
School of Education

Video and File Settings

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Zoom Video Recorder Settings:

VIDEO

Setting the Image Quality:

- Press the **Menu** button and use the arrow controls to select **Video**.
- From the list, select the lowest setting: **WVGA/30**
- Press the **Menu** button



AUDIO

Adjusting the recording level:

- On the side set the **Mic Gain** slider to: **H** setting for loudest audio quality.



Recording audio and video

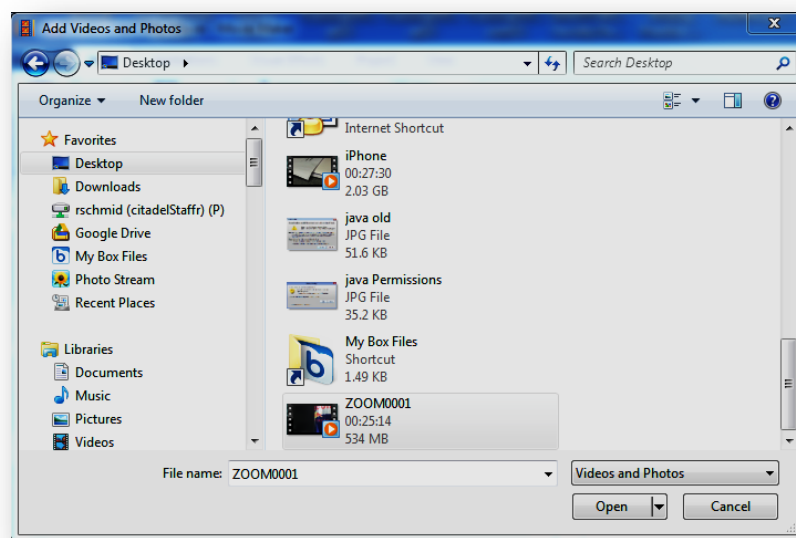
From the Main operation screen, start recording audio and video by pushing a single button.

- Press the **Red** button to start recording
- Press the **Right** and **Left** arrows to zoom in and out
- Press the **Red** button when finished; putting the recorder in recording standby mode

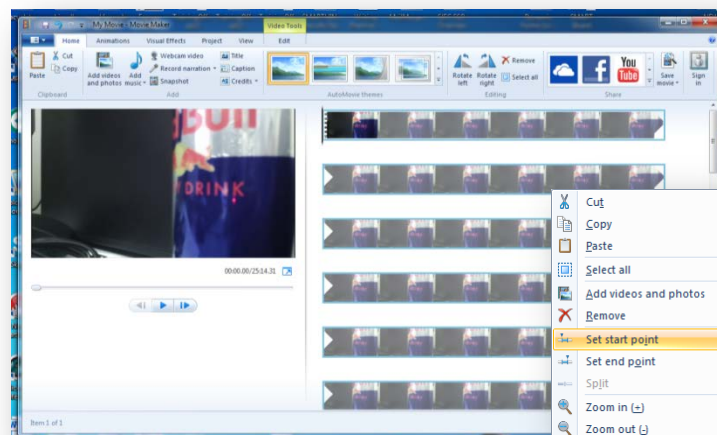
ZOOM Editing Instructions

From a PC using Windows Movie Maker:

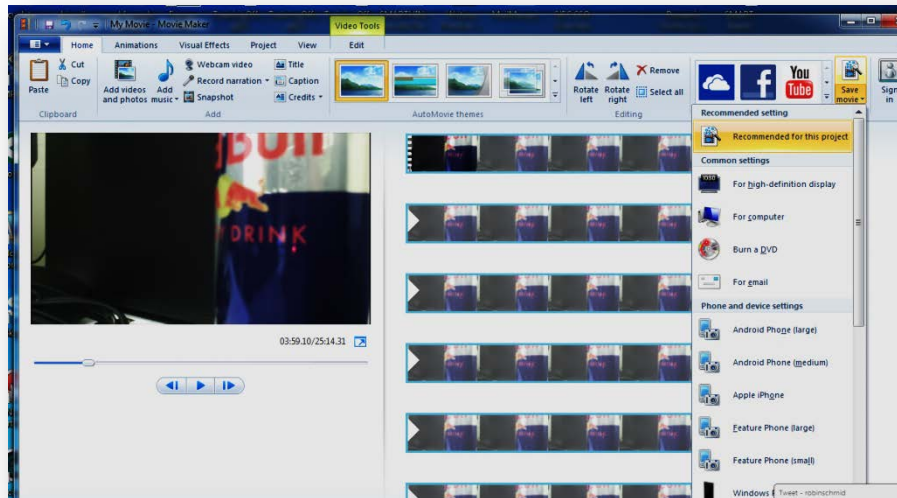
1. Plug in **Zoom** recorder with the attached USB cable and select **Open folder to view files**.
2. Select the **DCIM** folder and within the **100_ZOOM** locate your video.
3. **Right-click** on the video, select **Copy** and then right-click on the desktop and select **Paste**.
4. Launch **Windows Movie Maker**.
5. Click on **Add videos and photos** and navigate to your video on the desktop. Select the video and click on **Open**.



