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ClickView

24▶7

ClickView 24-7 User Training



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➔ 1. Introduction to ClickView 24-7

ClickView 24-7 maintains a constant archive of recorded digital television shows, able to store over 700 hours of digital television. Teachers no longer need to plan and schedule requests for television shows or worry about delayed broadcasts or scheduling inaccuracies.

ClickView 24-7 automatically records shows from up to six channels as they are broadcast on free-to-air digital television. Every show broadcast during the week is at your fingertips, ready to be extracted and catalogued in the **ClickView Library Server**.

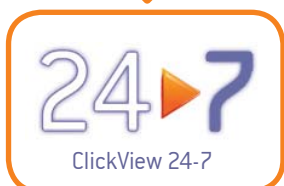
➔ 2. An overview of ClickView 24-7 integrated with my existing ClickView solution



Free-to-air digital broadcast



Antenna connects to **ClickView 24-7** digital capture cards



Simultaneously records 6 digital television stations. Maintains a constant 7-14 day* archive of recorded shows



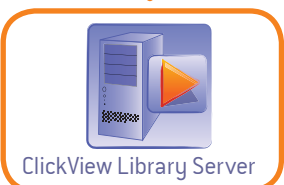
Browse and extract recorded digital television shows stored on **ClickView 24-7**



Remove advertisements, create chapters



Add shows to **ClickView Library Server**



Attach metadata and resources to shows



Delivers extracted shows to **ClickView Player**



View digital television shows from any computer in the school

3. Screenrights Licences

screenrights

In order to record from television and radio, and to make certain online uses of these copies, schools require a valid Screenrights licence. Schools that require more information about Screenrights or to apply for a licence can go to their website: www.screenrights.com.au

4. Setting up your ClickView 24-7

Once your **ClickView 24-7** arrives, your network administrator/IT manager will need to connect the aerials and configure it for use. Please see our website www.clickview.com.au/support for full instructions on configuration and set up.

5. Video Compression

Programs broadcasted on free-to-air television are transmitted in MPEG-2 file format, which has a very high bitrate. MPEG-2 takes up a large amount of storage space on your hard drive. In order to use less storage space, **ClickView 24-7 Manager** will compress the video using a MPEG-4 video codec.

The MPEG-4 video codec recommended for use by **ClickView** is the DivX codec, which has an ability to compress lengthy video segments into small sizes while maintaining relatively high video quality. Ensure you have DivX 6.1 for Windows XP (downloadable from [Knowledgebase article #160](#) on www.clickview.com.au/support) or purchase DivX 6.8 for Windows Vista (downloadable from www.divx.com)

6. Recording channels available

ClickView 24-7 allows you to record simultaneously from 6 digital free-to-air television channels available in your area.

In your initial setup with your network administrator/IT manager, you will tune each channel and set up the recording times. You can select to record each channel 24 hours a day, 7 days a week or you can select to record part days e.g.: 7am-11pm which will give you more available space to record on, and will give you more than seven days recording time.

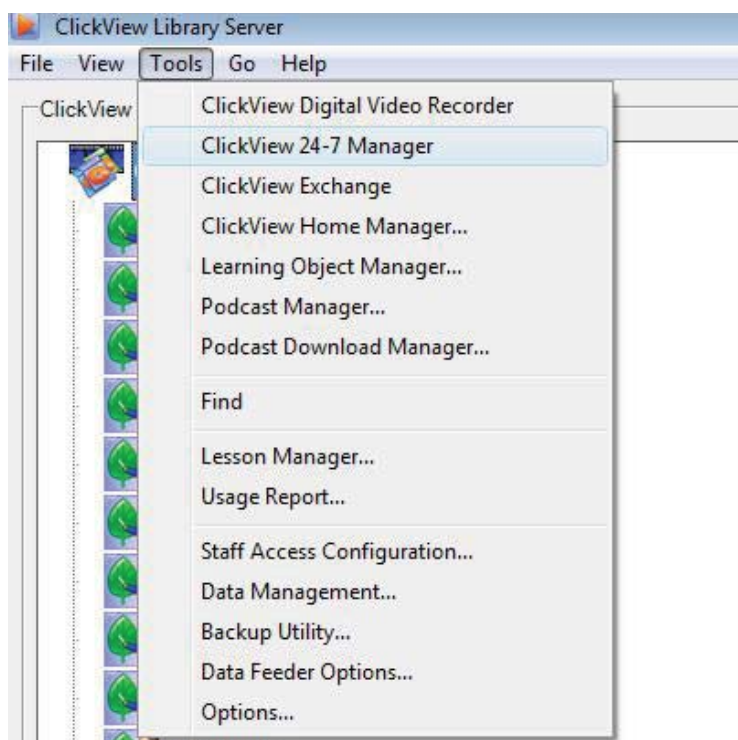
If you need to change the times to record or the channels you have tuned, please see [Knowledgebase article # 124](#) on our website www.clickview.com.au/support

