



iMovie Guide – Do not write on this – Return to the lab attendant

- iMOVIE IS ONLY AVAILABLE ON MAC OS – DO NOT SWITCH TO WINDOWS -

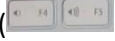
☞ **Advice: We strongly encourage you to do a test run.**

① How do I...

- Left click: press the area located right under the touchpad.
- Right click: put **two fingers** on the touchpad and press the button located under the touchpad using a third finger.



Figure 1 - Touchpad

1) Make sure the headphone-speaker set works. To do this, use the F4 & F5 keyboard keys (). You should hear a clicking sound. If you don't, ask for help to a lab attendant.

- a. The Logitech logo on the right headphone is the microphone mute button. **When activated, the red light on the microphone will illuminate to indicate the microphone is MUTED.** Press the Logitech logo a second time to deactivate mute.



Figure 2 - Logitech Controls



2) Choose “iMovie” icon to open application ().



Figure 3 - Mac OS X Dock

3) Click the “Camera” icon located on the left of the screen ( - you should see yourself on the screen).

4) Click “Capture”.

5) Enter a name for “Create new event”: “LastnameFirstnameLevel” (Level as in 101, 102...)

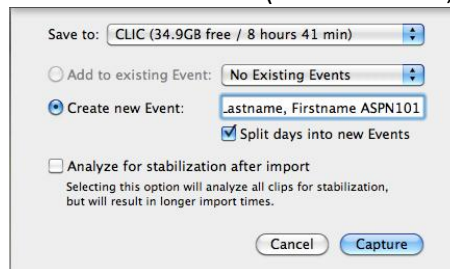


Figure 4 – “Create new Event” Box

- 6) Click **“Capture”** to begin recording.
- 7) When finished, choose **“Stop”**.
- 8) If you are satisfied with your recording, click **“Done”**. If not **“Capture”** and **“Add to existing Event”**.
- 9) Your events will now show up in the **“Event Library”** located on the left of the screen. In the **“Event Library”**, click the clip(s) you wish to submit.
- 10) Select the **clip** by clicking in the **image** while holding the **“alt”** key on the keyboard. If you selected the clip correctly, you should see a **yellow box** around the clip.



Figure 5 – “alt” key – Left-hand side, bottom of the keyboard

- 11) Drag and drop the **clip(s)** to the **“Project Library”** above where it says **“Drag media here to create a new project”**. Right click the clip and choose **“Play From Beginning”** to listen to your clip.

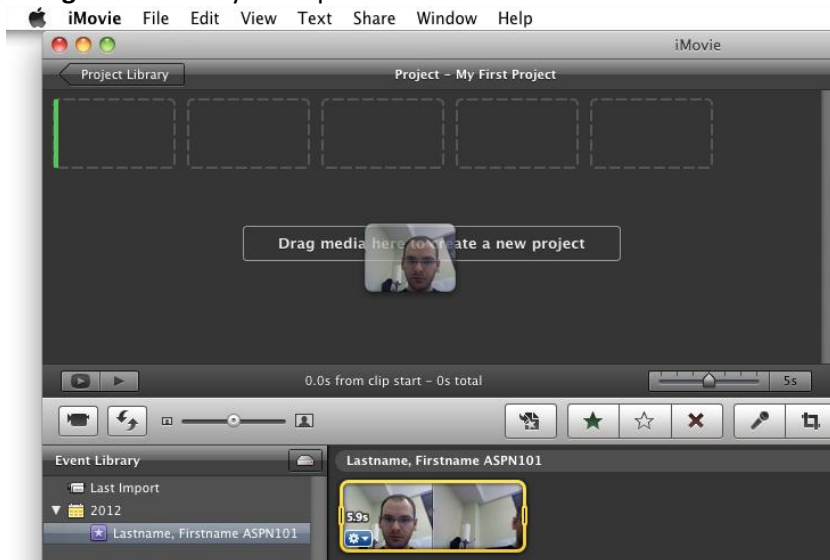


Figure 6 – “Drag media here to create a new project”

- 12) A drop down box **might** appear, asking you to name your project. You should see the name you already specified for your recording: **FirstnameLastnameLevel**
- 13) At the top of the screen, click: **“Share”** → **“Export movie”** (Size to Export: **“Mobile”** Where: **“Desktop”** Export As: **“LastnameFirstnameLevel”**) → **“Export”**.

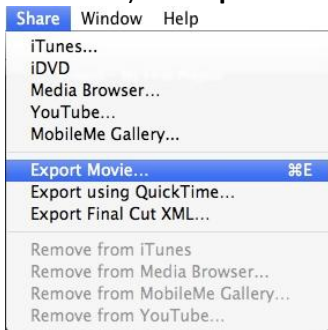


Figure 7 – Share menu

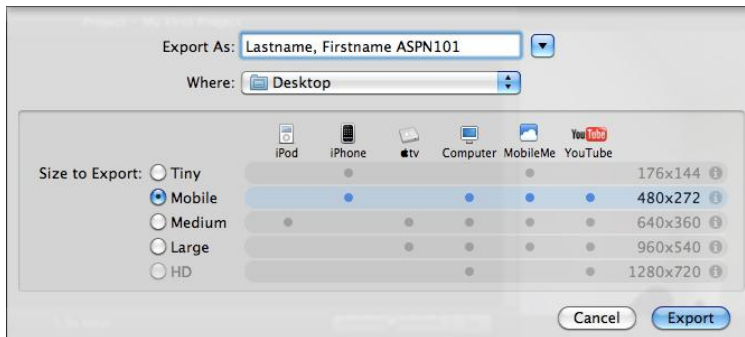


Figure 8 – Export As

14) Go to the **Desktop** and open your file to make sure it works (YOU are responsible for making sure your professor receives the file correctly): **Right click** → **“Open with...”** → **“VLC”**. ⓘ Using **iTunes** to watch your video will add it to the iTunes library.

