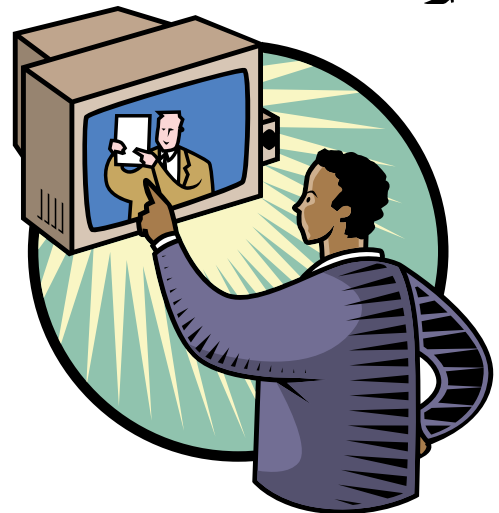
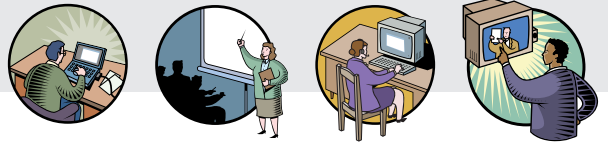


Embedding Materials





Embedding Materials

One of the things you will need to consider when using/repurposing existing materials is whether you want to embed the materials in your learning package, or create a link to where the materials exist (see [Linking to External Materials](#) guidelines for issues regarding this approach). You may choose to embed some materials but link to others in the same learning package.

By embedding materials we mean taking existing materials and integrating them into your own learning materials. You may just want to make a copy of the materials or you may want to just take part of the materials or even take the materials and adapt them to suit your needs.

Advantages of embedding materials

- You have control over the material and you know it will always be there
- Having all the materials in one place gives the learner a more coherent/unified experience.

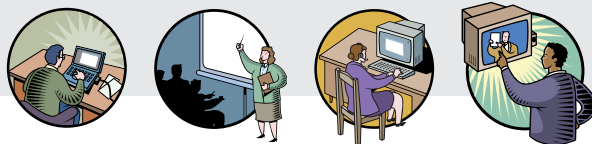
Disadvantages

- Extracting parts of a resource may require some technical know-how
- Usually copyright clearance is required if you want to use and/or adapt someone else's material.

The advantage of having control over the material is a really big one. It means you can get around things that are usually a barrier to the re-use of existing materials. For example, you can use the images from a page but rewrite the text at a level suited to your learners. Unfortunately, the disadvantage of getting copyright clearance is also a really big one, especially if you want to just use parts of the materials or adapt them as illustrated in the previous example. Copyright clearance can be time-consuming and difficult to get. Please consult the [Copyright issues](#) guidelines for more information on the problems you are likely to face regarding copyright clearance and how to get it.

Once you know you have copyright clearance, the first thing you have to do is get hold of the materials. In the majority of cases you will be able to get the materials directly from the author/publisher (who you will probably be in contact with already to get copyright clearance). If for some reason this is not possible, you can try to extract the material from the website (see Hints and Tips for how to do this).

Once you have the materials then you can integrate them with any new materials you are creating. The tools and skills required to integrate and/or adapt existing materials are the



same as those required to create new materials so please consult the **Creation of New Materials** guidelines for advice on this.

Hints and Tips for extracting existing material from a website

For web pages, you can use your Web Browser (like Internet Explorer or Netscape) to save the page.

Go to the File menu (found at the top of the Web Browser) and select "Save As...". This will allow you to save the Web page somewhere on your own computer. However, this will not save all the elements of the Web page, it will only save the text and references to things like images which are not on your computer. So you need to save the images too; to do this put your mouse cursor over the image and then click the right mouse button. This will give you a menu; Internet Explorer users click on "Save Picture As..." while Netscape users should click on "Save Image...". From there you can save the image on your computer; save it in the same place as your original Web page, and do not change the name of the image. This will work in most cases, but not all. If it does not work or if you are requiring more complex elements from the page (like an animation or a quiz) then at this point you should turn to your technical support team for advice.

These guidelines were produced as part of the JISC-funded project X4L Healthier Nation. You can find out about JISC at <http://www.jisc.ac.uk/>, the X4L Programme at http://www.jisc.ac.uk/index.cfm?name=programme_x4l and X4L Healthier Nation at <http://extranet.lauder.ac.uk/x4l/>.