ClickView 24-7 can not record from subscription/pay TV services such as Foxtel. If you wish to record these channels then you can do so using the **ClickView Digital Video Recorder** www.clickview.com.au/support [Knowledgebase article #35](#)

7. Opening the ClickView 24-7 Manager

Accessing the **ClickView 24-7 Manager** is easy and can be done simply through the **ClickView Library Manager** interface.

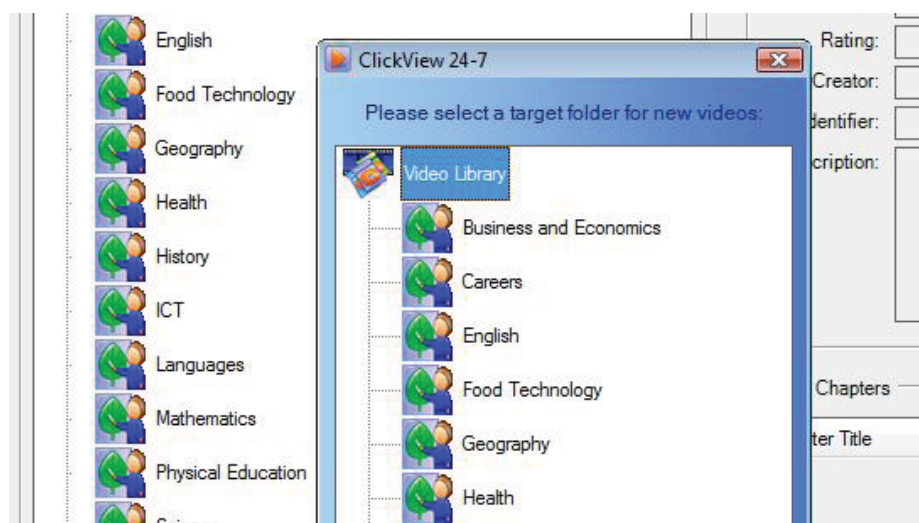
1. Open ClickView Library Manager
2. Select 'Tools' menu



3. Select 'ClickView 24-7' application

The ClickView 24-7 Manager will search for ClickView 24-7 on your school's network and confirm it is online and the shared programs are available.

4. Select the folder you wish to add your recorded content to in the ClickView Library Manager



5. The ClickView 24-7 Manager will open

➔ 8. Finding a program in the ClickView 24-7

The **ClickView 24-7 Manager** allows you to navigate easily around the available programs. It enables you to select by channel, by the days available that have been recorded, and then allows you to launch the show finder to find the specific show from that day.

