

VIDEO EDITING GUIDELINES (PC)

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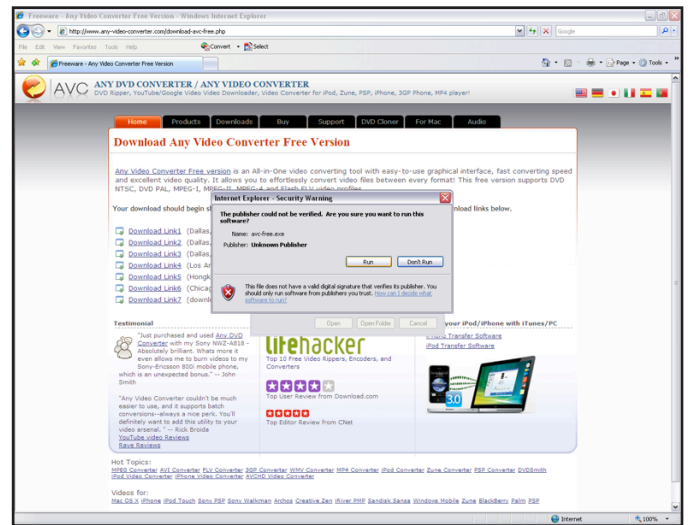
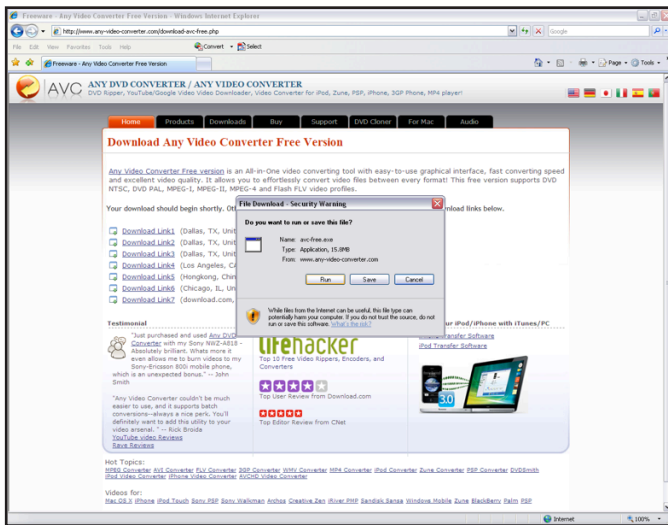
This document has been compiled by the Spears School Marketing and Communications unit to help Spears School administrators, faculty and staff record, capture, edit and save video footage for use on the Spears School Web site.

RECORDING FOOTAGE

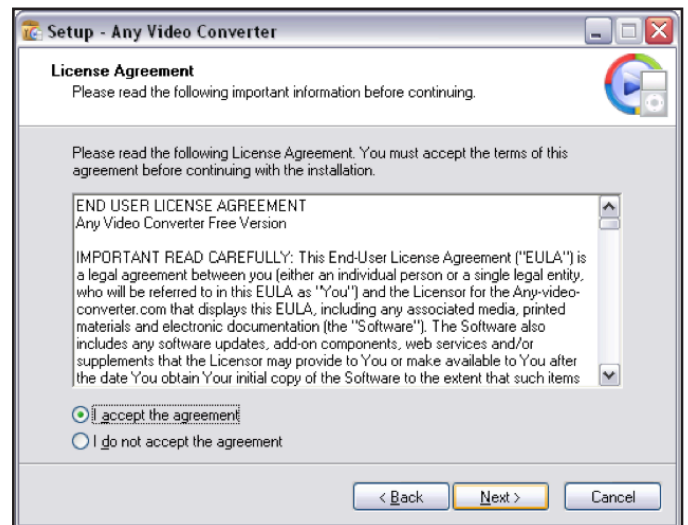
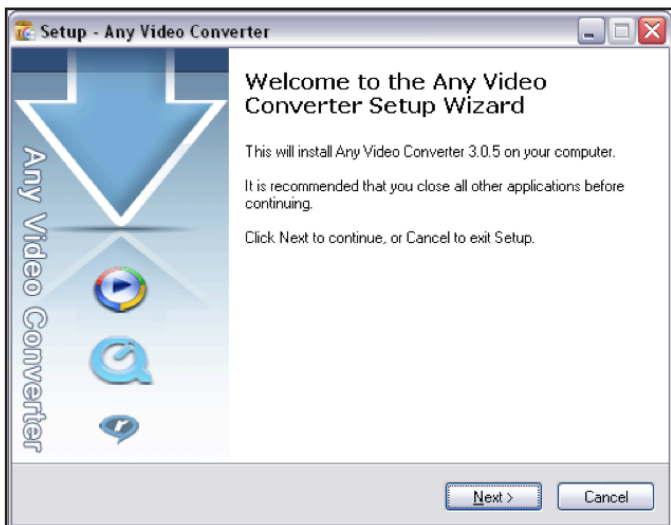
The Spears School M&C unit has a JVC Everio HDD camcorder available for checkout by Spears School employees. Go to <http://spears.okstate.edu/mac/resources/forms/mmcheckout> to check out the equipment. Go to `I:\Marketing&Communications\Video Editing Resources\` for more information about operating the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

