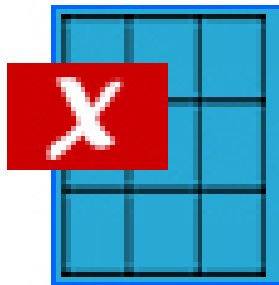


**iCampus**  
**Cross Media Annotation System**  
**XMAS (v 2.0)**



**Using XMAS**  
*April 2006*

# INTRODUCTION

## Getting Started

XMAS - the iCampus Cross Media Annotation System provides tools to enhance the use of video and image collections in humanities courses and in any subject in which precise reference to visual materials is needed. Close reading, analysis and sharing of interpretation of textual materials has long been a central part of humanities teaching and learning. XMAS can be used in conjunction with image and text collections and is currently optimized for use with commercially available DVDs as a video source. Users can rapidly define segments of film which can be replayed from a DVD by clicking on saved clips in a list or embedded links in discussion threads or online essays.

## System Requirements

The following hardware and software are required to run the XMAS application:

- An Intel Pentium III or equivalent processor running Windows XP; 512 MB of RAM; 85MB of available disk space; a 16-bit color monitor capable of 1024 x 768 resolution; a DVD-ROM drive; and a fast internet connection: LAN, DSL, or cable modem (384 Kbps).
- Windows Media Player 9 or 10, DirectX 9.0c, .NET Framework 1.1, Power DVD 3.0 / WinDVD 4.0 or a DVD decoder plug-in which supports DVD playback in Windows Media Player.

## Check List

Perform the following checks before installing XMAS.

- Check that a DVD plays alright through Windows Media Player
- Check for DirectX

To determine which version of Microsoft Direct X you are running:

1. On the taskbar at the bottom of your screen, click Start and then click Run.
2. In the Run dialog box, type dxdiag and then click OK. A dialog box displays the version that you are running. If you have DirectX 9.0c (4.09.0000.0904), you do not need to install DirectX again.

To download and install DirectX 9.0c, search for "DirectX 9.0c End-User Runtime" at Microsoft Download Center

<http://www.microsoft.com/downloads>

- Check for .NET Framework

To determine if you have the .NET Framework 1.1 installed:

1. Click Start on your Windows desktop and select Settings > Control Panel
2. Double-click on the Add or Remove Programs icon.
3. When that window appears, scroll through the list of applications. If you see Microsoft .NET Framework 1.1 listed, you do not need to install it again.

If you don't see it listed, download and install the .NET Framework 1.1 from Microsoft Windows Update

<http://windowsupdate.microsoft.com>

## Installing XMAS

Follow these steps to install XMAS on a Windows computer:

1. Go to this URL <http://web.mit.edu/shakspere/xmas/XMASInstaller.msi> using Internet Explorer.

2. You will be asked “Do you want to run or save this file?” Do one of the following:

(Option 1) Click Run and continue to step 3 to begin installing XMAS.

(Option 2) Click Save, choose the location you want the file to be saved, and click Save again. Then, locate the file and double-click on the XMAS Installer icon.

3. Note: You may receive a Security Warning stating:

The publisher could not be verified. Are you sure you want to run this software?

Go ahead and click Run.

4. When the XMAS installer window comes up, read the message on the Welcome to the XMAS Setup Wizard screen. Click Next.
5. Choose the Folder where you want XMAS installed. It is recommended that you go with the default location.
6. Select whether you want XMAS installed for yourself or anyone who uses the computer. Click Next.
7. Read the message on the screen and click Next to start the installation.
8. When the installation completes, click Close to exit the XMAS installer.

# SECTION 1

## Working with XMAS

XMAS requires the user to login with an account to a central server. The server stores the user's profile and any work created by that user in XMAS. The server also keeps track of the different resources available to the user. The work created by a user can be kept private or made public to other XMAS users. Resources can be customized to fit the needs of a user.

