

## ORGANIZING VIDEOS

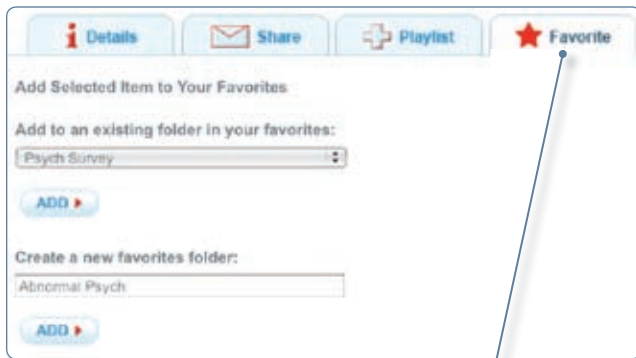
It's easy to store your favorite videos in your own **personal folders** for quick access.

### 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.



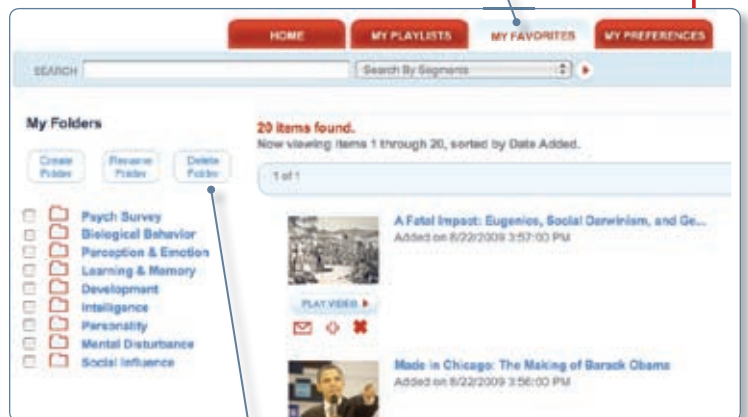
3. From the View Video page, use the "Favorite" tab below the video player.

### 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.

### 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.

### 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.