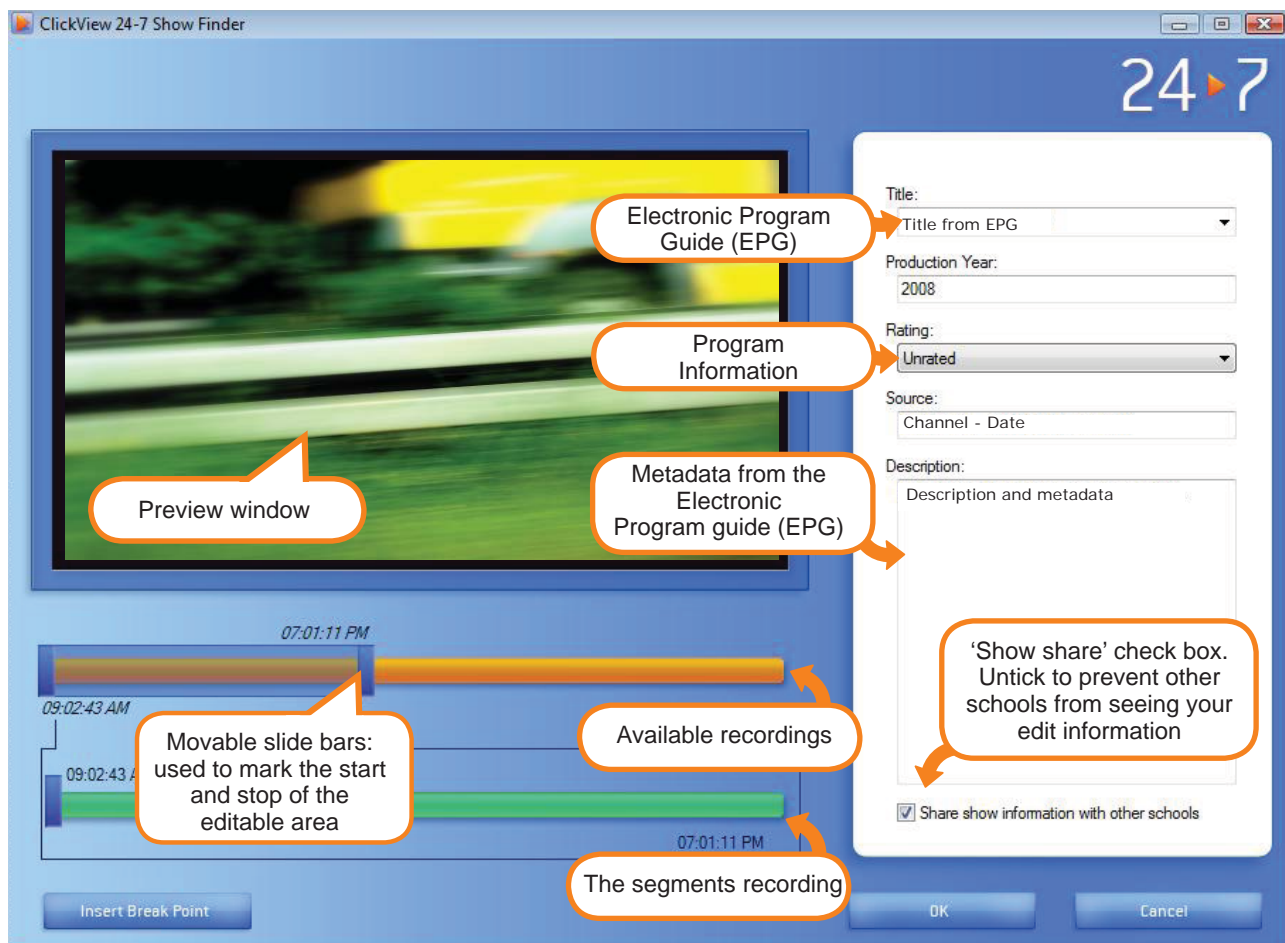
ClickView 24-7 Manager

The screenshot shows the ClickView 24-7 Manager interface. On the left is a channel selection menu with options: 7 Digital, NINE DIGITAL, TEN Digital, SBS, ABC1, and ABC2. The main area displays 'SBS' and 'Available Digital TV Recordings' for the week of September 24 to October 2, 2008. Each day has a 'Find Show' button and a green checkmark. A callout 'launch show finder' points to the 'Find Show' button for Sunday, September 28, 2008. Below this is the 'Available Programs' section, showing 'Australian Biography: Ted Egan' with a progress bar at 0% and an 'Add To Library' button. A callout 'allows you to add a show edited by another school directly to your library' points to the 'Add To Library' button. At the bottom left, there are buttons for 'Conversion Queue' and 'Video Settings'. A callout 'opens up your video codec settings' points to the 'Video Settings' button. Another callout 'files currently uploading or waiting to be uploaded to your ClickView Library Server' points to the 'Conversion Queue' button. A callout '“Show sharing”: other school’s edits available for upload' points to the 'Add To Library' button.

