

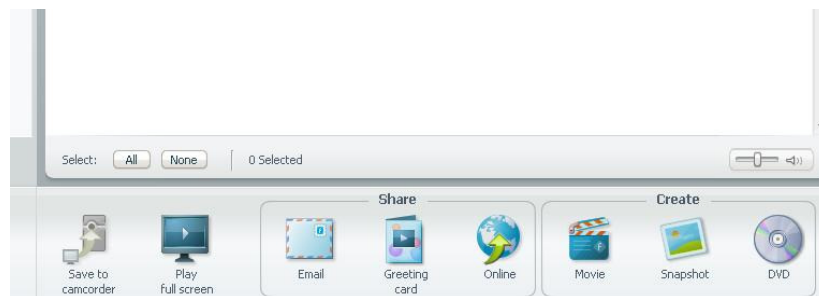
Using Flip Cams to Post High School News Clips

Part 1 Getting Started

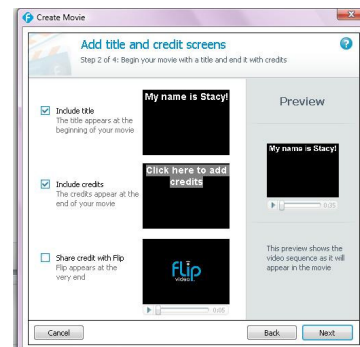
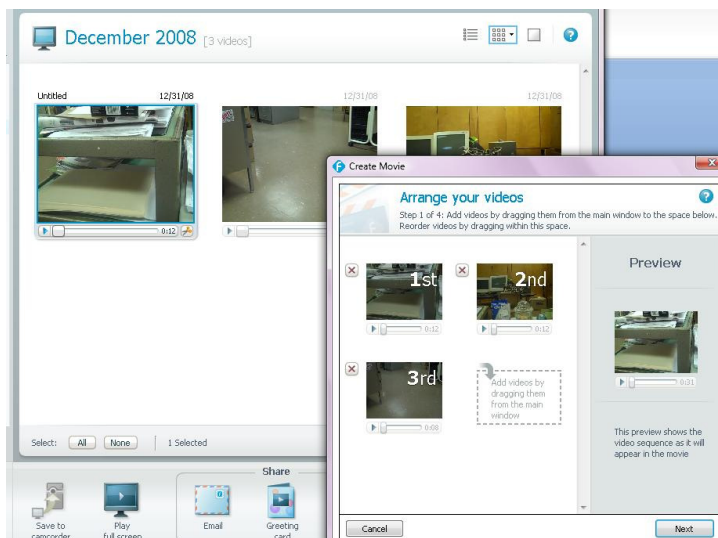
1. Become familiar with the flip camera to share with students.
2. Secure a website or area to upload your daily videos. (EHS News was set up with an automatic upload to the site. (Central office staff can help with that.)
3. Get your URL or blog in place for viewing. Webmaster can help with this if you are using a district website.
4. Create weekly folders to place videos in. NOTE: Due to the uploading process all videos will HAVE to be named Monday, Tuesday, Wednesday, Thursday and Friday (Nothing else will be read in the media player. Each week, place the videos in the designated folder. If you don't the videos will override last week's work.

Part 2 Preparing filming session with students

1. Students would film the announcements.
2. Plug in Flip camera to the computer.
3. To create movies, you can click the "Movie" icon at the bottom of the screen.



4. Drag your sequences into the box. Then at the bottom, click next.

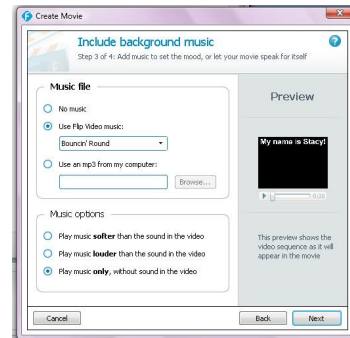


- After you click “next” you will get this screen. Click on the boxes to the left to add titles, credits, etc.

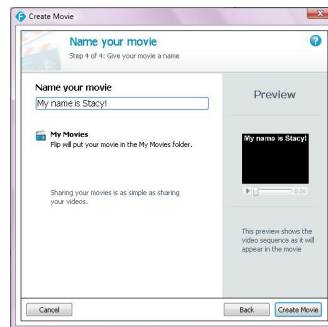
Click on the tiny black screen. You will get the gray area to delete the words there and add your own.

