

**Quick Start Guide** 

### **ORGANIZING VIDEOS**

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

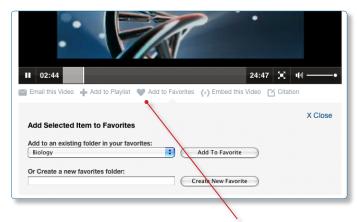
## To CREATE AND ADD to a personal folder:

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.

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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.

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hu Fowerites				Advanced Sear
ly Favorites				
Biology	-			3 Titles
Geography	-	Sort by: A to Z	•	
Re Create a new folder		10	Evolve: Speed Added on 8/10/2011 10:18:00 AM	
		QC	Fantastic Voyage: Nanotechnology and Spac Added on 8/10/2011 10:20:00 AM	e-Age Med
			The Chemistry of Life: Milestones in Genetic Added on 8/10/2011 10:19:00 AM	s

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.