

VIDEOPAPER FROM START TO FINISH: A CHECKLIST

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1. CREATING A FOLDER:

- 1.1 Select **New Folder** under File menu
- 1.2 Untitled folder appears on desktop
- 1.3 Click gingerly on "untitled folder" and type your name in its place

2. DIGITAL CAMERA:

- 2.1 Play tape in mini DV player next to Mac and be sure that the fire wire is connected. Alternatively, connect camera to a fire wire. [Fire wires are short cables that transport video They connect to the fire wire port of the back of the Mac with a rectangular plug and to the camera or digital video player with a smaller plug that fits in the dv slot usually found in a front panel on the camera].

3. VIDEO: EDITING IN IMOVIE:

- 3.1 Open iMovie. When you first open it, there may already be someone else's work on the screen. This is because iMovie will automatically open into the last project that was being worked on. **MAKE SURE** that you create a **NEW PROJECT** or that you find your own project in your folder (if you are returning to continue work) before you start working in someone else's movie.
- 3.2 Select **New Project** from the File dropdown menu.
- 3.3 Select your folder from the drop down menu.
- 3.4 Name your video. Press "**Create**"
- 3.5 Now begin playing your video by pressing the controls under the iMovie monitor. Treat this like a VCR.

Note: There are two settings in iMovie – “Camera” (which has a little icon that says “DV” on it) and “Editing” (which an that looks like a little piece of film). When importing video from your tape make sure selected. When editing, make sure that the clip is selected.



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DV is
film

- 3.6 The “Import” button in the iMovie program allows you to transfer the footage from the tape to the hard drive of your computer. You may want to preview your footage before you begin importing it. Movie images take up disk space (at roughly a rate of five minutes = 1 gigabyte). Most hard drives have a total of 40 gigabytes of space. Be careful not to transfer half-hour blocks of video, as you may run out of room.

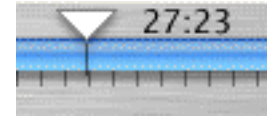


- 3.7 Every time you click on “Import,” iMovie creates a new clip for you. These clips appear in the clip shelf on the upper right-hand corner of the iMovie screen. The numbers in the clip indicate the minutes:seconds:frames (iMovie captures 30 frames – still images – per second of digital footage. You can freeze any one of these frames as a “still image.”)



3.8 By clicking on a clip in the upper right-hand corner, you select it as one that you would like to edit.

3.10 **Cutting film clips:** To break one clip into two, place play head at the breaking point and select “**Split Video at Play head**” under the edit menu.



iMovie cuts the original clip into two pieces – the original and its derivative (identified with a slash after the original name).

Everything to the left of the cut is considered original, and everything to the right is considered derivative.

iMovie will not throw anything away for you – it is up to you to click and drag your throwaway to the trash icon on the right-hand side of the screen. You



can then repeat this process as many times as you like in order to edit the film clip down to exactly the footage that you want.

3.10 **Sequencing film clips:** Once you have edited the clips and are happy with your choices, click and drag clips within the clip shelf to arrange the sequence in which you would like them to be viewed.



3.11 Repeat these procedures until you have assembled your final edited film on the bottom of the screen in the sequence that you would like them viewed. If you would like to review the complete film at any time, click on the left double-arrow icon that has a vertical line next to the arrow. This will take you back to the beginning of the clip sequence.



3.14 EXPORTING THE MOVIE: When you are finished ordering the clips that you have edited, save your project. Go to the File menu choose **Export Movie**.

3.15 Choose to **export the movie to Quicktime** (from the pulldown menu where it says “camera”).

3.16 From the pulldown menu, choose to export it as **CD-Rom movie, medium**.

3.17 When it asks you to name the movie and choose a location, **MAKE SURE THAT:**

- a) you keep the .mov extension on the end of the file name
- b) you direct it to be exported to your folder, along with the rest of the videopaper content.



4. TEXT: start with one of the following applications: (A), (B) or (C)

(A) Dreamweaver: Because this is both a word processor and an html editor, and feeds into Videopaper Builder cleanly, this is the best program to use.

- 4.1 Type in text as you would in a word processor.
- 4.2 Preview your text through an Internet browser by clicking on globe icon in the upper center of the Dreamweaver window. This will open up a preview window in Internet Explorer.
- 4.3. When you **SAVE** your document, keep the .html extension at the end of the file name. Be sure that you do not leave any spaces in the file name. (Use underscore “_” if you need to designate a space.)

