To play a multimedia file

1 Right-click the file that you want to play.

2 Click Run.

3 To play the multimedia file, click ▶.

   To pause the multimedia file, click ❚❚.

   To stop the multimedia file, click ■.

To rewind a multimedia file

▶ Drag the slider to the left, or click one of the following buttons to rewind to a specific spot.

   ⏮   Rewinds to the previous selection mark or to the beginning.

   ⏪   Rewinds in small increments.

To fast forward a multimedia file

▸ Drag the slider to the right, or click one of the following buttons to fast forward to a specific spot.

    ⏭   Fast forwards to the next selection mark or to the end.

    ⏩   Fast forwards in small increments.

Help is available for the items within this group. Click the ⍰ button again, and then click the item.

Displays the start time of the multimedia file. You can specify when the multimedia file starts by typing the time in the box.

Displays the end time of the multimedia file. You can specify when the multimedia file stops by typing the time in the box.

Specifies whether you want the multimedia file to play a specific number of times or to have it automatically repeat.

Specifies whether you want the multimedia file to automatically rewind when it has finished playing.

Sets the volume of the multimedia file. Drag the slider to adjust the volume.

Lists the window sizes from which you can choose. Note that video clips are designed to run optimally at their original size. If you change the size, your video clips might not play smoothly and might appear grainy.

Enlarges a video clip and gives it full access to your screen. Note that video clips run optimally at their original size. Video clips that you run in a full screen might not run optimally, but they will run better than in a maximized window.

Click to have the display panel visible when viewing a multimedia file.

Click to display position controls when viewing a multimedia file. Position controls enable you to specify an exact start or end point for the multimedia file.

Click to display selection controls when viewing a multimedia file. Selection controls enable you to specify where your multimedia file begins and ends.

Click to display the slider control when viewing multimedia files. You can drag the slider to start or stop the multimedia file at a specific point.

Modifies your display panel to the specified colors. To change the foreground or background color, click the color button.

Displays the current filters available to view your multimedia files.

Click this to display properties for an existing filter.