To add your title (PUT News and the Date), credits, etc. Then click “next”

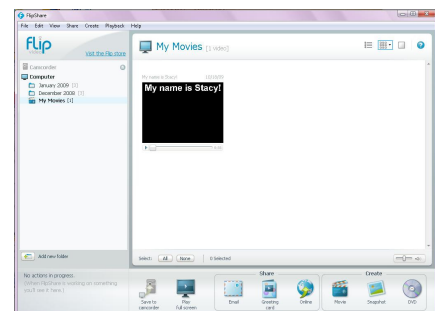
- You will then get a music option within the program.
NOTE: There is a place for music uploads, but be VERY CAREFUL. Uploading songs that are NOT free is illegal. There are a few sites that are free, but still limit posting it on the websites. Your best option may be to use the music provided. Click next after you have chosen your music options.



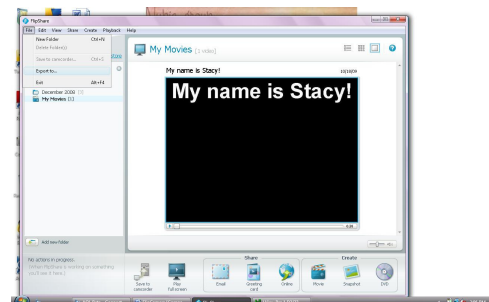
- Name your movie!



- Your movie is now saved in the program. See My Movies.



- Go to “File” at the top. Click “Export” and save it as the day of the week that needs to be posted. Export the file to your desktop and rename it. (Monday, Tuesday, Wednesday, Thursday, Friday) ONLY those five names can be used to save and upload these.



Part 3 Uploading

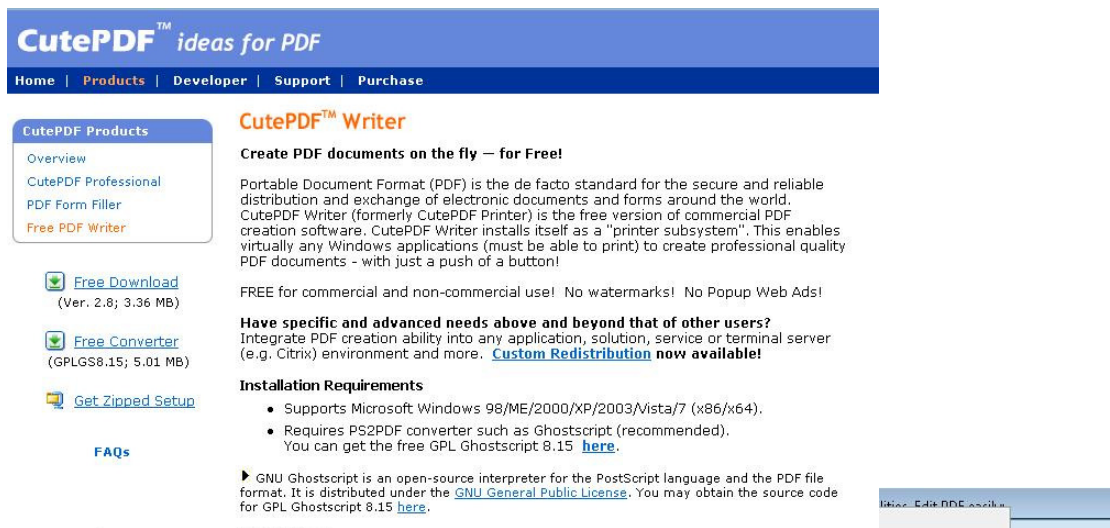
- Now that you have created and named your clip, you will go to one of these sites <http://www.tangischools.org/tech/ard/flipsite/Websites.htm>. Then post your link on your blog or website.

OR you can email your flip video in the Flip Camera link to yourself. Once the email returns to you, click on the link, find the URL and post that URL for the parents to see on the website or in the blog.

- Now take the clip, put it in a folder with the date (Example 1-11-10) Make a new folder for each date. Then we can burn a CD with all clips eventually.

