

'How-To Guide' for Getting a Presentation Videotaped and in the Proper File Format at the University of Pittsburgh

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1) Set-up a Video Recording Time

- Email Mr. Micheal Arenth at least 1-2 weeks prior to your desired taping session (email: arenth@pitt.edu; Assistant Director, Center for Instructional Development & Distance Education) at the Instructional Media Services department. Introduce yourself, and discuss the type of presentation you want videotaped.
- He will likely say it is possible, and ask where, when and for how long you will need the videographer's services. This service is free for faculty/students at the University of Pittsburgh only.
- Set-up a date and time. They will only be bringing the camera, so you will need to purchase a "SD Memory Card" for them to use in the camera. You will also need to arrange to have a projector/equipment on the day you need them.
 - For a 10 minute presentation they said a 1 GB disc is enough, but I could only find a 2 GB, anyway; so that should be sufficient for anything 30 minutes and under. This cost about \$8 at radio shack on campus.
- The presentation will be given back to you on the SD disc and you will need a disc reader to be able to access the video on the computer. I have purchased one for my presentation, and will leave it in the care of our group, so no one should really have to buy another one. However, if you need one, they were about \$15 at radio shack on campus.
 - FYI: The disc reader I bought has specialized software with it that you will need to install in order to use it.

2) Import Video and Configure File Type

- The file will be listed as a .MST file under (directory\PRIVATE\AVCHD\BDMV\STREAM), this type of file cannot be read by Windows Media Player (or any other type of normal Windows media player).
- Therefore, you will need to download a file converter to convert the video file to either a Windows Media Player file (.wmv) or a MP4 format.
- The videotaping service provided a guide of how to import the video and create a readable file extension. I am providing what they sent me, called "Managing Your Digital Files from the SD Card Export" at the bottom of this How-To.
- I found that I could use the program entitled "VideoSpin" without too much hassle and created a Windows Media File to send out via email.
 - NOTE: This converting process took a LONG TIME for me using this program (>30 minutes for a 10 minute clip), so try not to be too rushed during this process! Also, this file is very large so you may need to compress it to send over the internet.

- If you want to make an actual DVD, you would need to then burn that file onto a blank DVD using some kind of DVD burning program (potentially available in Windows Media) although, I did not do this so I cannot be sure what works best.
- Note: These tips are for Windows users, I cannot attest to ease using a Mac, although I believe it should be able to be done!

Managing Your Digital Files from the SD Card Camera

How to Locate One's Video Files captured to the SD Card:

Open SD card with card reader

- Open "PRIVATE" folder
- Open "AVCHD" folder
- Open "BDMV" folder
- Open "STREAM" folder

All captured video files should be located in the STREAM folder. They should have a 5 digit number and an (.MTS) file extension. Files should open and play with Windows Media Player or a similar player.

If you have a problem with the playback of your video files, or cannot hear the audio, or the audio is out-of-sync, you may need to download and install an additional codec pack to your computer.

One solution may be the K-Lite Codec Pack (Corporate). This can be downloaded for free at <http://www.majorgeeks.com> (see reverse for more information)

Other solutions:

VideoSpin is a file conversion and video editing software available as a **free download**. <http://www.videospin.com/redsign/default.asp>

This can be used to convert (.mts) files to the Windows Media file format (.wmv), which will allow for them to be imported into other software. The editor has very few features and does not allow DVD creation, but will work for file conversion and basic editing.

Handbrake

HandBrake is an open-source, GPL-licensed, multiplatform, multithreaded video reencoder, available for MacOS C, Linux and Windows, which can be used to convert the (.MTS) files in the (.Mp4) format, a more widely accepted file type. This can be downloaded for free at <http://handbrake.fr/>

With a Macintosh:

You **will not** be able to import these files in iMOVIE or iDVD

One solution may be to use additional software to convert the files to an acceptable format.

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MovieConverter Studio is conversion software that is available as a free download. This can be downloaded for free at <http://www.macupdate.com> (see reverse for more information)

iMovie specifications:

iMovie can directly import video from MPEG-4 or DV file formats, and from some.mov file formats.

iDVD specifications:

Most video or image files supported by QuickTime, any format from iMovie: DV, high-definition video (HDV), MPEG-2 SD, MPEG-2 SD, MPEG-4, SD, MPEG-4 HD, and AVCHD.

The following video and image formats are not supported in iDVD:

QuickTime VR, MPEG-1 or MPEG-2, Flash, streaming or encrypted movies, or QuickTime spanned movies. You can't add MPEG-1 or MPEG-2 files to an iDVD project because they don't contain standard video tracks.

K-Lite Codec Pack (Corporate)

This can be downloaded for free at <http://www.majorgeeks.com>

- Go to <http://www.majorgeeks.com>
- Choose MULTIMEDIA from the list running down the left-hand side of the screen
- Scroll down to the K-Lite Codec Pack Corporate link and CLICK the LINK
- Choose a download location from the list below the word DOWNLOADS
- File will begin to download automatically
- Windows will likely give you a pop-up window where you will have to choose "Save File"
- Install the codec pack (which will now be on your desktop)

MovieConverter Studio

- Go to <http://www.macupdate.com>
- Type MovieConverter Studio into the search box and click Go
- Find MovieConverter Studio in the search results and CLICK on it
- Click Download Now
- Install software