VIDEO EDITING GUIDELINES (MAC)

This document has been compiled by the Spears School Marketing and Communications unit to help Spears School administrators, faculty and staff record, capture, edit and save video footage for use on the Spears School Web site.

RECORDING FOOTAGE

The Spears School M&C unit has a JVC Everio HDD camcorder available for checkout by Spears School employees. Go to *http://spears.okstate.edu/ mac/resources/forms/mmcheckout* to check out the equipment. Go to *I:\Marketing&Communications\Video Editing Resources* for more information about operating the camcorder.

CREATING YOUR MOVIE USING iMOVIE 09

For importing and editing video footage using a Mac, the M&C unit recommends using iMovie, which is included in iLife and comes standard on Macs. For more information about iMovie, including tutorials, tips and tricks, visit *http://www.apple.com/ilife/imovie/* or *http://desktopvideo. about.com/od/imovietutorials/* or *http://www.youtube.com/watch?v=Ii6ZjgloC0c&feature=PlayList&p=CC1DD30A0BAE6844&playnext_ from=PL&playnext=1&index=3*.

CREATING YOUR MOVIE USING iMOVIE 09
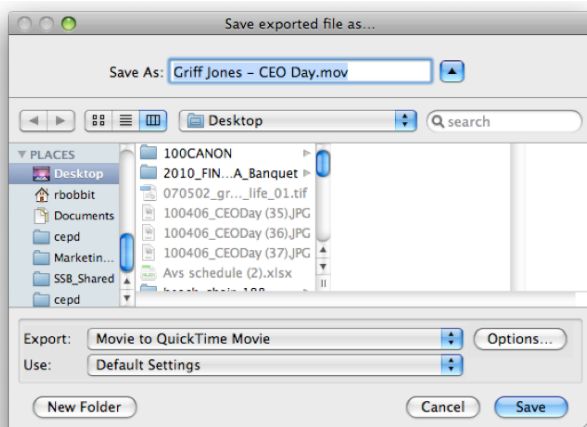
1. **Importing footage into iMovie 09**
    - Connect the camera to your computer using the USB cable. Open LCD monitor panel to turn the camera on. Select "Playback on PC" on LCD monitor and press "Set." The camera will show up as folder on your computer's desktop.
    - Launch iMovie. An import pop-up should automatically appear (if it does not, navigate to File>Import from Camera). Click "Import All" to import the clips into iMovie. Select "Create New Event" and name your event.

2. **Editing**
    - To create a movie clip, choose "File>Create a Project." Name your project and click "Create."
    - Drag and drop clips from the event library to the project timeline to create your video. Go to *http://www.apple.com/ilife/tutorials/#imovie* for detailed information, tips and trips.

3. **Saving and exporting**
    - To save a movie for use on the Spears School Web site, select "Share>Export using QuickTime." Name your movie and select where you want it to be saved. Change "Export" to "Movie to Quick Time Movie" and choose "Save."

    - To submit the file for inclusion on the Spears School Web site, place a copy of it in the appropriate location in *I:\Web*. Then, email *ssbsupport@okstate.edu* with the file name and location of the video.