

Step 1: Install InterClipper program and Project

Your Project CD contains the

- InterClipper Analyst program that lets you review, sort and export your video clips and
- Your Project video and the data about that video

When you insert your first Project CD, you will be prompted to install both the program and your Project. Since the program only needs to be installed once, when you insert the next Project CD you will be prompted to install only the Project.

Install program & Project



Install Project only



Step 2: Open your Project

After your Project is installed, you can open the program and the Project by clicking on **Open Project in InterClipper**. Each time you insert a different Project CD, you will be prompted to open that Project after it is installed.

To view your Project in the Microsoft Media Player, click **Open Project in Media Player**. You can only view the video using the Media Player.

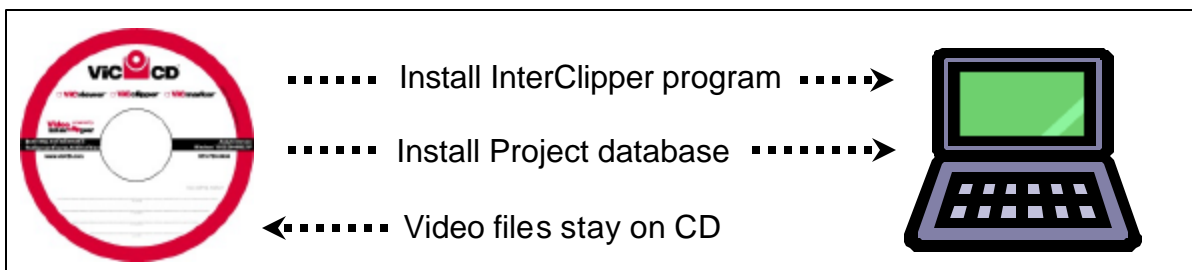
Open Project



Note: If the prompt screen doesn't automatically appear when you insert the CD, go to the Windows Start menu, select Run and then browse to select Setup.exe from your Project CD.

Where's my data?




InterClipper puts your notes about the video on your computer. The video files stay on the CD to save space on your hard drive. If you want to move your notes – the database -- to another computer you have to make a copy from your hard drive. The database on the CD won't have the changes you make.




B. View Clips

Play Clips

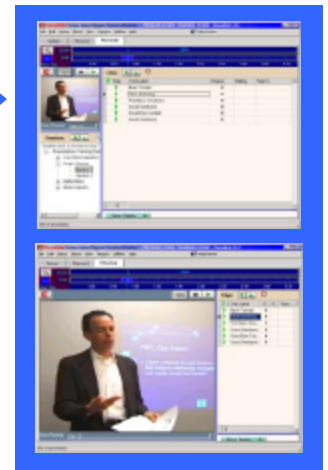
Each row in the ClipGrid represents a Clip

- Create new clips by clicking the clip button  while playing a Section.
- Play a Clip by clicking on its green arrow in the ClipGrid. 
- To play the next Clip in the grid, click on the down arrow  at the top of the ClipGrid.

When the Section filter  (located on the Session Tree) is on, only the clips in the selected section will be displayed. To display all the Clips, turn off the Section Filter.




Note: Clip length is **initially** set by the Back Time, located to the left of the Timeline. To start the unedited clips earlier increase the number of seconds in the Back Time.



Play Sessions

The Session Tree plays 10 minute sections of the interview sessions. You can play Sections in sequential order like a tape or play them in any order you choose.

- Click on a Section to select it and press the Play button  OR double click on any section to start playing it immediately.
- Click the green up or down arrow at any time to start playing the next or previous section

Edit Clips



- To change the length of the clip drag the Clip start mark (A) or the end mark (B).
- When you edit a clip the color of the markers changes from red to white to indicate you have edited the length of the clip.
- After you edit a Clip the length is no longer set by the Backtime value.

Note: The edits you make are stored in the hard drive database of the computer you are working on. They are NOT recorded on the CD itself. The CD remains in its original unedited form. To review your edits play the CD back on the same computer on which the edits were made.

C. Sort Clips

InterClipper let's you find clips in several ways. Drag the best clips onto the Hot List. Or you can add notes and information to your clips so you can sort them by rating or topic or other information.