THE FIRST TIME YOU EDIT VIDEOS FROM THE JVC EVERIO CAMCORDER:

- The JVC Everio records videos in .MOD format. In order to edit them on a PC, you must convert them to a file format compatible with Windows Movie Maker. A free program called "Any Video Converter" will allow you to do this.
- Navigate to <http://www.any-video-converter.com/download-avc-free.php> and choose "Run." After the file has been downloaded, click "Open" and then click "Run" again.

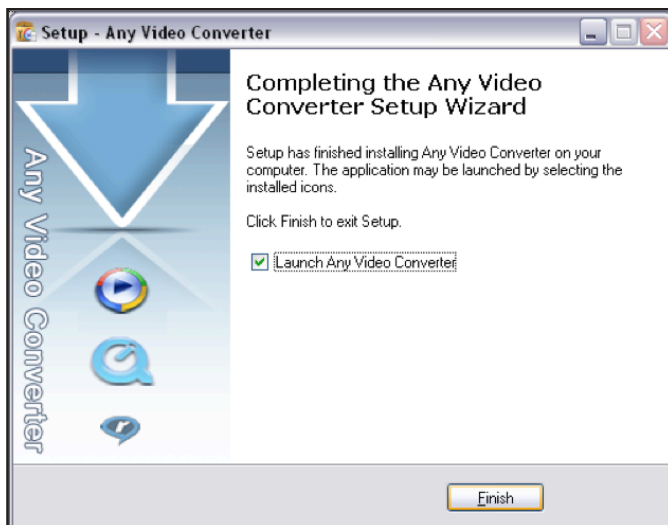
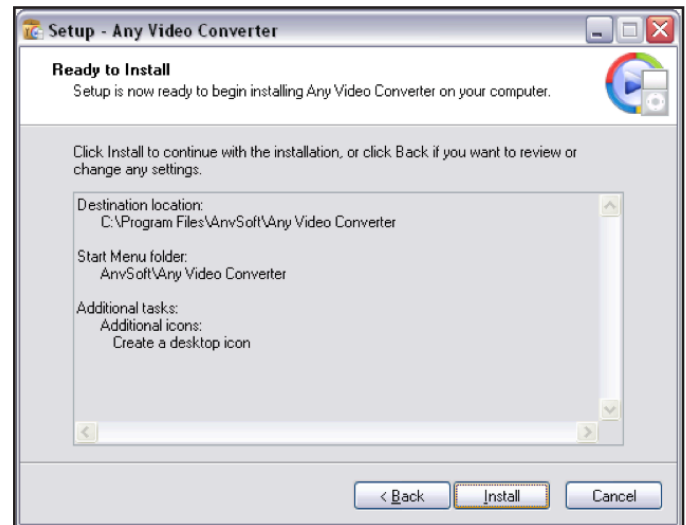
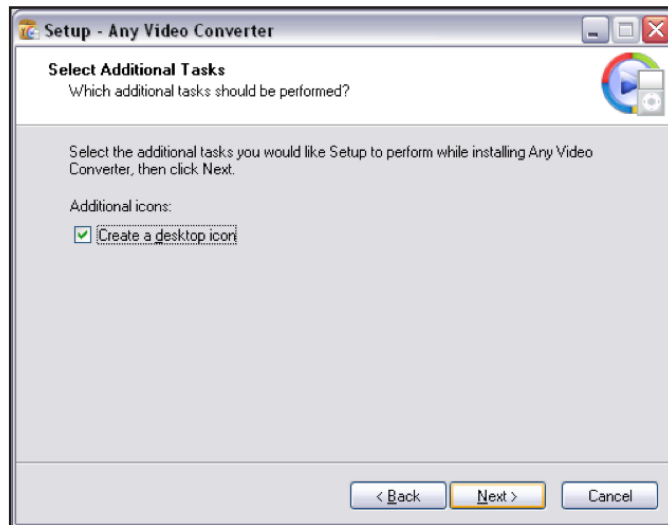
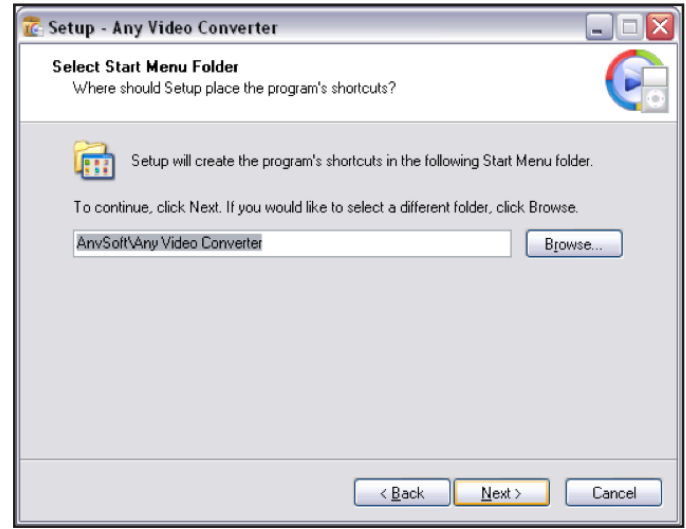
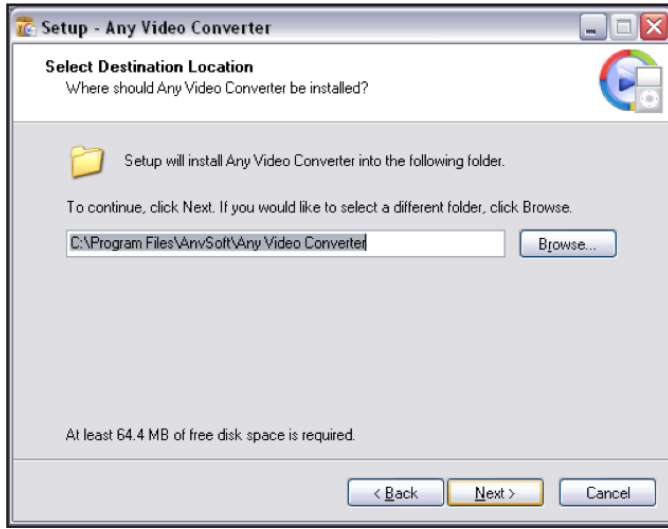


