Accessing SAFARI Montage

**Step 1:** Obtain the URL (web address) for your SAFARI Montage server from your Network Administrator or school personnel.

**Step 2:** Enter this URL into the address bar of your browser.

**Step 3:** Click ‘Go.’

![Image of a browser with the address bar opened to SAFARI Montage](image)

**Step 4:** Add this address as a Favorite or Bookmark, depending on your browser.

**Step 5:** Make a desktop shortcut for this address.
Log In and Log Out

Log In

Step 1: Open your SAFARI Montage server by using the shortcut on your desktop or by going to your Browser Favorites or Bookmark.

Step 2: Enter your Username. If you don’t have a Username, please see the ‘Creating new users’ Help page.

Step 3: Enter your Password.

Step 4: Click ‘Log in.’

To Log Out

Step 1: Click the ‘log out’ link located on the SAFARI Montage header.
Navigating

Main Navigation Bar (header)

Once a user is logged into SAFARI Montage, the above main navigation bar or header will be visible at the top of the page. All the buttons necessary to navigate through the server’s operations are located here.

The name of the logged in user, along with the ‘log out’ link, will be located above the main navigation buttons. There is also a Quick Search box located above the main navigation bar.

Navigation Buttons (tabs)

The Dashboard button puts you on the Playback page. From here, you can view videos as well as see a list of your recent playlists, school playlists, school news and the last videos you played.
Click the Search button to open the Search page. Here, users can perform more refined searches than they can in the Quick Search box. Refer to the Search section to learn about these features.

Subjects

Click the Subjects button to open the Browse by Subject page. Learn more about this useful breakdown of videos by subject area under the Subjects section.

Standards

Click the Standards button to access the State Curriculum Standards page. Refer to the Standards section to learn more about this option.

Playlists

Click the My Playlists button to locate any playlists that you’ve created. Learn more about this feature under the My Playlists section. You can also access Shared Playlists; playlists created by others in your SAFARI Montage network.

Add-Ons

Click the Add-Ons button to locate any add-on products that are available. If none are available, ‘You do not have access to any add-ons or there are none installed’ will be displayed.
Click the Preferences button to locate personal preferences and information. Learn more about these features under the Preferences section.

Click the Help button to locate help information on SAFARI Montage operation. Learn more about the Help feature under the Help section.

Secondary Navigation Menu

Once a Navigation button is selected, the corresponding page will open. Located on the left side of some pages is a secondary navigation menu as illustrated above. Operation of secondary menus is discussed under the appropriate sections in Help.
Dashboard

Overview

Once logged into SAFARI Montage, the Dashboard page will be visible. This is the main page for playing back your videos.

Video Playback
Your computer can be set to view Video Playback using Windows Media Player or QuickTime Player. This choice only applies if you have both Windows Media Player and QuickTime Player installed on your computer.

The controls below are typical for both players.

From left to right the controls are: Play, Stop, Previous, Next, Mute and Volume.

Located above Play and Stop are buttons for Rewind and Seek.

The Play button changes to the Pause button once the video begins.

Moving your mouse over the icon will display its meaning.

**Active Playlist**

An Active Playlist is the one presently being viewed and is identified by the briefcase (folder) to the left of the playlist title. When you press `(add to playlist), you are adding a new segment/video to this playlist.

*Active Playlist [2 items]: Causes of the Civil War Playlist*

An opened Active Playlist shows an opened briefcase.

*Active Playlist [2 items]: Causes of the Civil War Playlist*

You can select a Playlist to be your Active Playlist by doing any of the following:

1. Clicking on a Playlist link on the My Playlists or Shared Playlists pages.
2. Clicking on the Play button on the My Playlists or Shared Playlists pages.

My Recent Playlists

Upon log in, My Recent Playlists are visible to the right of the Dashboard page.

The My Recent Playlists panel shows the playlists that have been created most recently and saved by the logged on user. This panel may be expanded, as shown, or closed. A newly logged on user will have no playlists in this panel.

