

# Manager

## Adding Company Specific DVD Content

If you use training DVDs, you may be able to add that content to your Player as a Company-Specific course. This would enable a more seamless training session and provide the same automatic tracking and testing that is available with Alchemy Courseware.

Read the following legal and technical considerations to determine if it is possible to proceed. If so, instructions for transferring your DVD files for use in a Company Specific Course are on the next page.

### Legal Considerations

- It is **legal** to copy **unencrypted** DVD files to your training computer using the steps provided
- It is **illegal** to copy **encrypted** DVD files. The steps provided will **not** work with encrypted files

### Technical Considerations

- This tip sheet refers to the .IFO file type and structure that is found on most DVDs. Your file types and structure may vary
- Rule of Thumb: **If your computer can run the file without Alchemy, then you will be able to run the file with Alchemy**
- A number of programs are available to run videos on your computer (e.g., VLC Player, PowerDVD)  
**Windows Media Player is not recommended**
- While Player has no file size restrictions, please be aware of your computer's hard drive limitations
- Visit [support.microsoft.com](http://support.microsoft.com) if you need additional navigation instructions for your Windows operating system

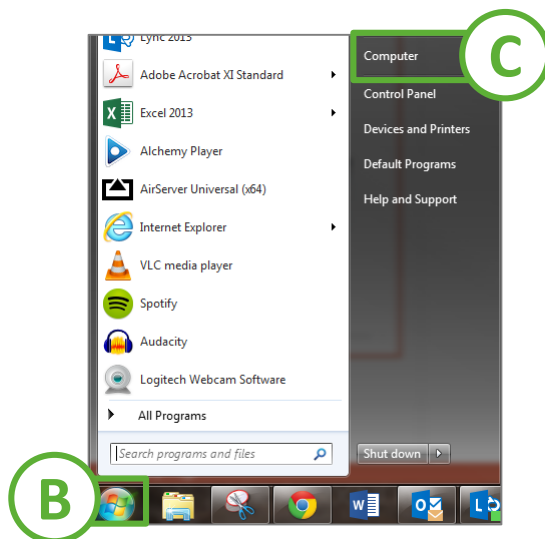
For complete instructions on adding content to the Player, please refer to the tip sheet on creating Company Specific courses, or contact Alchemy Support

# Manager

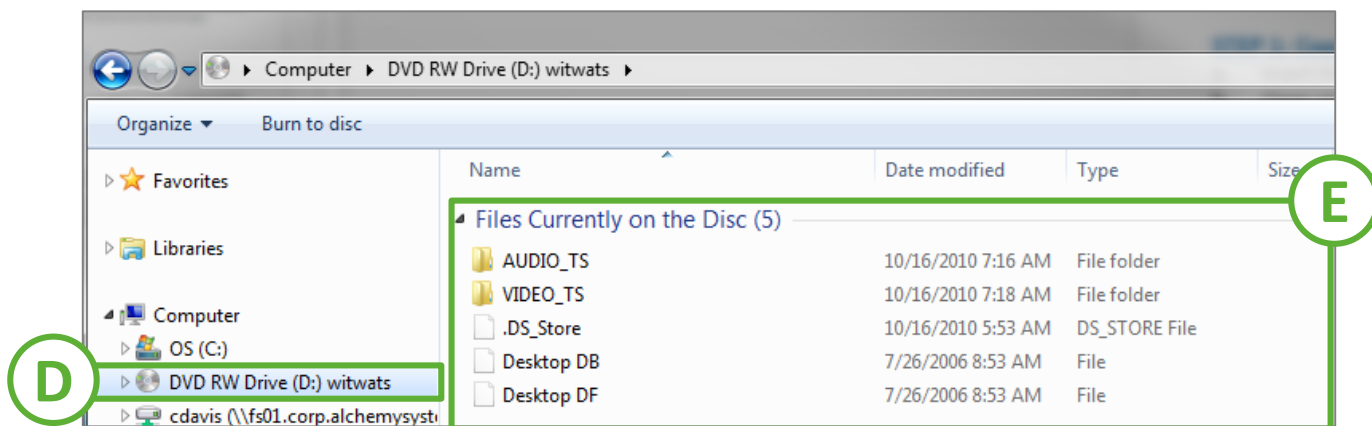
## Adding Company Specific DVD Content

### Step 1: Copy DVD Content to Client Media Folder

- A. Insert disc in to the DVD drive of training computer
- B. Select **Start Menu**
- C. Select **Computer**



- D. Select **DVD Drive**
- E. Copy **All Files** in the folder
- F. Paste files into **Client\_Media Folder**



# Manager

## Adding Company Specific DVD Content

### Step 3: Adding Course to Manager

- A. Log in to your Manager website
- B. Select **Content Builder**, then **Course Library**
- C. Select **Create New Course** button
- D. Select Create a **Company Specific Player Course**
  - The filename should include the subfolder and the main file name. EX: VIDEO\_TS\VIDEO\_TS.IFO
  - *Option:* Once completed, click on the Test tab to link a test
- E. Launch your Player and download database

