\neuwwww01\Media\Webcasts](http://neuwwww01\Media\Webcasts) and place a copy of your dated folder into the file. If you are in the correct file, you will see a number of date-named folders with the rest of the previous webcast recordings.
6. Once the webcast has been placed in the web site webcast directory, you must now add the webcast to the web site.
7. You will first want to open an Internet Explorer window and go to <http://neuwwww01:85/Pages/Default.aspx>. Under Upcoming Events & Webcasts, locate the webcast that you are posting to the web site. It should still be listed on the upcoming events & webcasts list on the main page. Click on it to open the web page for that webcast. We are going to be copying & pasting from this page into the new Recorded Webcast page.
8. Now, open a second Internet Explorer window and go to <http://neuwwww01:85/Pages/Default.aspx>. Click on "Shared Insight" in the navigation at the top of the page, then click on "Past Webcasts" towards the bottom right of the Shared Insight page.
9. Click the "Site Actions" menu at the top right of the web page and select "Create A Page"
  - a. Under "Title", type in the name of the webcast.
  - b. Under URL Name, type in "PW" followed by the webcast's date in the format "PWYYYYMMDD". For example, PW20110120.
  - c. Select "Neudesic Presentation Page" as the page type and click "Create"
10. You will see the new page you created pop up, ready for entry of the information about this webcast.
11. First, enter the Title of the webcast under "Article Title". Once entered, highlight the entire title and select "Header" from the "Styles" drop down menu.
12. Next, you will be entering the Presenter in the "Article Extract" box. You can copy and paste this information from the "Presenter" field in the original Event Listing that you have open in the other Internet Explorer window.
13. Now, you will be entering the information from the "More Information" in the "Page Content" field. Go ahead and copy and paste from the original Event Listing page that you have open in the other Internet Explorer window. Be sure to read through this copy to make sure that it

addresses the past tense of the webcast now being recorded as opposed to an upcoming event as it was original written for. Make any changes you feel are necessary to this copy.

14. Now, go down to the "Email File Web Part" box and type in your Neudesic email address. This is where people will be putting their email address so that we will know who has downloaded the recorded webcasts. This field MUST HAVE an email address that is the downloaded webcasts database in order for you to save the page when you are done with adding information on this page (Do not attempt to save the page now, as you still need to add some more information – I am just giving you the background here as to why you have to enter your email address and what to do if it is not recognized). If there is not a recognized email address, the page will not save when you try to save. If this occurs, open a new Internet Explorer window and go to [www.neudesic.com](http://www.neudesic.com). Download the most recent webcast and your email address will be added to the downloaded webcast directory. Once you have requested the download information for that webcast, you will need to return to the page that you are creating to add the webcast to the web site, enter your email address in the "Email File Web Part" and you should be allowed to save the page.
15. You will now need to enter the Recorded Webcast graphic in both the "Page Image" and "Rollup Image" fields. To do so, in each of those fields, click "Edit Picture" and paste the following URL into the "Selected Image" field on the window that pops up:  
<http://neuwww01:85/SiteCollectionImages/Event%20Logos/Neudesic%20Circle%20Logo%20Webcast%20GIF%20100.gif>. Click "OK". Once you have done this for both "Page Image" and "Rollup Image", you will see the burgundy "n" Recorded Webcast logo in both spots on the page.
16. Now, click "Publish" at the top of the page and you should see your page as it will appear on the web site.
17. You now need to enter the Page Properties that will allow the download link to be sent to users who request it from the site.
18. Select "Site Actions" and then "View All Site Content". Select "Pages" and you will see the long list of past webcast pages. The page you recently added should be at the bottom of the list.
19. Hover over the page name and select "Edit Properties". You will be asked if you want to "Check Out" the page. Click "OK".
20. Locate the webcast description in the "Page Content" field. Copy and Paste that description into the "Description" field towards the top of the page.
21. Now, locate the "Article Date" field and enter the date that the webcast occurred.
22. Scroll towards the bottom of the page and locate the "DownloadUrl" fields. There are two, one titled "Type the Web address:" and one titled "Type the description". These fields are titled incorrectly. We will actually be putting the location of the webcast recording in BOTH of these fields. The location of the webcast recording is based on the folder that you have earlier placed the recording in, [\\neuwww01\Media\Webcasts](http://neuwww01/Media/Webcasts). This folder location translates to the URL <http://www.neudesic.com/Media/Webcasts>, so that when you add the folder and either file name of your WMV file, or Start.html file, you end up with the following link, for example:  
<http://www.neudesic.com/Media/Webcasts/20110120/livemeeting.wmv> -or-

<http://www.neudesic.com/Media/Webcasts/20110120/start.html>. Enter the link as it should be based on your file that you placed in the `\\neuwww01\Media\Webcasts` folder earlier in the process into BOTH of the "DownloadUrl" fields.