Part 4 Creating PDF Files to upload text files to be downloaded

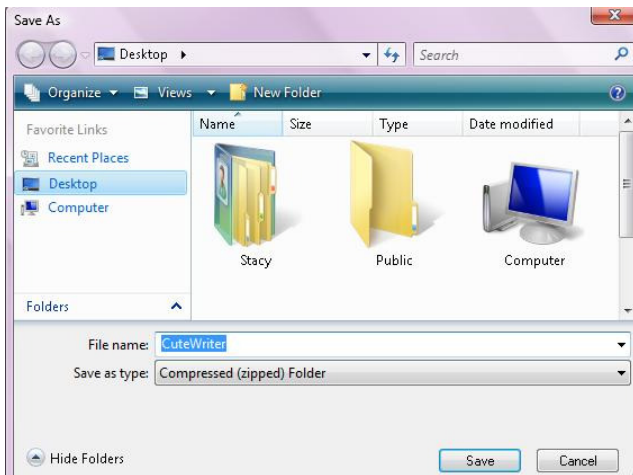
- Go to the Cute PDF Writer site @ <http://www.cutepdf.com/products/cutepdf/Writer.asp>



The screenshot shows the CutePDF Writer website. The header includes the logo "CutePDF™ ideas for PDF" and navigation links: Home | Products | Developer | Support | Purchase. The main content area is titled "CutePDF™ Writer" and describes it as a free PDF creation software. It lists features like "Create PDF documents on the fly" and "FREE for commercial and non-commercial use!". There are three download options: "Free Download (Ver. 2.8; 3.36 MB)", "Free Converter (GPLGS8.15; 5.01 MB)", and "Get Zipped Setup". A context menu is overlaid on the "Free Download" link, showing options like "Open in New Tab", "Save Target As...", "Print Target", "Cut", "Copy", "Copy Shortcut", "Paste", "Add to Favorites...", "Go to AOL Search", and "Properties".

- Go to the Zipped file and "save target as" (Note: Be sure you know where your file will be saved. If you have problems with the zipped files, you can just download the PDF file and then the Free Converter file one at a time.

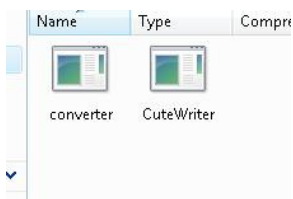
14. If you aren't familiar with saving documents, you might want to click on "Desktop" for you to retrieve it quickly.



15. Once the download is finished, you will see a zipped folder (if you chose the zipped file option) that will look like a folder with a zipper.

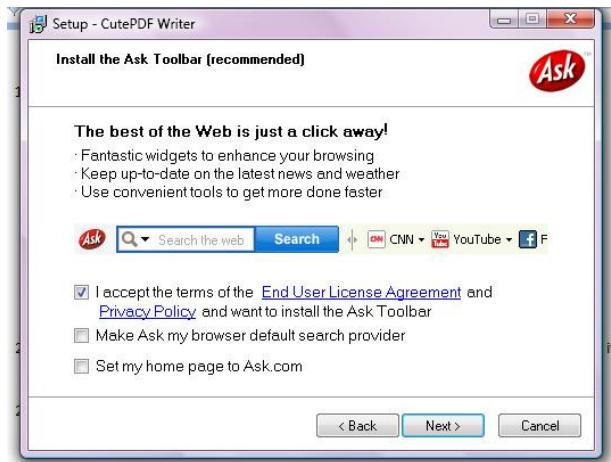


16. Click on the zipped folder and you should see two icons. Click both to install each individually.

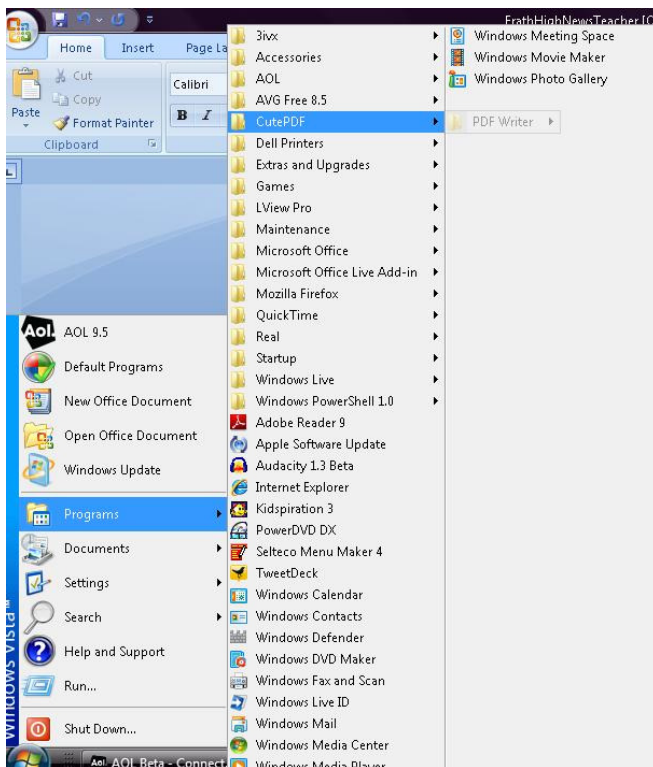


17. You will see an extract or run. Click run then you will click set up. Once that is done it will lead you through a set up. After that, it should be installed on your computer.

