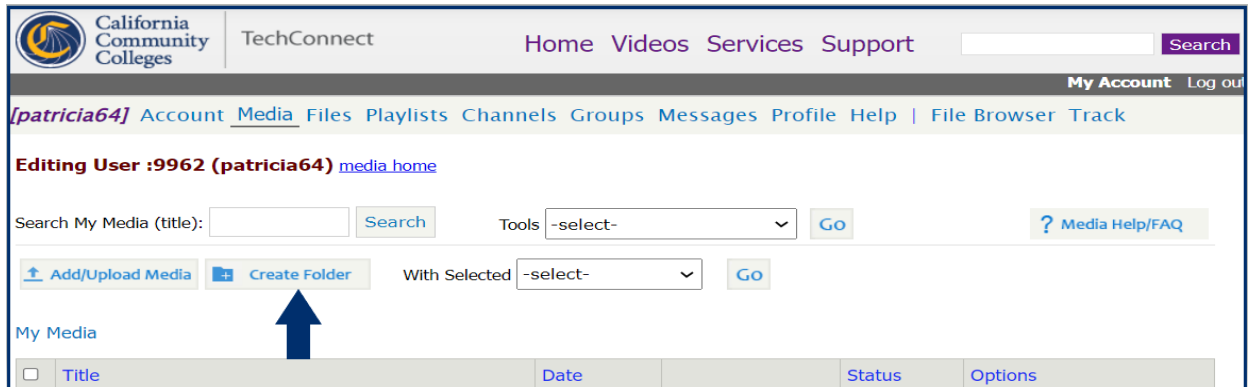


How To: CREATE FOLDERS

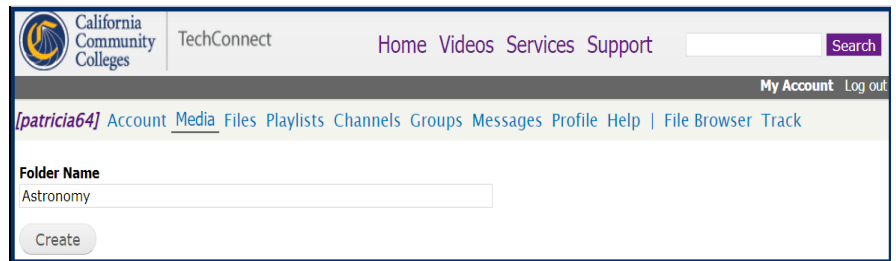
The Folders feature will allow you to organize the media you will be using. In three easy steps, you will create a folder and start organizing the many videos and files you will be uploading to your channel.

Click **CREATE FOLDER**. (Figure 1)



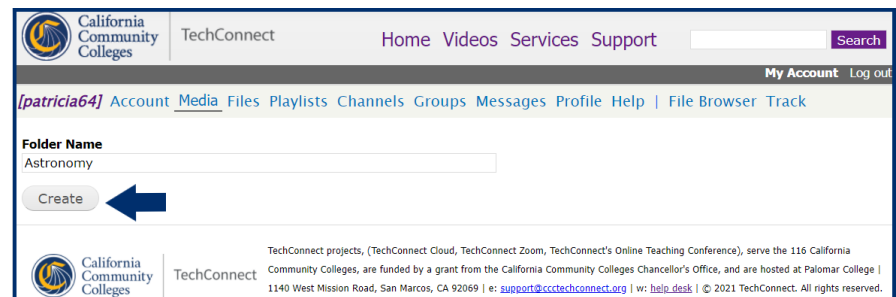
(Figure 1)

Type in the **FOLDER NAME** you will be using. (Figure 2)



