

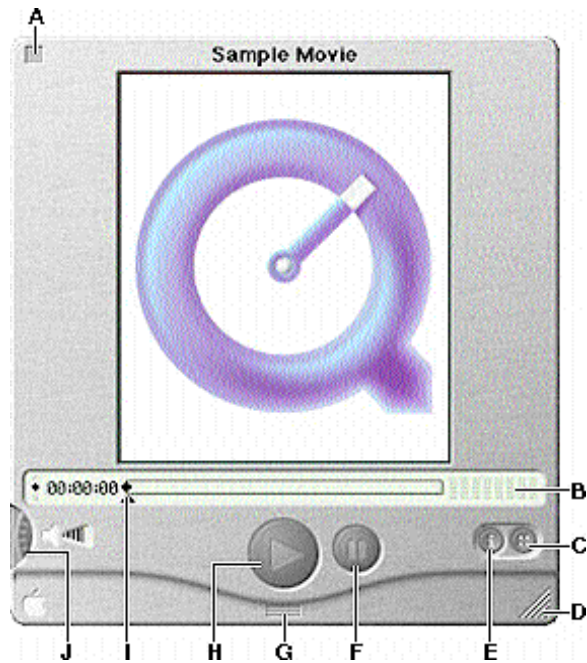
# *Step-by-Step* Using QuickTime 4 Pro

QuickTime 4 Pro is a program built into Apple's QuickTime software that not only allows you to play many video, audio, text and graphic files, it also allows you to do simple non-linear editing in your classroom.

## **Opening a movie to edit**

- 1** Open the QuickTime Player application.
- 2** Choose Open Movie from the File menu.
- 3** In the dialog box that appears, locate the movie you want to edit, then click Open.

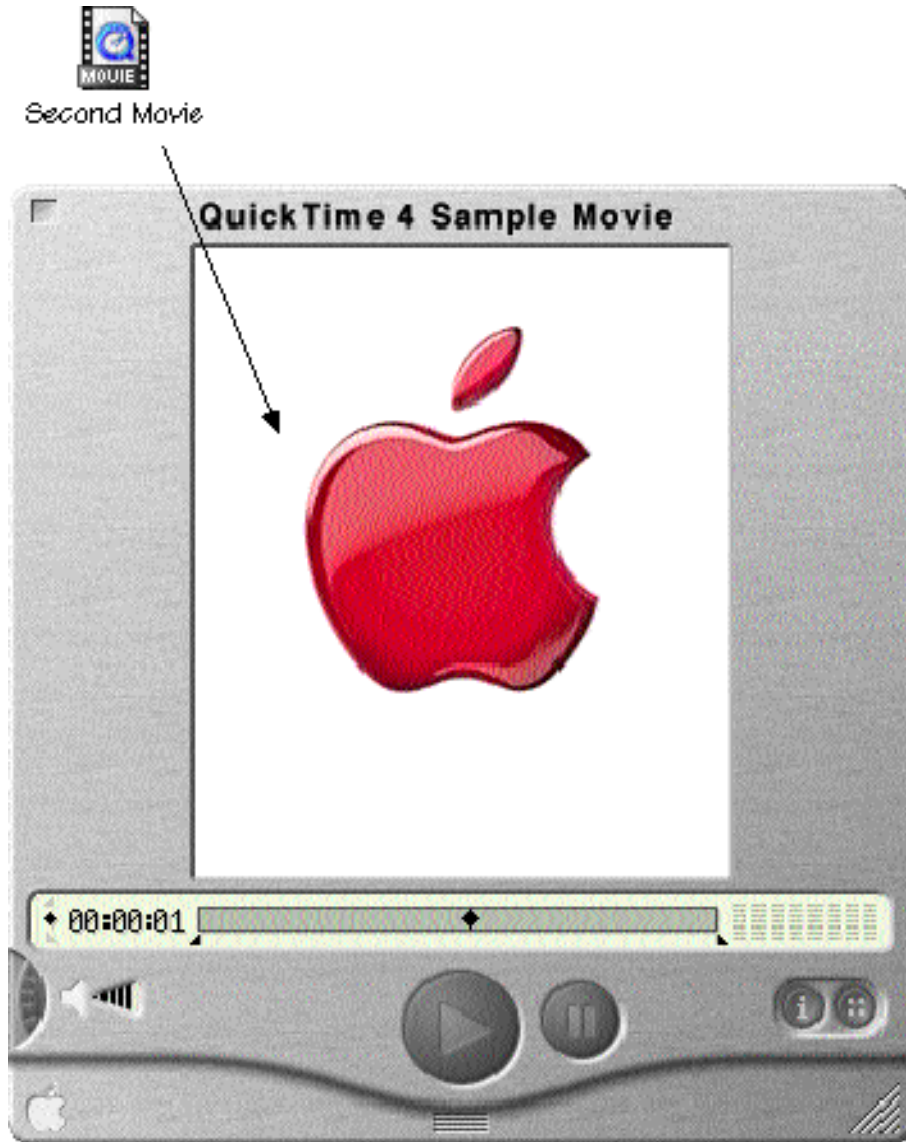
## Basic Controls



- A** Click to close the player window.
- B** Audio output display.
- C** Click to display or hide additional video and audio controls.
- D** Drag to change window size.
- E** Click to display or hide copyright information.
- F** Click to pause.
- G** Drag to display Favorites buttons.
- H** Click to play.
- I** Drag this marker to a specific point in the movie.
- J** Drag to change the volume.

