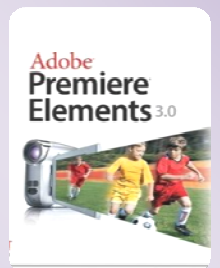
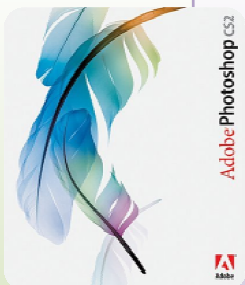


HOW TO USE THE TECHNOLOGY RESOURCE ROOM



Convert a Videotape to DVD

Turn on the following: PC, monitor, speaker, JVC SR-DVM600 deck & the Samsung DVD-VR357

VHS TO DVD

1. Insert the **VHS** tape into the **Samsung** deck.
2. Insert a blank **DVD** into the **Samsung** deck's **DVD** tray.
3. Press the **DVD** button on the right-hand side of the deck's control panel.
4. Remove the **DVD** and **VHS** tape when the copying is complete.

MINIDV TO DVD

1. Insert your **miniDV** tape into the **Professional DV** tape slot on the left-hand side of the **JVC** deck's control panel.
2. Insert a blank **DVD** into the **JVC** deck's **DVD** tray.
3. Press the **INPUT** button on the right-hand side of the **Gateway** monitor (labeled with an arrow) until you see the **SVIDEO** input on the screen.
4. Press **DUBBING** to access the **Dubbing Menu** screen.
5. Press selection keys to select **DV->DVD**, then press **ENTER**.
6. Select **ENTIRE**, then press **ENTER**.
7. Press selection keys to select **SELECT RECORDING MODE**, then press **ENTER**. Press selection keys to select the desired option, then press **ENTER**.
8. Press selection keys to select **SELECT SOUND MODE**, then press **ENTER**. Press selection keys to select the desired option, then press **ENTER**.
9. Press **∇** to select **CONFIRM**, then press **ENTER**. The confirmation screen appears.
10. Press selection keys to select **EXECUTE** or **AUTO FINALIZE**, then press **ENTER** for confirmation.
11. Dubbing will continue to the end of the tape. To cancel, press the **STOP/CLEAR** button, then use the selection keys to select **CANCEL** and press **ENTER** to confirm.
12. If the tape isn't rewound, dubbing will begin once the deck rewinds the tape.
13. Upon completion, the tape stops and **DUBBING COMPLETED** appears on the screen. Press **ENTER** to end and remove the tape and **DVD** from the deck.

NEED HELP?

Consult the manuals located on the shelf or look for an ITS staff member.

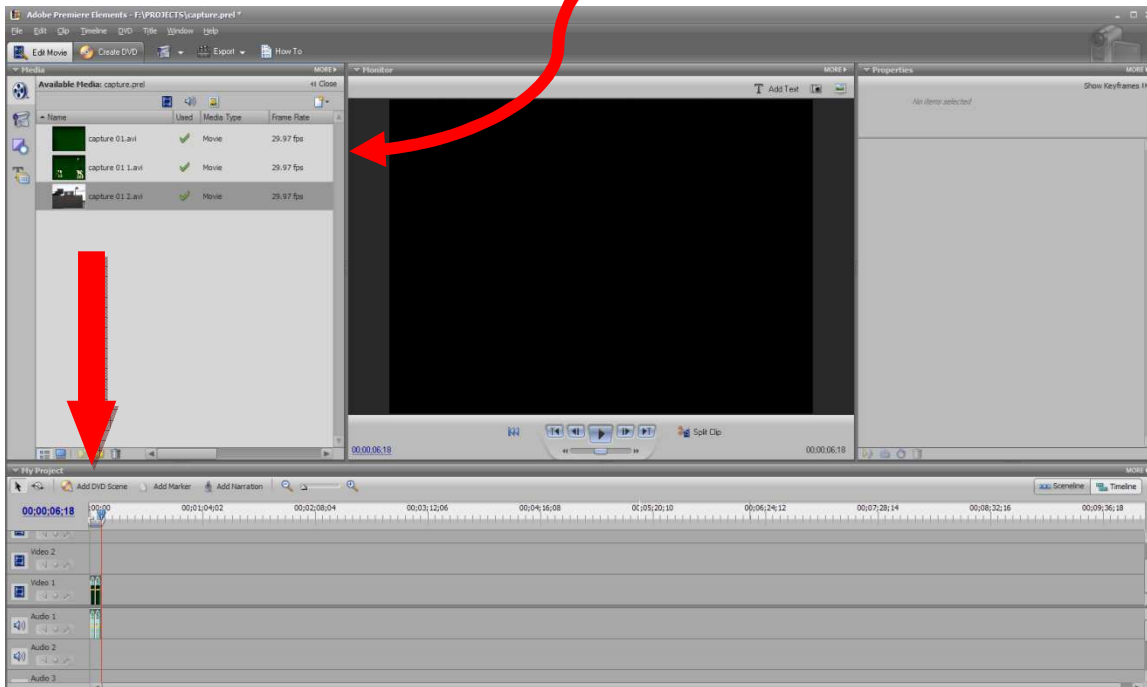
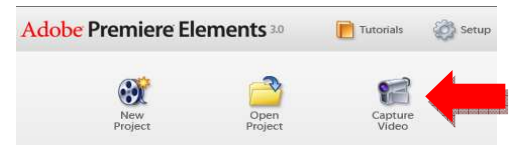


