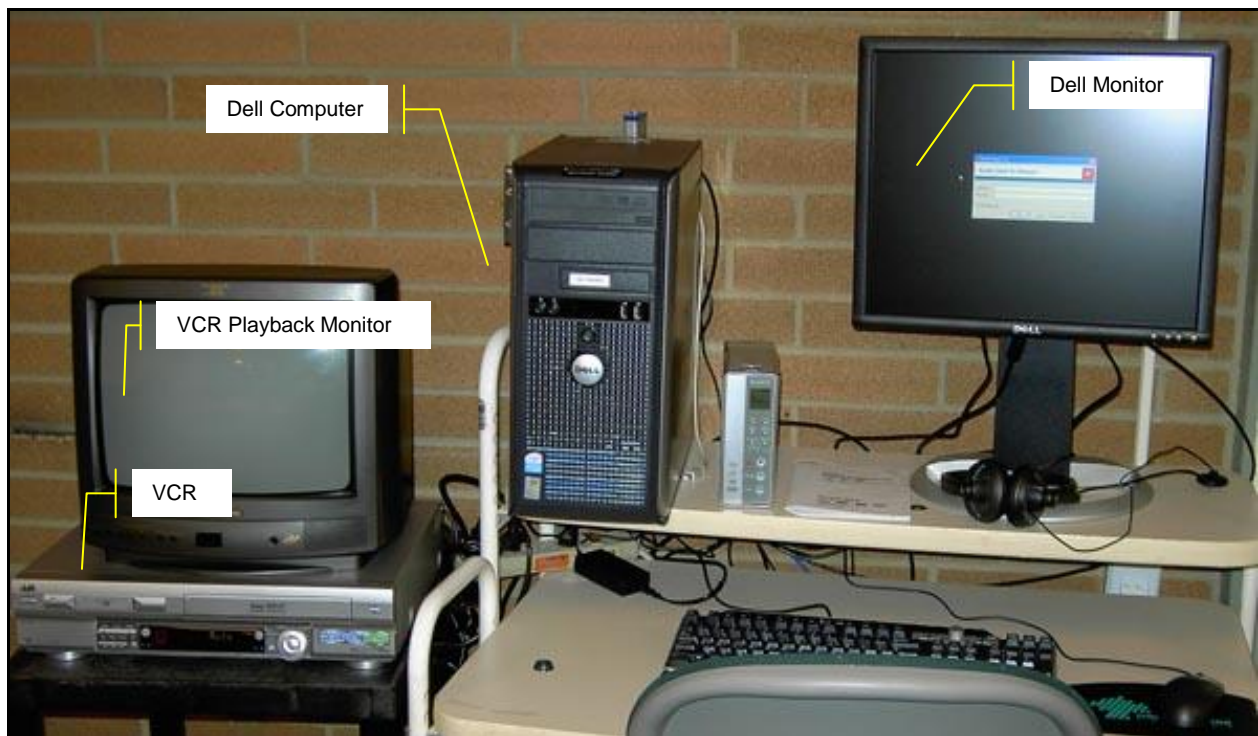


Preparing Videos for Streaming

On-demand streaming media describes audio and visual content that is stored on a server and transferred to a Web browser in a continuous stream, as opposed to content that users download to their computer. Getting content from analog to streamed typically involves five steps. This tip sheet will help you use the Streaming Media Station in the Media Technology department (Wiley Learning Center) so that you can accomplish steps 2 and 3 when you begin with a videotape that doesn't need much editing.

- 1) Prepare (record a video or acquire one)
- 2) **Digitize**
- 3) **Encode**
- 4) Upload
- 5) Serve

Refer to the Streaming Media Information and Policy document in the folder at the Streaming Media Station or on the NNU website (www.nnu.edu/streamingmedia) to make sure your planned use of a video complies with copyright laws. Please do not use the station until you have completed this crucial step.



