

Creating Videos with the Flip Video Camera and Inserting into MS PowerPoint 2007

(document created July 23, 2010 - by Frances Clerk and Jane Harris)

Preparation

- Create a folder on your desktop for today's work.

1 - Getting to Know your Flip

- Put battery in the camera. (after this workshop, plug camera into your computer and charge for 6 hours).
- The first time you turn on the Flip you are automatically prompted to set the language, date, and time. Look at Flip Quickstart Guide. We will walk you through this process.
- We will also walk you through the process using the Flip (as explained in your Quickstart guide).

2 - Capturing Video

- Use a tripod if possible:** If possible use a tripod ! It will improve the quality of your video a lot.
- Lighting:** Use the best lighting you can. Natural light is preferable to fluorescent light. Don't shoot video directly into a light source (pointing at a window for example).
- Audio:** Do a test before capturing your video. The audio with the Flip video is pretty good - but if your subject is further than 10 feet away, you might have a problem. Test in advance.
- Length of clips and file size:** Video files can be very large. Try to keep your clips small in file size (which means fairly short in length as well). Remember that large files can be a problem when:
 - a. Sending by email : Often there is a limit to the size of attachments. For example, GMail allows file attachments no larger than 25 MB.
 - b. Uploading large files to a content management system: The system administrator has often sets a limit on the size of uploaded files .
 - c. Viewing on the web: If your video is intended for the web, file size should be as small as possible, while still maintaining acceptable quality.

3 - Connecting to your computer for the first time and Installing software

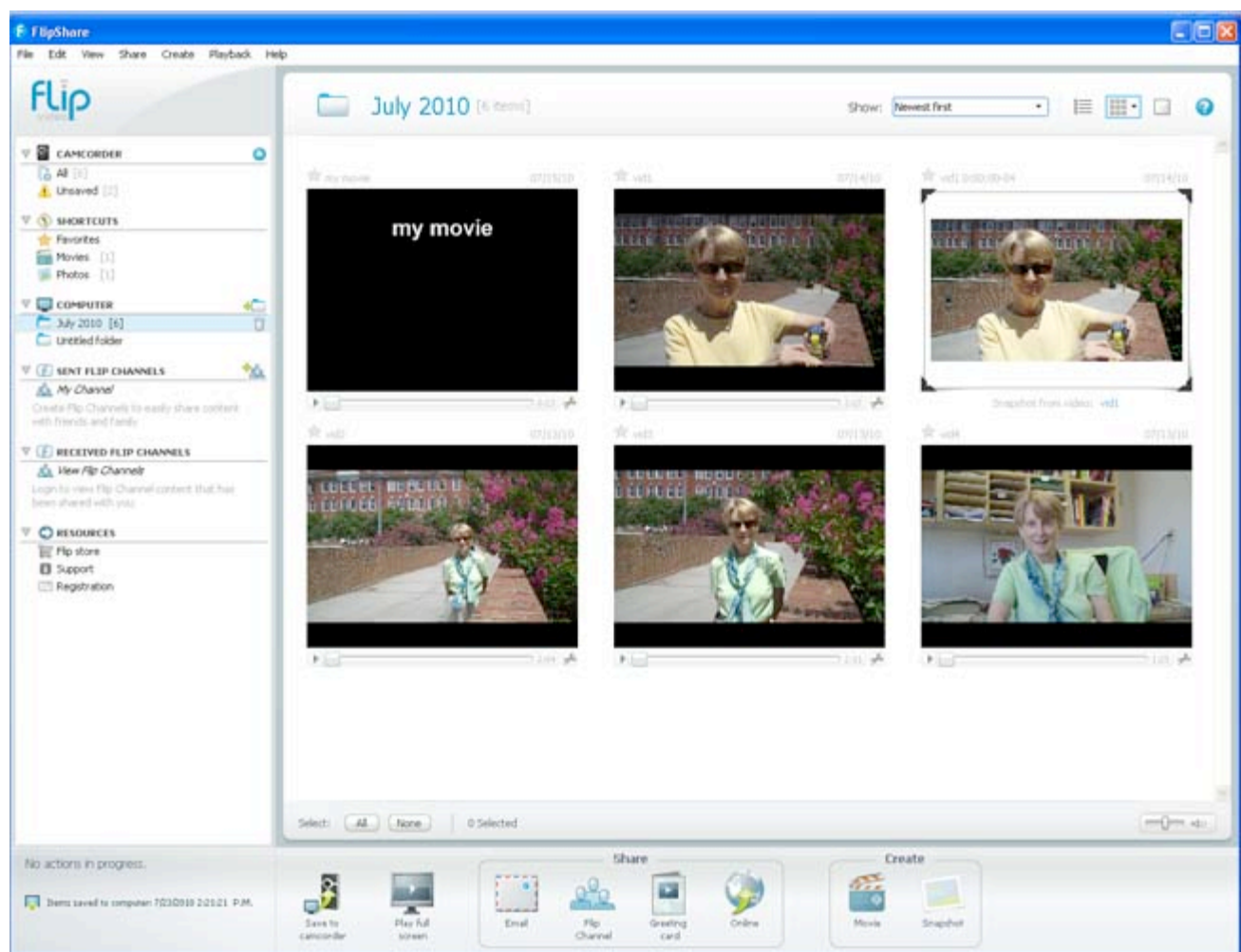
- Turn power button on and plug camera into the USB port of your computer.
- A window should pop up, where you select what you want to do. Select "View your flip video using program provided by device" (i.e. FlipShare software).
- Click OK.
- If a window does not pop up, go to "My Computer" and click on the drive "Flip Video".
- Click on "Setup_FlipShare.exe".
- FlipShare should open, offering you various options. Choose "View and organize your video on your computer".
- If a window pops up asking if you want to update the software, say no. Though at your home on your own computer you can do this.

