



Quick Start Guide



There are two levels of "logging in" for most Films On Demand customers: Account Log In and User Log In.

Library: type in your log in info before distributing.

ACCOUNT ID

PASSWORD

ACCOUNT LOG IN to access your institution's Films On Demand video content:

- 1. Go to http://digital.films.com.
- 2. Type in your Account ID and password, and click on "Log In."
- **3.** You will then be granted access to all of the videos you are authorized to view via Films On Demand.

USER LOG IN to access your personal preferences, favorites, and playlists:

- 1. Log in to your institution's account (see above), then click on "User Log In."
- 2. If you are already a registered user, enter your personal username and password, and click on "Log In."
- **3.** If you are not already a registered user, click on "User Log In" to set up your personal username and password.

CUSTOMIZE!

To access the customization tools, you must be logged in as a user.

MY PLAYLISTS	MY FAVORITES	MY PREFERENCE
Search By Segment		ð .

If your institution uses a form of automatic authentication (such as IP, Referring URL, or EzProxy), you may be able to bypass the Account log in process altogether. To do so, use the authenticated URL provided by the Films On Demand Product Support team.

FYI

If you are having trouble logging in, please contact your librarian.





You can easily find videos by **browsing** or **searching**.

BROWSE through the available subjects:

- Select a subject from the left-hand navigation area to access a detailed list of topics.
- **2.** Click on a topic to access a list of all videos in that topic.

Many of the topic menus include subtopics. To access the subtopics, click on the "+" icon next to any subjects that display it to expand the view.

SEARCH the titles in your collection:

- **1.** Type a keyword, phrase, or program name in the search box at the top of the screen.
- 2. Use the drop-down menu to select "Search by Segments" to search all of the available meta-data for segments or "Search by Titles" to search all of the available meta-data for full titles.
- **3.** Click on the red arrow icon next to the "Search by" drop-down, or press the "Enter" key on your keyboard to execute the search.

CUSTOMIZE!

Change your default settings in the "My Preferences" tab. By default, all browse results are displayed as full titles and sorted alphabetically. All search results are displayed by individual segment and sorted by relevance.

View By Subject

- Humanities & Social Sciences
- Business & Economics
- Science & Mathematics
- Health & Medicine
- Technical Education
- Family & Consumer Sciences
- Careers & Job Search
- Guidance & Counseling
- Most Viewed Videos

ON DEMAND

Recently Added Videos

SCIENCE & MATHEMATICS

Biology (722)

- + Animal Biology (37)
- + Ecology (48)
- General Biology (224)
 Cells and Metabolism (43)
 Evolution and Diversity (53)
 Genetics (95)
 Survey: Biology (60)
- + Human Anatomy & Physiology (45
- + Marine Biology (17)
- + Microbiology (120)
- + Plant Biology (24)

Computers & Technology (110)

MY PREFERENCES

- + Computer Basics (30)
- Technology (91)

MY PLAYLISTS MY FAVORITES

QUICK TIP

Refine your search by using the drop-down menus in the "Advanced Search" screen. Access the "Advanced Search" link at the top right of the search bar.

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Cleaned Cospillationing - Bloom Des Proper Letters (Windows Media Dely)(2)	Search Results - Show Segments		

DIGITAL EDUCATIONAL VIDEO Quick Start Guide

ON DEMAND



There are several ways to **view videos** from the browse or search results page.

When TITLES are displayed on the browse or search results page:

1. Click on the "Play Video" icon to view the complete video.



2. Or click on the "
→ View Segments" icon to display available segments. Click on a segment from the list to access that specific segment directly.

When SEGMENTS are displayed on the search or browse results page:

1. Click on the "Play Video" icon to view the segment.

From the view video page:

- Click on the "Segments" tab to display available segments from the selected video. Click on a segment, and playback of that segment will begin automatically.
- **2.** Click on the "Full Title" tab. Click on the program title. Playback will begin automatically from the beginning of the video.

Many videos support closed-captioning.

To view a video with closed-captioning:

- **1.** If a closed-captioning icon appears below the video player, once the video is playing, click on the closed-captioning icon to display the caption text.
- **2**. To turn the captions on and off, click on the closed-captioning icon again.

CUSTOMIZE!

Configure captions on or off by default using the My Preferences page.

It's easy to control your video playback experience.



1. To change the video format or bitrate,

use the drop-down menus below the video player. Select either Flash or Windows Media, and then select from the available bitrates. Click on the red arrow icon to activate the new settings.

2. To adjust the volume, mute the audio, or pause the video, use the embedded video functions.

3. To view a video in full-screen mode, click on the



red arrow icon below the video window (for Windows Media) or the white embedded arrow icon (for Flash video).

To close full-screen mode, press the "Esc" button on your keyboard.

QUICK TIP

For best results, use the high-resolution Flash video option when viewing in full-screen mode.



Not all of the videos include closed-captioning. If the CC icon is not displayed, there is no closed-captioning available.



Quick Start Guide



You can share **whole videos** or **custom playlists** you create.

TO SHARE VIDEOS: From the browse or search results page:

 Click on the envelope icon below the thumbnail image to send a link to a specific video via email.

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	From Se

From the view video page:



1. Click on the "Share" tab below the video player to send a link to a specific video via email.

2. Click on the "Details" tab below the video player. Then simply copy and paste the Title URL onto a secure Web site to allow students and faculty direct access to that video.



Title URL links are specific to every video and every account. They can be used on course Web sites, online library card catalog systems, distance-learning courseware, PowerPoint slides, and more.

TO CREATE A CUSTOM PLAYLIST: Users can add a full title or segments of a title to a playlist.

 Click on the "[+]" icon below the thumbnail image of the video on any search or browse results page. Then choose whether to add the specific title or segment to an existing playlist or create a new one.

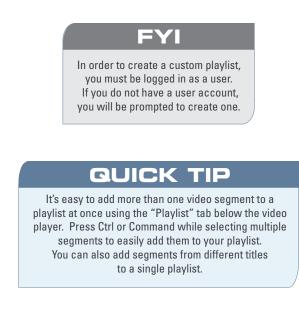


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 Or, from the View Video page, use the "Playlist" tab to add videos to a playlist or create a new one.

3. Access all existing playlists from the "My Playlists" tab at the top of the screen.



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It's easy to store your favorite videos in your own **personal folders** for quick access.

To create and add to a personal folder:



 From the browse or search results page, click on the star icon below the thumbnail image of the video to add a full title or segment(s) to a personal folder.

2. Add to an existing folder, or create a new one in one simple step.



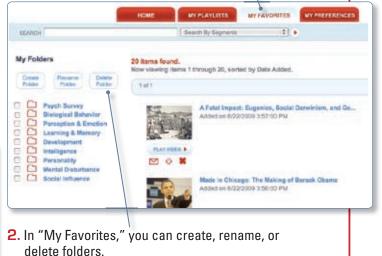
3. From the View Video page, use the "Favorite" tab below the video player.



Personal folders are a great way to save quick links to frequently used videos for easy access. Once you add a title or segment to a folder, you do not have to browse or search for it in the future. Simply access it through "My Favorites." You can also access play and share functions directly from this page.

To access and organize your personal folders:

 Access your personal folders using the "My Favorites" tab.



FYI

In order to create or access your personal folders, you must be logged in as a user. If you do not have a user account, you will be prompted to create one.

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