

Digitization Procedure (video tapes)

1. Connection.

Connect video player to the magical box, the magical box to the computer. (It should be connected when you start working on it.)

2. Create new project with iMovie

Open iMovie, click FILE – NEW PROJECT, name the project, and select where you want to save it. The default is HD-BAYLOR-MOVIES but since the space of this HD is running out, you have to change it to the BACKUP HD. Then click ok.

Note: When iMovie starts, it is under IMPORT mode and therefore there is an IMPORT button. When you start editing the clips, it changes to EDIT mode. If you want to continue to import from videotape after editing clips, you have to switch the EDIT mode back to IMPORT mode so that the IMPORT button reappears. The switch is to the left of the REWIND button.

3. Import contents from the tape to iMovie

Play the video and click IMPORT on the iMovie screen. If you can't find the IMPORT button, it is because the program is under EDIT mode. Switch to IMPORT mode.

4. Where those clips go

When digitizing, all the clips will be put on the panes to the right of the screen. Each clip is no more than 10 minutes long and iMovie automatically create a new clip next to the previous one when it reaches the time limit. All the clips are organized chronologically; so you don't have to rearrange them.

5. What to do when the tape is over or you want to take a break

Stop the VCR first when it is over or when you want to take a break from the project; stop importing to iMovie by clicking the button with a square under the IMPORT button.

6. Build the project

On the right of the screen are clips that iMovie have just created. Drag those clips in order to the bottom part of the screen where it says, "drag clips here to build your project".

Digitization Procedure (video tapes)

7. Save the project

Save project by clicking **FILE – SAVE PROJECT**.

8. Converting the project to a format that fits your need

Click **FILE – SHARE**. Choose the format you want. If you want to burn it to a DVD, then choose iDVD and click share. iDVD will automatically start and all you need to do is to click **FILE – BURN DVD** and insert a blank DVD. If you want to make a clip and put it up on the webpage, choose **QUICKTIME**, then in the dropdown menu “**COMPRESS MOVIE FOR**”, choose **WEB**.

9. How to get a section out of a clip (you need to do this in order to put up a sample of tape on the website, or in some other occasions)

If you want only a section of the clip, click on the clip you want to edit, then find the beginning of the section you want. Click **EDIT – SPLIT CLIP AT PLAYHEAD**. It splits into two clips from where the playhead is. Then find the end of the section, repeat splitting. Thus, the original clip will be spitted into 3 clips and the one in the middle will be the section you are looking for. This can also be used to crop out any part you don't want in the clips – say, the iMovie import keeps running even though the tape is over, then you need to crop out the last blue screen section since there is no content in there.

10. Clear the clips to trash bin and empty it

Once you are done burning the project to DVD or converting it to a QuickTime file, the clips are no longer needed. Since they are extremely large, they take up too much space too quickly. Therefore, you need to delete them when you are done. Just keep the ones that you can't live without. All the files, including the original clips and the clips you share in the format of QuickTime are saved in **BAYLOR – MOVIES** unless you change a different location when creating the project, which is highly recommended (See Step 2 above). You can find the **BAYLOR** folder on Macintosh HD.