

# *How To Create*

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# A LAVA PRESENTATION



*Digital Lava Inc. has packaged two applications that allow you to create interactive video presentations; Vprism and VideoVisor. Each application runs on a different operating system platform. vPrism is Mac based, and VideoVisor is Windows based.*



*Vprism is a video authoring/publishing application. As a video is played in the computer, a student or instructor can link to web sites, html documents, and application documents from a CD-ROM.*



*Once authoring is completed in Vprism, information is transferred to VideoVisor. VideoVisor is the interface that the viewer of your presentation uses to interact with the video.*

*This step by step guide will show you how to create a Digital Lava presentation.*

***Please Note: Prior to starting step number one of this guide, your Macintosh computer should be set up with vPrism, BBEdit Lite 3.5, and project folders (DATA Files, MPEG Files, and TXT Files). For simplicity, all of these requirements should be accessible from your Desktop.***


*Steps on how to write a video transcription, encode video, and produce linked documents are not covered in this guide.*

# 1. Planning



*Deciding how a student will interact with the video is an important step. The planning stage will determine the options made available to the viewer during the presentation.*

## Action Steps

What you type or do	What Happens
1. Double-click the <b>MPEG Files</b> folder located on your Desktop.	The contents of the folder are displayed in a window.
2. <b>Select the MPEG file</b> for the project you are working on, and <b>Double-click</b> it.	The video file is opened through QuickTime/MoviePlayer.
3. <b>Click the play button.</b>  	The video plays.
4. Watch the video.	Start planning how the video will become interactive for the viewer.  Think about additional text information that a student might be interested in.  For example, there may be a web site or text document that can be linked to the video when a reference is made to a segment's topic.



To adjust the audio, click the *Apple Menu*, then *Control Panel*, and then *Sound*.

Or, if the *Control Strip* is active, click the *speaker icon* and make your adjustments.

*Continued....*

## Action Steps

What you type or do	What Happens
<p>5. Create an outline on a sheet of paper.</p>	<p>Your outline will become the <i>VideoPlaylist</i>.</p> <p>Similar to a book index, the outline represents how the video will be divided into segments (or chapters).</p> <p>Limit your outline to no more than 15 lines if possible. <i>For example:</i></p> <p><b>INTRODUCTION</b></p> <ul style="list-style-type: none"> <li>• <b>The Importance of Safety</b></li> </ul> <p><b>SAFETY RULES</b></p> <ul style="list-style-type: none"> <li>• <b>General</b></li> <li>• <b>All Machines</b></li> <li>• <b>Hand Tools &amp; Bench Work</b></li> <li>• <b>Arbor Press</b></li> <li>• <b>Drill Press</b></li> <li>• <b>Grinder &amp; Buffer</b></li> <li>• <b>Lathe</b></li> <li>• <b>Metal Cutting Band Saw</b></li> <li>• <b>Milling Machine</b></li> <li>• <b>Additional Rules</b></li> </ul> <p><b>CONCLUSION</b></p> <ul style="list-style-type: none"> <li>• <b>Safety First</b></li> </ul>
<p>6. <b>Click the play button.</b></p>	<p>Review the video and your outline.</p>
<p>7. When finished, <b>click the Close Button</b> in the top left corner of the window.</p>	<p>The window will close.</p>



The VideoPlaylist is the video that will play during your presentation. It contains all the video segments that are created from your outline.



In later steps, each segment can contain related linked documents.

For example, the Safety First segment of the video can have a link to a safety test html document.

*Continued....*

### Action Steps

What you type or do	What Happens
8. You will be prompt to save changes to the MoviePlayer document.  <b>Click Don't Save</b>	VideoPlayer will quit.

## 2. Review The Transcript



*Before you start the vPrism application, it is a good idea to open BBEdit 3.5 first. BBEdit allows you to edit your transcript, if needed, to import to vPrism.*


**NOTE: All transcripts that are created in word processing programs should be saved as TEXT ONLY from the Save As menu.**

### Action Steps

What you type or do	What Happens
1. Double-click the <b>BBEdit Lite 3.5 alias</b> on your Desktop.	BBEdit Lite 3.5 opens.
2. On the menu bar, select <b>File</b> , then <b>Open</b> .	A window prompt will open.
3. In the pop-up menu, locate the <b>TXT Files</b> folder if not already selected.	The folder will be selected.

*Continued....*

**Action Steps**

What you type or do	What Happens
4. Once selected, <b>double-click the text file</b> for your project.	The transcript text file will open in BBEdit.
5. <b>Click the pop down menu, next to the pencil button:</b> 	View options are made available.
6. From the pop down options, select <b>Show Line Numbers</b> .	Line numbers appear to the left of text.
7. Click the pop down menu again and select <b>Show Invisibles</b> .	The organization of text is displayed for your transcript document.
8. Check your transcript to <b>make sure that a Tab is placed before and after the Speaker's initial</b> (see below example).	Tabs placed appropriately on each numbered line of text are needed in order for vPrism to import a transcript.




If you are unable to locate your file, try selecting *Any File* in the *File Types pop-up menu*.

*Continued....*

```

1 | Δ   Δ   ↵
2 | Δ   R. Δ Hi, ΔmyΔnameΔisΔRi taΔHernandez↵
3 | Δ   A. Δ Now! ΔΔLavaΔisΔeasy! ↵
    
```



```

1 | Δ   Δ   Δ   Enter (Return)
2 | Δ   R.Δ Hi, my name is Rita Hernandez
3 | Δ   R.Δ Wow! Lava is easy!

