Here’s how to navigate the Films On Demand home page you first see when you log in.

- **See and edit your customized playlists**
- **Create your personal login to access custom features**
- **Organize videos and segments in customized folders**
- **Set custom search and viewing options**
- **Direct link to relevant video tutorials**
- **Search by whole video titles or segments**
- **Browse video titles and segments by course area**
- **See monthly upgrades to your collection**
- **Quick links to new and featured titles**
- **User guides, video tutorials, FAQs, and more**

**HOME PAGE**

**FEATURING VIDEOS**

**GET MORE FROM FILMS ON DEMAND!**

Set up a user account to take advantage of all the features that Films On Demand has to offer.

- **Learn More**

**STATE UNIVERSITY**
There are two levels of logging in for Films on Demand customers:

**Account Log In** and **User Log In**.

1. For **Account Log In**, there are two options which will automatically log you in.
   
   a) From the TCC portal, go to Library, then Research Databases page, then scroll down to Films on Demand link.
   
   or
   

You will know you are logged into TCC’s account because you will see **Tacoma Community College** on the upper right of the Films on Demand homepage.

**Every time** you want to access Films on Demand, you will need to use one of the above options.

2. **User Log In**

Once you are logged into TCC’s account, you will want to create your own user account. Working within your own user account will allow you to create playlists for your students, create your own customized film segments, set up personal preferences and/or organize with folders.
FINDING VIDEOS

You can easily find videos by browsing or searching.

BROWSE through the available subjects:

1. 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.
3. Click on any title to view that video, or click on “View segments in this video” to see a list of its segments.

QUICK TIP

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.
4. Click on any title to view that video, or click on “View segments in this video” to see a list of its segments.

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.

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.
VIEWING VIDEOS

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:
1. 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.

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

You can share whole videos or custom playlists you create.

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

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

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.

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

1. 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.
2. 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.

FYI
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.

FYI
In order to create a custom playlist, 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
It’s easy to add more than one video segment to a playlist at once using the “Playlist” tab below the video player. Press Ctrl or Command while selecting multiple segments to easily add them to your playlist. You can also add segments from different titles to a single playlist.
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:

1. 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.

To access and organize your personal folders:

1. Access your personal folders using the “My Favorites” tab.

2. In “My Favorites,” you can create, rename, or delete folders.

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 “My Favorites.” You can also access play and share functions directly from this page.

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.