

# Setting the Thumbnail Image for a Video Item

## Introduction

Collection staff have the ability to change the thumbnail and poster image for video objects. The image can be selected and set at two different times:

- [When creating an item](#)
- [When viewing an item](#)

## Set the Thumbnail When Creating an Item

### Step 1: create an item

### My Testing Collection

**Description:** This collection is for testing purposes

**Unit:** Indiana University Libraries

[Create An Item](#) [List All Items](#) [Edit Collection Info](#)

Or [learn how to](#) create items using batch upload.


### Step 2: upload an item

My Testing Collection > Untitled item

## Manage file(s)

### Upload through the web

Uploaded files must not exceed 250 MB



 Plugging In.mp4 [Upload](#) [Change](#) [Remove](#)  Skip transcoding

**Step 3: set the thumbnail** - the thumbnail defaults to 0:00:02 into every video. If the desired thumbnail time is known, it can be entered here.

### Manage file(s)

Associated files


For items with multiple files, enter a display label for each file. Users will click on these labels to switch between files.

Type	Section label	Permalink	Date Digitized	Thumbnail	File name	Size
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="00:00:02.000"/>	Plugging In.mp4	33.4 MB 

## Set the Thumbnail When Viewing an Item

### Step 1: View an item

Publish Edit Delete



00:00 00:07

Plugging In

**Date**  
2017-03-30

**Collection**  
My Testing Collection

**Unit**  
Indiana University Libraries

[View Raw Metadata](#) [View Fedora Objects](#)

**Step 2, Option 1: edit the item information** - this step is identical to Step 3 above

**Step 2, Option 2: create thumbnail directly** - while the video is paused or playing, select the "Create Thumbnail" icon in the media player and follow the prompt to "Update Poster Image." The image may not update immediately when the page automatically reloads, but should update upon a manual refresh.



- "Create Thumbnail"