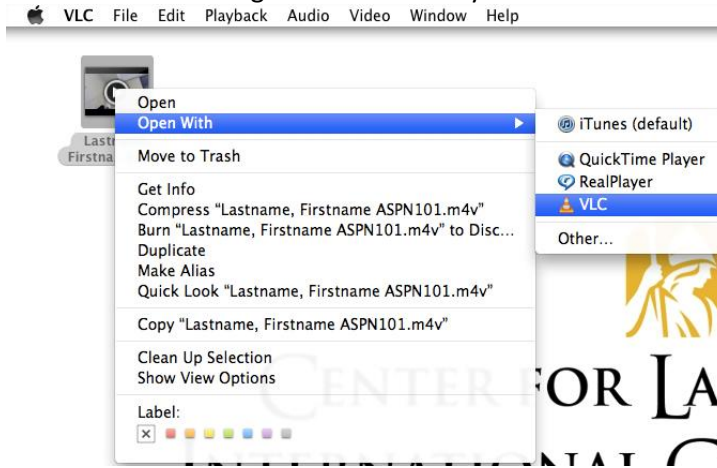
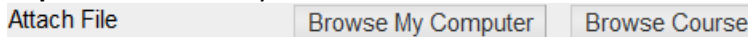


Figure 9 – “Open with VLC”

15) Log in to BlackBoard → “Course Content” OR “Course Information” → YourTeacher’sAssignment. Your teacher might have set up their BlackBoard site differently, if you do not find where to submit your file please ask for help to the lab attendant.

16) **“Attach file”** → **“Browse My Computer”**. ⓘ You may have to scroll down.



17) Click **“Submit”**. ⓘ You may have to scroll down.

[OPTIONAL] You might want to save your file to a flash drive if you have one and/or email it to yourself.

18) Once your file is uploaded, delete movie and project events from **iMovie** and the **Desktop** and empty the **Trash**.

a. Right click on the corresponding icon(s) ⓘ from **“Event Library”** and choose **“Move Event to Trash”**.

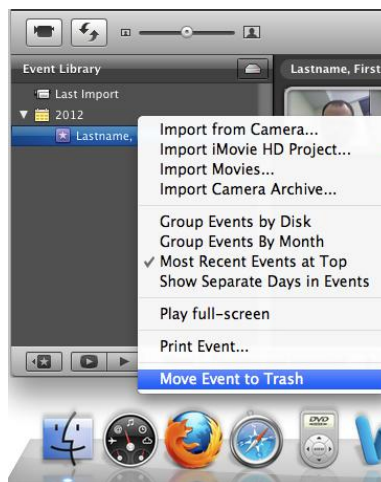



Figure 10 – “Move Event to Trash”

b. Click the **“Project Library”** button.



Figure 11 - Project Library Button

c. Right click on the corresponding icon(s)  from “Project Library” and choose “Move Project to Trash”.

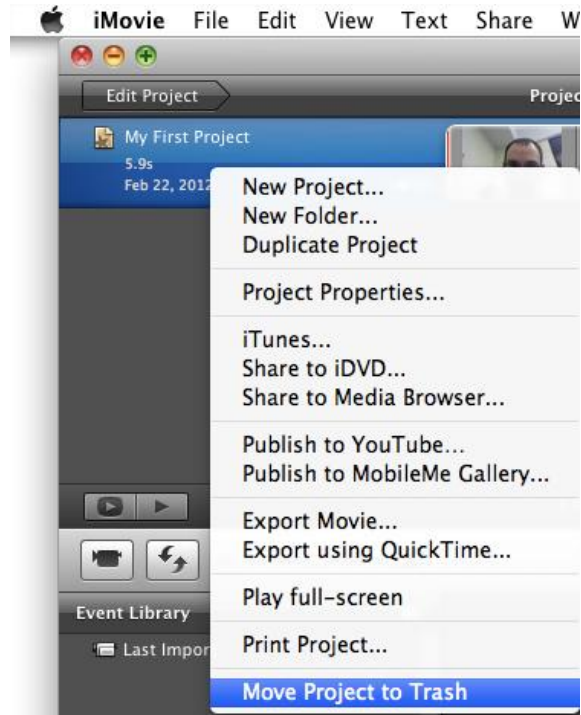


Figure 12 – “Move Project to Trash”

19) Drag your file to the **Trash** and empty it.



Figure 13 – “Empty Trash”

20) Please DO NOT log the computer off.

IF YOU DO NOT DELETE YOUR FILES, OTHER STUDENTS MAY USE THEM.