Create a Video using Adobe Premiere Elements

Turn on the following: PC, monitor, speaker, JVC SR-DVM600 deck & the Samsung DVD-VR357. Logon to the 'this computer' by using 'tech' as the User Name and Password. These are basic instructions to get you started with Premiere Elements. Please consult the Premiere Elements booklet located on the bookshelf for specific steps involved with making your video.

FROM MINIDV TAPE

1. Insert your miniDV tape into the **Professional DV** tape slot on the left-hand side of the **JVC** deck's control panel.
2. Press the **DV/HDD/DVD** button on the right-hand side of the deck's control panel until the green light by DV turns on.
3. Check that **DV** output is selected by seeing if **DV** is displayed on the right-hand side of the control panel window. If it is not, press the **OUTPUT SELECT** button repeatedly until you see it. Rewind your tape (as needed).
4. Double-click the **Adobe Premiere Elements** icon on the PC's desktop.
5. Click on the **Capture Video** icon to begin copying your video to the computer.
6. In the **New Project** window, give your project a name (include your Portal User Name in it) and save it to **F:\VIDEO**.
7. The **Capture** window opens and you should see your video. Click on the red **Get Video** button to begin recording your tape, then press the **PLAY** button on the **JVC** deck *Always start the tape and capture a few seconds before the clip you really want.
8. Click on the red **Stop Capture** button to stop recording. *Always stop the tape a few seconds after the clip you want has ended.
9. Repeat steps 7 and 8 for each clip you want to capture then click on the grey **X** to close the **Capture** window.
10. Each of your captured clips will be in the **Available Media Window**. You can begin editing by dragging your captured clips to the timeline at the bottom of the screen.



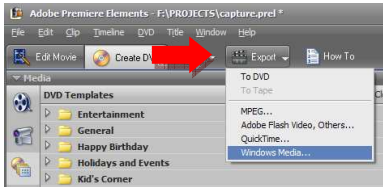
11. Consult the **Help** menu at the top of the program window for the editing options available to you at this point.

Create a Video using Adobe Premiere Elements (cont.)

12. Click on the **Create DVD** button to make a DVD. Follow the onscreen prompts to customize your DVD *Be sure to put your blank DVD in the bottom drive of the Dell PC.



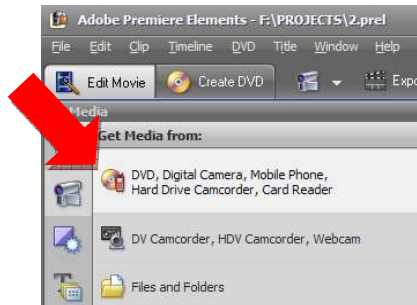
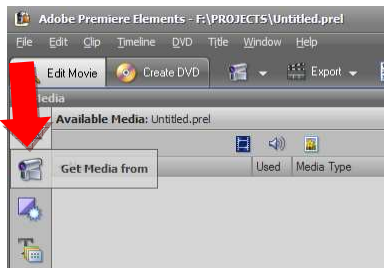
13. Click on the **Export** button to make an MPEG, Quick Time, Flash or Windows Media file. Select the preset that suits your needs and save the file to your project folder in **F:\VIDEO**.



14. The larger your project, the longer it will take to complete the file/disk creation. When you are finished, remove your DVD, save your project and close **Adobe Premiere Elements**.

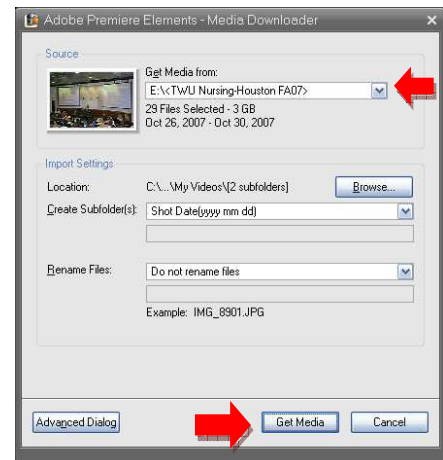
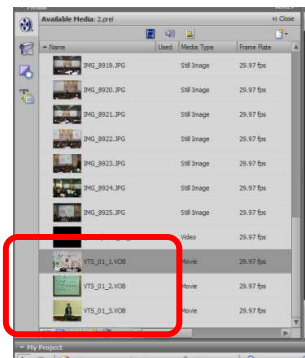
FROM DVD

1. Insert your **DVD** into the bottom tray of the Dell PC. Click on **Cancel** when the Autoplay pop-up window launches.
2. Double-click the **Adobe Premiere Elements** icon on the PC's desktop.
3. Click on the **New Project** icon. Give your project a name (include your Portal User Name in it) and save it to **F:\VIDEO**.
4. Click on the video camera icon to select **Get Media from**. Click on the **DVD** icon to get clips from your **DVD**.



