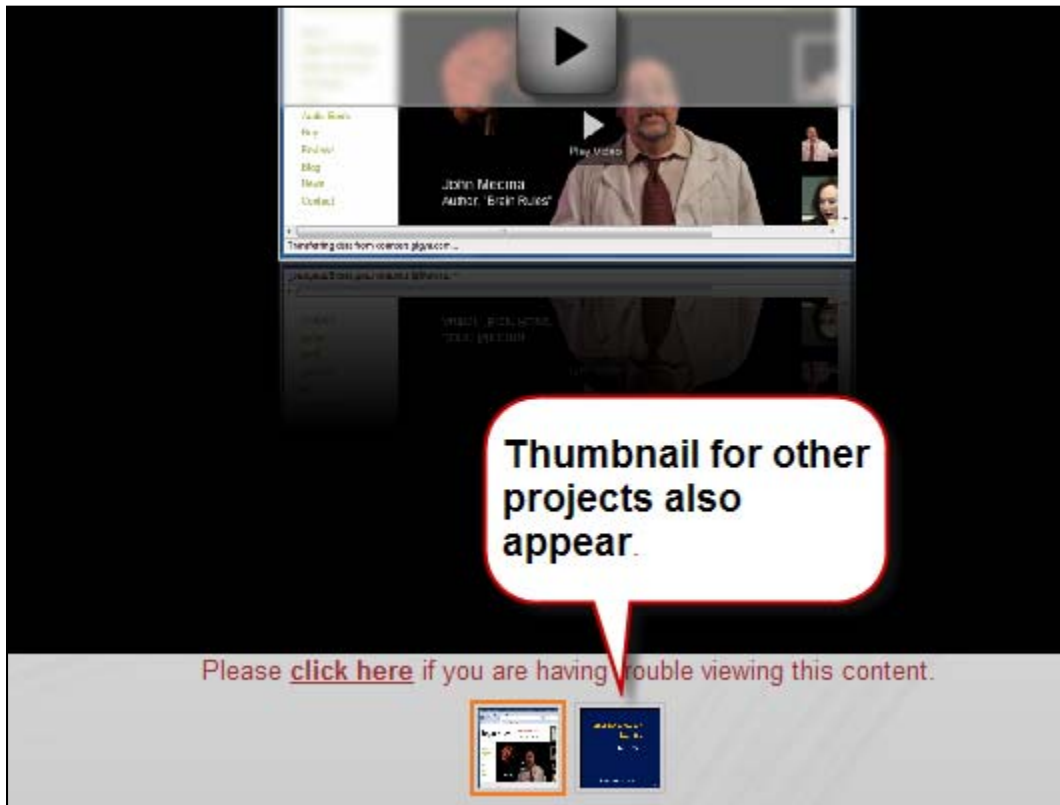


Tips for managing your files

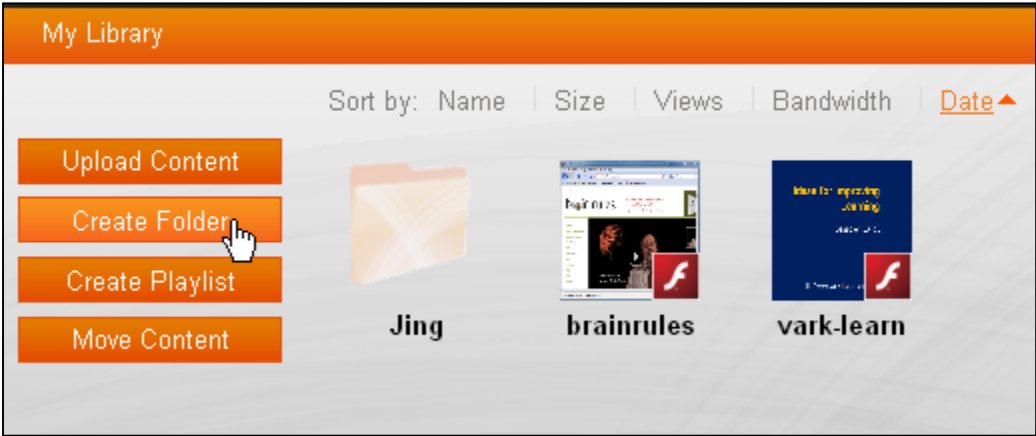
There are some good reasons for creating separate folders for your completed Camtasia projects. If you create several projects then add them to your Angel classroom using the **Link** option in your Lessons tab, here's what your students will see:



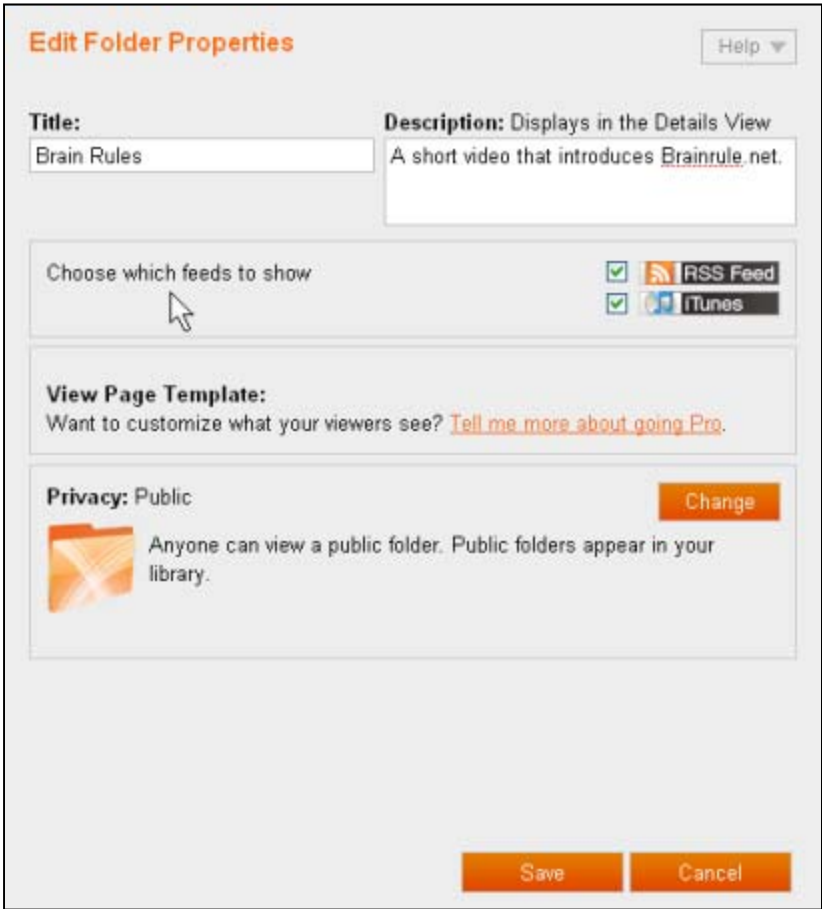
As noted above, a thumbnail for each of your projects will appear when students open the Camtasia presentation you've added to your Angel classroom.

To prevent this, create a folder in Screencast.com for each presentation and drag your presentation into it. Here's how.

In Screencast.com, return to the **My Library** view. You should see four buttons and one is labeled **Create Folder**. See the figure on the next page.



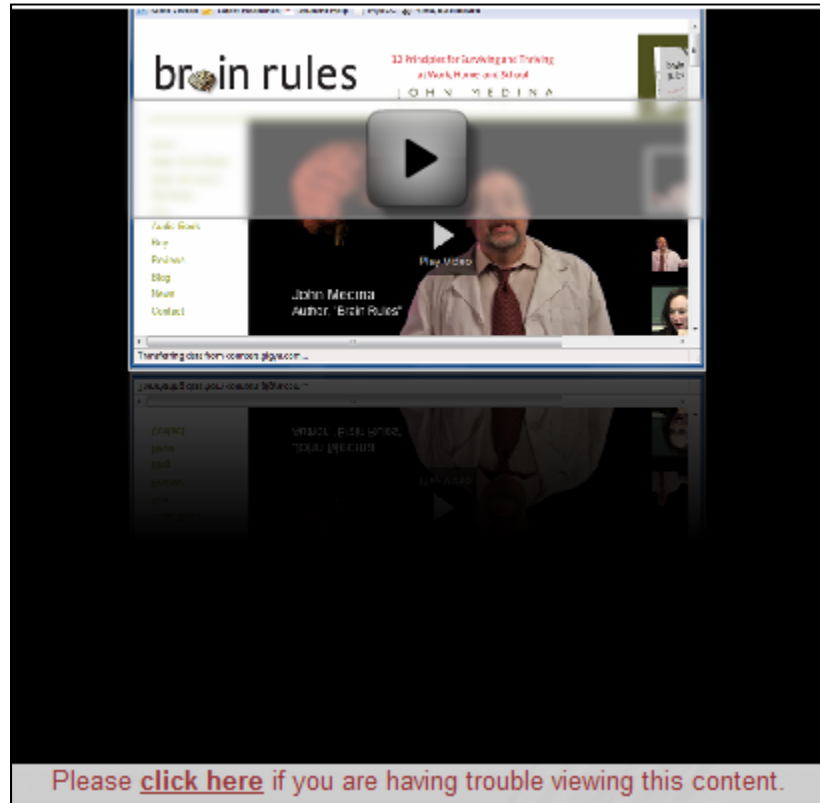
When you click on the button, a dialog box will open where you can add a folder title, a description of the contents of the folder and an option to change the privacy settings on the folder. See the figure below:



Complete the dialog box then click the **Save** button.

Now you can drag and drop your presentation into the folder.

When you add the link to your Angel classroom, no other thumbnails will appear. See the figure below.



If you “chunk” your content and create several short videos that should be viewed in sequence, try this.

Add “part-1” to the name of the file for the first project – preferably at the beginning. At the end of your narration, remind students to continue on to Part 2, and so on.

Make a folder for all the videos with a meaningful title and drag all the parts of the series into the folder. Make sure you sort them by name.

Now when students view the first part, they can click on the thumbnail for the second part in the series from the Screencast.com window. It’s an quick way to create a series and make it easy for students to navigate through them.