- Follow the steps outlined on the screenshots below to install the program.



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CONVERTING FILES USING ANY VIDEO CONVERTER

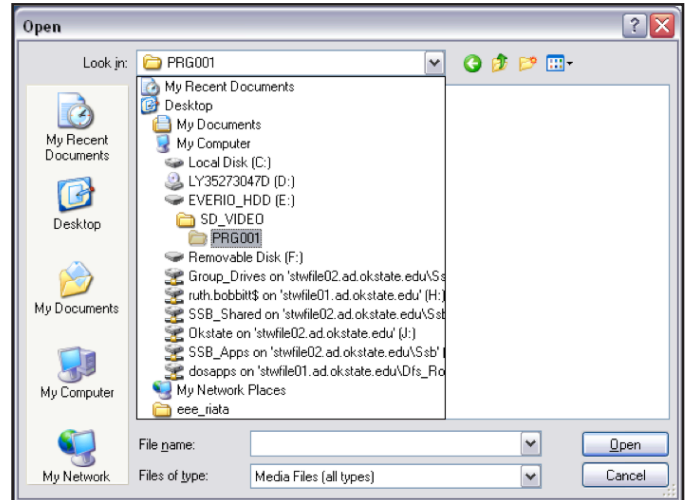
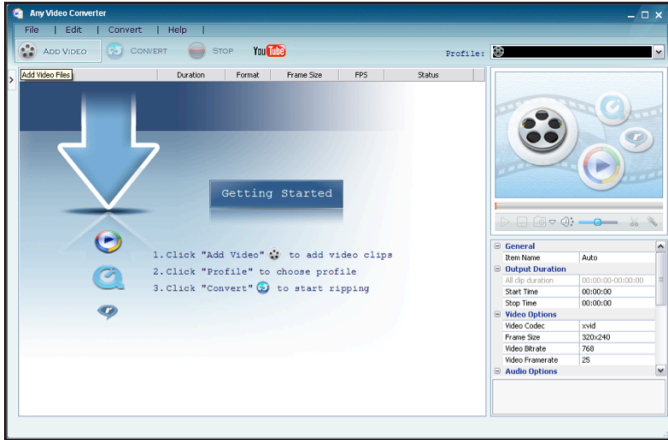
- Connect the camera to your computer using the USB cable. Open LCD monitor panel to turn the camera on. Select "Playback on PC" on LCD monitor and press "Set." The camera will show up as a drive on your computer.