- In a moment you should see the main window of the FlipShare software. Thumbnails of the videos on your camera are displayed in the right hand pane of the application. Though videos are not saved to your computer at this time.
- Go to File > Save to Computer.
- You will see a message saying something like “Do you want to save video to a July 2010 folder” (the date could be different). Say yes.
- Now you will have a folder called July 2010 under “Computer” in the left hand pane of FlipShare . Your videos will be in this folder.

Note: this folder is used by the Flip software to organize your videos. It is not a real folder that exists on your computer. Videos on a Windows machine, will be found in My Documents > My Videos > Flip Data

4 - Editing Video with FlipShare software

Flip software offers basic editing options. If you want more significant editing features, try Windows Movie Maker, available on all Windows machines. If you use Windows Movie Maker, first convert video to a wmv format (see section 6 below for instructions). You can also use iMovie on a Mac (use mp4 video directly from Flip Camera).



Make video a 'Favorite' and name video clips:

- Click on July 2010 folder in left pane of screen. Your video clips are displayed in right pane.
- To make a video a 'Favorite' click the star icon just above the video thumbnail.
- To name video, click 'untitled' or the name of the video just above video thumbnail. Field becomes editable. Type new name.

Take still images from your video clips:

- To stay organized - name your videos BEFORE taking snapshots.
- First select your video by clicking its thumbnail
- Then click 'Snapshot' button in bottom right of screen.
- A window pops up to allow you to choose a frame from the video that will become your still image.
- Click 'Take snapshot' button and then save.
- The image will be saved in right hand pane of FlipShare along with your videos. By default it will have the name of the video it was created from.

Create movie from several clips and adding:

- First create the still images you want. See above section.
- Click the 'Create Movie' button in bottom left of screen.
- A window pops up. Drag and Drop video clips and images into this window.
- Reorder them by dragging and dropping.
- When you are happy with your ordering, click 'Full length' button at bottom of window.
- Another window pops up allowing you to add titles and credits. If you want these, check the checkbox. The thumbnail in this window says 'Click here to change title' (for example). Click this and field becomes editable. Do the same for credits.
- Click next. A window pops up letting you choose music for your video.
- Click next. A window pops up letting you name and choose a folder to save you movie in.
- Click Create Movie button.
- Your movie will be saved. See status bar in bottom left of screen.

5 - Converting Video to format compatible with Microsoft PowerPoint

Camcorders save video in many different formats, depending on the device or manufacturer. Some common types are: wmv, avi, mp4, mov . These various formats are not all compatible with all types of software.

