



Inserting a Movie file on a Flex Editor Page

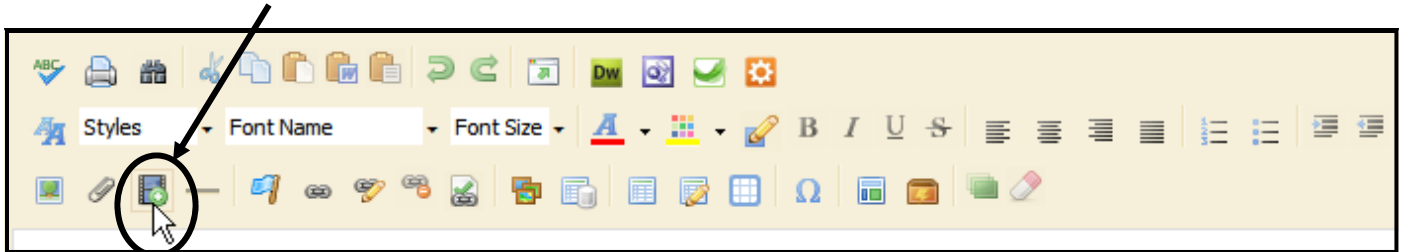
Schoolwires offers users the ability to insert movie files on a Flex Editor page.

The following file types may be inserted:

AVI, MP3, MP4, WAV or WMV

Inserting a movie File

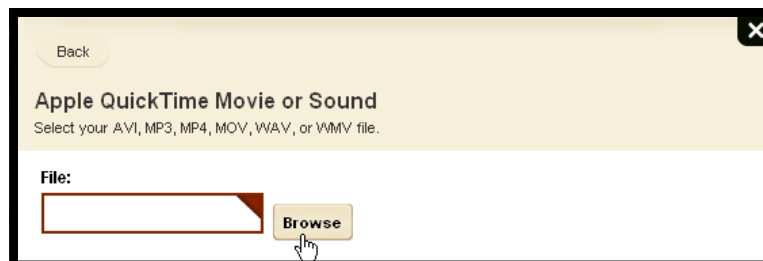
- Create a new **Flex Editor** page.
- Add a title and or description at the top of page. (optional)
- Place the cursor in the editor where you would like the file inserted.
- Select the **Insert Rich Media** icon in the editor.



- The **Insert Rich Media Object window** will open, select **Apple QuickTime Movie or Sound**.



- Click the **Browse** button to navigate to the file on your computer.



- Click the **Browse** button to search for a file saved on your computer.
- Click the **Existing File** button to search for a file already uploaded.



- Select the file, then click **Insert File**.
- Once the file has been added, set the playing options:

Start Playing automatically:

Yes: the movie will automatically begin upon entering the page.

No: viewer will have to click Play (recommended)

Show playback controls:

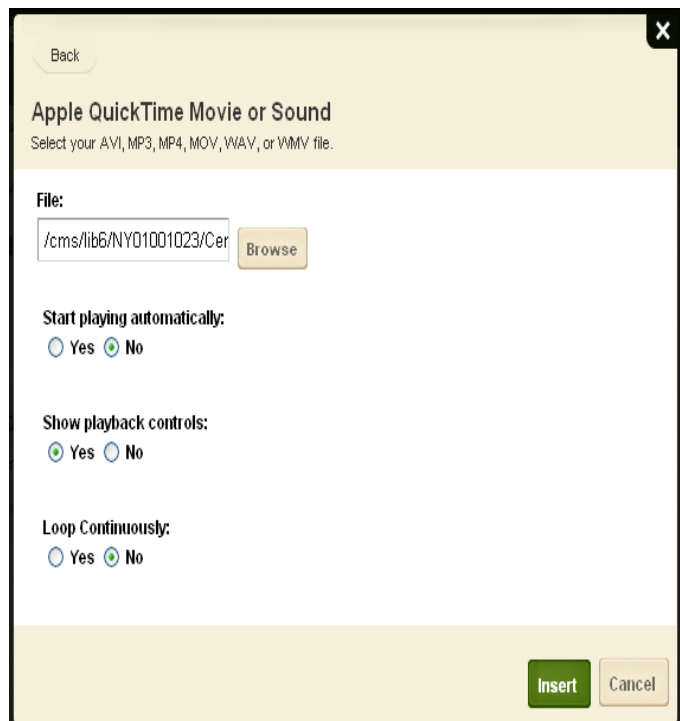
Yes: the player controls will be visible including play, pause, stop, etc. (recommended)

