

Quick Start Guide

ORGANIZING VIDEOS

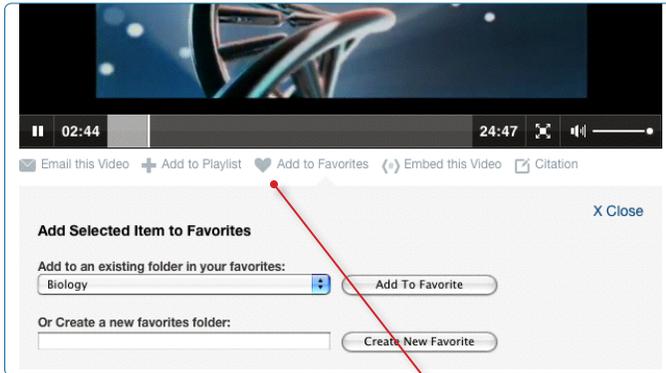
It's easy to store your favorite videos in your own **personal folders** for quick access.

To CREATE AND ADD to a personal folder:

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



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



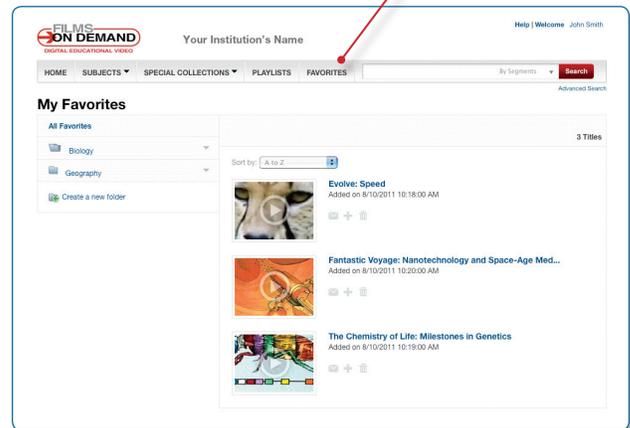
From the View Video page, use the "Add to Favorites" icon below the video player.

FYI

You can also create folders to organize your playlists—perfect for sorting playlists intended for different users.

To ACCESS AND ORGANIZE your personal folders:

Access your personal folders using the "Favorites" tab.



In "Favorites," you can create, rename, or delete folders.

FYI

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.

QUICK TIP

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 "Favorites." You can also access play and share functions directly from this page.