**Baker College and Films Media Group Quick Guide**

**Spring 2010 Trial – ends May 16, 2010**



**Setting up an Account/Logging In**

**Begin at** <http://digital.films.com>

* Username: baker
* Password: digital

**First time users** will need to set up an Individual account. (NOTE: You will need to do this in order to share with your students)

1. Click on the blue “User Log In” tab at the top of the web page.
2. Click on “Don't have a User ID? Click here to create one.” at the bottom of the web page to create an individual account.

Basics of the Films Media Group main screen:

* Basic search screen: top of page
* Advanced Search: right side of page
* Tech Support: lower left hand side of page

**Searching**

* To conduct a basic search, enter your search term(s) in the box located at the top of the screen. You can search by segments or by video title.
* Your results will appear on the screen. The results are sorted in order of relevance.
* Advanced searching is available by clicking on Advanced Search at the top of the screen to the right of the Basic Search box.

**Playing a Video or Video Segment**

Click on the title, image or “Play” button to bring up more information. From this screen you will have the option to play the video in Flash or Windows Media (some videos also have a Quicktime option).

**Creating a Playlist to Share with Your Class**

You can create a playlist if you want to share a video, video segment or group of videos/segments with your class.

**STEP 1:**

* After logging in to your individual account, choose a video or segment.
* Under the video are 4 tabs. Choose “Playlist.” 
* Choose the segments you would like to add.
* Create a new playlist or add to an old one.

**STEP 2:**

* Go to the Playlist tab at the top of the page. 
* Grab the “Playlist URL” and add to Blackboard or an email.

**Playback Issues**

If you are having problems with the quality of the streaming video, you may need to adjust your Video Playback Preferences or allow time for the video to buffer.

**Video Playback Preferences** are found under tab. (left side of page)

There are 3 options:

* 400 Kbps: System default. Good for viewing in the small/default size screen
* 700 Kbps: Good for viewing in full screen mode.
* 1.5 Mbps: Good for projecting.

If you will be playing/viewing at the 700 Kbps or 1.5 Mbps rates, plan to allow the video to buffer for 2 or 3 minutes before you start playing it.