No: no controls will appear

Loop Continuously:

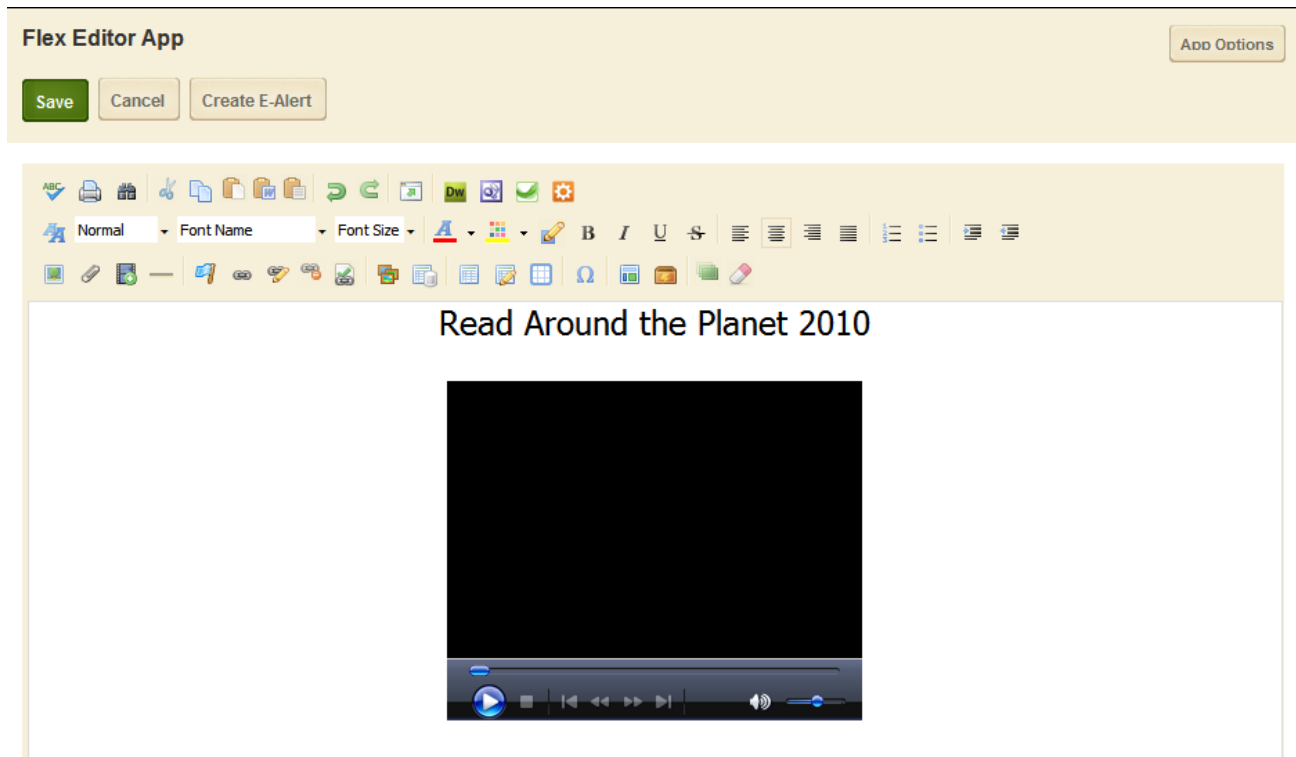
Yes: movie will repeat continuously

No: movie will only play once. (recommended)



- Click **Insert** when finished.

- The movie file will now be inserted on the Flex Editor page.



- Use the tools on the editor to center the object and/or add any additional information to the page.
- Be sure to click **Save** when finished.
- Be sure to test the movie file on your site!