6. To edit the video drag the line or play the video to get to the part that you want to have the video start. Right-click and select **Set start point**.
 - a. For the selecting the desired ending moment of the video drag the slider or play the video to the desired moment in the video and right-click and select **Set end point**.



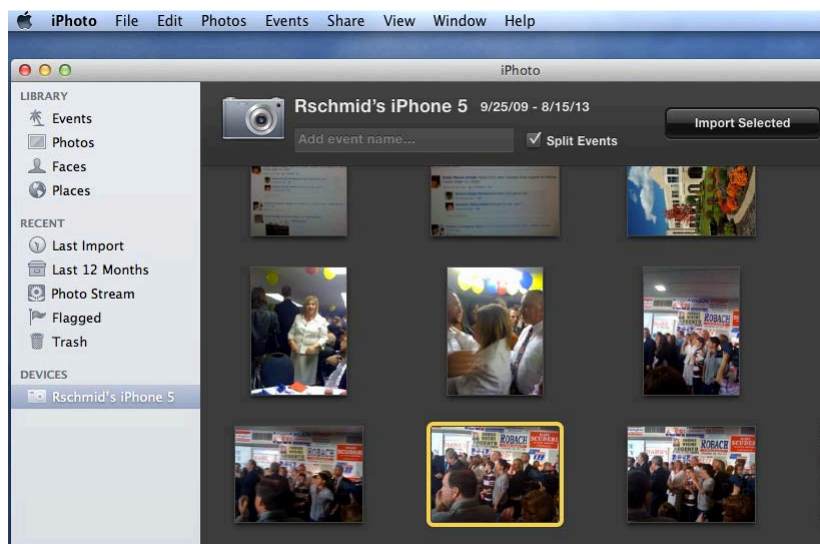
7. From the **Home** tab click on the **Save movie icon** and select **Recommended for this project**. For the destination chose the **desktop** and click **Save**.



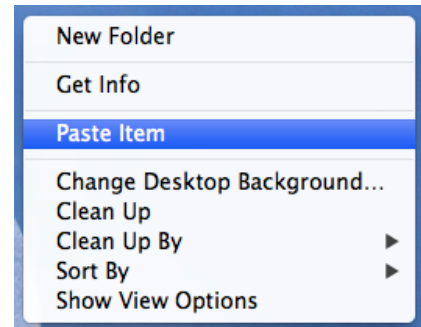
iPhone Editing Instructions

From a Mac using iMovie:

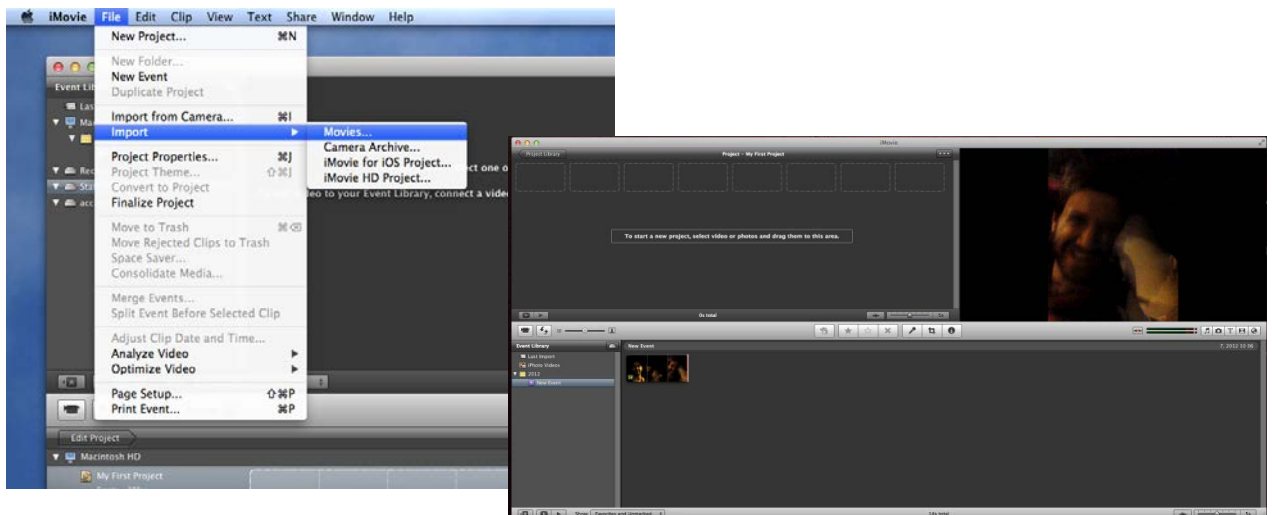
1. Plug iPhone in Mac.
2. Launch **iPhoto**, on the left under **Devices**, click on your **Phone**.
3. Within the main window of iPhoto select the video and click on **Import Selected**.
 - a. If you receive a pop up asking "Delete Photos on Your iPhone?" –select **Keep Photos**.



