


**Introduction**

This Information Sheet deals with the basics of capturing - connecting the camera, capturing and then saving a new video file. It is assumed that a digital video camera is being used and that capture is being implemented through a firewire connection between the camera and the computer. If analog capture is used the process is similar. Any differences are highlighted in the text.

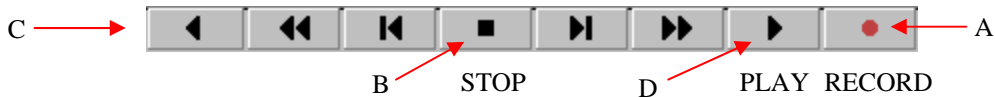
Capturing video is a two-stage process. The first stage involves transferring video from a camera (or other video source) to a computer to create a new video file in the computer. During the second stage this new video file is manipulated to extract the video you wish to keep.

**Capturing Video**

To capture video, proceed as follows:

1. Connect the video camera to the computer. The connectors on many video cameras are protected by a plastic cover.
2. Turn the camera ON and select VCR mode.
3. To preview video from the video camera, click on the capture icon on the tool bar. 
4. Begin capturing by clicking on the red record button (labeled A in the diagram below). As the video is being transferred to the computer it is displayed in the capture window.
5. Stop capture. This can be achieved by - clicking on the stop button (B) on the *playbar* (C) (firewire capture only), or pressing the escape key on the computer keyboard, or the capture period expires. This period is initially set at 10 seconds but can be changed by clicking on *Capture, Preferences*.

Note: The *playbar* at the bottom of the capture window can be used to control the camera. E.g. pressing the play button (D) on the *playbar* will put the camera in play mode.



**Post Capture Processing**

Once capturing has been completed, the *Select Trim Parameters* dialog box (E) is displayed and the first frame of the captured video appears. This capture file is titled *capture.avi*, and is destroyed every time new video is captured. This captured video file usually contains more frames than those required (see diagram). Follow these steps to remove unwanted frames from the beginning and end of the captured file.

1. Move the slider and/or use the arrow keys on the keyboard until the first required frame is displayed. The frame number will be shown in the *Select first frame to save* box (F).
2. Click in the *Select last frame to save* box (G) and do the same as in step 1, this time finding the last required frame.
3. Select DV format by clicking in the *DV Format* box (H). This box should now contain a tick. This option will not be available if analog capture has been used. In this case choose *Odd*.
4. Click on *OK* (I). When the *Save As* dialog box appears, navigate to the folder (if necessary) where you wish the file to be stored, type the desired file name and click *OK*.

Notes: 1. After step 4. The video being displayed is still the original capture file (*capture.avi*). Further video can be extracted from this file by re-opening the *Select Trim Parameters* dialog box and repeating the process. This dialog box can be re-opened by selecting *Trim Video File* from the *File* menu.  
2. Newly created files can be reviewed by selecting them from the *File* menu.