(B) Word: If you don't have Dreamweaver, use Word to type your text and save as web page.

- 4.4 Open Word.
- 4.5 Create a new document.
- 4.6 **Before typing your document, save document as Type: Web Page (HTML)**
- 4.7 Type your document.
- 4.8 When you **SAVE** your document, keep the .html extension at the end of the file name. Be sure that you do not leave any spaces in the file name. (Use underscore “_” if you need to designate a space.)

To make changes and additions to your html file:

- 4.9 Open up Dreamweaver
- 4.10 Click File, Open...
- 4.11 Select your .htm or .html file to edit your file in Dreamweaver

(C) Simpletext: (If you don't have Word or Dreamweaver)

- 4.12 Type your text and save as .txt
- 4.13 Save text as .html when you are finished. When you **SAVE** your document, keep the .html extension at the end of the file name. Be sure that you do not leave any spaces in the file name. (Use underscore “_” if you need to designate a space.)

5. VP BUILDER:

This is the software that actually combines the movie, text, and slides in order to form a videopaper. All of your files must be kept in the same folder in order for VP Builder to create your videopaper.

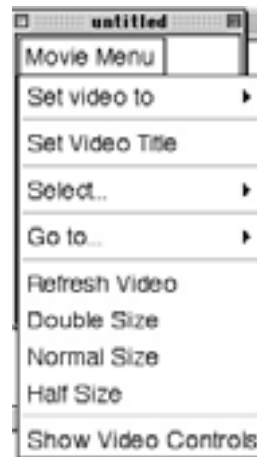
- 5.1 Double-click on the **Videopaper Builder v 1.0** icon.
- 5.2 Select **New Videopaper**.
- 5.3 Do not rename the file name – leave it as **index.html**.
- 5.4 Put the file (the new “entry point”) into your folder and save. **BE CAREFUL** that you save this file into your folder.

5. (A) INSERTING THE MOVIE:

- 5.5 Click on the **Video** icon. This will open a Movie box with its own menu.



- 5.6 To insert your movie, click on **Movie Menu** and drag your mouse to **Set Video To** – the name of your movie file (in QuickTime, with the .mov extension) should appear to the right. Move your mouse over the name and click.



NOT WORKING? If your movie file name does NOT appear when you do this, it is because it does not have the .mov extension or because it was exported to somewhere outside of your folder. Something went wrong when you exported the video from iMovie to QuickTime. You have two options: A) Revisit the instructions above and repeat the exporting process. B) Alternatively, you can locate your movie by searching for it by title using the “Sherlock” application (go to your desktop and double-click on the icon with the magnifying glass).

- 5.7 Name the movie. From the **Movie Menu**, select **Set Video Title** and type in the new name of the video.

5. (B) INSERTING THE TEXT:

- 5.8 Insert sections one at a time (each.html document gets its own section).
- 5.9 Click on the orange button in the upper left-hand corner of the screen **Add Section** – the name of your document should appear as a choice in the menu.



NOT WORKING? If your document does NOT appear as a choice in the menu, it means that it does not have the.html extension. Rename the file (by clicking on the file name in the file directory and re-writing the name and the extension) so that it reads **.HTML** at the end.

- 5.10 Repeat this process as many times as you need to in order to insert all of your text in separate sections.

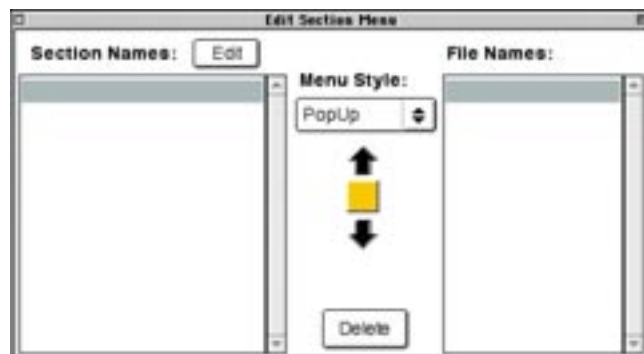
NOTE: make sure that the file name that you created for your html documents DOES NOT have any spaces.

5. (C) NAMING THE TEXT SECTION:

- 5.11 Go to the **Edit** menu and select **Edit Sections**.

