

**CAPTURING DIGITAL MEDIA ON YOUR COMPUTER
(VIDEO, SOUND, DIGITAL CAMERA PICTURES, SCANNED
PICTURES) CAPTURING VIDEO AND SOUND: INSTRUCTIONS:**

VIDEO

Capturing video can be done from both the Apple Video Player, MovieWorks, iMovie, and Adobe Premiere. These instructions tell how to capture video from each. However, there are a few steps that must be done ahead of time in order for either of them to work.

First steps Apple Video Player, MovieWorks and Adobe Premiere:

1. Have a VCR / Video Camera / Television / etc. next to your computer.
2. Have a set of RCA wires.
3. Apply the RCA wires to the computer's video and sound input ports. On the opposite ends of the RCA wires, connect them to the VCR's output ports.
4. If you are using a VCR, video camera, or other appliance that requires a tape, make sure that the tape is in the appliance. "Cue" it up to the spot you wish to capture. However, make sure you have "head room" ahead of this spot so that you will have time to click buttons on the computer.
5. If your VCR or other appliance has more than one output port, make sure that you are using the correct one.
6. On the computer, if you must, adjust any recording settings.

Those steps should get you started.

APPLE VIDEO PLAYER (Mac Only)

Open "Apple Video Player."

In the "Controls" window, click the icon that looks like a video camera (there should also be other icons, including a monitor screen and a movie projector.).

Begin playing your tape / etc.

In the "Capture Movie:" section of the Controls window, click "Record." When you are finished recording, click "Stop." The stop button replaces the record button while recording is occurring.

Now, a screen appears. It has your captured movie on one side, and the option of saving it on the other. You should play your movie before saving it, to make sure that you captured the correct footage. If you have, **save it**. Otherwise, click cancel and repeat these steps.

MOVIEWORKS

Open “**Video**” Application. From “**Window**” in the Menu Bar Select “**Record.**” . A recording box will appear on your screen. Use “**Command R** (the Open Apple Key and the Letter R pressed at the same time) to record.

Select stop when you are done recording. Save your recording using **Save as** in the **File Menu**.

ADOBE PREMIERE

Open “**Adobe Premiere.**”

From the **File Menu**, choose “**Movie Capture**” from the “**Capture**” section.

Often, a small dialogue box appears that states that Apple Talk is currently active. Click “deactivate.”

Now, the movie capture window is open. Begin playing your tape / etc. In the window on the computer, simply click “record.” When you’re finished recording, click anywhere on the screen. A keyboard shortcut that can be used instead of clicking on the screen is Apple-Period.

Your movie appears in a window. You may play it back and save it, or you may close it and choose not to save it.

SOUND

As with the video capturing, a few things may or may not need to be adjusted. If you are capturing sound from a video, etc, then you can simply use the steps for video in Adobe Premiere. However, while you are recording, turn “video off” from the Movie Capture window. If you want to record your voice, etc, right at the moment, you may use the computer’s microphone.

ADOBE PREMIERE

Open “**Adobe Premiere.**”

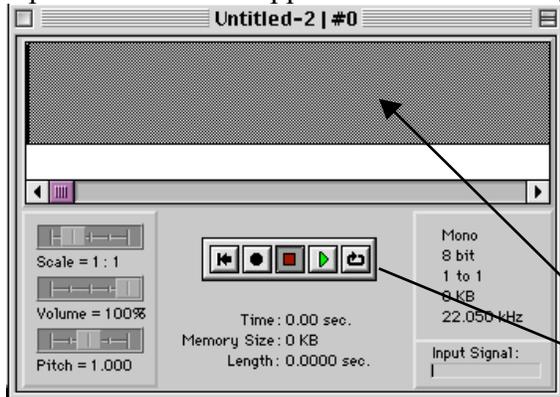
From the File Menu, choose “Audio Capture” from the Capture section.

Simply click record and stop at the appropriate moments, and save it.

Often, you can record sounds within other applications, including HyperStudio and SimpleText. Use the controls that they provide for easier access.