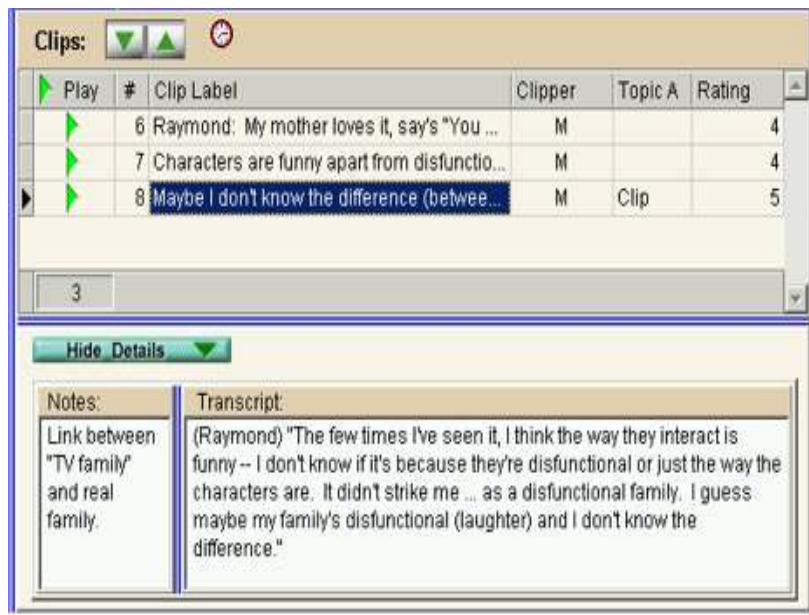
Hot List

- From the **View** menu, select **Hot List**
- Drag any clip from the ClipGrid onto the HotList and drop it in the order you want
- Reorder the list by dragging clips up or down on the list
- Play or export all the clips at once

Annotate Clips

You can add several different kinds of information to Clips in the ClipGrid. Then sort by the information you enter.

- The "author" of the Clip is listed in the Clipper column – up to 7 different IDs from A – G.
- Use the Clip Label field to type in the basic idea of the clip.
- Longer text like a transcription of the clip can be put in the memo pads (open the **Details** panel)
- Use the Rating field to label clips on a 1-5 scale.
- Up to 3 Topics from an unlimited list of Topics can be assigned to a single Clip.



ClipGrid with Details panel open

Sort Clips

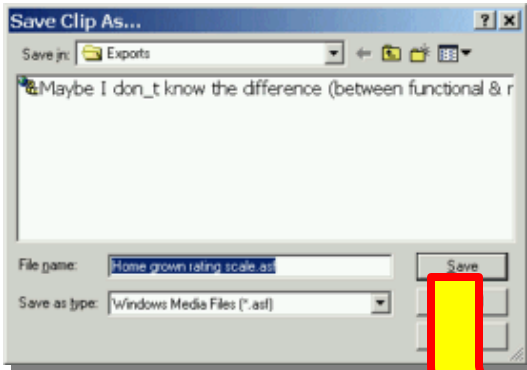
- Click once on the column header to sort by that value (e.g. Rating 0-5)
- Click again to reverse the sort order (e.g. Rating 5-0)
- To return the ClipGrid to chronological order click on the clock icon in the ClipGrid.



- For more ways to sort see the following in the **Help** files about QuickSort.

D. Export Clips

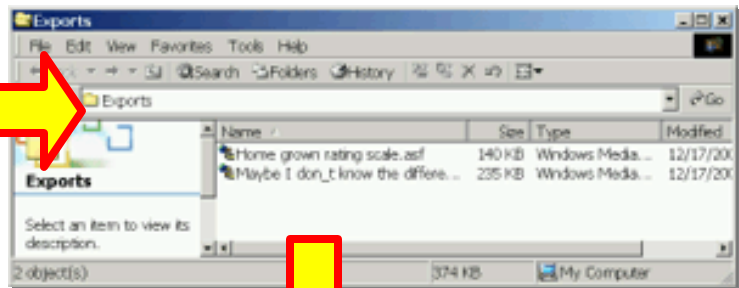
Once you decide what Clips to share you can export them and send them via email or insert them in other documents like Word or PowerPoint.



InterClipper Save Clip As window

Export

- Select a Clip from the InterClipper ClipGrid
- From the **Player** menu, select **Export Clip**
- The **Save Clip As ...** window appears
- Accept the default name or rename the Clip
- Click **Save** and the Clip will be saved in the Exports folder of your Project Folder

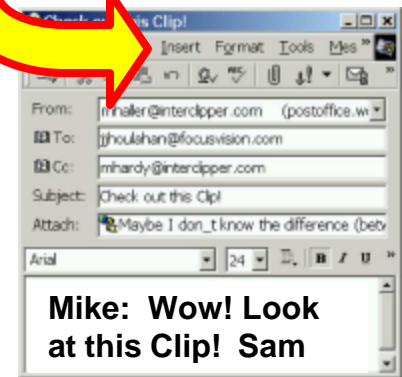


Windows Export folder

Send Clips with email

There are several ways to attach clips to email messages.

- R click on the clip in the Exports folder and Select the **Send to Mail Recipient** OR
- Create a new mail message and drag the clip onto the message OR
- Create a new mail message and on the **Insert** menu select **File Attachment**



Email program:
Outlook Express



PowerPoint Insert Movie window

Insert Clips in PowerPoint

- Create a PowerPoint presentation document
- On the PowerPoint **Insert** menu, select **Movie From File**
- On the **Insert Movie** window, browse to open the Export Folder of the InterClipper project
- Select the clip to insert and click **OK**
- Normally click **No** when asked if you want clip to play automatically
- Your clip will appear as a still frame on the PowerPoint page – click to play
- Resize or drag it to fit your layout and click on it to play it (requires Windows Media Player)

Note: See PowerPoint Help for how to package presentation and clips for distribution.