

## Importing Video and Sound – Handout 1

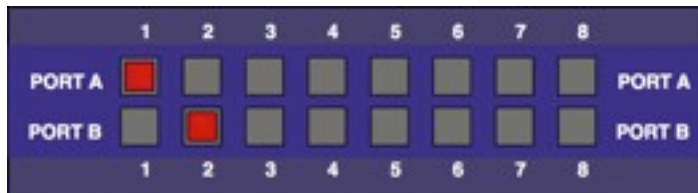
Welcome to the first in a series of five handouts on using Vancouver Island University's Macintosh Video Editing Suites. This is meant only as a helpful guide, you must consult with a VIU Media Technician before using the Video Suites the first time.

We will start with basics of importing footage from one of the video decks (Digital 8mm VCR, MiniDV VCR or VHS VCR) into iMovie and guide you through the issues of importing QuickTime, image and sound files. By the end of this lesson, you'll know how to gather your iMovie assets in preparation for editing.

### Importing Video Footage from the VCRs

#### Getting Started:

1. Turn on the Master power switch.
2. Turn on all the VCRs (Digital 8, Mini DV and VHS), the Television and the computer.
3. Insert your tape (VHS or Digital Video) into the appropriate tape deck.
4. On the Video Switcher, select the two appropriate switches to connect the computer to one of the VCRs. **Port A** should always be set to **VIDEO 1** (the computer) and **Port B** should be set to the appropriate VCR (**VIDEO 2** [digital8], **VIDEO 3** [miniDV] or **VIDEO 4** [VHS]).

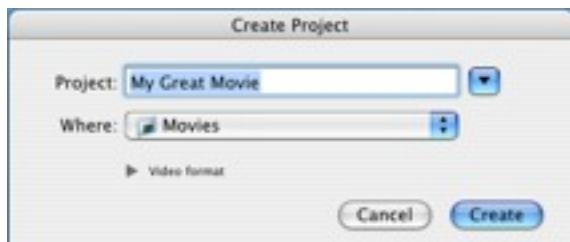


#### Logging in and creating your project:

1. Your video project will be created on the video server so you will be able to switch rooms once you have begun your project. Log in to the computer using your existing VIU Discovery account; a new local video editing account with the same username and password will be created on the computer. **Project files will be deleted 30 days after Last Saved date.**
2. Once you've logged in, iMovie will automatically launch and you will see the dialogue box shown below. Click on the button next to **Create a New Project**.



3. In the next dialog box type in the name of your new project in the **Project** area. Then click the **Create** button in the lower right-hand corner of the dialog box. (see image on next page)



Once you have logged in and opened a project in iMovie, you can begin your work.

## Importing Video:

1. Make sure you have your video tape in the VCR (8mm tapes go in **Video 2**, DV tapes go in **Video 3** and VHS tapes go in **Video 4**)
2. Switch to **Capture Mode**. In the iMovie program window, change from **Edit mode** (scissors) to **Capture Mode** (camera) by sliding the switch to the left.



The switch is below the Monitor window and to the left of the playback controls.

If capturing from a VHS tape, go to the **Capturing from VHS** section on page 3 of this handout.

3. Once you're in **Capture Mode**, you'll see a blue screen in the iMovie program with a message confirming that the camera is connected and ready to import video.



Play your video using the computer controls. The playback controls work much like those on your VCR or CD player.

From left to right, they are Rewind, Stop, Play, Pause, and Fast Forward.

Review your footage for worthy scenes by using the

playback controls.

4. Click on **Play** and then click on **Rewind** to move the tape to about three seconds before the scene you'd like to import. Now click on the **Import** button. Press the space bar or click the **Stop** button to stop importing.



**TIP:** Import a couple of extra seconds before and after the scenes you want so that you'll have some extra frames, or "seam allowance," so you can later blend the clip into the rest of your movie.

5. Each clip is saved to the **Clip Shelf**. →

The **Clip Shelf** is a scrollable window where you store your video clips before placing them into your movie. In the upper left corner of the square box representing each clip, iMovie provides the length of the clip in **minutes : seconds : frames**.

6. Below each thumbnail picture in the **Clip Shelf**, you'll find a generic clip name. You can give your clips more descriptive names to make them easier to identify. Sometimes, being able to see just the first frame is not enough to remind you of what the clip contains. You can change the name now in the **Clip Shelf** or later, after you've dragged your clips to the **Clip Viewer**, by double-clicking on the clip name.




## Capturing from VHS

Capturing VHS footage is slightly different than digital. Before you start to import video from VHS tape to the iMovie program, make sure that you have the video switcher **Port A** set to **VIDEO 1** (the computer), and **Port B** set to **VIDEO 4** (VHS).

1. Place VHS tape in the VCR.
2. Use the controls on the front of the VHS VCR to cue up your tape to the part that you wish to import. You can't use the Rewind, Pause, Stop, and Fast Forward controls on the computer. Make sure you leave a few seconds of extra footage at the beginning and end of each clip.
3. Press **Play** on the VCR deck controls and then click on the **Play** button in the iMovie program window. The video should be playing both on the TV monitor and in the iMovie program window.
4. Click **IMPORT** in iMovie.

## Importing Images, Music and Sound Files


You can get files to the video editing computer via emails, CD-ROMs or portable USB storage devices. To insert a CD or DVD into the computer place it in the slot on the right-hand side of the monitor with the label facing you. To eject a DVD or CD click on the blue eject key  on the top row of the keyboard.

## Importing Images, Photos or QuickTime Movies

1. Go to **File > Import** on the main menu. Browse to the file you wish to use and click **Open**.
2. The image will appear in the **Clip Shelf**.
3. By default the image will be 5 seconds in length. To change this, double-click on the image and alter the **Duration** by typing in the desired length in **minutes : seconds : frames**, and click **Set**.

## Importing Music and Sound Files

What's a movie without a song? You can import MP3 files or music directly from a CD.

1. Switch to **Timeline Viewer** mode by clicking on the **clock icon** under the viewing window in iMovie. 
2. Place the **Playhead** on the timeline where you would like the audio to be imported to.
3. Go to **File > Import** on the main menu. Browse to the file you wish to use and click **Open**.



### Resources:

***"iMovie HD Missing Manual" by David Pogue***  
Available for loan from the VIU Library