```

What you type or do	What Happens
<p>9. If line one does not look similar to the above example, <b>place the cursor in front of the first Tab of line one</b>, press <b>Enter</b> on the keyboard, and then press <b>Tab</b>, <b>Tab</b>, and <b>Enter</b>.</p>	<p>A line will be made available for the opening credits of the video.</p>

```

216 | Δ   R.Δ You have just seen all of the safety rules.
217 | Δ   R.Δ Remember to always think Safety First.
218 | Δ   Δ   Δ   Enter (Return)

```

<p>10. If the last line of your text does not look similar to the above example, <b>place the cursor at the end of the text line</b>, press <b>Enter</b> on the keyboard, and then press <b>Tab</b>, <b>Tab</b>, and <b>Enter</b>.</p>	<p>A line will be made available for the closing credits of the video.</p>
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Once Tabs are in place, you should make sure that each line of text contains no more than two to three medium length sentences.

*Continued....*

### Action Steps

What you type or do	What Happens
11. If changes were needed, go to <b>File</b> on the top toolbar, and select <b>Save</b> .	Revisions will be saved.
12. Go to the Application Menu, in the top right corner of the screen, and select <b>Hide BBEdit Lite</b> .	The desktop will become visible while BBEdit remains open.

### 3. Start A New Project



Once the transcript is prepared, you can begin to use vPrism to create a new project.

**NOTE:** It is a good idea to rebuild your Desktop on the Mac at least once a month to keep vPrism at optimum performance. To rebuild the Desktop, press ⌘ (Apple) + Option (at the same time) while restarting your computer.

#### Action Steps

What you type or do	What Happens
1. While holding down the <b>Option</b> key, <b>Double click vPrism 2.1.34.2.</b> alias from your desktop.	An open data file window will appear.
2. Select <b>New</b>	A <i>Create a data file</i> window opens.
3. <b>From the pop-up menu, select Desktop</b> (if not already selected).	Desktop files are listed.
4. From the list, select <b>DATA File</b> (if not already selected).	Data file is selected.




If you double-click the vPrism icon without holding down the *Option* key, vPrism opens the project file from the previous session.

If this happens, go to *File*, and then *Quit*, and try Step#1 again.

*Continued....*

**Action Steps**

What you type or do	What Happens
5. Under Save As, <b>type a name for your project</b> (i.e. Safety First Machine Shop).	A data file name will be created.
6. Click <b>Save</b>	The data file will be saved and vPrism will open.
7. On the top toolbar of vPrism, <b>click the Units button:</b>  	The <i>Units</i> window will open.
8. Click <b>New</b>	A new unit window is displayed.
9. For Unit ID, <b>type an ID name</b> (i.e. Safety First).	The unit is identified.
10. For Unit Name, <b>type a unit name</b> (i.e. Safety First: Machine Shop).	A unit name is identified.
11. Click <b>Log Segment</b>	A <i>Select</i> window will appear
12. From the pop-up menu, <b>Select MPEG Files</b> from the Desktop.	The MPEG files folder is selected.



Because Digital Lava is essentially a research tool, there are many additional options that can be created in this step. However, for the sake of this example, only the Unit ID, Units Name and the importation of the MPEG file and transcript are needed when creating a New Unit.

*Continued...*

**Action Steps**

What you type or do	What Happens
13. From the list, <b>double-click the MPEG file for your project.</b>	The MPEG file will be imported.
14. In the Transcript Options box, Click <b>Import.</b>	A window appears asking if you would like to import a Transcript or Event to this unit.
15. Select the <b>Import a Transcript</b> button (if not already selected).  Then, click <b>OK</b>	Import a transcript will be selected.
16. Locate the Desktop in the pop up menu, and select <b>TXT Files.</b>	Text files are selected.
17. <b>Double click the project's text file.</b>	The transcript will be imported to vPrism.
18. In the Import Details window, <b>click Timecode</b> so that it is highlighted.	Timecode is selected.
19. <b>Click Append</b>	A field for the Timecode is imported.
20. <b>Click Speaker</b> so that it is highlighted.	Speaker is selected.
21. <b>Click Append</b>	A field for the Speaker is imported.



If this is the second time you are importing a transcript, select the *Overwrite Current Transcript* button, and then click *OK*.



If the transcript was created in a word processor program, and not in the vPrism format, the Import Details window will open.

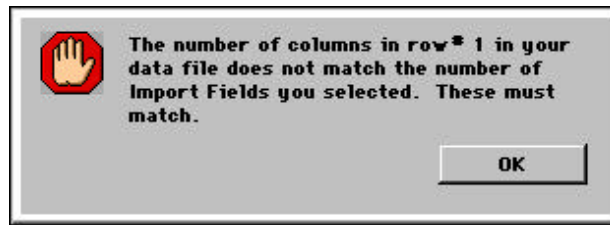
*Continued....*

**Action Steps**

What you type or do	What Happens
22. <b>Click Transcript1</b> so that it is highlighted (if not already selected).	Transcript1 is selected.
23. <b>Click Append</b>	A field for Transcript1 is selected.
24. In the Timecode Format pull down menu, select <b>hh:mm:ss:ff</b> .	The timecode format is selected.
25. <b>Click Import</b>	The transcript will be imported into vPrism with the designated fields.



If you are unable to import the transcript, go to the *Application Menu*, open *BBEdit*, and repeat Action Steps 8 through 11 in Section 2: *Review The Transcript*.



26. If you did not receive the above error message, the transcript was imported successfully.  <b>Click Save.</b>	The imported transcript is saved.  A <i>Units</i> window will appear listing your new unit.
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*Continued....*



Once corrected, return to *vPrism* through the *Application Menu* and repeat Action Step #14 of this section.

