

Preparing to Play Audio and Video Segments Online

Before you can view an online video or audio segment, there are several steps you must take to ensure that the segment is playing at the best possible quality.

- Check if the appropriate software ("plug-in") is installed on your computer, and install it if necessary.
- Set the connection speed for the plug-in to match your internet connection speed.
- Check the volume settings on your computer.

Step 1. Checking & Installing Plug-Ins

Go to the *MultiMedia Try It QuickGuide* at <http://www.learn.maine.edu/crs/multimedia.html> to see whether the appropriate plug-in is installed.

1. Check the table on this page for the plug-in required for your course. (Most use QuickTime; some use RealPlayer.)
2. Click on the appropriate icon (**QuickTime** or **RealPlayer**). The "check" runs automatically, and you will see the result: either the plug-in **is** installed or it is **not**.


QuickGuide: MULTIMEDIA Multimedia (Home Users Only)
1-800-696-4357 (HELP)
techsupport@maine.edu


Multimedia is the term we use to describe online video and audio segments, live video- and audio-streaming lectures, and animation. Some courses that use WebCT, FirstClass and Blackboard software include links to multimedia segments.

To play multimedia segments, you'll need at least a 56K Internet connection and QuickTime and RealPlayer software plug-ins.

Check whether or not this plug-in is installed on your computer and install it if necessary.

2


QuickTime


Real Player

1

| | QuickTime | RealPlayer |
|----------|-----------|------------|
| ANTO 470 | X | |
| BUAO 201 | | X |
| BUAO 202 | | X |
| CHFO 201 | X | |
| CHFO 351 | X | |

If the plug-in **is** installed, a confirmation screen will open and a sample movie will play. Click the "Stop" button to pause the movie. Proceed to **Step 2**.

If the plug-in is **not** installed, follow the steps below.

Internet Plugins

An Acceptable version of QuickTime is installed on your system.

About Video Streaming:
To the right you will see a demonstration video stream. When the video was accessed it used your "Quicktime Settings" control panel to determine what your connection speed to the internet was, then it delivered you an appropriate stream (56k or Broadband).

For courses that utilize video streaming we recommend having a Broadband connection to the



You are connected at
Broadband Streaming Quality

If the plug-in is NOT installed...

Note: These instructions are intended for students working on their home computers. If your computer is on a network, you may want to check first with your local Network Manager to ascertain that the network configuration allows installation of plug-ins.

QuickTime

This screen will open, indicating that QuickTime is **not** installed.



In order to complete the QuickTime software installation, you must have an active connection to the Internet. Minimum System Requirements are listed for both the PC and Mac.

Go to the Apple Web site (<http://www.apple.com/quicktime/download>) to download the QuickTime installer.

Scroll to the bottom of the screen. Follow the instructions for installing the QuickTime Player (plug-in) for either a Mac or a PC.

Installing QuickTime.

1. Locate the downloaded installer file "QuickTime Installer" to begin the installation process.
2. Read and click through the instructions ([Mac/PC](#)) to complete the installation.

When you have completed the installation, return to the **TryIt** page at <http://www.learn.maine.edu/crs/multimedia.html> and click the **QuickTime** icon. You should get a confirmation that the plug-in is installed and a sample movie will play.

Proceed to **Step 2** below.

RealPlayer

A screen will open, indicating that RealPlayer is **not** installed.



In order to complete the RealPlayer software installation, you must have an active connection to the Internet. Minimum System Requirements are listed for both the PC and Mac.

Scroll to the bottom of the screen. Follow the instructions for installing a free RealPlayer plug-in for either a Mac or a PC.

When you have completed the installation, return to the **TryIt** page at <http://www.learn.maine.edu/crs/multimedia.html> and click the **RealPlayer** icon. You should get a confirmation that the plug-in is installed and a sample movie will play.

Proceed to **Step 2** below.

Step 2. Checking and setting the Connection Speed

QuickTime

The sub-title on the test movie indicates the connection speed that is currently set in QuickTime.

The connection speed you set in the plug-in should be the maximum speed that your internet connection supports. (Check with your Internet Service Provider if you are not sure what your connection speed is.)

To change the QuickTime connection speed:



1. Click the arrow on the far right of the bottom corner of the QuickTime screen.
2. Click **Plug-in Settings** in the drop-down menu to open the *Plug-in Settings* screen.
3. Click **Connection Speed** to open the *QuickTime Settings* screen.