These playlists may contain videos, chapters within videos, key concepts within chapters, as well as personal bookmarked video segments and notes. Playlist items may be sorted in any order you choose.

School Playlists

The School Playlists panel is located next to the My Recent Playlists panel on the Dashboard. Click the School Playlists tab to activate the panel.
These are playlists created by other users who marked their playlists as share. See the illustration below. A shared playlist may be viewed or may be edited and resaved in your name.

**Enter the New Playlist Information Below.**

- **Playlist Title:** Example of a School News Playlist
- **Subject:**
- **User:** Administrator (Default)
- **Viewable By:** All Users
- **Grade Range:** Pre-K to Adult
- **Comments:**

To share a playlist be sure that ‘School’ is selected from the dropdown box.

**NOTE:** You may see the following message next to playlists in the My Recent Playlists and My Recent Shared Playlists panels. This message will be displayed next to a playlist that contains media items that are not viewable by the player chosen in your player preferences or system settings.
My Recent Media

My Recent Media is located under My Recently Shared Playlists. Here you will find the last videos that you viewed. A newly logged in user will have no video listings in this panel.

Next to each media title in the My Recent Media panel, icons distinguish the player or players in which the media title can be viewed. If a title can be viewed with the QuickTime Player, the QuickTime icon will be displayed. If the title is viewable by the Windows Media Player, then you will see Windows Media Player icon next to the media title.

Please see the ‘Dashboard with CreationStation™’ Help page in the CreationStation™ Guide for more information about the Dashboard page when CreationStation™ is installed.
Creating New Users

New users can create their own account by following these steps:

Step 1: From the Log In page of SAFARI Montage click the ‘I am a new user’ link.

Step 2: Complete the form.

Step 3: Click ‘Create’. A password will appear on the log in screen.

Step 4: Log In.

Please see the Help page, ‘Changing Your Password’, for information on how to change your password. Please note, a user within the administrator or teacher group can change their password. A user within the student group can not change their password.
Using SAFARI Montage Search

Overview

Clicking the Search button in the SAFARI Montage header will bring you to the search window as seen above. Notice the Search area on the left as well as a panel showing Recent Searches. Search Tips are displayed on the right.

Recent Searches

A list of recent searches is located underneath the main Search screen.

Recent Searches:

- earth in Pre-K to Adult
- clones in Pre-K to Adult
- cells in Pre-K to Adult
- lincoln in Pre-K to Adult

Search Tips

Capitalization
Keyword searches are not case-sensitive. Capitalization does not matter. Searching for Civil War is the same as searching for Civil War.

AND Searches
A space between keywords is equivalent to the word AND. For example, entering the phrase civil war is like saying, “Show me all the videos that contain the words civil and war (but not necessarily next to each other).”

Phrase Searches
To search for an exact phrase, enclose the phrase in quotation marks. For example, entering the phrase “civil war” will display videos that contain the phrase civil war exactly as it appears between the quotes.

Combinations
The above methods can be combined to help refine your results. For example, a phrase search can be combined with a keyword search by entering “civil war” LINCOLN. This would display all titles that contain the phrase civil war and the keyword LINCOLN.

For additional information, please see our interactive tutorial.
Capitalization

Your keyword searches are not case-sensitive. Capitalization does not matter. Searching for *civil war* is the same as searching for *Civil War*.

AND Searches

A space between keywords is equivalent to the word *and*. For example, entering the phrase *civil war* is like saying, “Show me all the media titles that contain the words *civil* and *war*” (but not necessarily next to each other).

Phrase Searches

To search for an exact phrase, enclose the phrase in quotation marks. For example, entering the phrase “*civil war*” will display media titles that contain the phrase *civil war* exactly as it appears between the quotes.

Combinations

The above methods can be combined to help further refine search results. For example, a phrase search can be combined with a keyword search by entering “*civil war*” *lincoln*. This would display all titles that contain the phrase *civil war* and the keyword *lincoln*.

What data am I searching?

When using a keyword search, you are searching the title, description of the media, subject headings, description of the chapters and segments, and hidden keywords.