To find a program you would like:

1. Select the channel from the left hand menu
2. Select the day of your program from the 'available recordings' list
3. Click on the 'Find Show' button to launch the show finder and access the days programs
The show finder edit window will now open
4. Select the drop down menu from the 'Title' to see the available programs for that day
5. Select the program you wish to find

ClickView 24-7 Show Finder



➔ 9. Editing a program to add to your ClickView Library Server

You can edit programs from **ClickView 24-7** before adding directly into your **ClickView Library Server**. Some benefits include:












- removing ad breaks
- starting and ending the program at the exact points
- not missing the end of a program if it ran overtime
- creating chapter breaks to improve the performance of the **ClickView** software
- only adding the sections of content that you need

a. ClickView 24-7 Show Finder Controls

ClickView 24-7 has a number of shortcuts to make it easy to navigate your way through the editing process. Hovering your mouse over the orange bar will cause a list of available keyboard shortcuts to appear. Alternatively the key below will outline these for you.

ClickView 24-7 Show Finder Controls



 A: 60 seconds backwards	 H: 0.5 seconds forwards	 G: pause / resume
 S: 10 seconds backwards	 J: 1 second forwards	 Delete: delete breakpoint
 D: 1 second backwards	 K: 10 seconds forwards	 Space: insert breakpoint
 F: 0.5 seconds backwards	 L: 60 seconds forwards	

b. Introduction to editing

1. Find the program you wish to add to your ClickView Library Server by following the steps in Section 8. Finding a program in the ClickView 24-7
2. Set the start and stop time for the show by dragging the blue markers on the orange bar to the start and stop points of the show.
3. Ensure that your whole program is contained within the blue markers on the orange line as changing the end position once you have completed editing will result in you losing all the editing.
4. Use the keyboard shortcuts to move through the program in more fine tuned movements.

c. Entering metadata

On the right hand side of the ClickView 24-7 Show Finder are fields for the metadata for the program.

1. Select the title from the available titles from the Electronic Programming Guide (EPG) or replace the existing title with your own
2. If you have selected the title from the EPG, the rest of the metadata fields will automatically fill giving you the production year, the source and the description
3. If you wish to alter anything you can do so by directly clicking in the field and typing text.