MOVIEWORKS

Open the “Sound” Application. A recording box will appear.



Using the **Apple CD Player** set up the clip you want to record. Click Play in the Apple CD Player. At the same time choose “**Record**” in the **Menu Bar** and then select “**Start**” Click the **Stop Button** when you are done. The controls work just like any tape or CD player.

You will see the sound on the screen.

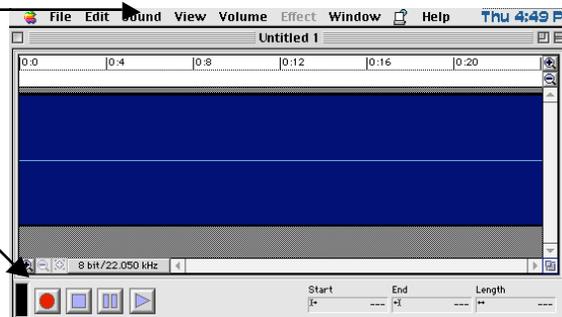


Save when done.

SOUND COMPANION

Sound Companion allows you to record and play multiple tracks so that you can combine or blend music, or create a medley of songs in one file. Open the **Sound Companion** application. A recording screen will open.

Choose “**Record**” from the **Sound** menu in the **Menu Bar**. If you want to add another track, you would use the “**Add Track**” command in the **Sound** menu. The buttons on the bottom left work like a CD or Tape player to play back what you recorded. Save your file (**Save in the File Menu**) when you are satisfied.



Using a Digital Camera: Instructions

TAKING PICTURES

Digital cameras are relatively easy to use. And, if you plan on using almost all of your pictures for computer work, they are quite handy. It removes the need for a scanner.

Here are some steps to get you started: (note - these steps are based on the Apple QuickTake 200; not all directions may be accurate if your camera is different)

Just above the upper-right corner of the LCD screen, there should be a small lever. Pushing it turns the camera on or off.

On the top of the camera, there should be a rotational object that has icons on the edge of it. Each of these icons has a function, and turning this object so that new icons line up with the indicator changes the function of the camera. Every time that the function is changed, the

function's title is shown on the LCD screen. Usually, you want the function to "REC" or "REC-FINE." To play back your images, choose the "PLAY" function. To transfer images to the computer, choose "PC-MODE." There are other functions, but they are not necessary to take pictures with.

On the bottom of the camera, there is a brightness adjuster. You may change the lighting of your screen with this. There is a brightness adjuster on the camera's top as well. It is a switch, which switches between two circular objects; one is thinner than the other is. Switching these changes the amount of light let into the camera.

You are now ready to take pictures. As with all cameras, there is the button on the top to take the photos with. This button on this camera serves the same purpose.

Using "REC" you can take up to 28 pictures at a time. Using "REC-FINE" you can take up to 20 at a time.

On the bottom of the camera, there is an option for a tripod hook-up.

Each digital camera comes with its own software. You will have to read the directions for your camera. When downloading pictures always open your camera's software application and follow the directions that came with the software to download your pictures. Some cameras like the Sony Mavica store the photos on floppy disks as jpgs.

Using a Scanner: Instructions

SCANNER

Rather than purchasing a whole new digital camera for this, you can use your own camera's photos and use them on the computer by scanning them. A scanner is basically a color Xerox machine for the computer. Here is how to use your scanner from Adobe Photoshop:

ADOBE PHOTOSHOP

Open "Adobe Photoshop."

From the File Menu, choose "Twain Acquire" from the Import section.

A new window should appear. Click the "Preview" button. It will scan a miniature version of what is in the scanner.

From this miniature view of your picture, select the area of the picture you want scanned.

If you wish, you may change your DPI (dots per inch, or resolution), color settings, etc.

Click "Scan." It will scan your picture. Then, save it.

Each scanner comes with its own software. You will need to read the directions for the software that comes with your scanner. The Apple scanners come with "Ofoto." The Microtec Scanner comes with "ColorIt" Each application is similar, but different.