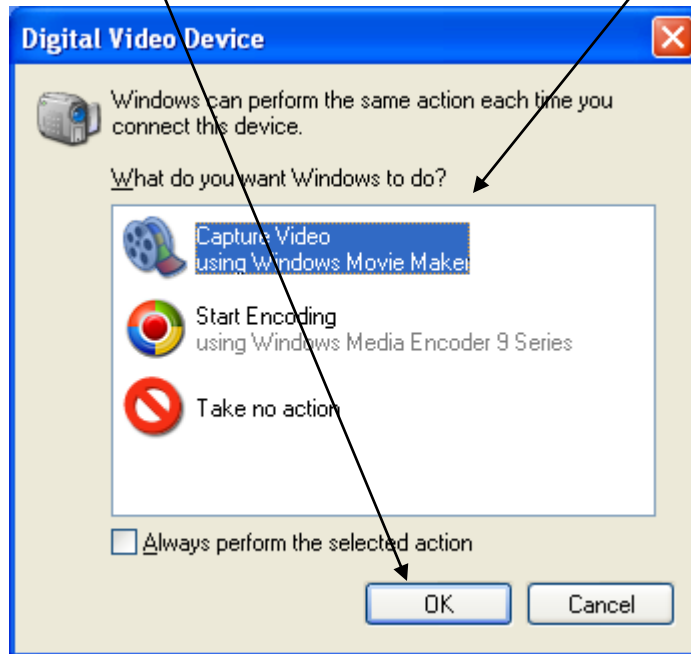
Digitizing Your Analog Source (Video)

Note: This step will take approximately real time. If your video is 15 minutes, expect the process to take about 15 minutes.

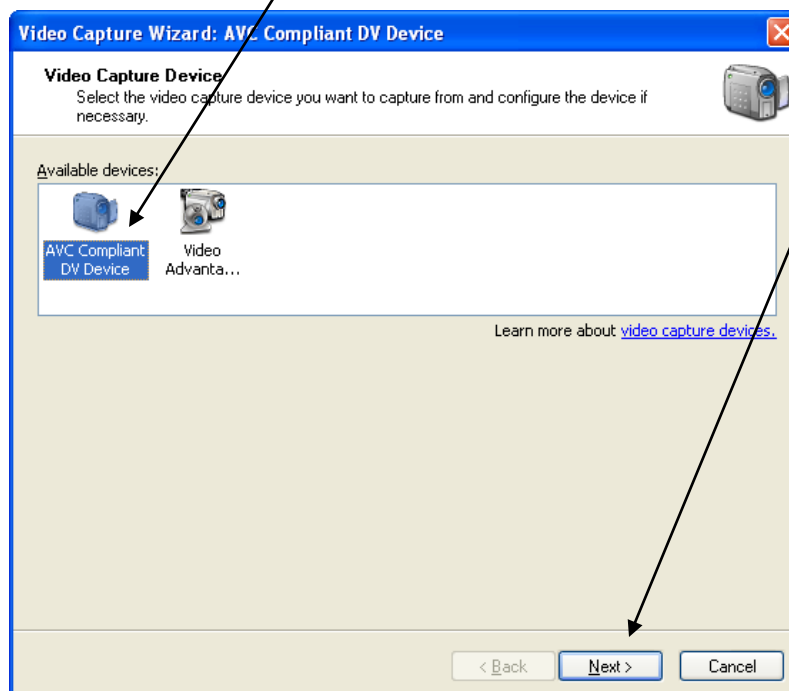
- Step 1:** Turn on the Dell monitor by clicking the button on the bottom right edge.
- Step 2:** Turn on the Dell computer – it will just turn on!
- Step 3:** Right-click the **red capital N icon** at the bottom right of the screen and then click **Novell Login** to log in with your regular username and password. On the Novell login box, you may need to click **Advanced** and then, for **Context**, choose whether you are an **Employee**, **Partner (Adjunct)**, or **Student**. (Why this method instead of the usual? Because this is a different kind of computer than the standard-issue ones, and it does not have the usual image, or software set, that other campus computers do.)

