These instructions are for the Flip video camera and the AV video camera, but you can use these techniques for any camera (although the folders may have different names).
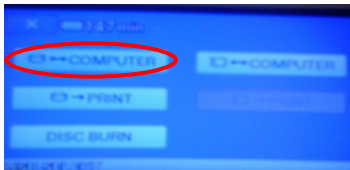
Uploading Video

Video cameras usually require additional software to upload video. While not harmful, the software can install multiple add-ons, make it difficult for you to find the saved video, continually slow down your computer system, and are camera specific (i.e. each camera has different software). The method outlined here bypasses installing any software.

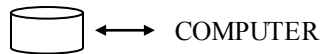If you plug in any camera and notice that software is installing itself, cancel it and let me know. **Your computer should never auto-install anything.**

Note: Opening a pre-installed program (like putting in a CD and iTunes pops up) is ok, because that is auto-play, not auto-install. If you see a pop-up in the lower left of your screen noting that drivers have been installed, this is also ok and normal.

1. Plug in camera. Camera can be on or off at this point.
   Flip camera – USB port
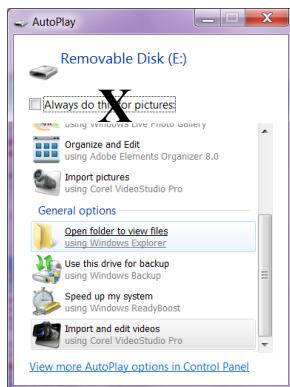   AV Video camera – cord from camera to USB port

Plug for
AV Camera

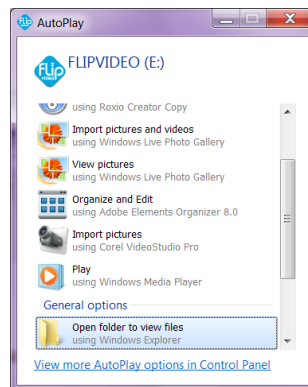For the AV Camera
On the touch screen, select the top left option

⬭ ⟷ COMPUTER

2. You may notice a message about drivers installing. This is ok.
3. From the Auto-Play menu, select *Open Folder to view files*. If given the option, don't check the *Always do this for pictures* checkbox.
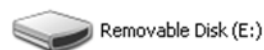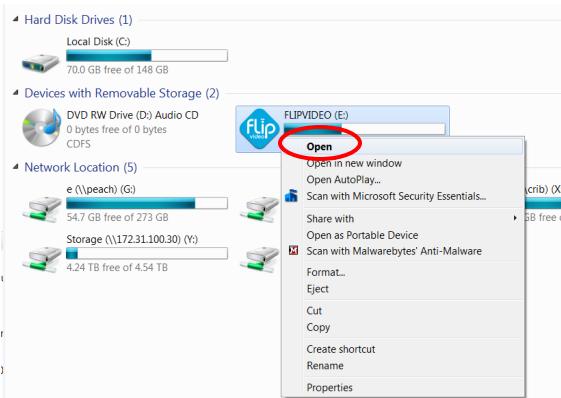
AV Camera

Flip Camera

What you see on your screen may be different than the pictures here, but all the important information is the same.

If you do not get an Auto-Play pop-up, double click on the My Computer icon (found on your desktop or in the Start Menu).

My Computer

The AV Camera will be listed as a Removable Disk.

Right click on the camera and select *Open*.

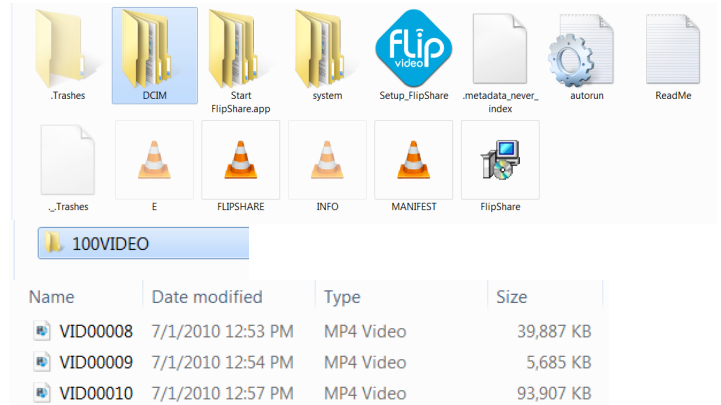4. Navigate through the folders to the video file you need.