## 4. Review The Transcript Again



*In order to synchronize the video to the transcript, the transcript must match the video. This step will help you make certain that the transcript is correct.*

### Action Steps

What you type or do	What Happens
<p>1. Click the Transcribe button on vPrism's top toolbar:</p> 	<p>The transcribe option is selected.</p> <p><i>An Open Unit to Transcribe window appears.</i></p>
<p>2. Make sure the unit that you created is highlighted and click <b>Open</b>.</p>	<p>The Video Manager window will open.</p>
<p>3. Click the <b>Play</b> button.</p> 	<p>The video will play.</p>
<p>4. While the video is playing, <b>click the down arrow on the scroll bar</b>, to the right of the screen, to follow the transcript with the audio of the video.</p>	<p>The transcript should match the video.</p>




Be sure that *only audio* is represented in the transcript.

Graphics and other visual cues that don't have audio cues are not needed.

*Continued....*

## Action Steps

What you type or do	What Happens
<p>5. <b>When you get to a point where the transcript needs to be edited. Click Stop.</b></p>  <p>If the transcript does not need to be edited, continue to Section 5 (Page 12).</p>	<p>The video will stop.</p>
<p>6. <b>If an entire line of text needs to be created or deleted, click the Application Menu, on the top right corner of the screen, select BBEdit and make needed changes.</b></p>	<p>You will need to re-edit the transcript.</p>
<p>7. <b>If only minor changes are need <i>within a line of text</i>, double click the text that needs to be edited and make corrections.</b></p>	<p>The transcript is edited without returning to BBEdit, and re-doing prior steps.</p>
<p>8. After making any needed changes, go to <b>File</b>, and then <b>Save</b>.</p>	<p>The current unit will be saved.</p>



Go back to Section 2 *Review The Transcript*, Action Step #8 (Page 4).





If no changes are needed to the transcript, go to the next section: *Synchronizing the Transcript*.

## 5. Synchronizing the Transcript




Once the MPEG file and the transcript file are imported into vPrism, the video needs to be synchronized with the transcript.

### Action Steps

What you type or do	What Happens
<p>1. Click the Transcribe button on vPrism's top toolbar:</p> 	<p>The transcribe option is selected.</p> <p>An <i>Open Unit to Transcribe</i> window appears.</p>
<p>2. Make sure the unit that you created is highlighted and click <b>Open</b>.</p>	<p>The Video Manager window will open.</p>
<p>3. <b>Click the top line of the transcript</b> in the transcript window located to the right of the screen.</p>	<p>The first line is selected</p>
<p>4. Click the <b>Video In</b> button on the video edit control bar:</p> 	<p>The in-point will be selected and highlighted in red.</p>
<p>5. Click the <b>Save button</b>.</p>	<p>The in-point will be saved on the transcript <i>time</i> column.</p>

*Continued...*

### Action Steps


What you type or do	What Happens
6. Click the <b>Play</b> button: 	The video plays
7. As the video is playing, <b>Press ⌘+ M</b> (at the same time) <b>when you hear the first line of text.</b>  Continue this process until you reach the end of the video.	A video in-point will be inserted in the <i>time</i> column of the transcript.  The in-point will determine when the subtitles will appear on the screen.  The video will become synchronized with the transcript.



Try and catch the rhythm of the video as it is playing.

If you make a mistake in timing, don't worry. Corrections will be made in future steps.

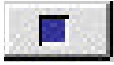
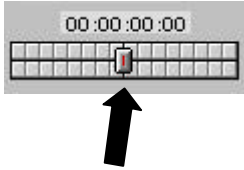
Time	Spkr	Transcript 1
00:00:00		
00:00:17	R.	Hi, my name is Rita Hernandez
--:--:--	A.	Wow! Lava is easy!
--:--:--	R.	How easy?


  
**⌘+ M**

What you type or do	What Happens
8. On the last line of your transcript, <b>press ⌘+M</b> <b>at the beginning of the closing credits.</b>	An in-point will be created for the credits.
9. When finished, scroll up to the top of the transcript.	Line one of the transcript (00:00:00) is displayed.

Continued....

### Action Steps

What you type or do	What Happens
<p>10. <b>Click on the top line of the transcript.</b></p>	<p>The video will cue to the designated in-point (00:00:00).</p>
<p>11. <b>Click Play, and review the timing of the in-point.</b></p>	<p>The video will play from the in-point.</p>
<p>12. Once the in-point is reviewed, click <b>Stop</b>.</p> 	<p>The in-point is reviewed. The video stops.</p>
<p>13. <b>Click the top line of the transcript.</b></p>	<p>The video is cued to the in-point.</p>
<p>14. <b>Click the center box of the video toggle bar located to the far left of the screen.</b></p> 	<p>The in-point is selected for editing.</p>
<p>15. <b>While pressing the mouse key down, move the center box of the toggle bar to the right, and then quickly release the mouse button.</b></p>	<p>The video moves forward, frame by frame, depending on how far you toggle to the right.</p>



This step is used to edit the in-point on a text line.

If you are happy with your original In-Point, skip this step and continue to Action Step # 20.

*Continued....*

## Action Steps

What you type or do	What Happens
16. <b>Continue to toggle so that the video is cued just before the Fade From Black.</b>	The in-point is adjusted.
17. <b>Click the video In-point button.</b>	The in-point is determined.
18. <b>Click Save</b>	The new in-point is placed on The Transcript.  The next line of text is selected.
19. <b>Click the top line of text and review your in-point</b> (Repeat Action Steps 10 through 18 if needed).	The in-point is reviewed.
20. <b>Click the next line of text, and edit the in-point (if needed).</b>	The in-point is edited and reviewed.
21. <b>Continue until you reach the end of The Transcript.</b>	Synchronization is completed.