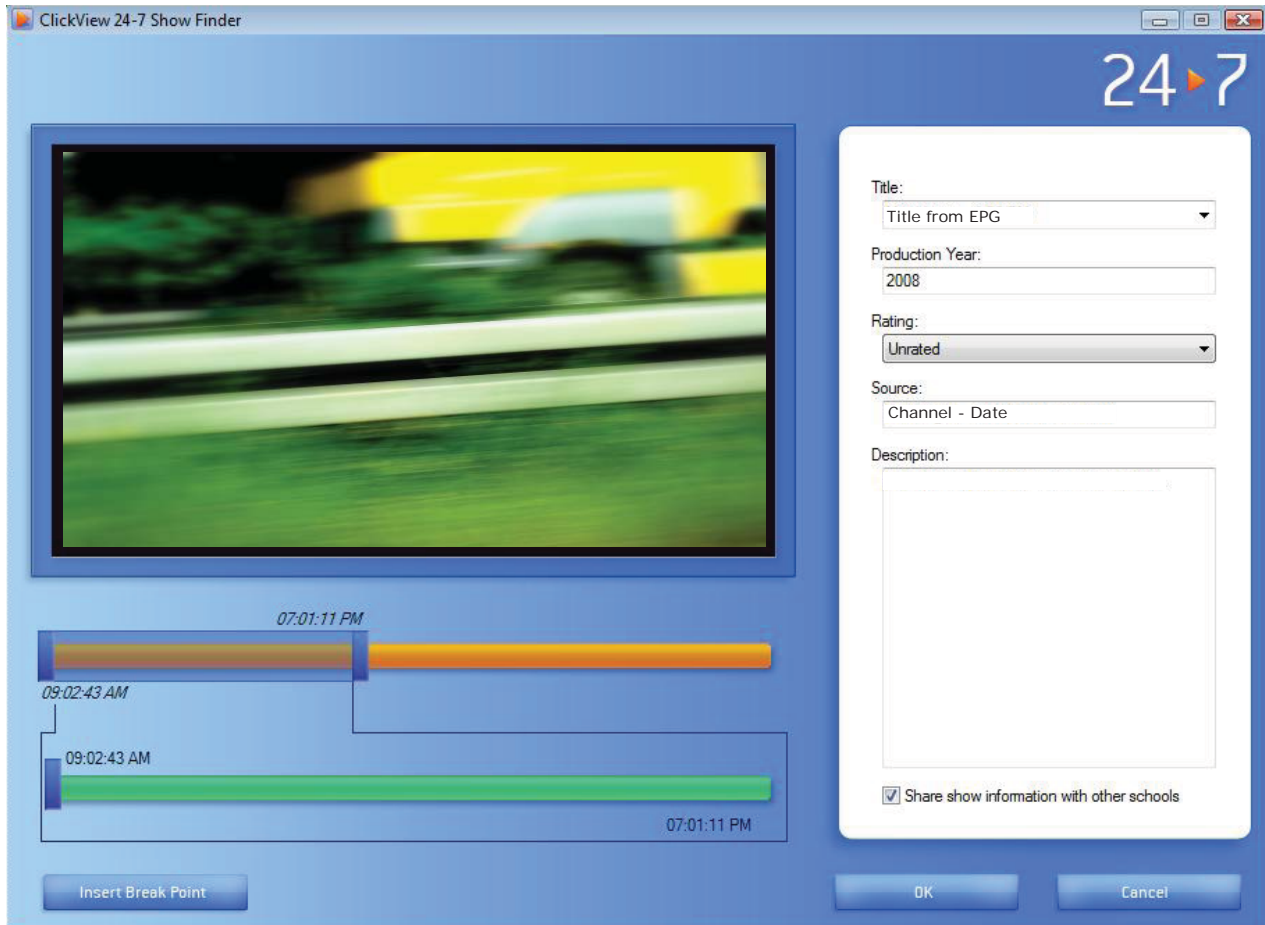
Do not select 'Yes' to altering your existing split points if you do not wish to lose all the editing you have done. The title will change however you will not be able to retrieve the rest of the metadata from the EPG.

It is recommended to do the metadata prior to editing and then complete any final adjustments post-edit to minimise any loss.

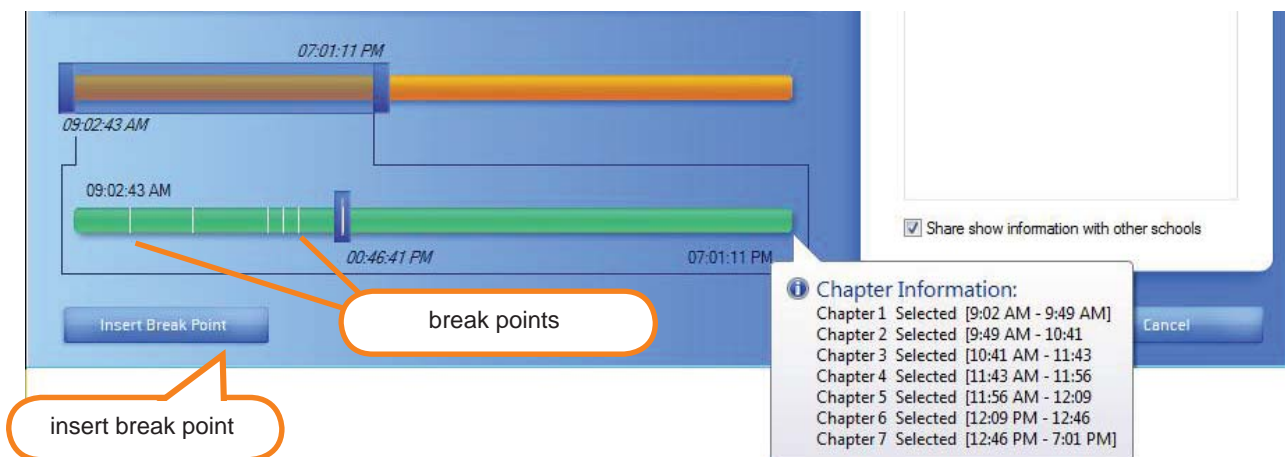
d. Creating chapter breaks

1. Select the blue slide bar at the beginning of the green bar and using the mouse and the keyboard shortcuts, navigate to the beginning of your program
2. Insert a chapter break to mark the start of the program by pressing the spacebar or by clicking on the button 'Insert Break Point'

A white line will appear on the green bar marking that point.