RealPlayer

The connection speed you set in the plug-in should be the maximum speed that your internet connection supports. (Check with your Internet Service Provider if you are not sure what your connection speed is.)

To change the RealPlayer connection speed:

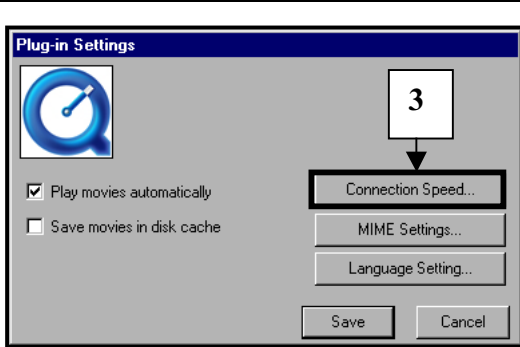
1. Select **Preferences** from the *View* menu.



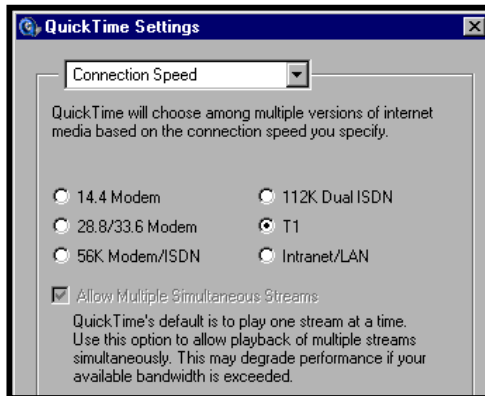
2. Select **Connection** in the *Preferences* window.



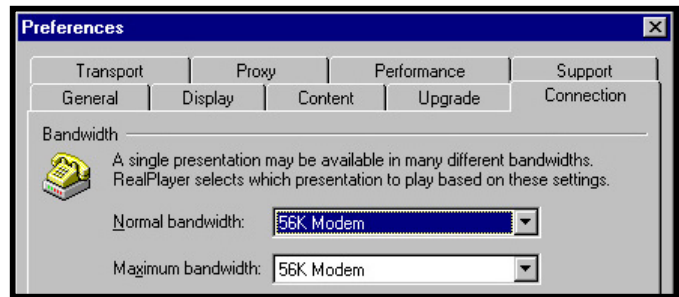
3. Select the appropriate speeds for *Normal bandwidth* and *Maximum bandwidth* in the *Bandwidth* area. The speeds you select here should reflect the speed at which you normally connect to the internet. (A minimum 56K connection is recommended for video. You may be able to use a slower connection for audio presentations.)



4. Select the appropriate speed. The speed you click here should be that at which you normally connect to the internet. (A minimum 56K connection is recommended for video. You may be able to use a slower connection for audio presentations.)



5. Close the *Quick Time Settings* window by clicking the **X** in the upper right corner.
6. If you change the connection speed, reload the page by clicking **Reload** (Netscape) or **Refresh** (Internet Explorer) in your browser.



4. Close the *Preferences* window by clicking the **X** in the upper right corner.
5. If you change the connection speed, reload the page by clicking **Reload** (Netscape) or **Refresh** (Internet Explorer) in your browser.

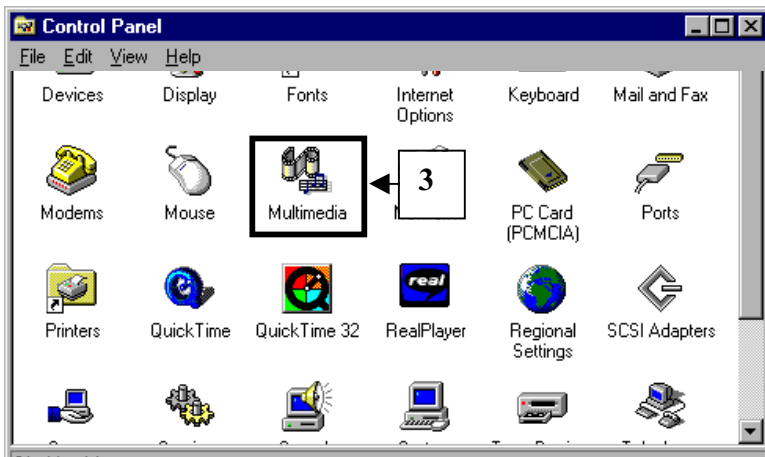
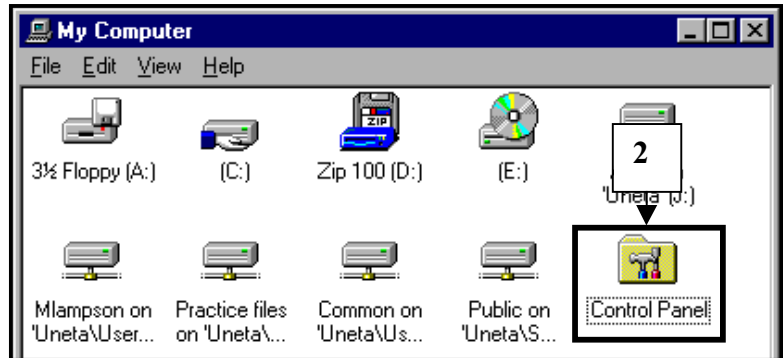
Step 3. Adjusting the Audio Levels

