

Films on Demand

Film on Demand (from Films Media Group) is a subscription service that provides online access to over 3300 films.

This handout provides instructions on how to find and access the films in the Mission College Library Catalog and the *Films on Demand* database, and how to insert a link to a film segment into a PowerPoint presentation.

Note that new films are received monthly and that they appear in the *Films on Demand* database immediately, but may take up to a month to show in the Catalog. If you do not find what you need in the Library Catalog, search the database.

How to find films in the West Valley Mission Library Catalog

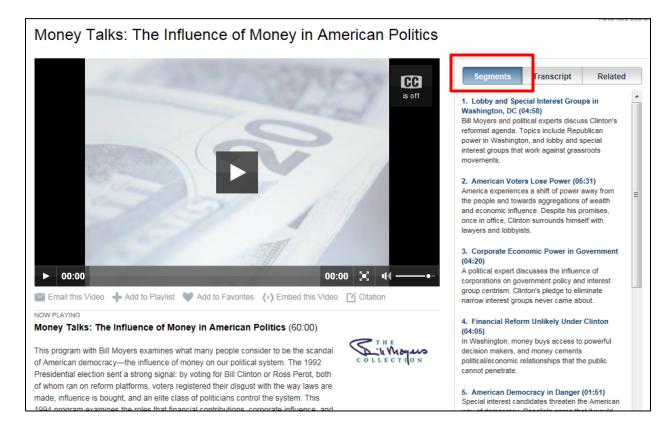
- 1. Go to the Library's home page: http://missioncollege.org/lib
- 2. Click on "Library Catalog."
- 3. From the right menu select "Advanced Search."
- 4. Type your keyword(s) in the search box.
- 5. Select "Video" from the Material Type box.
- 6. Click "Search."
- 7. You will be presented with a list of titles (Films from Film Media Group have the following after the title: [electric resource (video)] and display the following in place of a call number: Mission College Online).
- 8. Click on the title to access the full library catalog record for a film.



From the catalog record, click on "Click here to access (Mission College I.D. required)." Note that a
Mission College ID is only required if you are off campus or using the Mission College wireless
network.



10. You will be taken to the page for the film in the *Films on Demand* database. To watch the entire film, click on the play button. To watch a segment of the film, click on the segment name from the right "Segments" list.



How to search for films or film segments in the Films on Demand database

The *Films on Demand* database allows you to search the films at the segment level. You are actually searching a description of each segment.

- 1. Go to the Library's homepage (http://missioncollege.org/lib/)
- 2. Click on the "Database Articles and More" link.
- 3. Scroll down the alphabetic link to *Films on Demand* or click on *Electronic Books & Films* from the right menu.
 - a. If you are on campus, select the on-campus link.
 - b. If you are off campus or using the Mission wireless network, click on the **off-campus** link (you will be prompted for your last name and Mission ID).
- 4. Type your search terms into the search box at the top of the screen. The default is to search "By Segment," but you may change it to "By Titles."

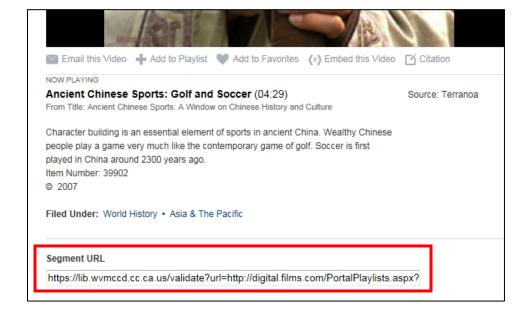


- 5. Click on Search.
- 6. Click on a title to view the film or film segment.
- 7. To watch the film or film segment, click on the play button on the film.

How to insert a link to a film segment into a PowerPoint Presentation

Currently, you <u>cannot</u> embed a film segment into a PowerPoint presentation. You can, however, insert a link to a film segment which will enable you to launch the film from your presentation.

- 1. Find the film segment you wish to add to your presentation in the Films on Demand database.
- 2. Highlight and copy the URL from the box at the bottom of the screen.



- 3. In your PowerPoint presentation, place your cursor at the position you want to insert the link.
- 4. Paste the link into place, then hit "Enter" on your keyboard to make it a hyperlink.
 - You may also turn a URL into a hyperlink by doing the following:
 - 1. Highlight the URL.
 - 2. Click on "copy" from the Home toolbar.
 - 3. Click on the "Insert" tab to access the Insert toolbar.
 - 4. Click on "Hyperlink."
 - 5. Paste the URL in the address box.
 - 6. Click "Ok."
- 5. When you click on the link during your presentation, a new browser window will open to the West Valley Mission College Authorization page. Type in your last name and student ID number, then click **Continue**. The appropriate page in the *Films on Demand* database will appear. Note that you will see the Authorization page even if you are on campus.