23. Once you have placed the link to the recorded webcast in the "DownloadUrl" fields, place the link in a new Internet Explorer window to make sure that the link is correct. Once you are certain the link is correct, click "OK".
24. You will now see the long list of Recorded Webcast pages. Scroll to the bottom and find the page that you are creating. You will see that it is listed in "Draft" form to the right of your name. Hover over the page name and select "Check In". Click the radial button next to "Major Version (publish)" and click "OK".
25. Scroll down once more and find your page again. Hover over the page name again and select "Approve/reject". Click the radial button next to "Approved" and click "OK".
26. You are now going to need to test the Recorded Webcast link for this webcast. This is the link that is emailed to people who download the webcast. To do so, click on the Page Name of the page you are creating in that long list of Recorded Webcast Pages. This will open the page.
27. In the URL at the top of the browser's, type [www.neudesic.com](http://www.neudesic.com) in place of the "neuwww01:85" that is in the link. This will take you from the editing web site to the live web site.
28. Type your email address into the box above the "Send me the link" button and then click the "Send me the link" button.
29. You should shortly receive an email from "Info" with the subject line "Download form neudesic.com". Open the email and click the link to the webcast recording. Ensure that the webcast recording opens properly.
30. Now, since this is listed as a Recorded Webcast, you will need to go back and remove it from the Upcoming Events & Webcasts listing. To do so, go back to the other Internet Explorer window where you had this webcast's upcoming event page open. Click "Site Actions", then "View All Site Content", and then "Pages". You will see the list of Upcoming Events & Webcast pages. Locate the page for this webcast, hover over the page name and then select "Delete".
31. You are now going to need to go back to the Neudesic.com Main Page and ensure that deleting this event page has not had an effect on the width of the Upcoming Events & Live Webcasts webpart in the middle of the bottom section of the page. You will either see that the three web part boxes look correct, or, if one of the page titles is too long, you will see distortion in the Web Part box. If there is distortion to the size of the web part and event listings, you will need to shorten the page title of the page that is causing the problem.
  - a. Click on "Upcoming Events & Live Webcasts", when you get to the RollUp Menu page, select "Site Actions", "View All Site Content", "Pages", and roll over the Page Name of the page that has the title that is too long. Hover over that page's name and then select "Edit Properties" from the drop-down menu.
  - b. Shorten the "Page Title". There is not a set number of characters as each character has different pixel sizes, so you are going to have to complete a series of trials and errors, republishing the page and re-viewing the Neudesic.com main page until you find a page title that does not distort the "Upcoming Events & Live Webcasts" web part on the main page.

32. Once you have a page title that fits, you will need to inform the Marketing coordinator that the webcast recording is live on the site and also announce that the webcast recording is available on Neudesic.com through Pulse.
33. First, reply to the email in which the Marketing Coordinator told you that the webcast recording was in the shared drive, letting them know that the webcast recording is posted.
34. Open Pulse and use the following format to announce the webcast recording on your Pulse page:
  - a. "New Recorded Webcast Available on Neudesic.com! – Webcast Title - Presented by @First.Last – <http://www.neudesic.com/Media/Webcasts/20110120/livemeeting.wmv>"
  - b. Now, post the event to the "Marketing" Pulse page and any other relevant pages.
35. Go to the Marketing Communications Group Request Form and enter a ticket for adding this webcast to the website. Refer to that procedure if you need instructions on how to do so. Also, add a second ticket with "Update Web Site Events" as the title with your name as both Requestor and Representative with a Priority of "1" and start and end date of today's date. Close out these two tickets as "Completed" as they are for tracking purposes only.