Continued

- Step 4:** Click the **Power** button on the TV set to turn it on. It should read L-1.
- Step 5:** **Insert** your video into the JVC VCR (silver machine on bottom). **Play** your video until you reach the spot where you want to begin, then click **Pause**.
- Step 6:** Press in the **on/off button** on the back side of the small black box next to the TV.
- Step 7:** On the front of the small black box, push the **Mode** switch so that it goes to Analog instead of Digital. The blue light should turn red.
- Step 8:** On the Digital Video Device popup, choose **Capture Video Using Windows Movie Maker** and click **OK**.



- Step 9:** On the desktop, Windows Movie Maker will open, and then a Video Capture Wizard popup box will appear. **AVC Compliant DV Device** should be highlighted. Click **Next**.

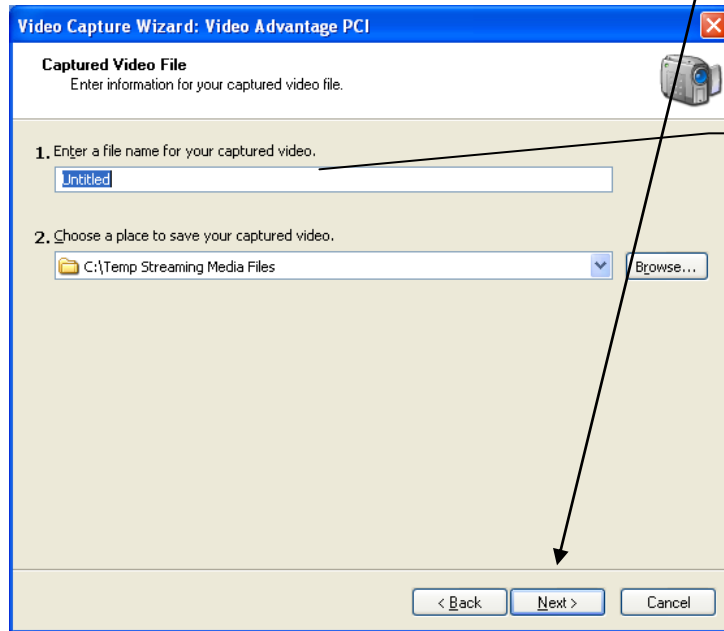


Continued

Step 10: Enter a **file name** and a **place to save the video**, then click **Next**.

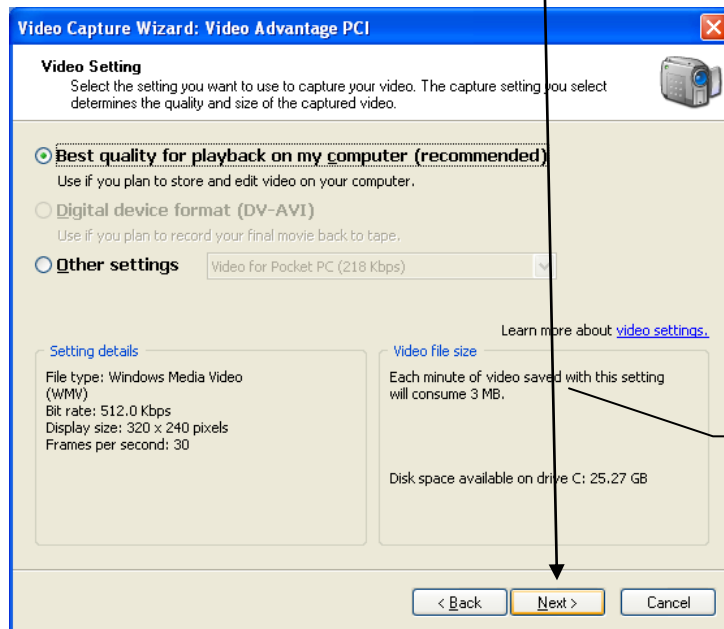
You'll want to enter a title in lower case that includes either your course number or your department and a brief, descriptive name, separated by underscores.

If you do not see **C:\Temp Streaming Media Raw** in the second field, click **Browse** to find it (Desktop > My Computer > C: > Temp Streaming Media Raw).