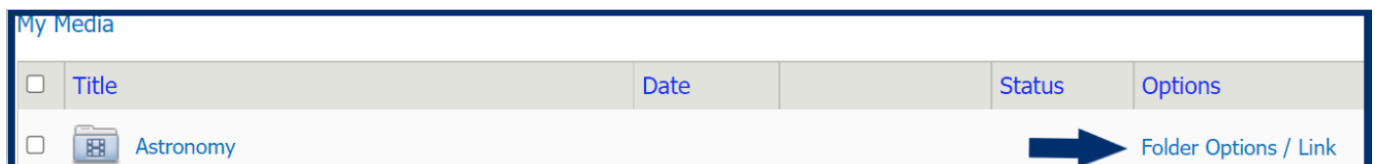
(Figure 2)

Click **CREATE**. (Figure 3)



(Figure 3)

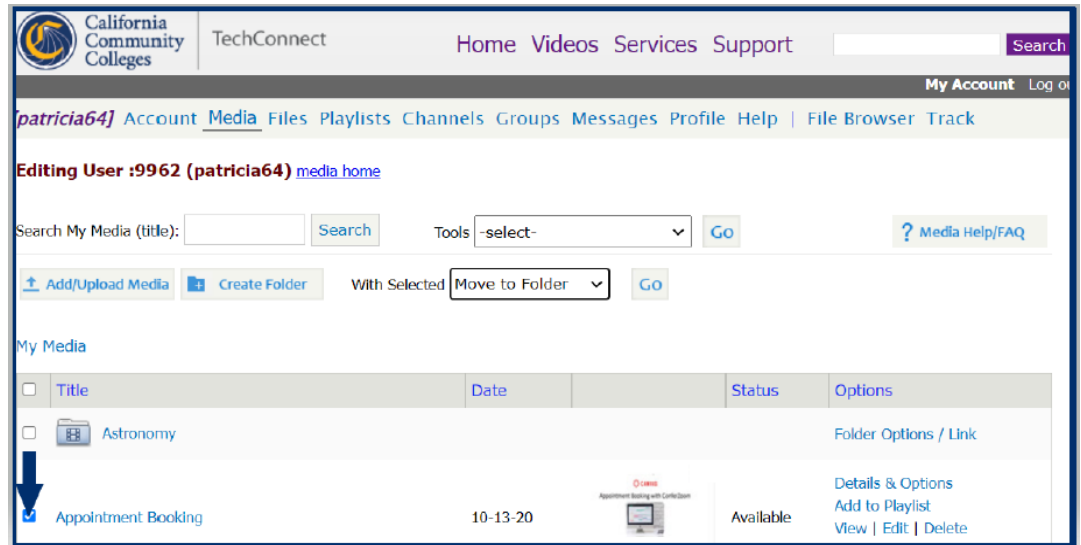
The created folder appears; "Folder Options/Link" becomes available. Folder Options/Link is where you can edit the title, select sorting options, share the folder as a playlist, etc.



If you have questions or want more information you can e-mail **TechConnect Support** at support@ccctechconnect.org.