Do not be too precise on the frame in-point at this step because the MPEG file will have to be translated from QuickTime (Mac) to ActiveMovie (Windows) in future steps.

It is a good idea to leave a few frames of space prior to the desired in-point.




Review Action Steps 10 through 19, if needed, in relation to your current line of text.

## 6. Review Synchronization With Subtitles



Once synchronization is completed, you should review how your video will look while the subtitles are on.

### Action Steps

What you type or do	What Happens
<p>1. Click the <b>Code</b> button:</p> 	<p>The code option is activated.</p>
<p>2. Select <b>Display</b> from the top menu options, and then select <b>Show Subtitle</b>.</p>	<p>Subtitles are activated.</p>
<p>3. Select <b>Display</b> again and select <b>Link Transcript</b>.</p>	<p>The transcript will be linked to the video as it will be displayed in VideoVisor.</p>
<p>4. Click <b>Play</b></p>	<p>The video will play with subtitles, and the transcript will be displayed with highlights that are synchronized with the audio.</p>
<p>5. Review your in-points to see how the subtitles are in synch with the video. If the subtitles look O.K., <b>proceed to Section 8: Create A VideoPlaylist</b> (page 22). <b>Otherwise, continue to the next section: Exporting A Transcript.</b></p>	<p>Subtitles are confirmed.</p>



If the subtitles appear too early or too late with the audio, repeat Action Steps 10 through 19 in Section 5: *Synchronize The Transcript* (Page 15).

## 7. Exporting A Transcript (If Needed)



*Sometimes, no matter how much you review your transcript, more changes are needed. Exporting the transcript is sometimes the best method for making major revisions; such as adding and subtracting lines of text and maintaining timecode in-points.*

***NOTE:*** *If the subtitles appear too early or too late with the audio, you may need to just repeat Action Steps 10 through 19 in Section 5: Synchronizing Video With Transcript (Page 15).*

### Action Steps

What you type or do	What Happens
<p>1. If the audio is too fast for a subtitle to show the entire line of text, you will need to split the line of text into two lines to shorten the subtitle.</p> <p>Although this can be done by double clicking the text that needs to be edited, the best method for making these types of changes is to export the transcript.</p> <p><b>Select File</b> from the main menu bar, and select <b>Export</b>.</p>	<p>A new line of text is created in the transcript.</p>



One way to split a line of text is to *click the transcribe mode, double click the point where you want to create a new line, and press return.* Then, *Click the Time column on new line of text so that it is highlighted, and create a new in-point. (Review Action Steps 10 through 19, page 15, as it relates to your new line of text.*

*Note that using this method of adding a new line of text is difficult to undo at times and that the best way to edit text is to export the transcript to BBEdit as described in this section.*

*Continued...*

**Action Steps**


What you type or do	What Happens
2. Click the <b>Transcript</b> Tab in the Export Window.	The Transcript window is displayed.
3. <b>Click your Unit's Name so that it is highlighted.</b>	The unit is selected for exporting.
4. <b>Click the "Use vPrism Standard Format" box</b> if not already selected.	The transcript will export in the vPrism Format.
5. <b>Click Export</b>	A <i>Save As</i> window will open.
6. <b>Locate the TXT File on the desktop, through the pop-up menu, and click Save.</b>	The transcript is exported to the saved file name (today's date) in the TXT file on your desktop.
7. Click <b>Cancel</b> to leave the export window.	The export window closes.
8. <b>Go to the Applications Menu and select BBEdit.</b>	BBEdit is displayed.
9. Go to <b>File</b> , then <b>Close</b> .	The old file will close.
10. Go to <b>File</b> again, and then <b>Open</b> .	An open file window will appear.



If BBEdit is not already opened, select *Hide vPrism 2.1.34.2.comp*, double-click the *BBEdit alias* icon on your desktop, and proceed to Action Step #10.

*Continued....*

## Action Steps

What you type or do	What Happens
<p>11. Open the TXT Files located on the desktop, if not already selected from the pop-up menu, and select <b>Any File</b> from the File Types pop-up menu.</p>	<p>The saved exported transcript should be listed (named as today's date).</p>
<p>12. Click the pop-down view menu button and select <b>Show Line Numbers</b> and then <b>Show Invisibles</b>.</p> 	<p>Line numbers and invisibles will appear.</p>
<p>13. <b>Make corrections</b> to the transcript as needed. Keep in mind the importance of Tab positions.</p> <p><i><b>NOTE: If a LavaHeader is erased while editing the transcript, it will automatically be replaced when the transcript is imported back into vPrism.</b></i></p>	<p>Corrections are made.</p>
<p>14. Go to <b>File</b>, and then <b>Save</b>.</p>	<p>Corrections are saved under the same file name (today's date).</p>




Notice that line one now displays the Lava format for the exported transcript.

Using your first line of text as an example, insert Tabs where needed.


Continued....