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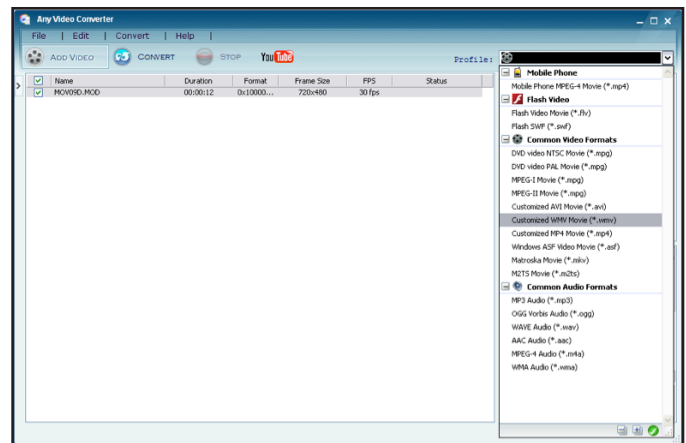
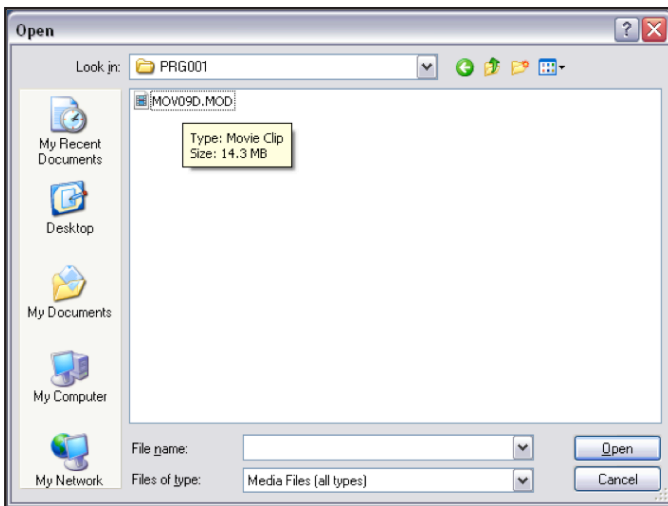
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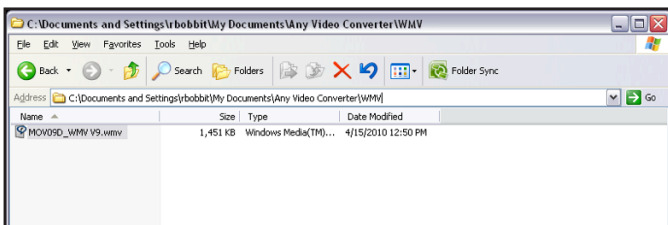
- Launch Any Video Converter by clicking on the desktop shortcut or going to C:\Program Files\AnvSoft\Any Video Converter\VideoConverter.exe
- Click "Add Video" and Navigate to EVERIO_HDD\SD_VIDEO_PRG001



- If video files are not visible in PRG001 folder, change "Files of Type" to "Media Files (all types)." Select the files you want to convert (select multiple files by holding CTRL key). After you have selected the files you want to convert, change "Profile" to "Customized WMV Movie (*.wmv)." and click "Convert."