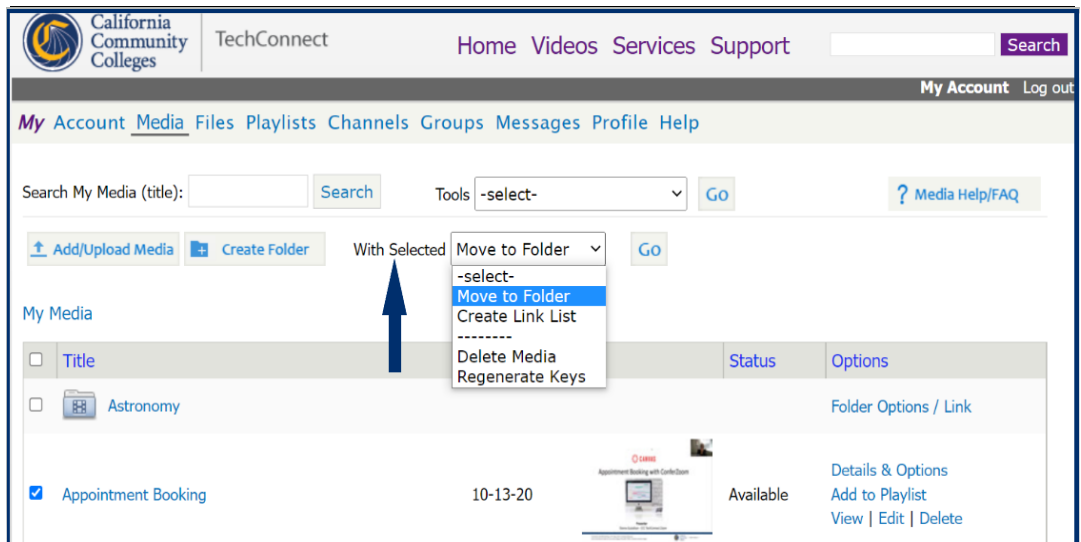


To move a folder or a file to another folder check the box to the left of the file you want to move. (Figure 4).



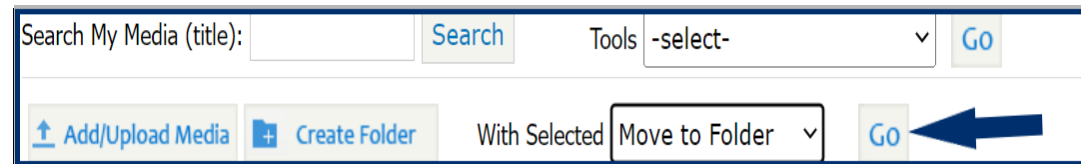
(Figure 4)

The **WITH SELECTED** drop down menu allows you to choose which function you want the file to perform. (Figure 5)



(Figure 5)

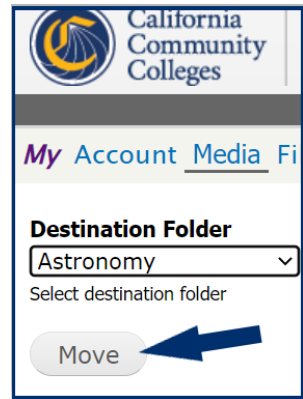
Select **MOVE** and Click **GO**. (Figure 6)



(Figure 6)

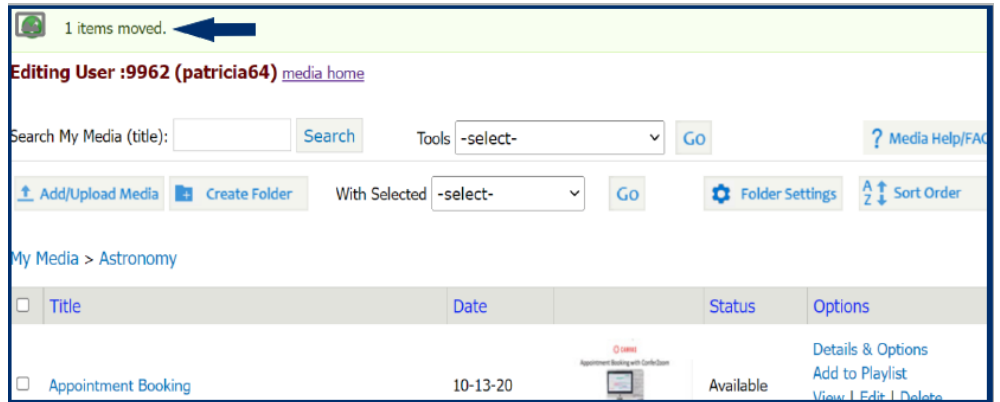
If you have questions or want more information you can e-mail **TechConnect Support** at support@ccctechconnect.org.

You are now prompted to select which folder to move your file into. Chose a folder. Click **MOVE**. (Figure 7).