### Requesting a User Account

To request a user account, simply run the XMAS application. During installation, a shortcut is created on the Desktop. Double-click on the XMAS shortcut icon. Click on the "request account" link in the XMAS Login window. Then, complete the web form that is loaded. You will receive your username and password via email, so please be sure you have entered your email address information correctly.

### XMAS Features

XMAS provides you with tools to define and save selections from a DVD, an image, or a passage of text, to post messages with links to visual material to an online discussion forum, and to compose and share multimedia essays.

Here are the basic components of XMAS:

**DVD Viewer** - a basic DVD player with some extra options: Set or Go to START or END point (hours: minutes: seconds: frames) for a clip and PLAY or SAVE a clip

**Image Viewer** - an image browser with a tools palette: Select Tool, Make Selection, Draw Rectangle, Annotate with Text, Rotate, Crop, Zoom In, Zoom Out, Font Selection, Color Selection, Zoom Percentage; and SAVE a clip options

**Text Viewer** - a text browser with SAVE a clip and FIND options

**Discussion** - a discussion forum browser for reading, posting and replying to messages in a forum which contain links to visual material from the resources

**Essay Editor** - a text editor with basic save, print, and format options and supports embedded hyperlinks to retrieve clips

For each resource viewer, you will find a sidebar area which you can Hide or Show with the click of a button. The sidebar has 3 tabbed sections: Clip Info, *Resource* Info, and *Resource* List. Under Clip Info, the Title and Comment for a clip you play back is displayed here. Under *Resource* Info, you find details about the resource you have loaded in the viewer. From the *Resource* List, you can click on a title to load a different resource into the viewer.

Once you have a username and password, you can begin using XMAS. When you first login, you will see four areas in the XMAS application window: Menu bar, Toolbar, Work Area, and Sidebar.

**Menu bar** - File menu allows you to start a new essay, open a discussion forum, or exit the application. Window menu allows you hide or show the Sidebar and manage any windows opened in the Work Area. Help menu links you to more information about XMAS and how to send comments / questions and request support.

**Toolbar** - Contains two parts: 1) shortcuts for New Essay and Discussion; 2) tools for the Essay Editor window which become active when an essay is opened. When the icons in the toolbar are active, you can mouse-over an icon to learn its function.

**Work Area** - This is the gray region where the resource viewers, essay editor, or discussion windows are displayed. Scroll bars will automatically appear when more space is needed to display a window.

**Sidebar** - Provides quick access to a list of your work (My Clips or My Essays), your resources (DVD Resources, Image Resources, or Text Resources) and Public Essays created by other users. Click and drag handle bar on the left edge to resize.

## How to Use XMAS

### To Begin

1. Open XMAS by double-clicking on the shortcut for XMAS on your computer desktop. Log in using your username and password. Be patient and allow it to open completely.
2. Put DVD in your player. If it begins to open in a window outside of XMAS, close that program immediately!
3. Click "DVD Resources" button to view list of titles. Double-click appropriate title of the DVD you have in your player. A DVD Viewer window will then open up within XMAS.
4. Once the DVD window appears, BE PATIENT. Click the PLAY button and wait for the main menu to appear.
5. Once the DVD begins to play, our controls enable you to move around in the DVD in various ways: Rewind, Play/Pause, Fast Forward (you can change rewind and fast forward speed by right-clicking on the corresponding button), Previous Chapter, Next Chapter, (right-click on Chapter button to access full list of chapters), and Step Forward (by frame only). The Menu, Audio, and Subtitles may not work with some DVD titles. You can resize the DVD Viewer or press Alt + Enter to go Full screen.

### Saving DVD Clips

6. You can set the "Start/End" points of any clip you desire to capture by clicking the "Set Button" to the right of the Start/End times. (The "Go To" Button here will take you to that point in the Time Code Area.)
7. You can test any clip by clicking on "Play Clip."
8. Once you have designated the clip you intended, click "Save As." (If you already have a saved clip loaded in the DVD Viewer, and you've made changes to the Start/End times or want to change your comments for that clip, click on "Save" to update the already saved clip.)
9. A dialogue box will appear. Title your clip in the "Title" box and add your comments to the "Comment" text field. When you are done, click "Save." (Clips that you save can be found in the Sidebar when you click on the "My Clips" button.) After a clip is saved, it is immediately loaded into the viewer along with the comments you added.