Grade Range

Search allows you to be specific in the grades that you require for a media title. Select the grade range for your media by manipulating each drop down box. Grades from Pre-K to Adult are listed in each box.

Advanced Search

An Advanced Search Panel is available within the Search window.
More specific searches can be made by using the dropdown boxes shown above next to the following categories.

**Publisher**

Search for All Publishers or by individual publishers.

**Copyright**

**Step 1:** Select one of the following options from the dropdown box: ‘In’, ‘Before’, ‘After’, ‘Before and Including’, or ‘After and Including’.

**Step 2:** Select either ‘All Years’ or choose a specific year from the second dropdown box.

**Teacher’s Guides, Quizzes, Data Sheets and Other Attachments**

Select one or all of the above to narrow your search to media only having these items.

- These options are only available to Teachers, Teachers (w/Upload) and Administrators.
- Students will not see these four options

**Media Types**

Select the media types you want to see in your search results.

**Titles per Page**

Select the number of titles you want to view per page.
Preferences

There is a link for preferences located on the Search page.

Click the ‘Preference’ link to bring up the following window.

Preferences • My Preferences & Settings

Under preferences you can edit your login information, contact information, and your Search and Browse presets. Please note, that your Preferences & Settings page might look different from the image above. This page is different for each login group.

Recent Searches

Your most recent searches with grade levels are listed in an expandable panel.
Click on each search link to view the entire search.

**Recent Searches:**

- atoms in Pre-K to Adult
- animals in Pre-K to Adult
- dogs in Pre-K to Adult
- weather in Pre-K to Adult

**Sorting**

Search results can be sorted by pulling down the dropdown box.

Media titles may be sorted in the following manner:

**Relevance**

Sorting by relevance puts the titles in order of relevance to the search.

**Title**

Sorting by title arranges the playlist titles in alphabetical order.

**Grades**

Sorting by grades arranges the titles by grades according to the search.

**Publisher**

Sorting by publisher arranges the titles by alphabetized publishers.
Paging

Use the links for ‘First’, ‘Previous’, ‘Next’ and ‘Last’ to page through the search results. These links are located to the right of the top bar over your search. They are also located on an identical bar at the end of the search page.

Playback

Click the Play icon located to the left of a media title to begin viewing the title.

Add to Playlist

Click the Add icon located to the left of the media title to add the title to a playlist.

Search Results

Number of Results

At the top of the results page will be a bar displaying the number of results for your search.

Expand/Collapse Chapters

To expand or collapse chapters for a media title, click the ‘Expand Chapter Results’ link or ‘Collapse Chapter Results’ link under the paging controls.

Media Title
Media Titles are displayed as a link. Underneath, the media’s duration as well as the appropriate grade levels are listed.

**Media Format**

Media Formats are displayed as icons that distinguish the player or players in which the media title can be viewed. If a title can be viewed with the QuickTime Player, the QuickTime icon will be displayed. If the title is viewable by the Windows Media Player, then you will see Windows Media Player icon next to the media title.

**Abstract**

A short abstract is listed under each title, as in the example below:

**Eyewitness: Dog**

Format: QuickTime, Windows Media Player
Running Time: 28 mins 18 secs
Grades: 4 to 8

Martin Sheen narrates this PBS documentary which explores the world of dogs. Live-action photography and fast-moving footage bring the viewer up close and personal with the dogs. Intriguing information, anecdotes and humor make this a fun and educational e...

Top 2 chapter matches of 5: [More Chapters]

**Supplemental Teacher’s Documents**

Click on a media title to display Supplemental Teacher’s Documents such as the following:

**Data Sheets, Teacher’s Guides, Quizzes and Other Attachments**
These documents may be printed out for classroom use. Note that these features are not available for student users.

Publisher

For fast recognition, each title has the publisher’s logo to the right side of the title display.

Abraham Lincoln

Format: QuickTime
Running Time: 24 mins 31 secs
Grades: K to 4

Beginning in 1861, the Civil War divided the country, pitting "brother against brother" in a conflict that threatened to permanently divide the union. If not for the dedication and firm resolve of Abraham Lincoln to maintain the Union during this difficu…

Top 2 chapter matches of 9: More Chapters

Media Type

To designate media type, each title displays a video, audio or image graphic underneath the publisher logo.