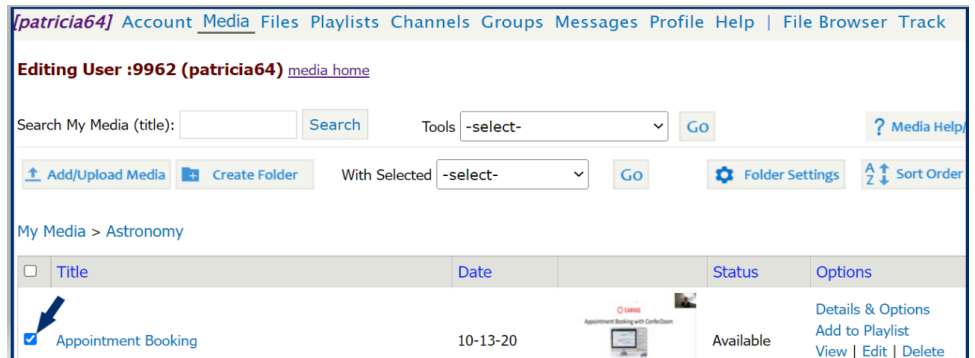
(Figure 7)

The video is moved into the folder selected. (Figure 8)



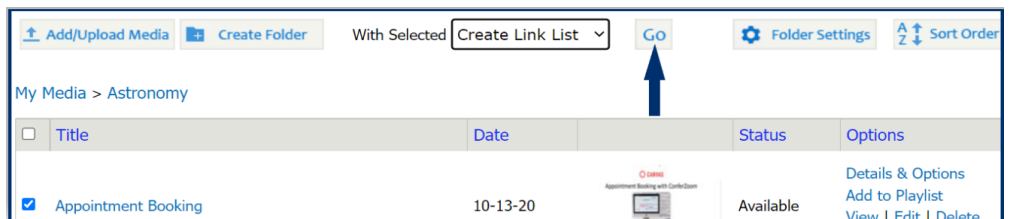
(Figure 8)

To create a **Link List** open a folder, then check the box to the left of the file you want to link. (Figure 9)



(Figure 9)

Go to the **WITH SELECTED** drop down menu and select **CREATE LINK LIST . . .** then click **GO**. (Figure 10)



(Figure 10)

If you have questions or want more information you can e-mail **TechConnect Support** at support@ccctechconnect.org.

You will be sent to a list of links for the video you selected. There are three sources to choose from: **Plain Link**, **HTML Link** and **Embed Code**.

(Figure 11)

Elements to show in list:

Title
My Video Title

Plain Link ←
http://www.3cm mediasolutions.org/g/0?key=5477aff43de6e58992bed8cffaf3516f68313072e

HTML Link ←
My Video Title

Embed Code ←

Options

Embed Width
640

Embed Height
400

Use HTTPS

Generate

Media Items Link List

Titles: off

Plain Links: on ★

HTML Links: on ●

Embed: on ▲

HTTPS: off

http://www.3cm mediasolutions.org/privid/267843?key=9036b7b0784b2d005a9e72d5469466d1de51c8a4 ★

Appointment Booking ●

<iframe src="http://www.3cm mediasolutions.org/privid/267843?embed=&key=9036b7b0784b2d005a9e72d5469466d1de51c8a4&width=640&height=400" width="640" height="400" scrolling="no" allowfullscreen frameborder="0"></iframe> ▲

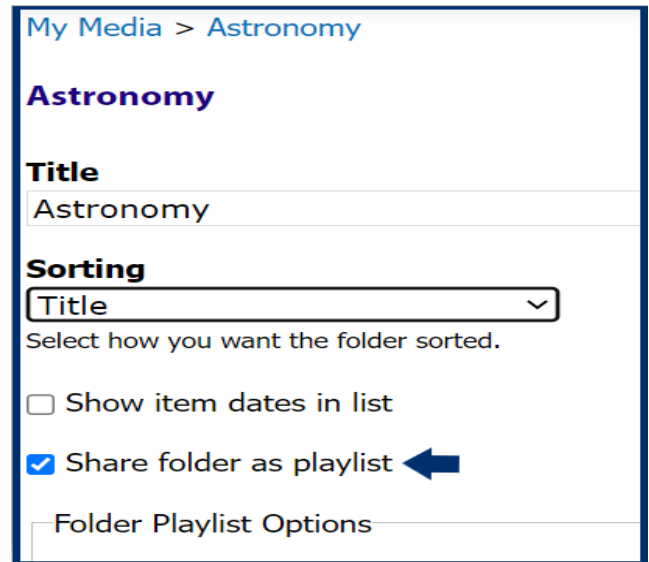
Your folders can also be used as a play list. Click on **FOLDER OPTIONS / LINK** to modify the folder settings. (Figure 12)