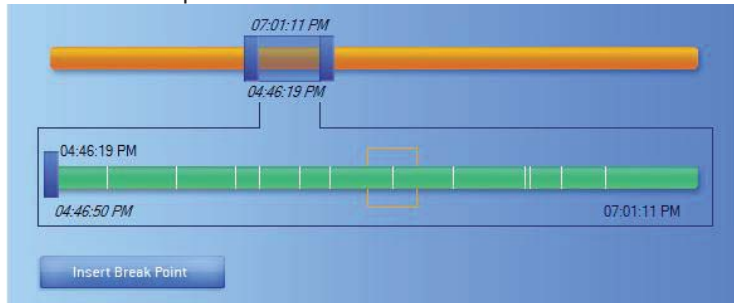
If you hover the mouse over the green bar, you will see a chapter information bubble which indicates the chapter times set and the chapters selected for the show



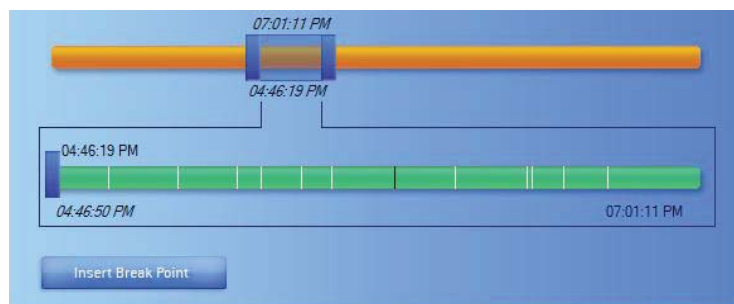
e. Deleting chapter breaks

If you create a chapter/break point in the wrong spot, it is easily removed.

1. Move your mouse over the chapter/break point
2. Hold down the mouse and drag from the top left to the bottom right over the break point or click on the chapter break



3. Release the mouse button
4. The chapter/break point will turn black

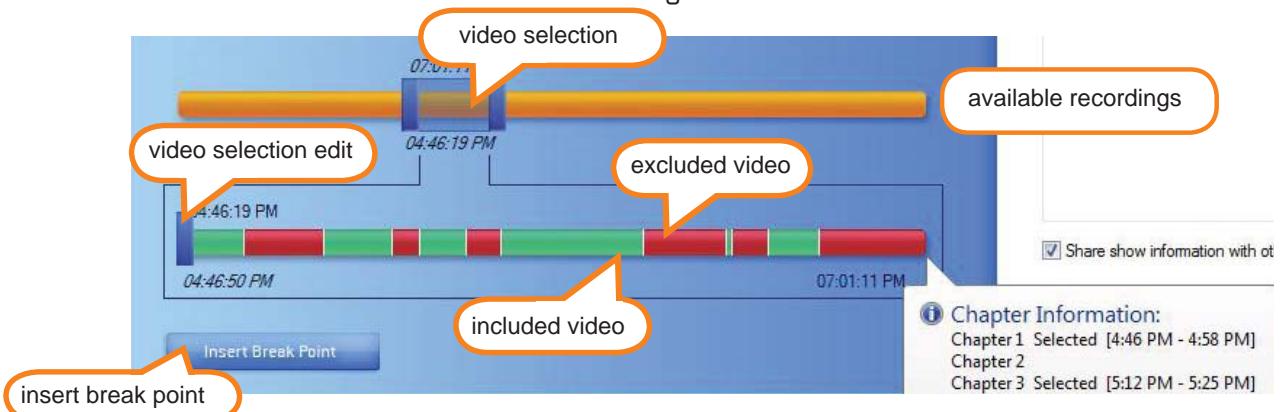


5. Use the 'delete' button on your keyboard to delete the chapter break

f. Removing advertisements

By using chapter breaks you can isolate the advertisements that may appear during your recording and remove them from your final version uploaded to the **ClickView Library Server**.