Video Formats

- (MOV) QuickTime
- (WMV) Windows Media
- (MP4) MPEG-4

Audio Format

- MP3

Image Formats

- JPG
- BMP
- GIF
Playlists

Overview

- Playlists can be built to support a lesson or they can serve independently as a mini lesson.
- A Playlist is simply a list of media titles or segments that have a related curriculum theme or objective.
- Playlists may contain media titles, specific chapters within media titles, key concepts within chapters, as well as personal bookmarked segments and notes.
- Playlist items may be sorted in any order you choose.
- You can provide descriptive information about your playlist to help you recall why you created it.

My Playlists

Click the Playlists button on the Header to see your Playlists.

![Example Playlists](image)

Shared Playlists

Notice the word **SHARED** beside the Playlist title ‘Physics 101 - Wednesday’s class.’

- This indicates that the Playlist can be seen by all users on your SAFARI Montage network other than the creator.
- This Playlist can also be copied by another user, to be edited and saved in their name.
- The integrity of the original Playlist will remain for the creator.
Active Playlist

Your Active Playlist is listed beside a folder icon underneath the SAFARI Montage header. This is the last Playlist that was viewed by the user. The user could have either been actively viewing the Playlist or building the Playlist.

**Step 1:** Click the link to view the Playlist.

**Step 2:** Click the green arrow to play the Playlist.

You can select a Playlist to be your Active Playlist by doing any of the following:

1. Clicking on a Playlist link on the My Playlists or Shared Playlists pages.
2. Clicking on the Play button on the My Playlists or Shared Playlists pages.

Search

**Step 1:** Type in a keyword to locate Playlists with matching criteria. When using a keyword search, you are searching Playlists’ title, subject and comments (description).

**Step 2:** If no match exists, you will see the above message indicated in red.

Sort

Select from the following sorting methods from the pull down box.

On the ‘My Playlists’ page:
• Playlist Name, A to Z
• Playlist Name, Z to A
• Creation Date
• Creation Date, Reverse
• Subject, A to Z
• Subject, Z to A

On the ‘Shared Playlists’ page:

• Creator's Last Name, A to Z
• Creator's Last Name, Z to A
• Playlist Name, A to Z
• Playlist Name, Z to A
• Creation Date
• Creation Date, Reverse
• Subject, A to Z
• Subject, Z to A

**Playlist Functions**

**Create**

**Step 1:** Click Playlists button in the Header.

**Step 2:** Click New Playlist Button to bring up the information screen below.
Step 3: Enter your information in the screen above as illustrated below.

- Enter your Playlist Title.
- Enter the Subject.
- Set permissions for your Playlist by selecting an item from the ‘Viewable By’ dropdown box. This feature is not available for students.
- Select your Grade Range.
- Add any comments about your Playlist or student activities.
- Select ‘No’ or ‘Yes’ from the dropdown box beside ‘Share this Playlist’.
- Click ‘Save Playlist Info’.
Step 4: Click on your Playlist title link, i.e. ‘Body Systems,’ as illustrated below.

Step 5: Click on ‘Add More Clips to My Playlist’ to bring up the search window. You can also click the Search button in the SAFARI Montage header to bring up the same screen.
Step 6: Fill in the Search Window and click ‘Search’. Be sure to indicate if there are specific publishers, copyright dates, or materials that you want in order to narrow the search results.

Keyword: 
Grade Range: Pre-K to Adult

Advanced Search
Publisher: All Publishers
Copyright: In All Yrs.

Media Types |
---
Video: ✔️
Image: 
Audio: 

Features |
---
Closed-Captioned: 
Downloadable: 

Show: 25 titles per page

Step 7: Click the Add button next to each media title or segment that you want in your Playlist. The plus sign will change to a check mark.
Step 8: Click back on Playlists. The added media will now be visible in your newly created Playlist as shown below.