- The converted file will automatically be saved in *C:\Documents and Settings\username\My Documents\Any Video Converter\WMV*



CREATING A MOVIE USING WINDOWS MOVIE MAKER

For importing and editing video footage using a PC, the M&C unit recommends a software package called Windows Movie Maker. This program is included in Microsoft Windows XP. It contains features such as effects, transitions, titles/credits, audio track, timeline narration. For more

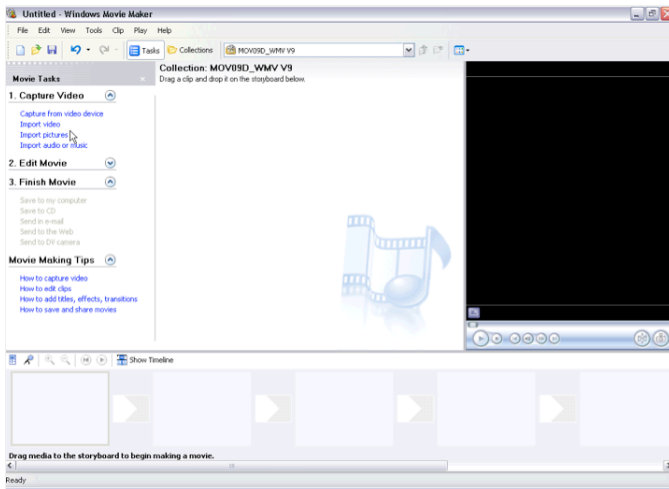
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information about Windows Movie Maker, including tutorials, tips and tricks, visit <http://www.microsoft.com/windowsxp/using/moviemaker/default.aspx> or http://presentationsoft.about.com/od/moviemaker/a/mov_mak_beg.htm.

1. Importing footage into Windows Movie Maker

- Open Windows Movie Maker by going to C:\Program Files\Movie Maker\
- Import footage into Movie Maker by clicking on "Import Video" from movie task pane or by choosing "File>Import into Collections" and navigating to file you want to import (most likely, C:\Documents and Settings\username\My Documents\Any Video Converter\WMV)
- Go to <http://presentationsoft.about.com/od/moviemaker/ss/94import-video-clips-into-windows-movie-maker.htm> for detailed information.

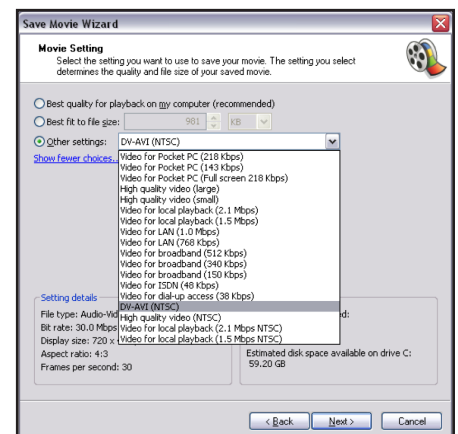
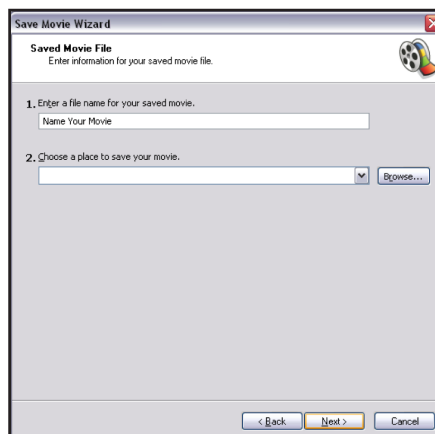
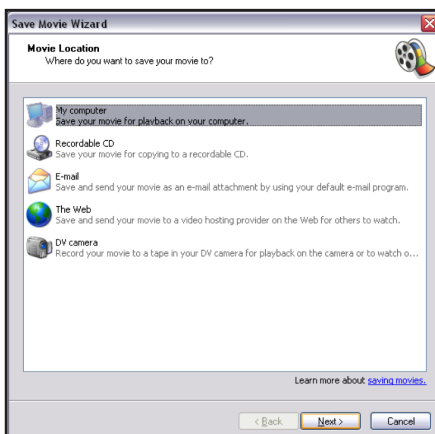


2. Editing

- After capture, any clip can be dragged and dropped anywhere on the timeline. Once on the timeline, clips can be duplicated or split, and any of the split sections deleted or copied using the standard Windows keyboard shortcuts or clicked and dragged to another position. Right-clicking any clip brings up the range of editing options. An AutoMovie feature offers predefined editing styles (titles, effects and transitions) for quickly creating movies.
- Go to <http://presentationsoft.about.com/od/moviemaker/ss/4-edit-video-clips-in-windows-movie-maker.htm> or http://presentationsoft.about.com/od/moviemaker/a/mov_mak_beg.htm for detailed information.

3. Saving and exporting

- To save a movie for use on the Spears School Web site, select "File>Save as Movie" and follow the steps outlined in the screenshots below.



- 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.