### Posting Discussion Messages

10. Open a discussion forum by clicking on the Discussion icon. After you select the desired forum, click on the "Open" button. You can post a new message or reply to an existing message.

11. Click on the "New Message" button to post a new message. When new window opens, you may fill in the subject and message fields. You may also add clips you have saved to your message. Simply, click and drag clips one at a time from "My Clips" in the sidebar into the clips area of your new message window. When you are done, click "Save."
12. Click a message in the tree view and then click on the "Reply" button to reply to that message or you can right-click directly on a message and select "Reply" from the popup menu. (You can also edit messages you have posted to correct typos or add missing clips in a similar manner.)
13. To view any clip attached to a message, just click on the link for the clip. (However, for DVD clips, be sure you have the correct disc loaded in your computer.)

### **Writing an Essay**

14. Open a new essay by clicking on the Essay icon. If opening an existing essay, click the "My Essays" button in the sidebar and then double-click on the title of an essay. Again, be patient. Sometimes the "Essay" window takes a minute to open.
15. Save your essay (click on Floppy Disc icon) and name appropriately.
16. You may add clips to your essay just like in Discussion messages. Just click and drag clips them from "My Clips" into your essay window.
17. You can add your own prose to your Essay describing the significance of the clip you have inserted and developing an argument about the film in question. Your prose can be formatted using the editing tools available in the Essay toolbar.
18. Clips can be deleted from your essay just as prose can. Even if you erase clips from your Essay, they will stay in "My Clips" so they can be used another time. (If you delete clips, which have been added to an essay, from "My Clips", the essay will not be affected.)

To playback clips from the Essay, you have 2 options:

(Option 1) Double-click on the desired clip in the "Essay Clips" list on the right-hand side of the essay window.

(Option 2) Click on the "Edit Mode" button to deselect it, which switches you out of edit mode, and click on clip link. (Remember to click on the "Edit Mode" button again to modify essay text or add more clips. Press Ctrl + M to toggle Edit Mode on /off.)

19. Remember to save your essay often. You should make a habit of printing a hard copy of your essay work as backup. Close the XMAS program then remove the DVD from your player when you are done.

## Some Additional Facts

- Image resources, accessed via URL, can be manipulated and saved as clips; cropping, zooming, drawing colored boxes over a region, inserting text overlays, etc. To undo any actions applied to an image, right-click on it to select “Revert to Original.”
- Text resources, uploaded plain text files stored in database, can be highlighted and saved as clips; click and drag to highlight passages of text to be saved (originally designed for providing electronic text version of Shakespeare's plays)
- Any user can make an essay public (and undo by making an essay private); right-click on an essay in the My Essays panel of the sidebar and choose "Make Public" (or "Make Private" to undo) - a public essay then is viewable by all users in the group that user belongs to under the "Public Essays" panel by group, under the user's name



## SECTION 2

### FAQ

How do I play back my saved clips?

Go to My Clips in the Sidebar. Double-click on the title of the clip you want to play back or right-click on the title of the clip and select Open from the popup menu. You can also click and drag a clip into its corresponding viewer if it is open.

Can I make changes to a clip?

It depends. Any clip added to an essay or a discussion message cannot be changed. However, you can delete the clip and replace it by adding a new one. If you want to change a clip you have in My Clips, you can also delete it and make a new one. Or, you can play back the clip so that it gets loaded into the appropriate viewer; make your changes; and click Save to save these changes to the existing clip or click on Save As to save these changes to a new clip.

How can I rename a clip in My Clips?

Go to My Clips in the Sidebar. Right-click on the clip title and select Rename from the popup menu. Click “Yes” when asked “Are you sure?”