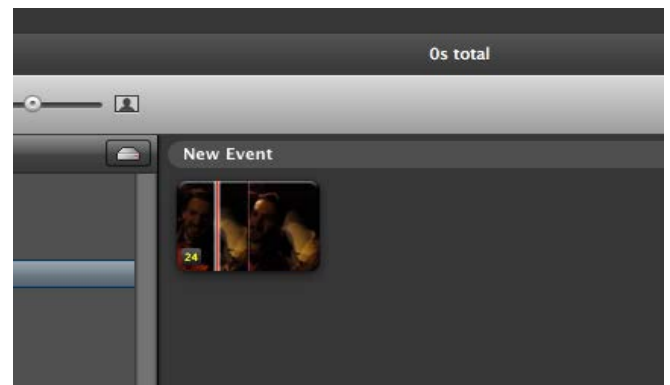
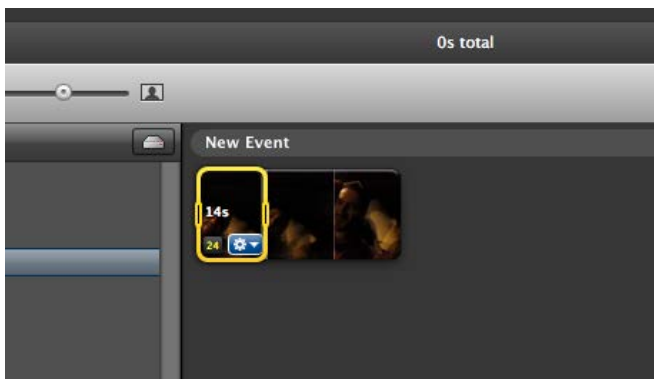
4. From the **Last Import** window select the video, **control-click** on the video and select **Copy**.
5. From the **Desktop**, **control-click** and select **Paste Item**.



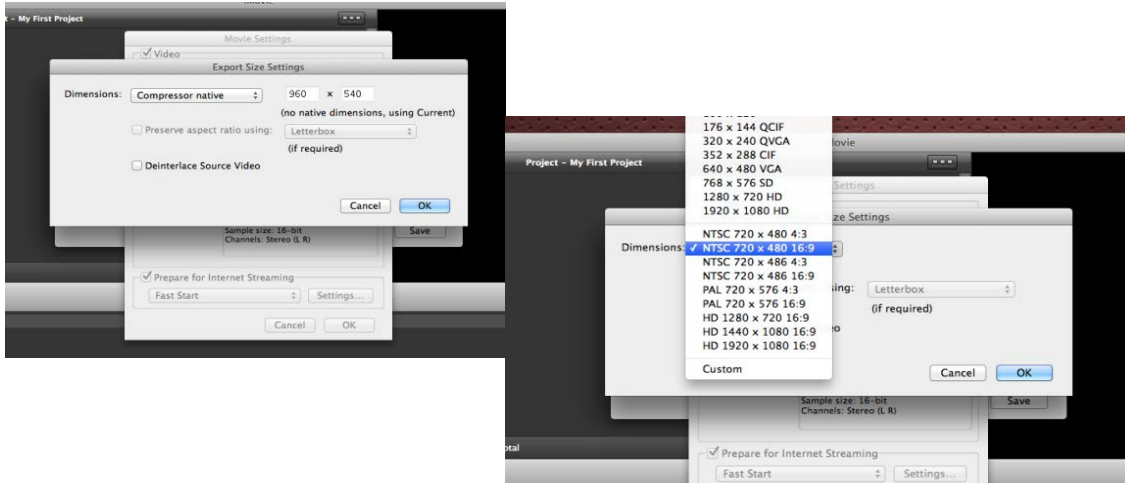
6. Launch **iMovie**, click on **File** and select **Import, Movies**.
 - a. Within the **Optimize video** section, select **Large** for video setting and click on **Import**.



7. To delete a section of the video:
 - a. Click on the video, drag the mouse on the video, the highlighted are in **Yellow** can be deleted. Press **Delete** on the keyboard to delete the section of video.
 - b. This step can be repeated until you have the desired length of video.



8. Select the entire video, click hold and drag up to the project window. Click on **Change** if a window pops up.
9. From the **Share** menu, select **Export** using **Quicktime**.
 - a. Within **Options** select **Size**. Within Dimensions, select **NTSC 720 X 480 16:9** and click on **OK** twice and select the **Desktop** as your export location. Click on **Save**.



Scanning Documents- PDF

Library- Main Floor, Kearney- Open Lab

1. Log into computer, place papers right-side down in scanner and press the **START** button.
2. Select an Output method- **Save to folder**
 - a. File name: enter a name for file.
(uncheck Use file name settings dialog box)
 - b. File type: **PDF**
 - c. Save in Folder: Browse to a location/folder to save pdf file (Pdrive)
(uncheck Save to My Pictures folder)
 - d. Click on **Save**.

