

# QuickTime Pro – Video Task Guide

This guide teaches you how to trim and compress movie files in QuickTime Pro for use in Memories Builder.

## Setup

For this process, you will need the following:

- **A video file** - already captured to your computer and preferably in AVI, MOV, or DV format. If your video file is in MPG format, you will need to convert it to another file format.
- **QuickTime Pro** - QuickTime Player does not have the necessary functionality. To upgrade from QuickTime Player to QuickTime Pro, visit [www.apple.com/quicktime/buy](http://www.apple.com/quicktime/buy) and follow the instructions.

## General Tips:

- Video files are very large. Try to keep at least 1-2 GB of space free on your hard drive at all times. You may want to work with 10 minutes or less of footage at a time.
- Working with video files is resource-intensive. Close all other programs before proceeding.

## Opening the File

Locate the video file that needs to be compressed (in a Finder window on a Mac or a My Computer window on a Windows computer). Open it in QuickTime Pro using the steps below.

### *Mac Computers*

Drag the movie file to the QuickTime Player icon on the dock (a large, blue 'Q').

If QuickTime Player does not appear on the dock:

1. Double-click on your hard drive.
2. Click the Applications button.
3. Scroll down until you see QuickTime Player.
4. Double-click on it to open it.
5. Drag the movie file into QuickTime Player.

## Windows Computers

The easiest way to get started is to browse to your video file, right-click on it, choose Open With, and choose QuickTime Player.

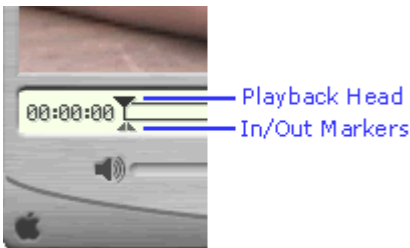
If QuickTime Player does not appear in the list:

1. Click on Choose Program
2. Locate QuickTime Player from the Recommended Programs or Other Programs list in the Open With dialog.
3. If QuickTime Player does not appear in either list, click on the Browse button and locate QuickTimePlayer.exe from C:\Program Files\QuickTime. Click on the Open button.
4. Once QuickTime Player is selected in the Open With dialog, click OK.
5. The movie file will now open in QuickTime Pro.

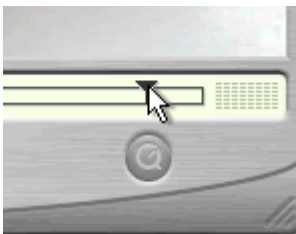
## Trimming

If there are parts of the video near the beginning or end of the file that you would like to trim out, follow the steps below. Otherwise, continue to the Exporting section below.

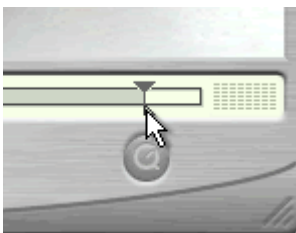
1. The trim controls are located at the bottom left side of the program.



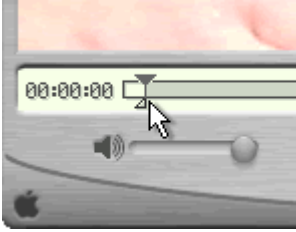
2. Drag the playback head to the end of the file. Start moving it backward until it is near the last portion of the video you would like to keep. In this step and steps 3-6, you can use the left and right arrow keys on the keyboard to nudge the playback head or In and Out markers.



3. Grab the **Out** marker and move it so that it lines up with the playback head.



- Now drag the playback head to the first frame you would like to include in the final movie file.
- Drag the **In** marker to match the playback head.



- Choose **Trim** from the **Edit** menu. QuickTime Pro will delete the unwanted portions of the video.

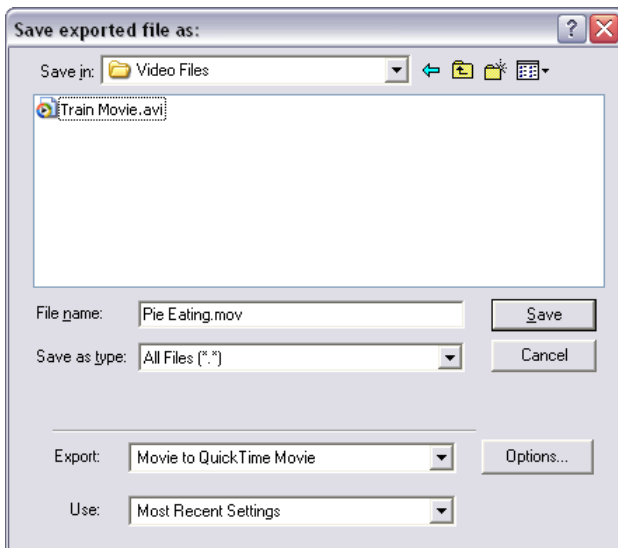
For more information on QuickTime Pro editing features (stretch, rotate, etc.), choose *QuickTime Player Help* from the *Help* menu. In the page that launches, choose *Browse QuickTime Player Help* and then *Editing Movies With QuickTime Pro*.