## Pasting together multiple movie clips

- 1 Using QuickTime Player, open one of the movies you want to use.
- 2 Position the marker on the playbar where you want a second movie to be inserted.
- 3 Drag the icon of the second movie on top of the first movie.



The frame of the movie changes to zebra stripes. The two movies are pasted together. Multiple movies can be pasted together in this way.

## Importing audio from a CD to a movie

Sound clips from audio CDs can be converted to QuickTime movies. These sounds can then be added to a QuickTime movie or played as sounds in HyperStudio, AppleWorks, or other programs.

- 1** Open the QuickTime Player application.
- 2** Choose Open Movie. from the File menu.
- 3** Insert your audio CD into the computer's CD-ROM drive.
- 4** In the window that appears, click Desktop and then double-click the icon for your audio CD.
- 5** Select the track you want and then click Convert.
- 6** Name your movie; then click Options.
- 7** Select the portion of the track you want to record by sliding the right and left knobs of the audio bar so that only the desired part of the track plays (or enter the start and end times manually.)
- 8** Click OK to return to the previous window.
- 9** Select a location for this file and click Save.

Your sound is saved as a QuickTime movie.

When you quit QuickTime Player, the icon for the file will look like this:



## Deleting a portion of a movie

- 1 To select a portion to delete, hold down the Shift key and drag along the playbar.



As you drag, the frames of the movie appear in the screen.

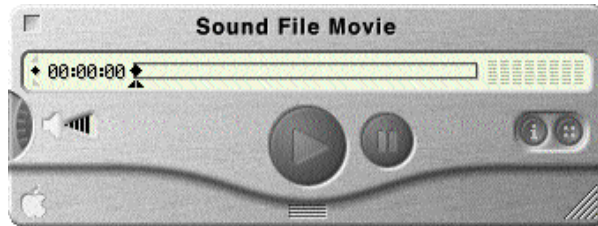
- 2 Release the mouse when you've selected the portion you want to delete. To make further adjustments, drag the left and right triangles to indicate the exact start and end points.
- 3 Choose Cut from the Edit menu.
- 4 Choose Save As from the File menu.

You have two choices when you save "Save normally" or "Make Movie self-contained." In general, you should save the final version of a movie as self-contained. This means all data in the movie (images, audio files, and so on) is saved with the movie file.

## Adding sound tracks to a movie

- 1 While you are in QuickTime Player, open the movie to which you want to add sound.
- 2 Locate the sound file you want to add to the movie.
- 3 Open the sound in QuickTime Player.

To do this, choose Open Movie from the File menu. Locate the sound. Click Open. QuickTime Player opens the sound in a new window with no picture.



- 4 Hold down the Shift key and drag along the playbar, highlighting the part of the sound file you want to add to your movie. Release the mouse button.
- 5 Choose Copy from the Edit menu.
- 6 Click the movie to which you want to add the sound.
- 7 Position the marker at the location on the playbar where you want the sound to be inserted.

If you want the sound to play back at the beginning of the movie, leave the marker at the far left of the playbar.

- 8 Hold down the Option key and choose Add from the Edit menu.

(Add replaces the Paste option when you hold down the Option key.)

The sound is added to the movie. Multiple sound tracks can be added in this way.

**Note:** If the sound added is longer than the length of the movie, a blank white screen appears.

## **Deleting or extracting a track from a movie**

QuickTime movies may have multiple tracks. Among these tracks are a sound and a video track. You can either delete the sound track (leaving a silent movie) or delete the video (leaving only the sound). You can also extract the sound or the video from a QuickTime movie and save the file as a silent video or sound-only movie. Deleting alters the original file while extracting leaves the original file untouched.

### **Deleting a sound or video track**

- 1** Choose Delete Tracks from the Edit menu.  
A dialog box appears showing the tracks that are part of a particular movie.
- 2** Click the track you want to delete, then click Delete.  
The original video clip is altered (eliminating the track you selected).
- 3** Save the altered file with a different name to leave the original unchanged.

### **Extracting the sound or video track**

- 1** Choose Extract Tracks from the Edit menu.  
A dialog box appears showing the tracks that are part of a particular movie.
- 2** Click the track you want to extract, then click Extract.  
A separate file with the extracted track opens as “untitled.”
- 3** Rename and save the extracted clip.