How can I delete a clip in My Clips?

Go to My Clips in the Sidebar. Right-click on the clip title and select Delete from the popup menu. Click “Yes” when asked “Are you sure?”

(Note: After you add a clip to an essay, you could delete it from My Clips if you no longer want it. The essay will not be affected. The same applies to clips that you add to a discussion message.)

How do I open one of my saved essays?

Go to My Essays in the Sidebar. Double-click on the title of the essay you want to open or right-click on the title of the essay and select Open from the popup menu.

How can I rename an essay in My Essays?

Go to My Essays in the Sidebar. Right-click on the essay title and select Rename from the popup menu. Click “Yes” when asked “Are you sure?”

How can I delete an essay in My Essays?

Go to My Essays in the Sidebar. Right-click on the essay title and select Delete from the popup menu. Click “Yes” when asked “Are you sure?”

How can I share an essay?

Go to My Essays in the Sidebar. Right-click on the essay title, then select Make Public from the popup menu. To undo this action, right-click on the essay title and select Make Private.

How can I delete a clip from my essay?

(Option 1) Highlight the hyperlink text for a clip in the body of your essay and hit the Backspace or Delete key or click on the Cut icon in the toolbar

(Option 2) Go to the Essay Clips panel on the right side of the essay editor window. Right-click on the clip and select Delete from the popup menu.

Can I create my own discussion forums?

No. Right now, only an administrator user can add new forums to Discussion.

How do I delete clips from discussion messages I post?

You cannot delete individual clips from a discussion message. You only have the option to clear all the clips from a message when you edit it.

(Note: If you want to reorder the clips for a message, you don't have to delete them and add them again. Just click and drag on the icon of a clip attached to a message to change its position in the list if you have two or more clips.)

Why can't I use XMAS with any DVD?

When saving a DVD clip, XMAS only stores a reference to the video sequence you define. When any user plays back a DVD clip, in addition to knowing the start and end time codes, XMAS verifies the edition or version of the DVD that is being used by checking the unique ID number for the DVD against the one stored on the XMAS server. Otherwise, you may have the wrong disk in the drive and end up looking at a clip which makes no sense.

How do I know which DVD can be used with XMAS?

Visit <http://web.mit.edu/shakspere/xmas/xmas-dvd-registry.html> to see a list of the titles registered with XMAS.

Can I include links to websites in XMAS?

Yes. You can copy and paste or type in URL addresses into a clip comment, a discussion message, or an essay. When you click on the link, the URL will be sent to the Internet Explorer browser.

Can I copy and paste text from a Microsoft Word file?

Yes. You can copy and paste text from a Word document or any other text file. However, you may need to reformat the text in the XMAS essay if the text selections have different styles.

Can I export my essay as a Microsoft Word file?

No. You can copy and paste text from an essay into Word to check spelling and grammar. However, the hyperlinks for the clips will not work in Word and may become broken if you attempt to copy them from Word back into an Essay Editor window in XMAS.

Does XMAS capture video from a DVD?

No. XMAS does not violate any copyright laws since it does not digitize or record any of the video or image material from the DVD. You must have a copy of the DVD title you wish to work with inserted in the DVD-ROM drive in your computer.

Why isn't my DVD working even though it is in the resources list?

There are several reasons why a DVD may not work with XMAS. However, the most common problem is that the disk you have may be a different version. Different DVD editions of the same film will have different unique ID numbers (for example, Widescreen vs. Full Screen, or single disc vs. 2-disc set, or special edition). However, if other DVD titles which are clearly in the resources list are also not working, the cause of the problem may be that your computer is not properly configured to play back DVDs. Quit XMAS and try playing a DVD using Windows Media Player. If it fails, then try reinstalling the DVD decoder (i.e. WinDVD or PowerDVD).

How can I add more resources?

If you wish to add a resource, please contact your local system administrator for help. Otherwise, email [xmas-support@mit.edu](mailto:xmas-support@mit.edu) for assistance with your institution.