## Exporting

There is a difference between saving the project and exporting the project.

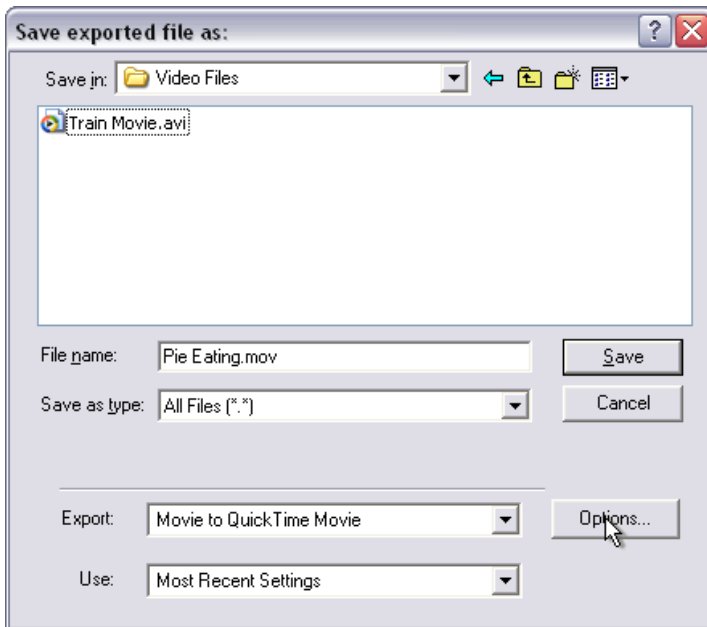
- Save** – Creates a small file that includes information about which clips you are using and any changes or edits. Useful for allowing you to make modifications to those settings later. *This file does not contain any actual footage, and will only be useful on the computer it is created on.*
- Export** – **The step required to use your movie in Memories Builder.** This process creates a stand-alone movie file.

- Choose **Export** from the **File** menu. This will open the *Save exported file as* dialog box.

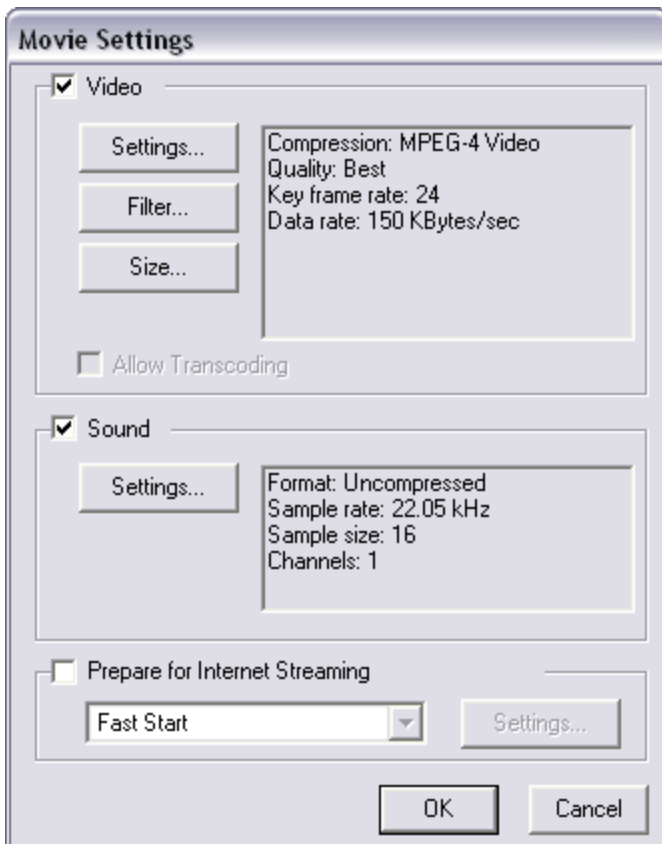


- In the top panel, choose a location for the final compressed movie file by browsing or using the **Save in** pull-down menu (near the top).