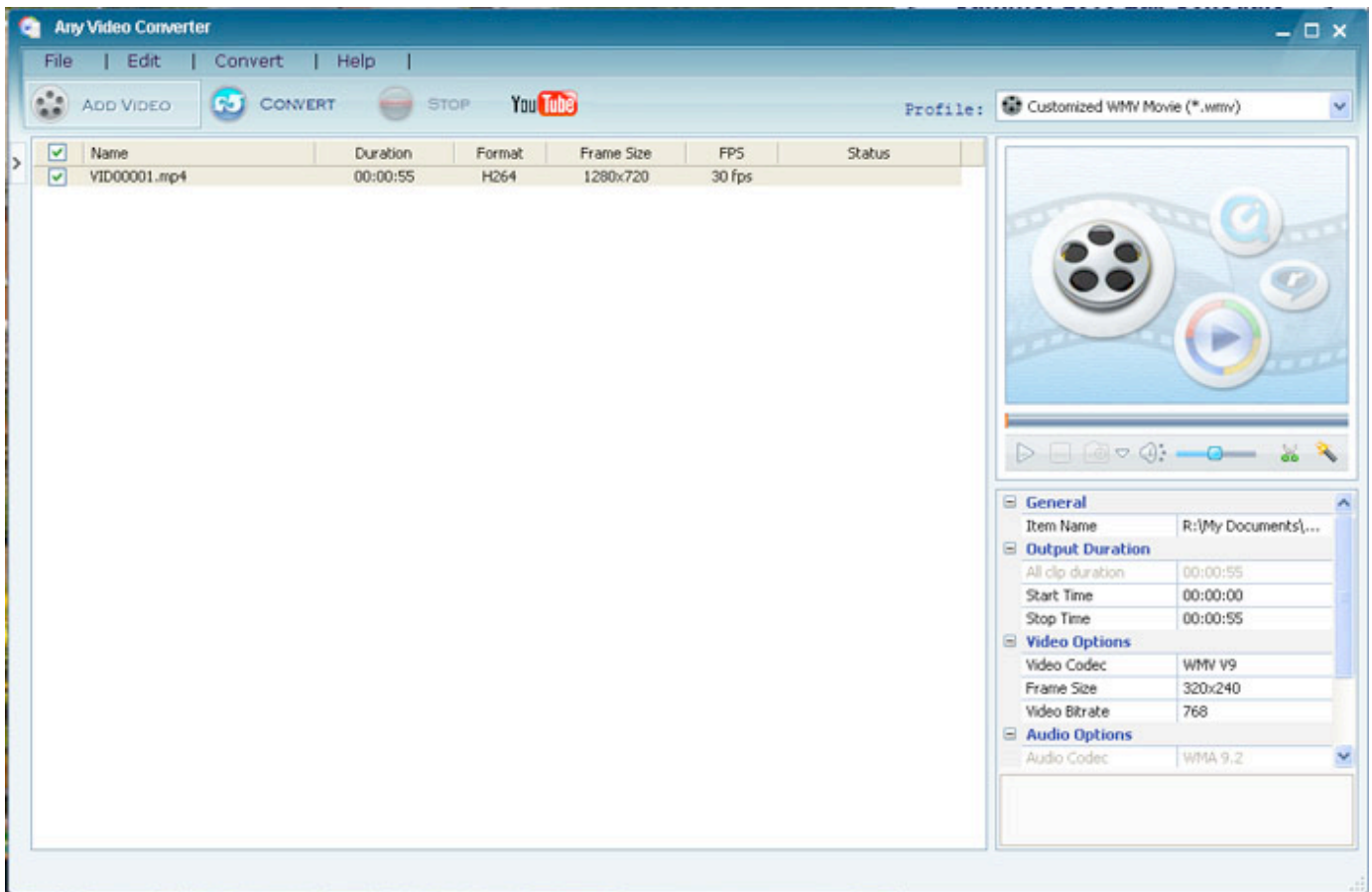
The Flip camera saves video in an mp4 format (the video will have the extension .mp4). This is a common format, but is not compatible with Microsoft software. To use in a MS PowerPoint presentation the best format is wmv, since this is a native Windows format.

In this tutorial we will download and use [Any Video Converter](#) to convert from mp4 video to wmv format so that we can use the clips in an MS PowerPoint document. You might also try the online converter called [Media Convert](#) . The online converter produces decent quality, but conversion is often slow !

Download, install , and convert video from mp4 to wmv format:

- Download and install [Any Video Converter](#)
 - Go to above website. Click on 'Download' button.
 - A window opens (titled avc-free.exe). Click 'Save file'.

- When prompted, choose 'Save to the desktop'.
- When download finishes, go to your desktop and click on avc-free.exe. A window will pop up asking if you want to run the file. Choose 'Run'.
- Go through the setup wizard (agree to the license and default options).
- The Any Video Converter application should open automatically (see screen capture).
- If it does not, click the icon on the desktop called Any Video Converter.
- The main application window will look as follows (see screen capture):



- Convert your video from mp4 format to wmv format
 - Click the 'Add Video' button at the top left of your screen. Navigate to the video you want to convert - probably in: My Documents > My Video > Flip Data > Video.
 - Choose a location to output the video: File > Set output folder.
Navigate to your desktop. Save your video in the folder you created for today's work (later you will save your PowerPoint document to this folder as well).
 - Now choose the output format. In the top left of your screen, look for the drop-down menu labeled 'Profile'. Choose 'customized wmv movie'.
 - Choose dimensions for your video: just below the drop-down menu there is a box containing video options. Click on 'Frame Size' and select 640px x 480px.
 - Click the "Convert" button to the right of the Add Video button near top of screen.
 - When conversion is complete, go to the folder where you saved your video (output folder).
Double click the file to see if it works (Windows Media Player or other application will pop

up and play video). If everything is OK, you are ready to insert the video into a PowerPoint document.

6 - Embed the video in PowerPoint 2007 slide

Open PowerPoint and Insert Movie

- Open PowerPoint.
- Name and save new document to your 'workshop' folder.
- Click New Slide and select Blank slide.
- Click the Insert tab in the menu.
- Click the Movie icon.
- Select 'Movie from file'.
- Navigate to and select the movie file in your workshop folder, then click OK.
- When you see 'How do you want the movie to start in the slide show?' select 'When Clicked'.

Format video in PowerPoint slide

- When you click on the video in the slide, the Format and Movie Tools tabs displays in the menu.
- Click Movie Tools tab.
 - Options
 - Preview
 - Set slide show volume
 - Play Movie (automatically or when clicked)
 - Loop until stopped
 - Rewind Movie After Playing
 - To resize (only smaller), hold down Shift key and drag a corner (this will resize the video proportionally).
- Click Picture Tools:
 - Options
 - Frames (you must choose a rectangular frame).