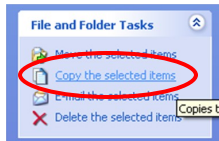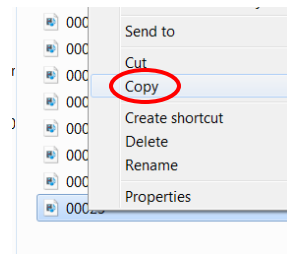|	AV Camera	Flip Camera
HD Videos	AVCHD ➔ BDMV ➔ STREAM	DCIM ➔ 100VIDEO
SD Videos	MP_ROOT ➔ 101PNV01	

5. Select the file you want to copy. You can use the time/date stamps to identify the clip or preview them through a media player. If you want to select more than one file, hold down the Ctrl key while you click.

6. To copy, you can right click on the file and select *Copy*, or you can do a single left click (to select) and then Ctrl + C. If you have already se-lected multiple files using Ctrl you have to use the Ctrl + C method. If you see the option on the side, you also can use the File and Folder Tasks to *Copy the selected items*.
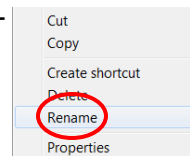
Note: Please do not *Cut* or *Move* the files.

7. Go to the Hamm Videos folder at G:\Hamm Center and paste the files in the folder. There is a blue arrow on the folder icon because it is actually a shortcut to a server with more space than the G drive. If you are only transferring one file, go to the child's folder before pasting.

Depending on the size of the file(s), it can take several minutes to paste the files. This might be a good time to go get coffee. If you think the AV camera does not have much battery power left, plug it in.

8. Rename the files. Right click on the file and select *Rename*. Use the appropri-ate naming convention. To limit confusion, I suggest renaming one clip at a time and then dragging the clip to the child's folder before renaming the next clip. However, you can always preview the clips again if you are unsure. One way I keep track of clips is noting file size; when previewing I might write down "Sasha, 250MB; Kevon, 612MB", because the file size will never change no mat-ter what you rename it.

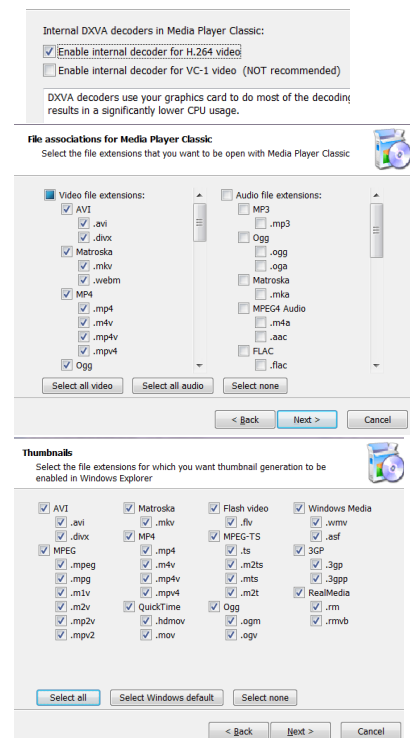9. Turn off camera, unplug, enjoy your coffee.

Working with HD Footage

Many cameras now tape in High-Definition (HD), but computers are not always equipped to handle the footage. If your computer will not play a video clip, check the file extension; AVCHD and mt2s are both used to denote HD videos.

Computers need special codecs (**co**der-**dec**oder) to play HD videos. Depending on the software you have installed you may already have the necessary codecs, but if you get error messages about opening video files, you need to download extra codecs.

Installing a HD Codec package

1. Go to G:\Everyone\Technology\Programs\Apps. & Utils and double click on the K-Lite_Codec_Pack_630_Full file

2. Click *Yes* or *Next* until you reach the Installation Mode screen. Check *Simple install*. After each step, click *Next* to advance to the next screen.

3. Check *Enable internal decoder for H.264 video*.

4. Check *Media Player Classic* and *Windows Media Player*.

5. For the Media Player Classic file associations, all the video boxes should be checked. If not, click *Select all video*.

6. For the Windows Media Player file associations, click *Select all videos* so that all the video boxes are checked.

7. For Thumbnails, click *Select All*.

8. For Speaker Configuration, check *Same as input*.

9. Click *Install* and then *Finish* (you do not need to configure anything).

So, what's the point of installing this?