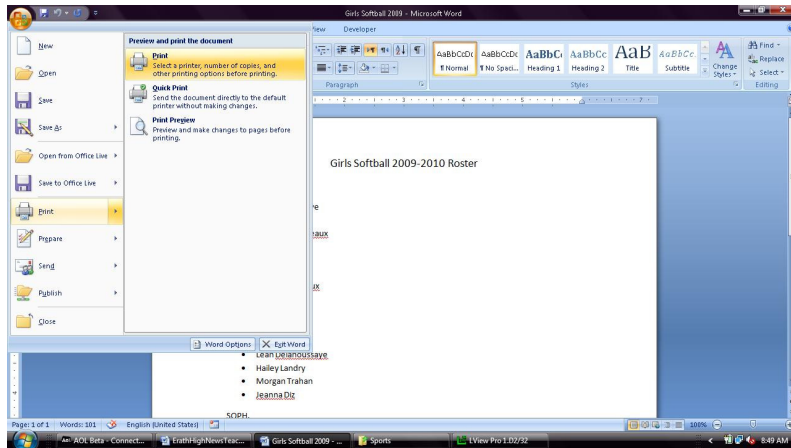
18. NOTE: During the installation, you will see this screen. UNCHECK the last two. **You want to check ONLY the agreement form (1st option).**



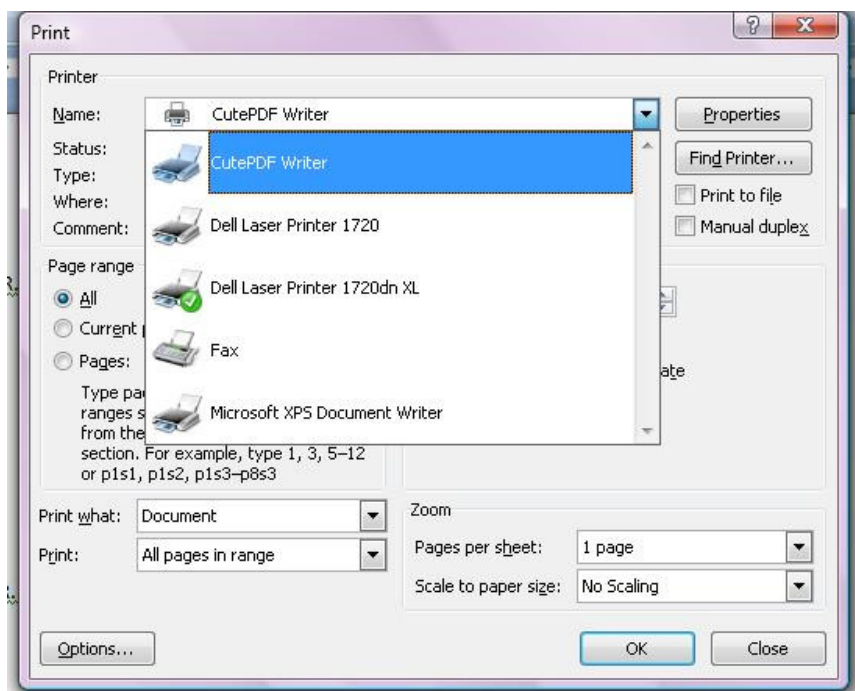
19. Now go to your start menu and then programs to see if you see the “Cute PDF” program icon.



20. NOW you should be ready to convert your MS Word documents into PDF Files. Open your MS Word document. Go to print.



21. Find the option Cute PFD Writer and click OK.



22. Then you will see a box pop up. Click save and your document has been created. Now rename your document as Monday, Tuesday, Wednesday, Thursday or Friday.
23. Now that you have created and named your PDF document, you will go to the "UPLOAD SITE" and upload the PDF file.