

## Create a Theme in 7 Easy Steps

**1 Upload logo.** Choose a .PNG or .JPG image file. Make sure there are NO spaces in its file name.

**2 Upload a background image.** This image floats behind the video player and text of your message. Choose a .PNG or .JPG image file. Make sure there are NO spaces in its file name (example: backdrop.png). Make sure to size the image at 960 pixels by 450 pixels.

**3 Name your Theme.** Please give your theme a descriptive file name. You'll want to be able to find and choose your Theme quickly.

**4 Select a font.** Choose a font from the drop-down box.

**[SAVE your work so far!]**

**5 Add video or images to build your B-Roll.**



*Add video* - Click on the Select button to choose a video from the video library. You will be able to search your local drive, online video library, sent videos, and received videos. Choose a .MOV or .FLV file. The video file size should be no more than 40MB.

*Especially for larger videos (20MB or greater), please SAVE the Theme after each upload. Be patient—we are making your theme beautiful.*

*Add thumbnail image* - If you want to control the thumbnail of your video, simply add the image after the video has been uploaded from the library.

*Add static image* - Choose a .PNG or .JPG file. The image file will auto-size to the box size. You can link this image to any web page by typing or pasting the web address in the LINK box below the image.

**6 Enter your web site address, contact info, and social media info.** Enter complete url's, <http://www.facebook.com/OpenMyVideo>

**7 Connect Google analytics account to Theme.** Get incredible insights about the success rates of your videos by connecting your Google analytics account. View all the traffic that each theme and video generates. (Never used Analytics? Learn how at Google Analytics.) Your Google account ID is issued when you set up your Analytics account with Google. Hint: The ID will start with UA-XXXXXXXX-XX.

**[SAVE your work again. You're finished!]**