- 5.12 The menu presents the **Section Names** and the **File Names**.

- 5.13 Use your cursor to highlight the section name you wish to edit (the corresponding file name will also be highlighted).



- 5.14 Click the **Edit** button.
- 5.15 Type the name of the section.
- 5.16 Choose the presentation of your sections: either **POP-UP** or **TABBED** dividers.

5. (D) ADDING PLAY BUTTONS:

5.17 You must first select the section of video you would like to associate with a “play” button. Start by holding down the **SHIFT** key.

5.18 Click and use your cursor to drag the play bar at the base of your movie (notice how it highlights in dark the section that you have selected).

5.18 Release the cursor and the **SHIFT** key when you are finished selecting.



5.20 Position the cursor in the text where you want the play button.

5.21 Click with your mouse button.

5.22 Go to the **Controllers** that are displayed along the left-hand side of the screen.

5.23 Click on the **Insert** button to insert the controller entitled **Play** (notice that when you insert the **Play** button, the time that you have selected to play will appear in brackets alongside the **Play** button – in minutes: seconds: frames: tenths of a second).

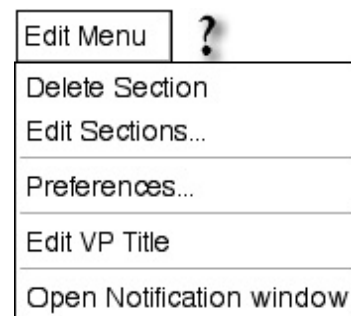


5. (F) NAMING THE VIDEOPAPER:

5.24 Go to the **Edit** menu.

5.25 Select **Edit VP Title** and rename the videopaper.

5.25 Save your work.



6. EDITING YOUR VIDEOPAPER:

If you wish to edit an existing videopaper:

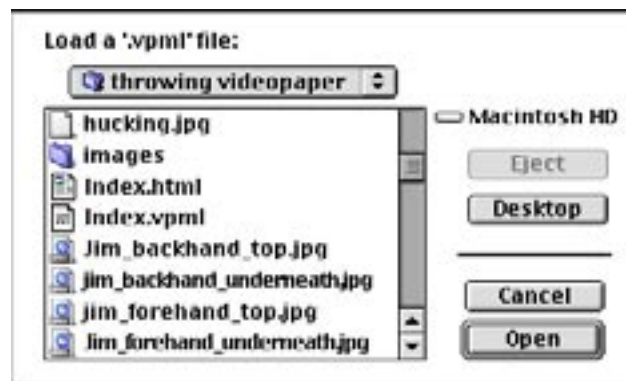
- 6.1 Open Videopaper Builder
- 6.2 Choose the option to “Open Existing Paper.” A window will open allowing you to search through a directory of folders.
- 6.3 Find your folder.



- 6.4 Find the file named “INDEX.VPML” and double-click.

NOTE: This is a different file from the one that you open to view your work. “HTML” stands for Hypertext Markup Language, while “VPML” stands for “Videopaper Markup Language,” the code used by the Videopaper Builder software.

INDEX.VPML = editing
INDEX.HTML = viewing



7. VIEWING THE VIDEOPAPER:

NOTE: if you do not close VPBuilder before you preview your videopaper, you will get graphical errors in the Internet browser. These are “phantom” errors (they are not really part of your videopaper). To avoid seeing these, close VP Builder before viewing your videopaper.

Videopapers are viewed using the same software that you use to surf the Internet – Internet Explorer or Netscape Navigator. Your computer will have a default browser that it uses to browse the Internet, so all you have to do is:

- 7.1 Open the folder where the videopaper resides.
- 7.2 Find the file called **INDEX.HTML**
- 7.3 Double-click on this file.
- 7.4 The videopaper in that folder will automatically open in a new browser window. You do NOT have to be connected to the Internet to view a videopaper. To speed performance, you should copy the videopaper from the CD to your hard drive.

NOTE: when you are developing the videopaper and wish to check your progress, you must **SAVE** the videopaper before viewing it. If you have already viewed an earlier version and that browser window is still open from the previous viewing, you can either:

- a) Exit the browser completely and re-open it by double-clicking on the **INDEX.HTML** file (this is the most reliable method); or
- b) Click the **refresh** button in the browser in order to pick up the latest changes you have made.