![Body Systems Playlist](image)

**Step 9: Edit**

Click the Edit icon within the Playlist.

This brings up the edit screen as shown below.
Step 10: Make any changes within the boxes.

Step 11: Click ‘Save Playlist Info’ to save your changes.

Delete

Click the ‘Delete’ button to delete the Playlist.

Merge

If you have several Playlists for a unit of study, you may wish to group them by merging.
Step 1: Click the Merge Playlists button. See the left side of the above diagram.

Step 2: Give the Playlist a title.

Step 3: Make any changes within the boxes.

Step 4: Select the Playlists to be merged by checking each appropriate box.

Step 5: Click ‘Save Playlist Info’.

Copy
Step 1: Click the Copy button to bring up the screen below.

Step 2: Make any changes before you click ‘Save Copied Playlist’.

Creating a copy of playlist, “Body Systems”

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playlist Title</td>
<td>My Copy of Body Systems</td>
</tr>
<tr>
<td>Subject</td>
<td>Biology</td>
</tr>
<tr>
<td>User</td>
<td>teacher</td>
</tr>
<tr>
<td>Viewable By</td>
<td>All Users</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 6 to Grade 8</td>
</tr>
<tr>
<td>Comments</td>
<td>Students will be grouped according to body systems. Multimedia and oral presentations will be given by each group. There will be 1 group per system.</td>
</tr>
</tbody>
</table>

Share

Share this Playlist?  Yes

At the bottom, of each Playlist information screen, such as the one above, is an option to share the Playlist.

- Select ‘Yes’ from the dropdown box to mark the Playlist as shared, enabling other users to view it.
- This option is available whenever Playlists are created, copied and edited.

Unshare

Click the Unshare icon located in the Playlist to unshare a Playlist.
Also, at the bottom of each Playlist information screen, there is an option called ‘Share this Playlist’.

- Select ‘No’ from the dropdown box to mark the Playlist so other users can not view, copy, edit or save it to their name.
- This option is available whenever Playlists are created, copied and edited.

**Add Quiz**

Click the Add Quiz icon to add a quiz for a Playlist. Users within the Student group will not be able to add quizzes to playlists. You may only add quizzes to playlists that you have created.

**Step 1:** Click the Add Quiz icon to bring up the screen below.

**Step 2:** Enter the question text and answer choices. Each question must have at least 2 answer choices.

**Step 3:** Select the correct answer from the dropdown and hit ‘Save Question.’

**Playlist Items**
There are several icons displayed under each media title in a Playlist.

**Playback**

Click the green arrow to the left of each media title to play the media.

**Media Format**

Icons distinguish the player or players in which the media title can be viewed. If a title can be viewed with the QuickTime Player, the QuickTime icon will be displayed. If the title is viewable by the Windows Media Player, then you will see Windows Media Player icon next to the media title.

**Edit**

Click the Edit icon beside the title to edit the media in the Playlist.

**Delete**

Click the Delete icon beside the title to delete the media from the Playlist.

**Duplicate**

Click the Duplicate icon beside the title to duplicate the media in the Playlist. The title will be duplicated at the bottom of the Playlist.

**Comments**

Click the Comments icon beside the title to display the comments screen for an individual media title.
• Make changes or add comments to an individual media title, chapter or segment in the Playlist.
• Click ‘Save’ to complete the process.

Comments for media titles and clips are not searchable.

**Ordering Playlist Items**

Click the Arrow icons under the title to rearrange the order of media titles in the Playlist. 🔁 🔽
Subjects

Overview

Clicking the Subjects button allows you to browse through broad topics to determine availability of videos matching your criteria.

Browse by Subject

Step 1: Click the Subjects button on the Header to open the Browse by Subjects window.

Step 2: Click on the ‘Browse by Subjects’ tab.

Step 3: Manipulate the Grade Range dropdown boxes to browse by specific grade levels.

Step 4: Select either ‘All Publishers’ or a specific publisher.

Step 5: Manipulate the copyright boxes to your desired range.