**Action Steps**

What you type or do	What Happens
<p>15. <b>Go to the Application Menu and select vPrism.</b></p>	<p>vPrism will become the active window.</p>
<p>16. <b>Click the Close Box</b> and exit the Video Manager window.</p>	<p>The <i>Video Manager</i> window will close.</p>
<p>17. <b>Select the Units Button:</b></p> 	<p>The <i>Units</i> window is displayed.</p>
<p>18. <b>Double-click the Unit Name that you are working on.</b></p>	<p>The <i>Unit</i> window opens.</p>
<p>19. <b>Click Import.</b></p>	<p>A prompt will open asking you if you would like to import a Transcript or Events to the unit.</p>
<p>20. Make sure the <b>Import a Transcript button</b> is selected.</p> <p><b>Click OK</b></p>	<p>vPrism will open a second prompt.</p>
<p>21. Make sure the <b>Overwrite Current Transcript button</b> is selected.</p> <p><b>Click OK</b></p>	<p>vPrism will prompt you to locate the transcript to be imported.</p>

*Continued....*

**Action Steps**

<b>What you type or do</b>	<b>What Happens</b>
22. <b>Locate the text</b> file in the Select Import File prompt and <b>double-click it.</b>	The file will be imported.
23. <b>Click Save</b>	The new unit file will be saved.
24. <b>Click the Transcribe button:</b> 	The corrected unit is listed.
25. Make sure the unit you are working on is highlighted and <b>click Open.</b>	The Video Manager window will open.
26. <b>Enter a timecode in-point for the new line of text</b> as described in previous steps.	A timecode is entered for the new line of text.
27. <b>Continue to complete all corrections as needed.</b>	Corrections are completed.
28. Review your work with the subtitles activated.	The new line of text should now allow the subtitles to run correctly with the timing of the audio.
28. Go to <b>File</b> , and then <b>Save.</b>	The unit is saved.



If needed, review Action Steps 10 through 19, in relation to your new line of text (See page 15).



See Section 6: *Review Synchronization With Subtitles* if needed.


*Continued...*

## 8. Create A VideoPlaylist



By using your outline created in the planning stage, a VideoPlaylist will be created.

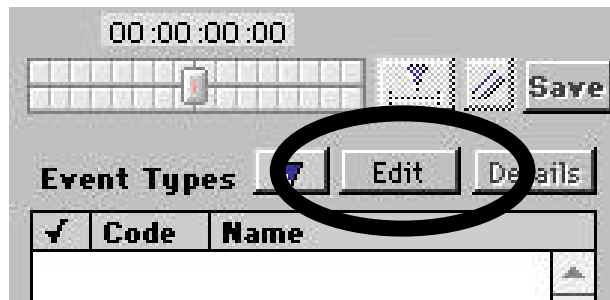
### Action Steps

What you type or do	What Happens
1. <b>Click the Code button:</b>  	The code option is activated.
2. Next to the Event Types dialogue box, <b>Click Edit.</b>	An <i>Event Type List</i> window will open.



vPrism is essentially a research tool that allows you to create a variety of events with distinct codes and names to conduct complex database searches.

For our purposes, with most video presentations, only one event will need to be entered as described in this section.

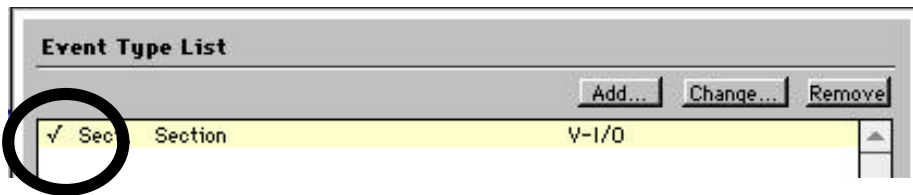


What you type or do	What Happens
3. <b>Click Add</b>	An <i>Add New Event Type</i> window will open.
4. <b>For Code, type Sect.</b>	A code will be entered.
5. <b>For Name, type Section.</b>	A name will be entered.

*Continued....*

**Action Steps**

What you type or do	What Happens
6. <b>Click the Mark Video box</b> so that it is selected.	Mark video options are activated.
7. <b>Click the <i>Code with In and Out Points</i> button</b> (if not already selected).	Code with In and Out points is activated.
8. <b>Click Save</b>	The event is saved.
9. <b>Click the highlighted event that you just created (Sect.) once so that a check mark appears next to the code.</b>	The event is marked with a check.




What you type or do	What Happens
10. <b>Click Done</b>	The event is placed in the Event Types dialogue box of the <i>Video Manager</i> window.

*Continued....*

### Action Steps

What you type or do	What Happens
11. <b>Double-click the event (Sect.) so that a check mark is placed next to it.</b>	The event is marked.



What you type or do	What Happens
12. Go to <b>Display</b> on the top menu bar and select <b>Link Transcript</b> .	The transcript will be linked to the video.
13. <b>Click the first line on your transcript so that it is highlighted.</b>	The opening credits line is selected.
14. <b>Click the video In-Point button.</b> 	The in-point for your first segment is marked.
15. Using your outline created in Action Step #5 from Section 1: Planning, <b>locate on your transcript the beginning of your second segment.</b>	The out-point for the first segment on the VideoPlaylist is located.




Go to Display and turn off the subtitles for better viewing in future steps.



The video will cue to the in-point of your next segment.

Continued...

**Action Steps**

What you type or do	What Happens
<p>16. <b>Click the video Out-Point button.</b></p> 	<p>The out-point will be activated on the video toggle bar.</p>
<p>17. <b>While holding the mouse key down, toggle the video bar (for the out-point) to the left.</b></p> <p><b>Locate the beginning of a scene transition, and set the out-point timecode to the first frame prior to the transition.</b></p>	<p>A new video out-point is located.</p> <p>The video is edited by transition shots so that each segment in the VideoPlaylist can have a clean beginning (with no transitions).</p>
<p>18. <b>Click the Save button.</b></p>	<p>The segment's in and out points are saved and placed in the Events dialogue box.</p>

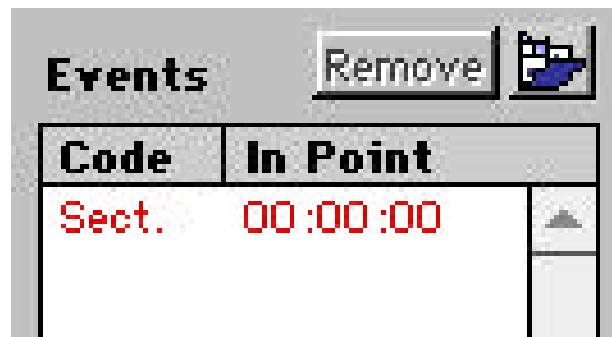


A scene transition can consist of a dissolve, wipe, fade from black, etc.