Title examples:
nurs6010_pediatrics or
admissions_mainevent2009.

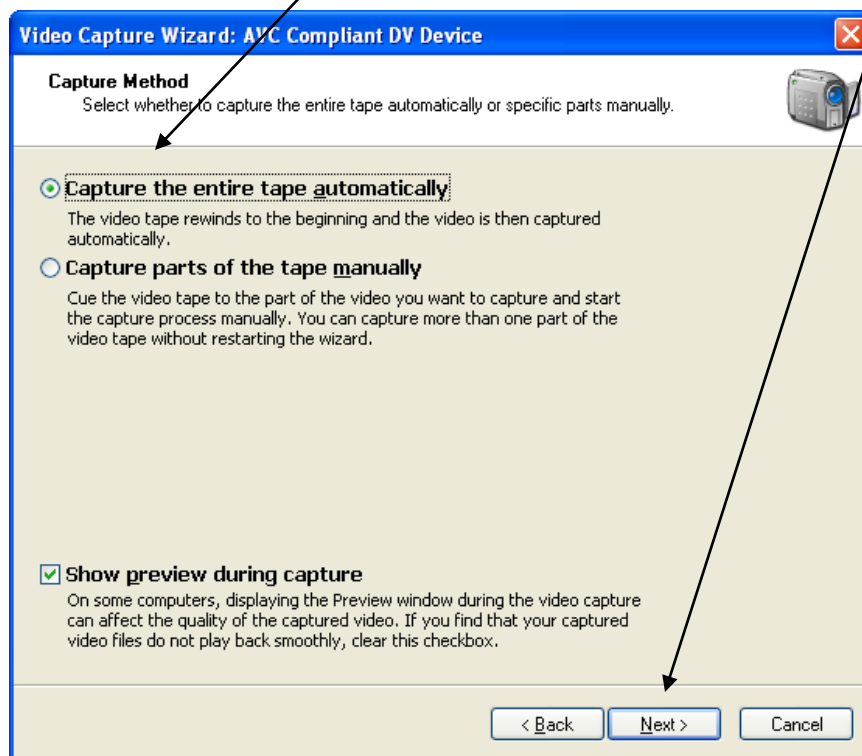
Step 11: Keep the setting for Best Quality, and click **Next** again.



Notice the information about the video file size. In a later step, you will be able to *compress*, or reduce, the file size so that 1 minute of movie equals 1 MB – a much more manageable size for your viewers.

Continued

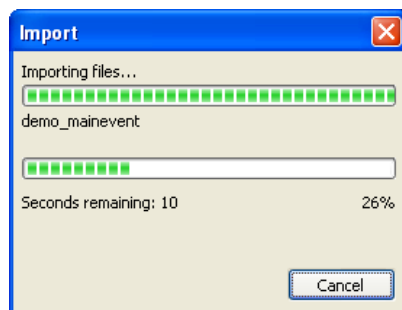
Step 12: Keep the selection for **Capture the entire tape automatically** and click **Next**.



Step 13: On the VCR, click the **Play** button. The process will begin immediately.

Step 14: When you have recorded as much of the video as desired, click **Stop Capture**. When you are asked whether you really want to stop capture, click **Yes**. Remember to stop the VCR, too.

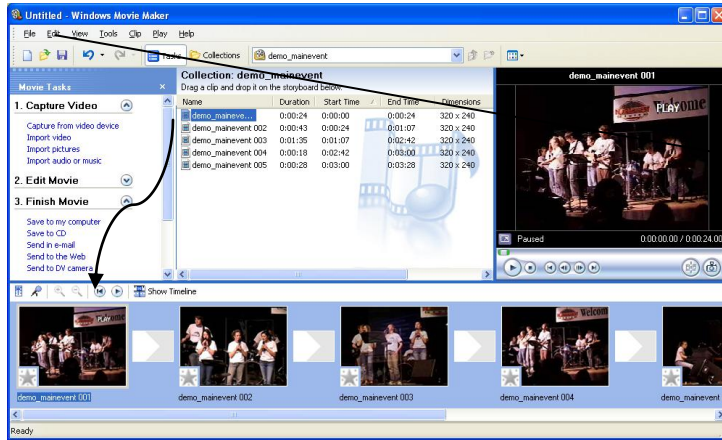
Step 15: Click **Finish**. Movie Maker will import your video into its main screen.