Step 6: Select the number of titles to be viewed per page.
Step 7: Click on a specific category link. If the subject you selected has an arrow icon next to it, the ‘Browse by Subject’ box will be refreshed with the expanded Subjects tree. The number of available titles corresponding to your search will be displayed below the Subjects tree.

Step 8: Click on a title link to view more information about the media selection or click the Play icon to view the media.

Subjects A to Z

Step 1: Click the Subjects button on the Header to open the Browse by Subjects window.
Step 2: Click on the ‘Subjects A to Z’ tab.

Step 3: Manipulate the Grade Range dropdown boxes to browse by specific grade levels.

Step 4: Select either ‘All Publishers’ or a specific publisher.

Step 5: Manipulate the copyright boxes to your desired range.

Step 6: Select the number of titles to be viewed per page.

Step 7: Click on the starting letter or digit of the subject you wish to search.

Step 8: Select a subject from the Subjects listbox. The number of available titles corresponding to your search will be displayed below the Subjects tree.
Step 9: Click on a title link to view more information about the media selection or click the Play icon to view the media.

Browse Preferences

Clicking the Preference link gives the user access to change preferences.
Curriculum Standards

Overview

Teachers can search for videos matching state standards by clicking the Standards button.

Browsing

- Browse through state standards by omitting the keyword and clicking search.
- All standards for the selected state will be displayed.
- The displayed state is set in preferences but may be changed manually using the dropdown box.

Searching

Step 1: The state is set in your preferences but may be changed manually using the dropdown box.

Step 2: Select the Document Type from the dropdown list.

Step 3: Select the Standards Set.

Step 4: Select your Grade Range.

Step 5: Click ‘Search’.

A link to matching titles is displayed by standards, as illustrated below.
Standards Results


New Search  Revise My Search

6. Demonstrate and apply a knowledge and sense of numbers, including numeration and operations (addition, subtraction, multiplication, division), patterns, ratios and proportions. (Grade 3)

7. Estimate, make and use measurements of objects, quantities and relationships and determine acceptable levels of accuracy. (Grade 3)

8. Use algebraic and analytical methods to identify and describe patterns and relationships in data, solve problems and predict results. (Grade 3)

9. Use geometric methods to analyze, categorize and draw conclusions about points, lines, planes and space. (Grade 3)

10. Collect, organize and analyze data using statistical methods; predict results; and interpret uncertainty using concepts of probability. (Grade 3)

8. Demonstrate and apply a knowledge and sense of numbers, including numeration and operations (addition, subtraction, multiplication, division), patterns, ratios and proportions. (Grade 4)

Click the above links to view standard breakdowns as illustrated below.

Standards Results

- There are 33 Illinois standards for this selection within Assessment Framework for Mathematics 2004.

New Search  Revise My Search

- Representations and Ordering (Grade 4)

- Read, Write, and Represent Numbers (Grade 4)

- Read, write, recognize, and model equivalent representations of whole numbers and their place values up to 1,000,000. (Grade 4)

- Identify and write (in words and standard form) whole numbers up to 1,000,000. (Grade 4)

- Read, write, recognize, and model equivalent representations of fractions; divide regions or sets to represent a fraction. (Grade 4)

- Represent multiplication as repeated addition. (Grade 4)

- Order and Compare Numbers (Grade 4)

- Order and compare whole numbers up to 100,000. (Grade 4)

If videos are available there will be a link by the expanded standard. Click the link to view the video titles.
Individual titles are now displayed on the right.
- Icons are present if Teacher’s Guides, Quizzes or Data Sheets are available for a particular video.
- Abstracts are also displayed.
- Titles may also be viewed as well as added to a playlist.

To Refine your Search

**Step 1:** Type in a keyword or click the box by Teacher’s Guides, Quizzes, Data Sheets or Other Attachments and narrow your search to only videos having these ancillary materials.

**Step 2:** Click the Refine Search button.
**Bookmarking**

Bookmarking allows the user to further designate the actual footage for viewing or adding to a playlist. This allows for more precise segments rather than being bound to only predetermined segments or chapters.