Since there is no good way to divide a wipe between two VideoPlaylist segments, it is recommended that you set your out-points to the midsection of the wipe.



*Continued....*



## Action Steps

What you type or do	What Happens
<p>19. <b>Click the VideoPlaylist button on the top main toolbar:</b></p> 	<p>The <i>Select VideoPlaylist</i> Window will appear.</p>
<p>20. Click the <b>Add</b> button.</p>	<p>A <i>New VideoPlaylist</i> Window will appear.</p>
<p>21. For the VideoPlaylist Name, <b>type a name for the project</b> that you would like the student to see (i.e. Safety First: Machine Shop).</p> <p><b>Click OK</b></p>	<p>The name for the VideoPlaylist is listed in the <i>Select VideoPlaylist</i> window.</p>
<p>22. <b>Click Open</b></p>	<p>The highlighted VideoPlaylist Name is opened and a VideoPlaylist palette appears.</p>
<p>23. Click the <b>Add Heading</b> button.</p>	<p>A VideoPlaylist Heading box appears.</p>
<p>24. <b>Type the name of the first heading from your outline</b> (i.e. Introduction).</p> <p><b>Click OK</b></p>	<p>A new heading is listed on the VideoPlaylist.</p>

*Continued....*

## Action Steps

What you type or do	What Happens
25. Repeat Action Step 23 and 24 so that all of your headings from your outline are listed on the VideoPlaylist.	All headings are added.




What you type or do	What Happens
26. Click the <b>Save</b> button.	The headings are saved.
27. While keeping the VideoPlaylist open, <b>drag the VideoPlaylist to a location on the screen that will cause the least interference</b> (i.e. over the transcript window.)	The VideoPlaylist is moved out of the way for future steps.

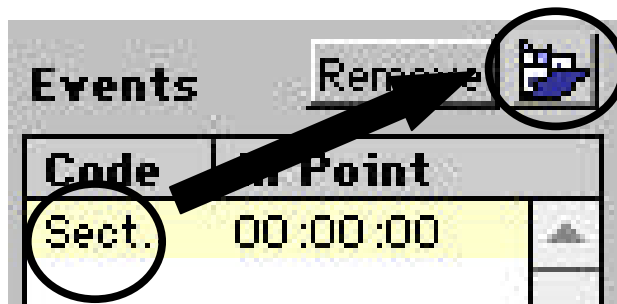


To drag the VideoPlaylist Window to a different location, place the mouse over the VideoPlaylist Title Bar, hold down the mouse and move the Playlist window to a different location.

*Continued....*

### Action Steps

What you type or do	What Happens
<p>28. <b>Drag the event (Sect. 00:00:00) into the VideoPlaylist icon located to the right of the Remove button:</b></p> 	<p>The event is transferred to the VideoPlaylist.</p>



What you type or do	What Happens
<p>29. <b>Type a name for the clip</b> (i.e. The Importance of Safety).</p> <p><b>Click OK</b></p>	<p>The clip is inserted into the VideoPlaylist.</p>

*Continued....*



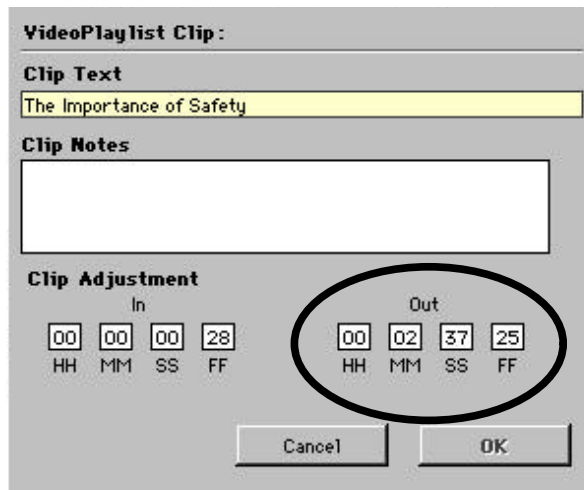
## Action Steps

What you type or do	What Happens
30. <b>Drag the newly entered clip just below the first heading.</b>	The clip is identified with a section number and is placed under its heading.



What you type or do	What Happens
31. <b>Double-click the clip from your VideoPlaylist.</b>  <b>Note your out-point</b> (You may want to write it down).	Details on the Video Clip are displayed.  The video out-point for the clip is noted.

*Continued....*



### Action Steps

What you type or do	What Happens
32. <b>Click Cancel</b>	The clip information box is canceled.
33. <b>From the transcript window, locate the timecode that is nearest to the previous clip's outpoint. Click the line of text so that it is highlighted.</b>	The video is cued to the closest timecode for your next clip's in-point.
34. <b>Repeat Action Steps 14 through 18 to locate the in and out points for the next video clip. NOTE: The in-point for the clip should be one frame advanced from the out-point of the previous clip. This allows for a more seamless edit between clips.</b>	The in and out points are saved and displayed in the event list.



Review pages 25 and 26 if needed.

