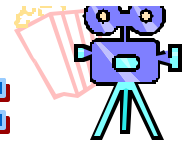


United Streaming: The Handy User's Manual



I. How to Log-in:

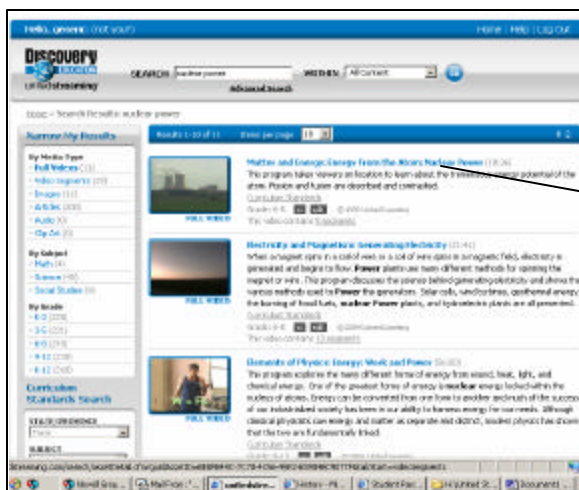
1. Open Internet Browser
2. Type in <http://www.unitedstreaming.com>
3. **Username:** your E number (example: e123456) **Password:** first 4 letters of last name followed by the four digits of your birth year (ex. smit1975)

II. Keyword search and advanced search:

Keyword search is great for quick finds. Use advanced search for more powerful searching capabilities. You can select subject area, grade level, curriculum standards, and more. Once you get your search results, you can access the different types of media by clicking under the category (videos, images, articles, etc.) to the left of the screen.

III. Videos:

Click under title to access a video. You will see a breakdown of short clips as well as the entire video in one piece.



To play the video or clip, simply click the green ">" (play) button.

To download a video and save it to your desktop, click the floppy icon (download) button.



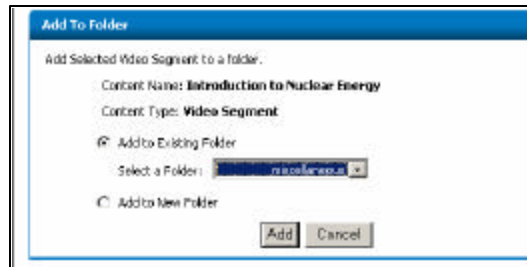
IV. Adding media to "My Content":

This feature allows you to save clip titles, and other media to a personal space for easy access later. This is a great way to make sure you don't lose the videos you find. It is easy and it doesn't burden the network. Here is how to do it:

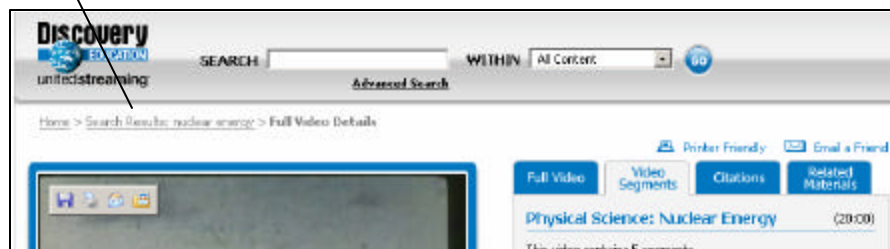
1. Select the clip(s) you would like to save by clicking on the "Select to Add" box on the right.



2. Click on the blue "ADD" button.
3. Select folder or add new one.



4. Once your clip has been added, you can return to your search results by clicking on "Search Results" on top left of your screen.



5. If at some point you would like to share some of your findings with your department, you need to let your department coordinator know.
6. You can later access "My Content" by clicking on the blue bar on top of page.

Now take a few minutes to explore United Streaming and add a video to your "My Content" folder!

V. Hiperlinking and/or embedding videos to Power Point presentations:

Advantages of Hiperlinking:

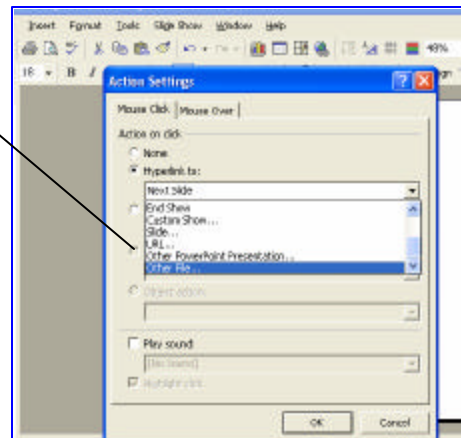
1. You can see the controls on the Windows media or Quicktime players (you can pause, rewind, mute, etc.)

Advantages of Embedding:

1. Video plays full screen automatically (you don't need to resize the video)
2. You don't have to see the control panel.
3. Might be easier to navigate for younger students.

To Hyperlink:

1. Download video clip and save to a folder on your desktop:
 - ❖ Right click on desktop > New > Folder > (name your folder)
 - ❖ Go back to United Streaming and find clip you want to download, then click on the "floppy", download button > Save > Desktop folder > Rename movie clip if you want to > SAVE (wait until done) > Close.
Your clip should now be in your folder!
2. Open Power Point and create your slide. Go to File > Save as > SAVE your PP to the same folder where your clips are on your desktop.
3. Put in the picture, text, or action button you want to hyperlink and right click on it. [For action button, click on "slide show" on top > Action Buttons > select a button and click. Now you should be able to drag and draw the button and adjust the size.]
4. Click on "hyperlink" > Other file > find video clip in your folder > OK > OK



5. To make sure you have successfully linked your video clip, play the show and check ("Slide show" > View show). If the link is not good, right click again on picture or button and try again. **Remember:** Your action buttons or linked pictures will not work unless you are playing the show.

To embed a video clip:

1. Download video clip and save to a folder on your desktop:
 - ❖ Right click on desktop > New > Folder > (name your folder)

- ❖ Go back to United Streaming and find clip you want to download, then click on the “floppy”, download button > Save > Desktop folder > Rename movie clip if you want to > SAVE (wait until done) Your clip should now be in your folder!
- 2. Open Power Point and create a new slide. Go to File > Save as > SAVE your PP to the same folder where your clips are on your desktop.
- 3. Back on your PP slide, go to “Insert” > Movies and sound > Movie from file > find folder and select clip > OK.
- 4. You will be asked if you would like clip to play automatically or when you click on it (your decision here).
- 5. Resize the video by positioning the cursor over one of the four corner handles of the image, hold down the mouse button, and drag to resize.
- 6. To make sure you have successfully embedded your video clip, play the show and check. **Remember:** To test your video clip go to “Slide show” > View show (you should now see a pointing finger over the picture).

One final note:

Some of the video files you download have an .asx extension (the last three letters after the dot at the end of the filename). These cannot be played by MovieMaker (so won't play in a PowerPoint). Change the extension to .asf and the video should then work.

It is important that the extension remains in place when the files are renamed in the saving process. If you remove the dot and the last three letters, the file will not insert into PowerPoint properly.

Now it is your turn to try this!

Good luck and please let me know if I can help at any time!