The Bookmarking segment is located underneath the video player controls and above the Supplemental Teacher Documents.

**Editing and saving a video clip**

**Step 1:** Use the scrub bar to move the video to the desired start location.

**Step 2:** Click the ‘Start Point’ link to mark that location as the start point of your segment.

**Step 3:** Use the scrub bar to move the video to your desired ending location.
**Step 4:** Click the ‘End Point’ link to mark that location as the end point of your segment.

**Step 5:** At any time, you may click ‘Preview Segment’ to preview your customized clip.

**Step 6:** Click ‘Add to Playlist’ to save your segment to your active playlist (indicated in the upper right-hand corner of the screen).

**Special Note:**

The bookmarking process is slightly different for QuickTime users and for users running a browser other than Internet Explorer on the PC.

QuickTime users will not see a Preview button. Simply use QuickTime’s Play button to play your clip after setting start and end points. You may use the ‘Clear’ links to reset your start and end points.

If viewing Windows Media videos in a non-IE browser, users must manually enter the start and end points into the text boxes. They will not see ‘Start Point’ and ‘End Point’ links.
Collapsible Panels

A secondary Navigation Menu will often have a collapsible panel, as in the example below.

Usually this panel is expanded when the window first opens unless you closed the panel prior to log out.

Click the button in the left corner of the panel to either collapse or expand the panel.
Compatible Browsers

The following browsers are compatible with your SAFARI Montage server. Use these URLs to download the latest version of your designated browser.

PC

Internet Explorer 6
Firefox
Netscape 8

Mac

Safari
Firefox
Browser Settings

Cookies

Enable cookies on your computer. Cookies do not destroy or compromise your files; blocking cookies will prevent some services from working.

**Step 1:** Under ‘Tools’, select the ‘Privacy’ tab from your ‘Internet Options’.

![Internet Options](image)

**Step 2:** Select the minimum setting to allow cookies.

JavaScript

JavaScript must be enabled on your computer. It allows certain functionality in web pages.

**Step 1:** Under ‘Tools’, select the ‘Security’ tab from your ‘Internet Options’.

**Step 2:** Click ‘Custom Level’.

**Step 3:** Click the following three radio buttons to enable the proper settings:
ActiveX

Enable ActiveX on your computer. This allows the sharing of information among different applications.

**Step 1:** Under ‘Tools’, select the ‘Security’ tab from your ‘Internet Options’.

**Step 2:** Click ‘Custom Level’.

**Step 3:** Click the following radio buttons to enable the proper ActiveX settings:
Plug-ins

The following video players may be used to access programming from SAFARI Montage. It is a matter of user preference. Use the links provided below to download your preferred viewer.

Windows Media Player

Windows Media Player is an all-in-one media player giving an excellent viewing experience.

Step 1: Go to [Windows Media Player](#) to download this player.

Step 2: Restart your computer after installation.

QuickTime

QuickTime player takes advantage of the latest compression technology.

Step 1: Go to [QuickTime Player](#) to download this player.

Step 2: Restart your computer after installation.
Supported Operating Systems

SAFARI Montage is supported on the following operating systems:

- Microsoft Windows 2000
- Microsoft Windows XP
- Apple Mac OS 10.2
- Apple Mac OS 10.3
- Apple Mac OS 10.4
Helper Application Installation for Macintosh OS (OSX 10.1 or earlier)

SAFARI Montage requires the use of a helper application, a program that the operating system uses to initialize the plug in of the file that it’s trying to access or open. In this case, SAFARI Montage uses a helper app to set up a network share to give your computer access to the videos that the program will be displaying.

SAFARI Montage will display a message to this effect the first time you access the Dashboard from a Macintosh computer that has not had the helper app installed:

Safari Montage for MacOS requires a Helper App to connect to the video share. Please download the application and install it. Then, shut down your browser, then rerun it and log in again. The application may be found here.

Clicking the link marked ‘here’ will give you access to the installation. Depending on your browser, you will either be prompted as to where to place the installer, or your browser will automatically save the file.