1. Insert chapter breaks at the beginning and end of each advertising segment in your program.
2. Continue moving through the program using the keyboard shortcuts and creating chapter breaks around the content you wish to keep.
3. Double-click on each section on the green bar that contains advertisement



The green sections will turn red where they are double clicked.
Red sections will be excluded from the final video uploaded to the ClickView Library Server.

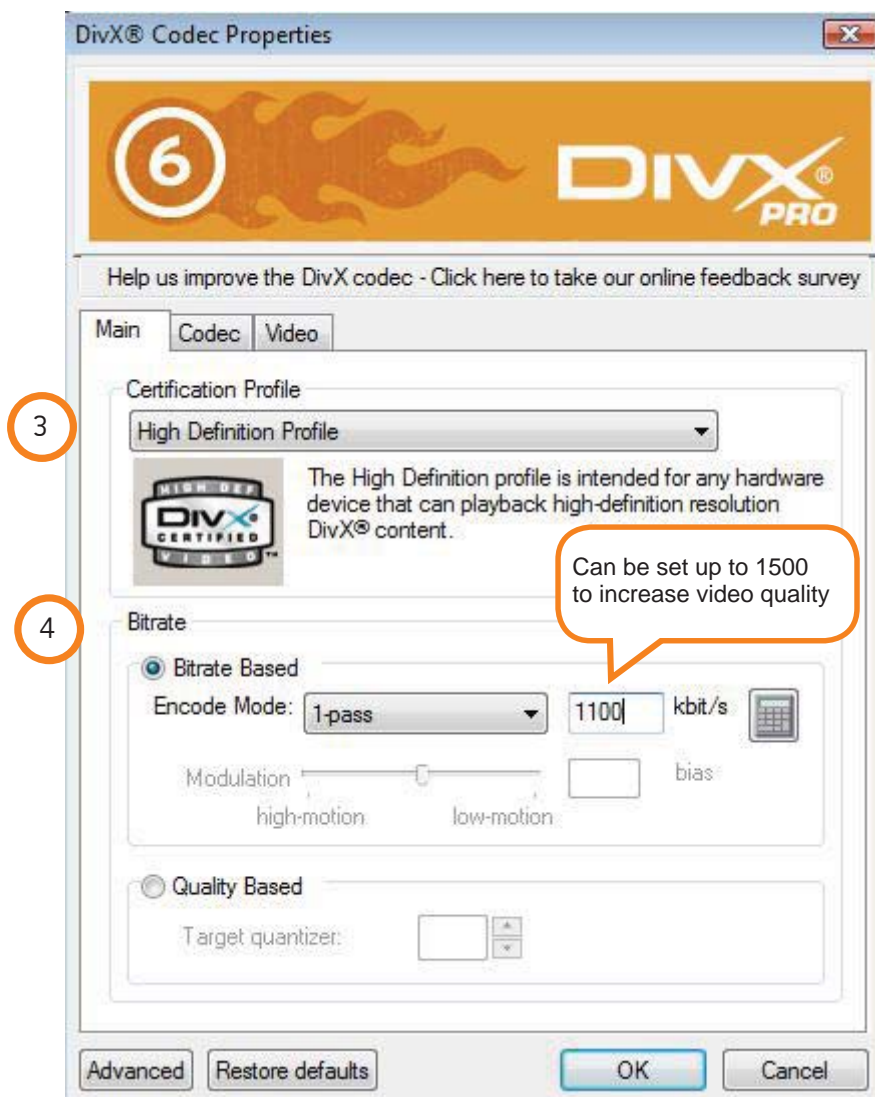
g. Removing unwanted content

By following the steps for removing advertisements you can also remove any unwanted content from the program when you edit it.