Continued

Encoding Your Digitized Source into a Streaming File

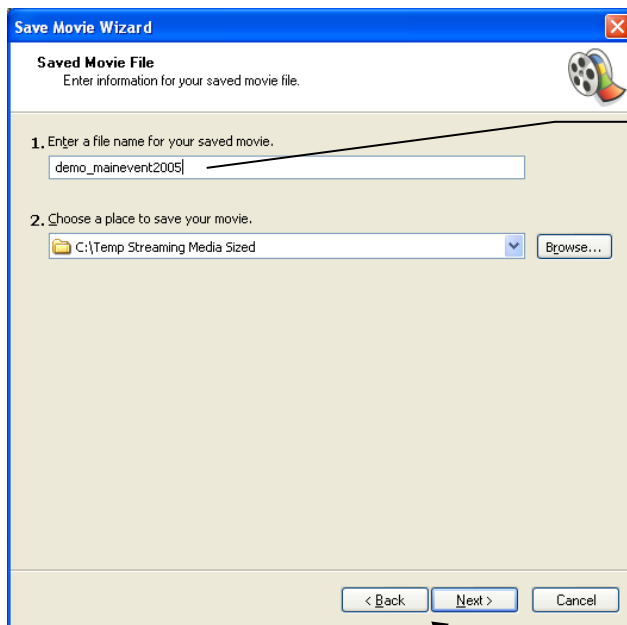
Step 1: Select all of the clips in the Collection window and drag them into the Timeline below.



To select the clips, click to highlight the first one > Click **Edit** on the top line > Click **Select All**.

Step 2: The Finish Movie options will now become available to you. Click **Save to My Computer**.

Step 3: A dialogue box will open, asking for you to **name the file** and choose a **place to save it**. Remember to enter a title in lower case that includes either your course number or your department and a brief, descriptive name, separated by underscores. You will save this to the **C: drive**, in a folder titled **Temp Streaming Media Sized**.



Title examples: *ce513_youthministry* or *admissions_mainevent2007*.

Do not include spaces or special characters such as @ # \$ % & * . Try to stick with alphanumeric characters and the underscore —.

Keep it lowercase. When files are posted to the web, as a streaming file will be, it is best to keep all names lowercase so that if you are troubleshooting, you don't have to ask yourself, "Was that capitalized or not?"

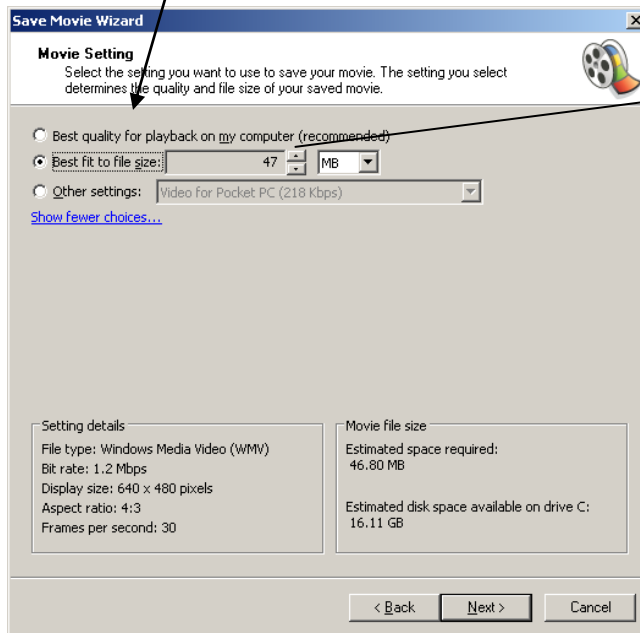
Browse to find the C: drive, Temp Streaming Media Sized folder, as shown. Later, you can burn the file to a CD or DVD, or move it to your N: drive or USB drive.