Run the program by double-clicking it. Once installation is completed, make sure to close down your browser, as the application requires your browser to be restarted in order to work correctly.

Reopen your browser and the SAFARI Montage Login page. When the Dashboard is accessed, your computer should now automatically open the helper application and give your computer access to the network share.
Changing Your Password

Users within the Teachers or Administrators groups may change the password to their SAFARI Montage account by following the steps below. Users within the Student group are not permitted to change their password. An administrator must change it for them.

**Step 1:** Click ‘Preferences’ on the SAFARI Montage header.

**Step 2:** Click the ‘Change Password’ link.

**Step 3:** Complete form. Passwords can only contain numbers and letters and must be 5 to 10 characters in length.

**Step 4:** Click ‘Update’.

The “Change Password” feature is not available if a user is logged into SAFARI Montage with their local network credentials. In other words, if SAFARI Montage is authenticating against a directory server (LDAP server), and the user is logged in using those credentials, that user will not see a “Change Password” feature. A systems administrator must change the user’s password on their organization’s directory server.

How to Change the Default Display Duration of Image Media

**Step 1:** Click ‘Preferences’ on the SAFARI Montage Header.

**Step 2:** Click ‘My Preferences and Settings’ from the Secondary Navigation Menu.

**Step 3:** Locate the ‘My Still Display Settings’ panel. Enter a default duration time, in seconds, for stills and hit ‘Update’. This change will not affect the duration time of images within existing Playlists.
Note: You must either have CreationStation™ or an image package activated on SAFARI Montage in order to see the ‘My Still Display Settings’ panel.
My Media Player

**Step 1:** Click ‘Preferences’ on the SAFARI Montage Header.

**Step 2:** Select the preferred Media Player ‘Windows Media Player’ or ‘QuickTime.’

**Step 3:** Click ‘Update.’

Note: If you don’t see the above screen on your ‘My Preferences and Settings’ page, then your player preference is being controlled by your system administrator through the system settings.
Permanent Links

The Permanent Links feature allows you to generate a list of links to the chapters and key concepts within a particular media title, or link to the title itself. These links are short and portable so they can be more easily emailed, saved in your Favorites or Bookmarks, or placed in other applications. Permanent links will not change when your SAFARI Montage system or content packages are updated.*

Activating and Deactivating

SAFARI Montage Administrators may activate and deactivate this feature via a checkbox found in the System Settings page of the Admin section. The checkbox is labeled, “Permanent Links”.

Using Permanent Links

When the feature is active, all users will see a “Permanent Links” icon on the media playback page, for example:

Permanent Links

Clicking this link will display a page of permanent links for that media title. The link at the top of the page near the media title is a link to the entire title. The links in the table below will link directly to chapters or key concepts within that title. When a permanent link is clicked, playback begins immediately after the page displays.

To save a link:

- **Internet Explorer** - Right-click the link and choose “Add to Favorites…”
- **Firefox** - Right-click the link and choose “Bookmark This Link…”
- **Safari** - Control-click the link and choose “Add Link to Bookmarks…”

To copy a link (for pasting):

- **Internet Explorer** - Right-click the link and choose “Copy Shortcut”.
- **Firefox** - Right-click the link and choose “Copy Link Location”.
- **Safari** - Control-click the link and choose “Copy Link”.

You may also click a permanent link and copy the URL directly from the address bar of your browser.

* Permanent links are designed to be as permanent as possible for the foreseeable future, but the SAFARI Montage software and related technologies are always being improved. Library Video Company does not guarantee that permanent links will remain permanent indefinitely.
Online Catalog

This direct link to the SAFARI Montage website, SAFARIMontage.com, provides additional information about the SAFARI Montage server and the content packages currently available. The SAFARI Montage product features are outlined, along with specific details about the server options and their technical requirements. A summary of each of the highly respected, educational video publishers participating in the core packages is available, along with complete title lists for the K-8 and 9-12 Core Content Packages. The web site is updated regularly with new content packages, new suppliers and additional support material for SAFARI Montage users.