The main benefit of this codec is its ability to show preview thumbnails. When viewing the files on the camera, instead of seeing a generic icon, you'll be able to see a still shot preview of the video content, which makes it easier to find which files you need to transfer. It can take a minute or so for the thumbnails to load if there are numerous files on the camera.

The second benefit is that it allows you to preview the videos in the regular Windows Media Player (WMP) instead of using an auxiliary program such as VLC player. However, WMP is still not geared towards playing HD video, so the video clip "stutters" and jumps. **This does not reflect the quality of the video clip, just the limitations of media players available on non-editing computers.**
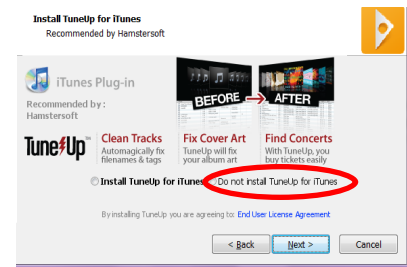
Editing: Converting Video

Windows Movie Maker (WMM) is an editing program found on all computers and is the easiest program to use for minor editing such as clipping and rotating. WMM will not import videos taken directly from a video camera, so files must be converted to a format WMM understands.

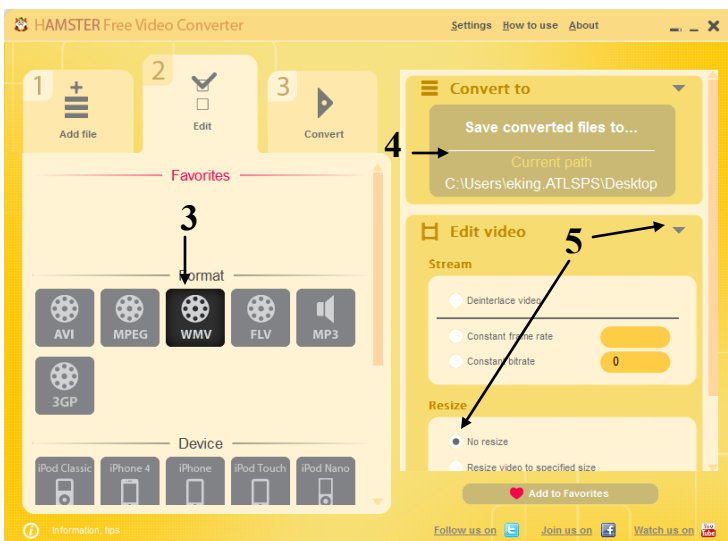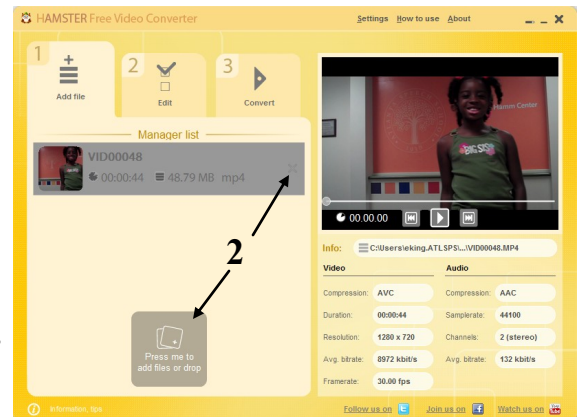HD videos cannot be converted, only SD videos.

Installing the Converter

1. Go G:\Everyone\Technology\Programs\Apps. & Utils and double click on the hamsterfreevideoconverter file.

2. Keep clicking *Next* or *Yes* until you reach a screen asking you to install additional software. The software choice changes, but check *Do not install ____*.

3. After installing, your internet browser will open to a page for the product. Just close the internet window.

Converting Video

1. Open the video converter.

2. Add a file by clicking on the grey box and navigating to the file you want. If you load a file you don't want, click on the X in the Manager list.

