KAP Video Instructions

****Remember to speak loudly or use an external microphone****

PC

1. If you do not have a built in webcam, plug the webcam into the computer.
2. Check the volume and make sure that mute is off.
3. Open Windows Movie Maker. (If you don't have Windows Movie Maker, you can download it for free. *http://windows.microsoft.com/en-US/windows-live/movie-maker-get-started*
4. Click on "Capture from Video Device" in the upper left corner.
5. Make some noise and watch the microphone input level bar. The bar will move up and down to the noise.
    - If the bar moves, proceed to the next step.
    - If the bar does not move, make sure mute is turned off.
6. Click "Next".
7. For your file name enter **Project Name_Last Name_First Name**
8. Click "Next".
9. Accept the default video settings.
10. Click "Next".
11. A window will appear showing what the camera is going to capture. Make adjustments accordingly.
12. Click "Start Capture".
13. When you are finished, click "Stop Capture".
14. Click "Finish". The video will be saved to your computer desktop.
15. Open Windows Media Player.
16. Insert a blank DVD-R or DVD-RW into your CD drive.
17. Open the video you just made in Windows Movie Maker.
18. Click "File" and then click "Publish Movie".
19. Click "DVD" and then click "Next". Windows DVD Maker will open.
20. Follow the steps to create your DVD.
21. Once your DVD is done burning, on your DVD, write your first and last name, project, and your local Extension Unit.
22. Secure the DVD to the inside of your KAP.
23. Turn in your KAP to your local Extension Office.

Mac

1. Open iMovie.
2. Do one of the following:
    a. If your computer has a built-in iSight camera, click the Import button to open the Import window.

   b. If your computer doesn't come with a built-in iSight camera, connect a tape-based camera or camcorder, set it to VTR mode (this mode may have a different name on your device), and then choose the camera you want to use from the Import From pop-up menu.
3. Click Capture.
4. Choose the disk where you want to store the video you're about to record from the "Save to" pop-up menu.

You can choose any hard disk that's connected to your computer. Make sure the disk has enough available storage space for the video you're recording. It takes about 13 GB to store an hour of standard (DV) video and 40 GB to store an hour of high-definition (HD) video. The amount of free space on each available disk is shown in parentheses next to the disk's name in the pop-up menu.

5. Choose how you want to organize the imported video in your Event Library:
   a. To add the imported video to an existing Event, select "Add to existing Event," and then choose its name from the pop-up menu.
   b. To create a new Event, type a name for it (for example, "Birthday Party") in the "Create new Event" field. If you want to create a new Event for each day on which the video was recorded, select "Split days into new Events."
6. To have iMovie analyze your video for stabilization, or to analyze it for the presence of people, select "Analyze for stabilization after import," and then choose an option from the pop-up menu:
   a. Stabilization:

   Analyzes the camera motion in your video so that any shaky parts can be played back more smoothly. It can be time consuming, so if you have over an hour's worth of video to analyze, you might want to let iMovie do it overnight or while you're going to be away from your computer.

   b. Stabilization and People:

   Analyzes the camera motion in your video so that any shaky parts can be played back more smoothly; also analyzes video for people so that you can later sort your video to see just the footage that contains people.

   c. People:

   Analyzes video for the presence of people so that you can later sort your video to see just the footage that contains people.
7. If you don't set iMovie to analyze video for stabilization at this point, you can always do it later. You can also analyze it for people later as well.
8. When you're ready to begin recording, click Capture.

The camera begins recording immediately.

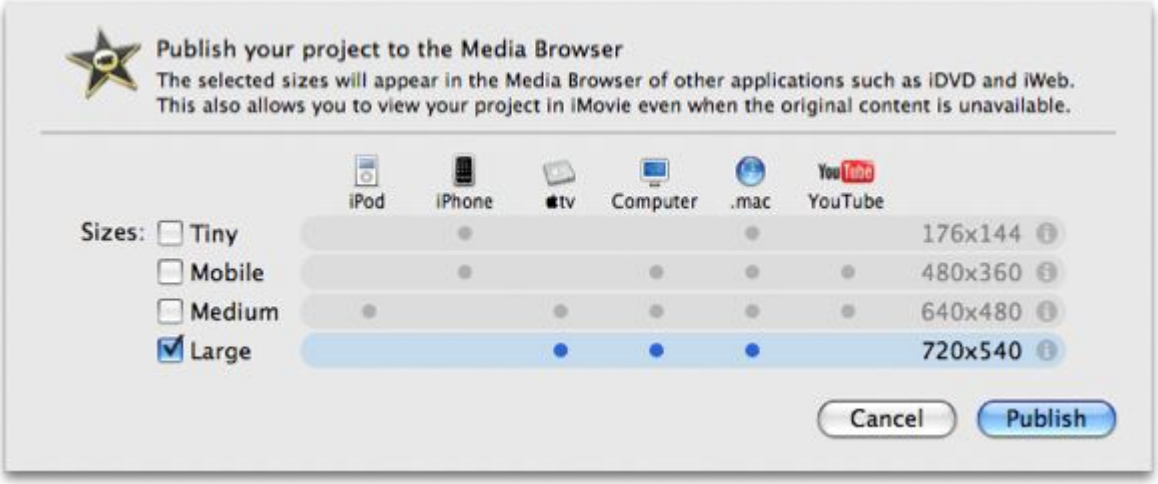
9. When you want to stop recording, click Stop.

