



## 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.

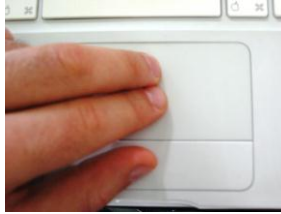
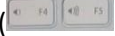


Figure 1 - Touchpad

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...)

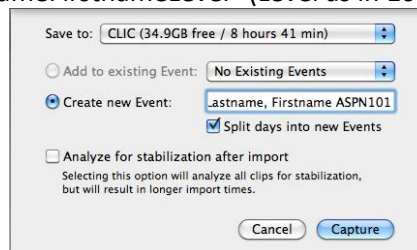


Figure 4 – “Create new Event” Box

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.

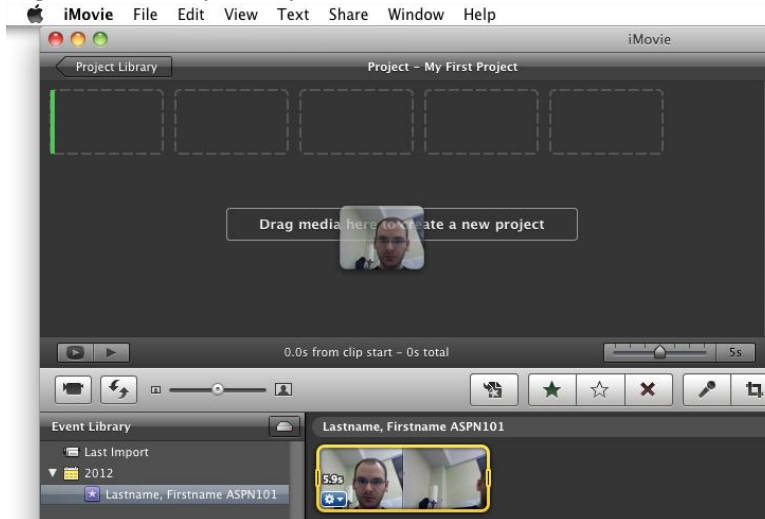


Figure 6 – “Drag media here to create a new project”

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**”.

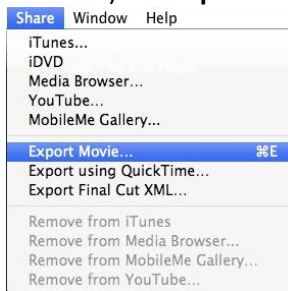


Figure 7 – Share menu

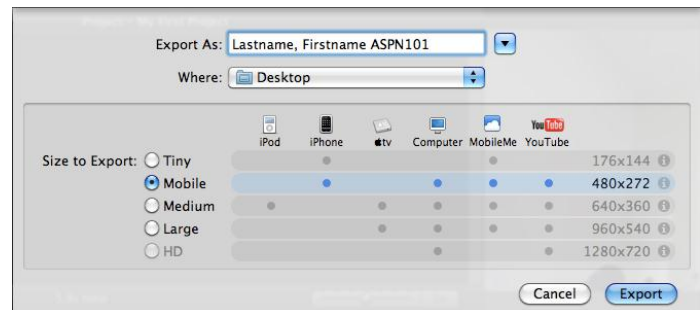
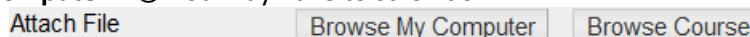


Figure 8 – Export As

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).

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”.

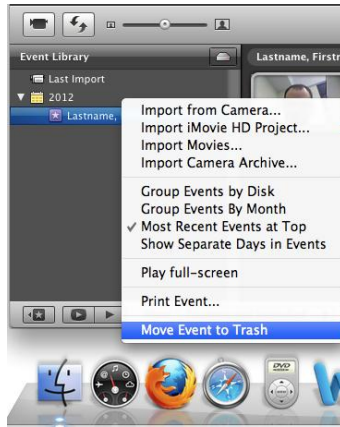



Figure 9 – “Move Event to Trash”

- b. Click the “Project Library” button.



Figure 10 - Project Library Button

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

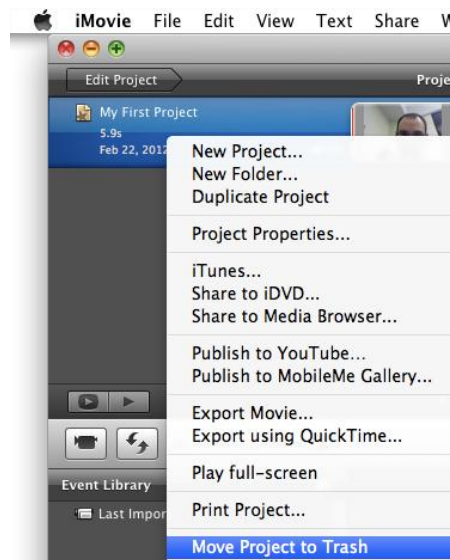


Figure 11 – “Move Project to Trash”

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



Figure 12 – “Empty Trash”

- 20) Please DO NOT log the computer off.

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