The audio level (volume) of the movie depends on three different variables:

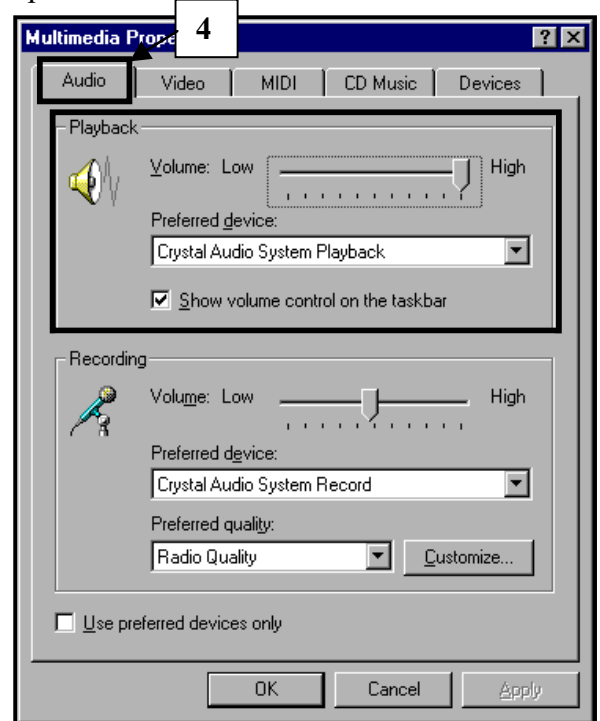
- the master volume setting in your computer's Control Panel;
- the volume controls of your computer's speakers; and
- the volume control within the plug-in itself (*if the version you're using has this feature*).

If using a PC with Windows, start at step 1. If using a Mac, jump to step 8.

1. Double click the **My Computer** icon on your desktop.
2. The *My Computer* window opens. Double click the **Control Panel** icon.



3. In the *Control Panel*, double click the **Multimedia** icon. The *Multimedia Properties* window opens.

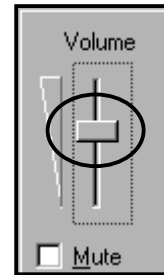


4. Click the **Audio** tab.
5. The *Audio Control* Screen opens. In the *Playback* section, move the arrow in the volume control to the *High* position. (You can always readjust it later if necessary.)
6. Check the **Show volume control on the taskbar** box. The Volume icon (a speaker) will now appear on the bottom right of your desktop, allowing you to access the master volume control from the desktop.

7. Click **OK**. Close the *Multimedia Properties* and *Control Panel* windows by clicking the **X** in the upper right corner.
8. Open your browser. Go to the *MultiMedia Try It QuickGuide* at <http://www.learn.maine.edu/crs/multimedia.html>. Click the **QuickTime** icon. When the screen opens, the test movie will be playing.
9. While the movie plays:

- a) Set the volume of your speakers to around the middle of the volume control knob (this knob may be on your monitor, depending on the model of your computer).

- b) Click the speaker icon on your desktop to open the volume control panel. Place the cursor on the control, click, and slide it up and down to adjust the level.



(On a Mac, open the **Control Panels** under the *Apple* menu, select **Sound**, click **Output**, then adjust the volume control.)

- c) *If the version of QuickTime you're using has this feature*, click the volume control icon on the bottom left of the movie screen. Place the cursor on the control, click, and slide it up and down to adjust the playback level of the QuickTime player.