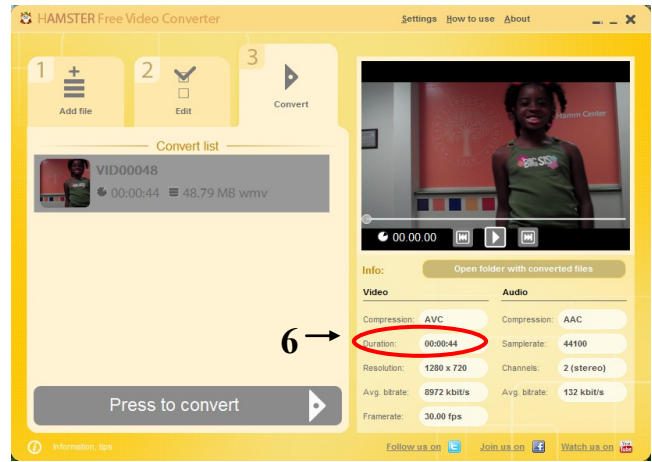3. On the Edit tab, if you want to edit the video using WMM, click on the WMV button.

4. In the Convert to box, the default file path is somewhere on your computer. If you plan to edit the video immediately and then save the edited version to the storage drive, you can choose to save the file to your computer (be sure to note WHERE it is saving; save to the desktop for easy access). If you will not be editing, change the file path to the storage drive. The converted file will not overwrite the original file.

5. If the Edit video box is not expanded, click on the drop down arrow. Scroll down to make sure *No resize* is checked.
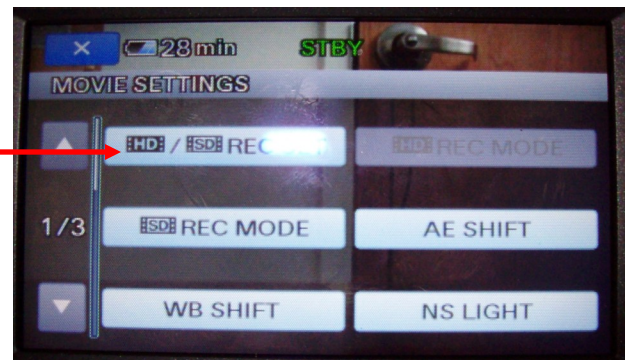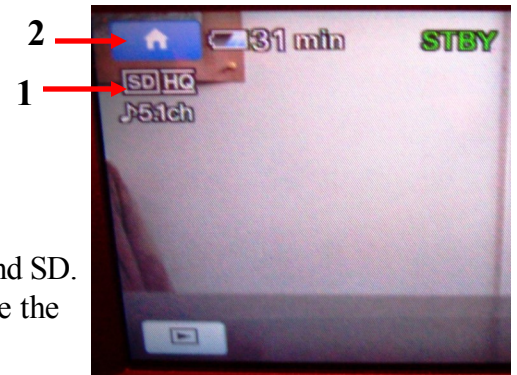
6. On the Convert tab, check Duration under Info: Video. If the duration is 0, you have accidentally selected an HD video to convert.

7. Press to Convert to convert the video. As the video is converting you will see an hour glass along with the percentage converted.

The AV Camera: SD vs. HD

1. Check if the camera is on SD or HD

2. To switch, touch the House button

3. Touch the tool box icon (far right)

4. Touch Movie Settings

5. Touch the HD/SD Rec Set button to switch between HD and SD. In this picture, the HD Rec Mode button is greyed out since the camera is in SD record mode.

Creating folders

You will need to create folders for each of your students.
1. Go to the Hamm Videos folder.
2. Right click on a blank space and select *New* and *Folder,* or *File --> New --> Folder,* or File and Folder Tasks --> *Make a new folder*
3. Name the folder using the convention (Last)(comma)(space)(First), i.e. King, Libby.

Previewing Clips

You can preview clips using a variety of media players. The Flip cameras record in mp4 format, and the AV camera records in AVCHD/MTS.
- Windows Media Player may or may not play the mp4 files depending on what else you have installed on your computer. It will not play the AVCHD videos
- Quicktime will play mp4
- VLC video will play mp4 and AVCHD

If you do not already have VLC video on your computer, go to G:\Everyone\Technology\Programs\VLC Video and download the program. The first time you run the program, uncheck both boxes in the Privacy and Network Policies pop-up. You will need to set VLC video as the default player for the files.
1. Right click on the file you want to preview and go down to *Properties*.
2. If VLC media player is not listed for *Opens with*:, click on Change . . .
3. Select VLC media player from the list. If it is not listed, click on Browse and then navigate to the VideoLAN folder to select the VLC application.

Note: What you see during a preview (especially using VLC media player) is not indicative of the overall quality of footage. If it jerks or freezes or looks grainy, that's ok -- you just need enough to identify the child.