Step 4: Click **Next**.

Continued

Step 5: Click **Best Fit to File Size** (if you only see Best Quality for Playback, click **Show More Choices** first).

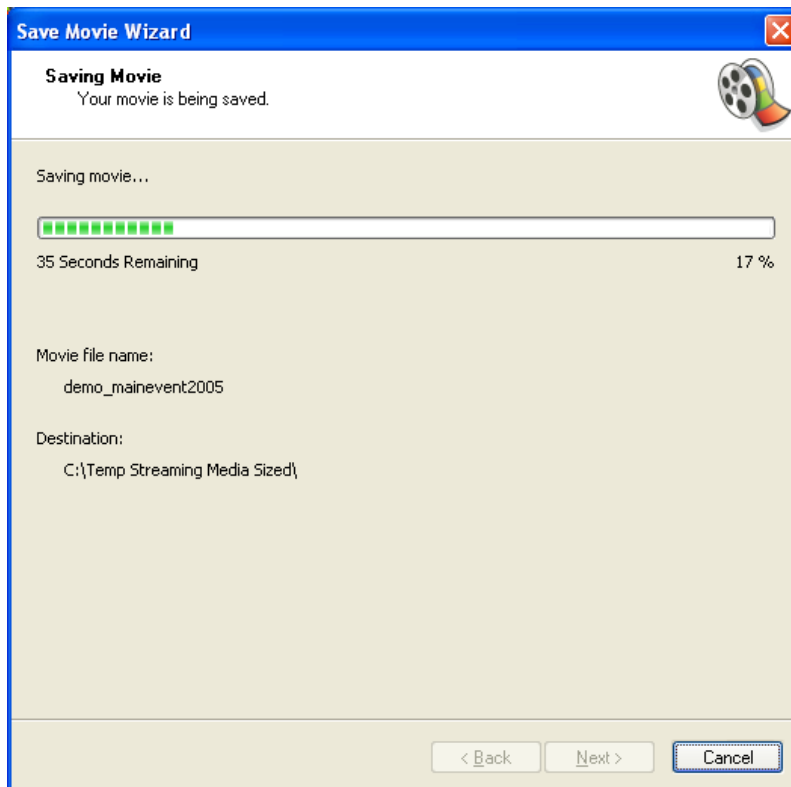
Now, look back at the right side of the Windows Movie Maker screen, where the large window shows your first video image. See how long your movie is (it will show in hours, minutes, and seconds down to the tenth of a second). Round up that number and, using the arrows, enter it into the Best Fit for File Size field. Make sure MB is chosen in the adjacent field.



If your movie length is, say, 0:02:57.47 long, that means it is just under 2 minutes 58 seconds. Go ahead and round it up to 3 minutes.

The Technical Response Center has found that a movie sized down to its number of minutes (e.g., 23 minutes = 23 MB) still has good enough quality for most NNU purposes.

Step 7: Click **Next**. Windows Movie Maker will now compress your movie.



Continued

Step 8: Click **Finish**. If desired, keep the checkmark next to the box that triggers your movie to play automatically in **Windows Media Player** once you finish.

Be sure to close the software program and log off!

Saving Your Movie

You may now save your movie file by

- burning a CD or DVD, or
- saving it to a USB drive, or

Showing Your Movie

To show your movie to your audience, copy your file from your storage device into one of two locations, depending on how often you or your department use streaming. Refer to the instructions in the Streaming Media Information and Policy document to do one of the following:

- Copy the file to your N:\ drive, into a folder you create titled *public.www*, or
- Copy the file onto the streaming media server, into your departmental folder.

Next, create a link to share with your audience. In Blackboard or ANGEL, this can either be a Link in a content area or an embedded link created in a textbox. Again, refer to the Policy document for details.

Finally, please remember to remove the file when your audience no longer needs access.

For further help with training, contact E-Learning Services (elearning@nnu.edu or 208-467-8782). If you have technical difficulty, contact the Technical Response Center at help@nnu.edu or 467-8111.