*Continued....*

### Action Steps

What you type or do	What Happens
35. <b>Once the event is created, repeat Action Steps 28 through 33 to place the clip into the VideoPlaylist.</b>	The clip is placed in the VideoPlaylist.
36. <b>Continue this process until your entire outline is displayed in the VideoPlaylist.</b>	The VideoPlaylist is complete.
37. <b>Review your work by clicking the Play All button.</b>	The entire VideoPlaylist will play according to your designated in and out points.
38. Click the <b>Save</b> button.	The VideoPlaylist is saved.



Review pages 29 through 31 if needed.



Double-clicking the clip in the VideoPlaylist, entering the correct timecode numbers, and then clicking O.K can make corrections to in and out points.



## 9. Links & The Second Transcript



Now that the VideoPlaylist is completed, links can be placed in the second transcript.

***NOTE:*** If links are to be placed on the CD-ROM locally, they should be prepared ahead of time with a defined URL address (i.e. manual/index.html). Links that are not local should also have a defined URL that will not be changing addresses in the near future.

### Action Steps

What you type or do	What Happens
<p>1. <b>Locate on the transcript where you would like a link to appear.</b></p>	<p>The link will be placed on a clip that will also have it's own clip note in VideoVisor.</p>
<p>2. <b>Double-click Transcript 2 and type the URL for your link.</b></p> <p><b>Type your link within quotation marks</b> (For example, "manual/index.html").</p>	<p>Transcript 2 is edited to include the link.</p>
<p>3. <b>Include any additional information that you would like to be present in Transcript 2.</b></p>	<p>Additional text, if needed, is added.</p>
<p>4. <b>Create an emergency backup file of your transcript by exporting the transcript to your TXT Files.</b></p>	



Creating a second transcript, after creating a VideoPlaylist, allows you to decide when the links should appear; both in the transcript and in the clip notes of VideoVisor.



You may want to copy text (directions on how to open a link) from a completed VideoVisor sample if available.

## 10. Create A VideoCapsule



Now that the VideoPlaylist and linking text has been added to the project, your presentation is ready to be transferred to VideoVisor.

**NOTE:** To complete the entire Digital Lava production process, the VideoCapsule file (or .cap file), the MPEG file, and linked documents need to be transferred to from the Mac to Windows.

This step may be the last function that you can complete on your own due to limited resources.

### Action Steps

What you type or do	What Happens
1. <b>Click the Create VideoCapsule button on the VideoPlaylist.</b>	Video Clipping Options appear.
2. <b>Click the Do Not Clip Video box so that it check marked.</b>	Do Not Clip Video is marked.
3. <b>Click OK</b>	Do Not Clip Video is selected. A <i>Save As</i> window appears.
4. <b>From the pop-up menu, locate the Desktop (storage device or network that has enough space for the MPEG file, cap file, and link files).</b>	The Desktop (storage device or network) is selected.



The other option, Clip Video, will create entirely new video files that are not needed. For our purposes, *do not* select the Clip Video option.

*Continued....*

### Action Steps

What you type or do	What Happens
5. <b>Type a name for the cap file</b> (i.e. Machine Shop.cap).  Then, click <b>Save</b> .	A cap file is saved.
6. <b>Click the Close box on the VideoPlaylist.</b>	The VideoPlaylist is closed.
7. <b>Click the Close box on the Video Manager.</b>	The Video Manager is closed.
8. Go to <b>File</b> , and then <b>Quit</b> .	You have finished the publishing stage of Digital Lava. Congratulations!



The cap file contains the video in and out-points, transcript paragraphs, and headings contained in the VideoPlaylist.

## 11. Create Clip Notes in VideoVisor



Now that the VideoPlaylist and linking text has been added to the project, your presentation is ready to be transferred to VideoVisor for the addition of Clip Notes.

Although Clip Notes can be created in vPrism, it is recommended that you create them in VideoVisor due to complications that may arrive from transferring the cap file to Windows.

**NOTE:** To complete the entire Digital Lava production process, the VideoCapsule file (or .cap file), the MPEG file, and linked files need to be transferred to from the Mac to Windows. The installation of VideoVisor is also needed for this step.

This step may be the last function that you can complete on your own due to limited resources.

### Action Steps

What you type or do	What Happens
1. From the Windows Desktop, <b>right click the mouse</b> , select <b>New</b> , and then <b>Folder</b> .	An untitled folder is created on the desktop.
2. <b>Place all files for your project in one folder</b> (cap file, MPEG file, and link files).	
3. <b>Open the VideoVisor Application.</b>	VideoVisor will open.
4. Go to <b>File</b> , and then <b>Open File</b> .	An <i>Open File</i> window will appear.



Only the contents of the folder, and not the folder itself will be burned onto the CD.

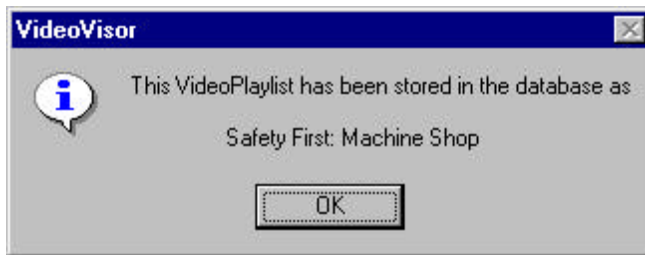


It may be helpful to create a VideoVisor shortcut on your desktop.

Continued...