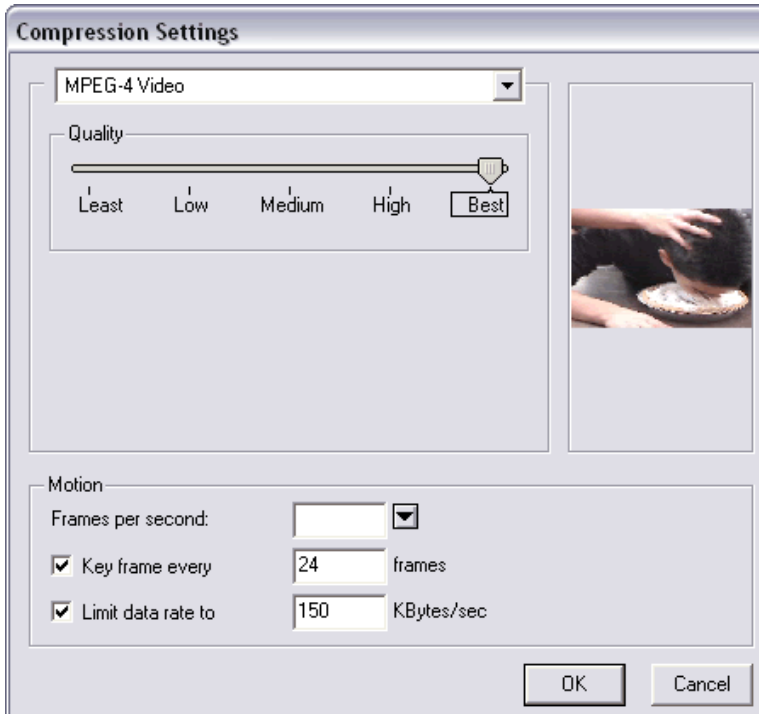
3. Enter a name for your movie in the **File name** field.
4. At the bottom of the window is a section for export settings. Choose *Movie to QuickTime Movie* from the **Export** pull-down menu.
5. Click the **Options** button.



6. The *Movie Settings* dialog appears.



7. In the *Movie Settings* screen you will have 3 sections: Video, Sound, and Prepare for Internet Streaming.
8. In the *Video* section click the **Settings** button. The *Compression Settings* box opens.

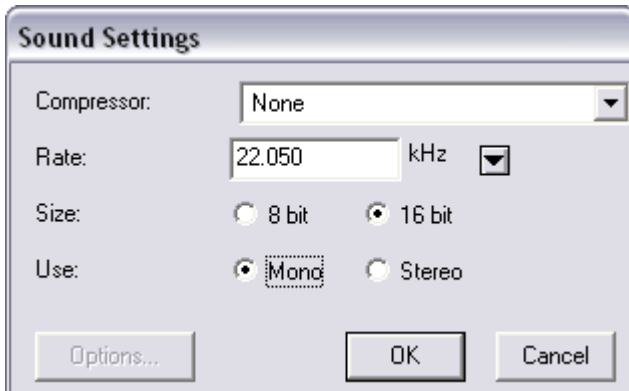


9. Set the following options:
  - Choose *MPEG-4 Video* from the top pull-down menu.
  - Drag the *Quality* slider to Best.
  - **Frames per second** set to Best.
  - **Key frame every** 24 frames.
  - **Limit data rate to** 90 to 150 KBytes/sec (the lower range for interviews and less motion, higher range for action and sports).
10. Click **OK**. You will be returned to the *Movie Settings* screen.
11. In the *Video* section click the **Size** button. The *Export Size Settings* box opens.



12. Set the following options:
  - Choose *Use custom size*.
  - Set **Width** to 320 (if people look too thin, try 360).

- Set **Height** to 240.
13. Click **OK**. You will be returned to the *Movie Settings* screen.
14. In the *Sound* section click the **Settings** button. The *Sound Settings* box opens.



15. Set the following options:
- Choose *None* from the **Compressor** pull-down menu.
  - **Rate** 22.050 kHz.
  - **Size** 16 bit.
  - **Use** Mono.
16. Click **OK**. You will be returned to the *Movie Settings* screen.
17. In the *Prepare for Internet Streaming* section, make sure that the box is NOT checked.
18. Click **OK**. You will be returned to the *Save* dialog.
19. Click the **Save** button.

QuickTime Pro will now export your video into a compressed QuickTime format (.mov extension) perfect for use with Memories Builder.