A new video clip is created. You can click Capture to begin recording again. Choose whether to add the video to an existing Event or to create a new one, and then click Capture. You can repeat this process as many times as you want.

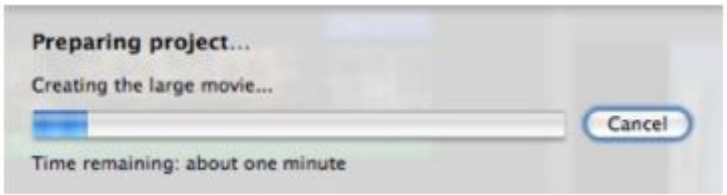
10. When you're finished recording, click Done.
11. In iMovie, go to the **Share** menu and choose **Media Browser.**

Note: Sharing your movie to the Media Browser makes it available in other applications such as iDVD and iWeb.

12. When you choose **Media Browser**, a window will appear with file size options. Select the Large option for the highest quality movie to burn in iDVD.



13. Click Publish to add your movie to the Media Browser. A progress indicator (a moving bar) appears on the screen.



14. Open iDVD and click the Create a New Project button.

Note: If you had previously created an iDVD project, iDVD will open it. Once your old project opens, go to the**File** menu and choose **New** to open a new project.

15. Save the video as **Project Name_Last Name_First Name** and choose a location, then select an aspect ratio (for either standard or widescreen TV). Click Create.

16. Once in project mode, click the Media button (1), then click the "Movies" tab (2).

17. Click the iMovie icon located within the Media Browser.

Select the movie project you created in iMovie. The Media Browser provides a a list of all the sizes you exported from iMovie, if you exported more than one size.

18. Drag your movie to the iDVD project window.

19. Make sure you have added media (photo, movie, or slideshow) to the drop zone(s) before you start the burn process or you will get a warning message. As shown here, drop zones are labeled in the theme window.

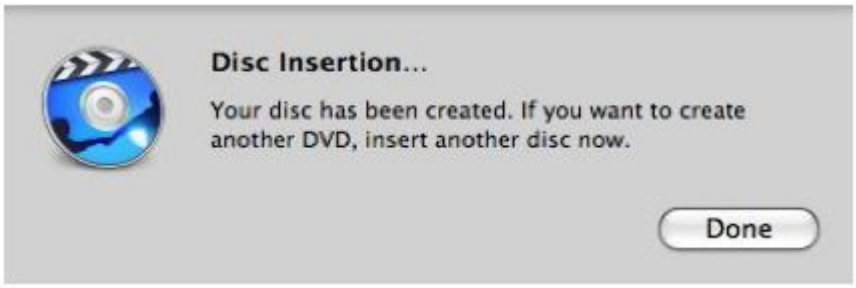
20. When you've finished your project in iDVD, click the Burn button:

21. Insert a recordable DVD disc or click Cancel if you've decided not to burn a DVD.

A progress indicator appears so you can monitor the burn process.

Note: The amount of time required to process and burn your DVD can vary. The time it takes is related to the complexity and length of your project and the speed of your computer. Be sure to read the "Tips for burning a DVD" section at the end of this document.

22. When the burn is complete, a message appears asking you whether you want to burn another copy of your slideshow. If you want another copy you must insert another blank DVD disc. Otherwise, click Done. Your DVD is ready to use.



23. Once your DVD is done burning, on your DVD, write your first and last name, project, and your local Extension Unit.
24. Secure the DVD to the inside of your KAP.
25. Turn in your KAP to your local Extension Office.