**Action Steps**

What you type or do	What Happens
<p>5. <b>Locate your .cap file (in the New Folder on the Desktop) and click Open.</b></p>	<p>The VideoCapsule file will open in VideoVisor.</p>



What you type or do	What Happens
<p>6. If all files were placed in one folder, as described in Action Step 1, you will receive the above prompt.</p> <p><b>Click OK</b></p>	<p>VideoVisor located the MPEG file and has stored the VideoPlaylist in the database.</p>
<p>7. Go to <b>View</b>, and select <b>Notes</b>.</p>	<p>The Clip Notes will appear.</p>
<p>8. <b>Click the video clip</b> that you want the clip notes to appear on in the VideoPlaylist.</p> <p><i>(i.e. The Importance of Safety for the first clip note)</i></p>	<p>The clip will be highlighted.</p>



If VideoVisor was unable to locate the MPEG file, repeat Action Step 1, or locate the MPEG file from the prompt. You will then receive the above confirmation.

*Continued....*

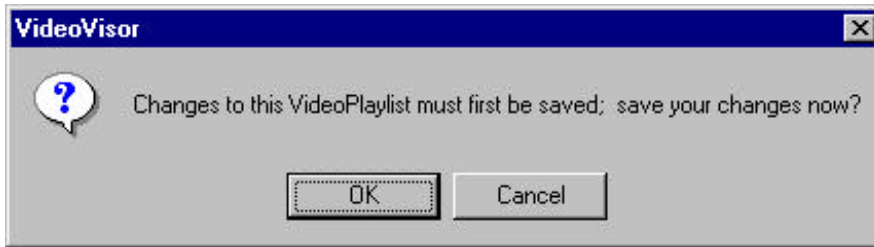
**Action Steps**

What you type or do	What Happens
9. Place your cursor inside the Clip Notes window and <b>type your notes.</b>	Text in the Clip Notes is added.
10. Go to <b>File</b> , and then <b>Create VideoCapsule Control File.</b>	VideoVisor will request you to save the VideoPlaylist.



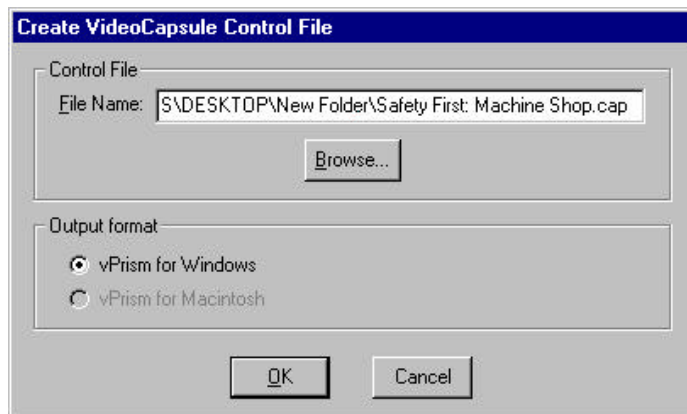
Depending on your project, it may be a good idea to copy the text in Transcript 2 so that it will also be shown in the Clip Notes.

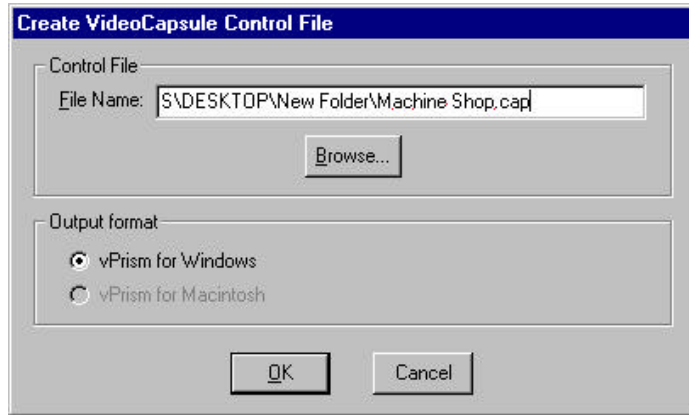
The Clip Notes can provide an extra display of links that are attached to a video clip.



What you type or do	What Happens
11. Click <b>OK</b>	Another prompt will appear.

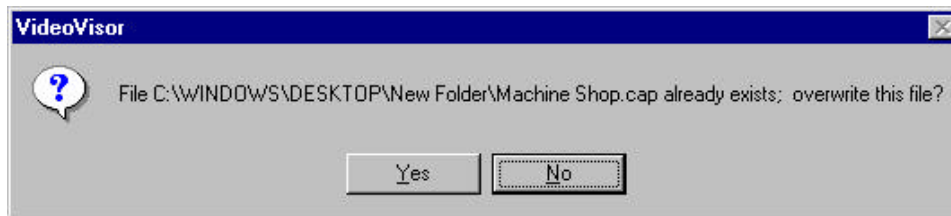
*Continued....*





### Action Steps

What you type or do	What Happens
11. Change the name of the cap file so that it is the same as the one in you New Folder.	A new cap file will be saved under the same name.
12. Click <b>OK</b>	A prompt will ask you if you wish to overwrite the existing cap file.



What you type or do	What Happens
13. Click <b>Yes</b>	A new cap file will be created with the existing name.

*Continued....*



### Action Steps

What you type or do	What Happens
14. Click <b>OK</b>	Congratulations! A new video capsule file that contains Clip Notes has been saved and confirmed.
15. Go to <b>File</b> , and then <b>Exit</b> .	The VideoVisor application will quit.

## 12. Burn a CD



Once the Clip Notes have been added to the cap file, and all links have been tested, it is time to copy all of the files (in the New Folder) onto a CD. **You will not be able to complete this step if you do not have a CD-Writer drive and application.** Because all writers are different, the following is just a note:

### Note

- When burning a CD, **copy only the contents** of the New Folder and not the New Folder itself.
- The name of the links in the Clip Notes needs to match the path on the CD.
- Once the CD is completed, check your work.



The caps file and MPEG must *not* be placed in a new directory within the CD.

Also, the name of the link in the clip note must match the directory,