5. Select the **E:\drive** to launch the **Media Downloader** window where you can select from video files on your disk to import. Click on the **Get Media** button to import all media on your DVD.

6. Your imported **DVD** files appear in the **Available Media** window. They will have a name ending in **.VOB**.

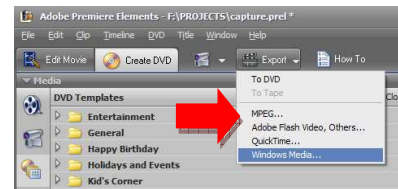


Create a Video using Adobe Premiere Elements (cont.)

7. You can begin editing by dragging your captured clips to the timeline at the bottom of the screen.
8. Consult the **Help** menu at the top of the program window for the editing options available to you at this point.
9. After editing, click on the **Create DVD** button to make a DVD. Follow the onscreen prompts to customize your DVD
*Be sure to remove your source DVD, then insert your blank DVD into the bottom drive of the Dell PC.



10. Click on the **Export** button to make an MPEG, Quick Time, Flash or Windows Media file. Select the Preset that suits your needs and save the file to your project folder in **F:\VIDEO**.



11. The larger your project, the longer it will take to complete the file/disk creation. When you are finished, save your project, remove your DVD and close **Adobe Premiere Elements**.

FROM VHS

1. Convert **VHS** tape to **DVD** following instructions on Pgs. 2-3.
2. Follow the instructions above for capturing your DVD into Adobe Premiere Elements.

Scan and Save a Photograph

Turn on the following: **PC & monitor**

1. Place your photograph or paper face down on the glass of the **Canon8600F** scanner
2. Press the button on the scanner that corresponds to what you want to do: scan a photo, text, make a PDF, etc.
3. The **CanoScan Toolbox** will launch and you will have option to scan your image or save/edit your PDF.
4. Scanned photos will require you to click on the **Scan** button at the **CanoScan Toolbox** window to launch **Adobe Photoshop CS2**. PDF scans will open the **Presto Page Manager**. Follow the Help menu in both applications for further instructions. *Be sure to remove your photos or papers from the scanner when you are done.

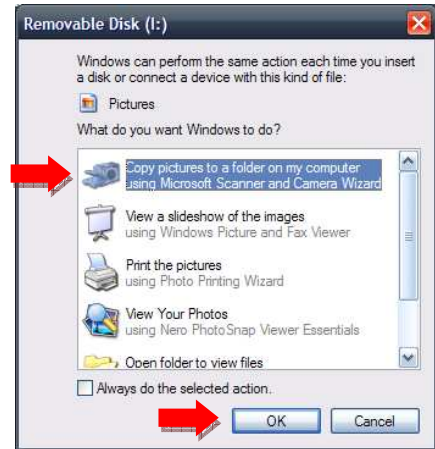
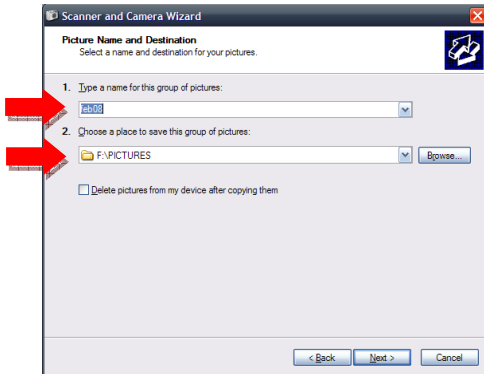
ITS will delete files from the PC on or around the first of each month to make space for new projects. Please contact an ITS staff member if you need your project to remain on the hard drive past the first of the month.

Import and Edit Photographs from a Digital Camera

Turn on the following: PC & monitor

1. Insert your memory card into the silver card reader (between the video decks and the scanner). *Pay special attention to the type of card you have and make sure you insert it in the correct slot.
2. Click on **Copy pictures to a folder on my computer** when the **Removable Disk** window pops up.
3. Click on the **OK** button to launch the **Scanner and Camera Wizard**, then select the images you want to import.

4. Click on the **Next** button to name the pictures and to select the location to import them to (**F:\PICTURES\YourName**).



5. Click on the **Next** button to start the import process.
6. On the **Other Options** window, click on **Nothing**, then on the **Next** button.
7. Click on the **Finish** button to close the **Scanner and Camera Wizard**. You can now launch a photo editor such as **Adobe Photoshop CS2** to edit your photographs. *Do not forget to remove your memory card. ITS is not responsible for your media.

NEED HELP?

Consult the manuals located on the shelf or look for an ITS staff member.

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