(Figure 12)

| My Media | | | | |
|--------------------------|---|------|--------|---|
| <input type="checkbox"/> | Title | Date | Status | Options |
| <input type="checkbox"/> |  Astronomy | | |  Folder Options / Link |

Click the check box next to **USE FOLDER AS PLAYLIST**.

(Figure 13) Click **SAVE SETTINGS**.



My Media > Astronomy

Astronomy

Title
Astronomy

Sorting
Title

Select how you want the folder sorted.

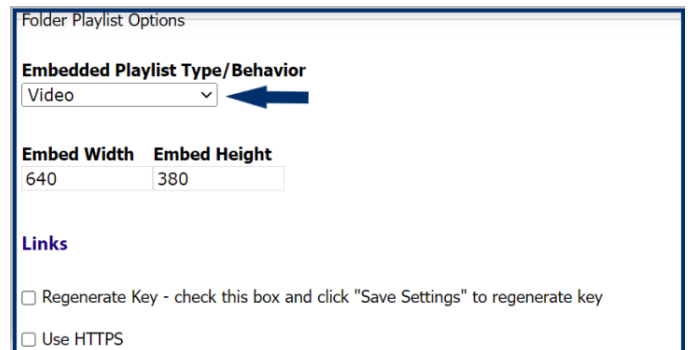
Show item dates in list

Share folder as playlist

Folder Playlist Options

(Figure 13)

There are a few options you can choose from here. The **Embed Playlist Type** can be chosen for either *Video* or *Audio* and the size of the player can be set to playback your video. (Figure 14)



Folder Playlist Options

Embedded Playlist Type/Behavior
Video

Embed Width **Embed Height**
640 380

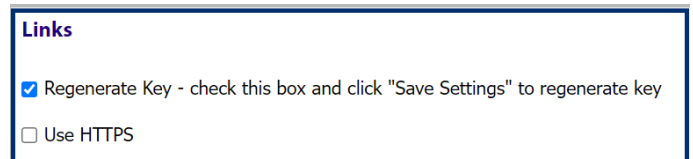
Links

Regenerate Key - check this box and click "Save Settings" to regenerate key

Use HTTPS

(Figure 14)

You can also **Regenerate the Key** which invalidates your current embeds. Check the box and click **SAVE SETTINGS**. (Figure 15)



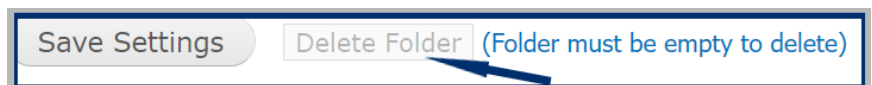
Links

Regenerate Key - check this box and click "Save Settings" to regenerate key

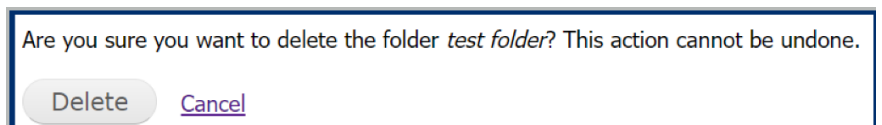
Use HTTPS

(Figure 15)

The folder must be empty of all its contents before you delete it.



Save Settings Delete Folder (Folder must be empty to delete)



Are you sure you want to delete the folder *test folder*? This action cannot be undone.

Delete Cancel