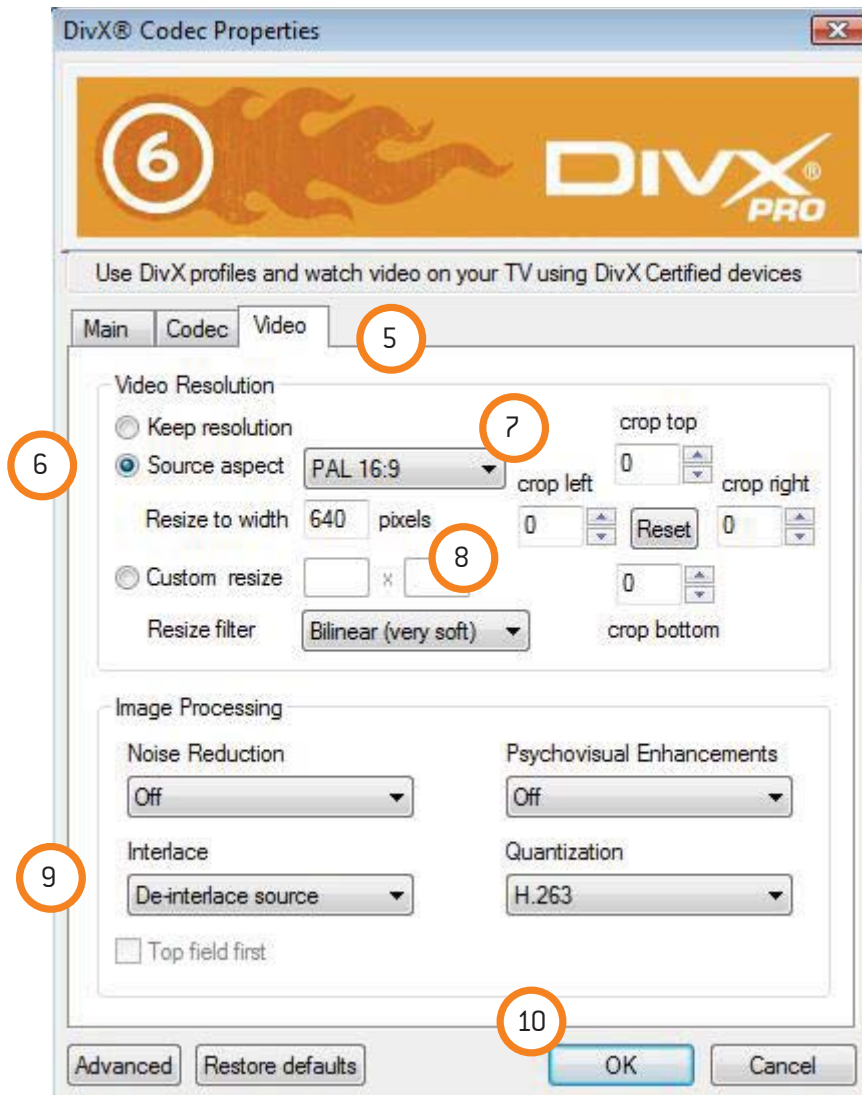
➔ 10. Video settings

Prior to converting your videos, you will need to ensure your video settings are correct. This set up is only required once, and your IT/Network administrator may have done this for you. **ClickView** runs best on DivX 6.1 for Microsoft Windows XP or DivX 6.8 for Microsoft Windows Vista which can be downloaded from our website www.clickview.com.au/support in [Knowledgebase article #89](#) or www.divx.com

1. Open the ClickView 24-7 Manager
2. Select the 'Video Settings' button on the bottom left hand side
A DivX Codec Properties window will open
3. On the 'Main' tab, set the 'Certification Profile' to High Definition Profile
4. Set the bitrate encoding to 1-pass and 1100 kbit/s to ensure the videos can be efficiently transmitted over your school network. You can set the bitrate up to 1500 for higher quality video



5. Select the 'Video' tab
6. Select 'Source aspect'
7. Select 'PAL 16:9'
8. Select 'Resize to width' to 640 pixels
9. Under 'Image Processing' select 'De-interface source' from the 'Interface' drop-down menu
10. Select 'OK' to save the changes and close the window

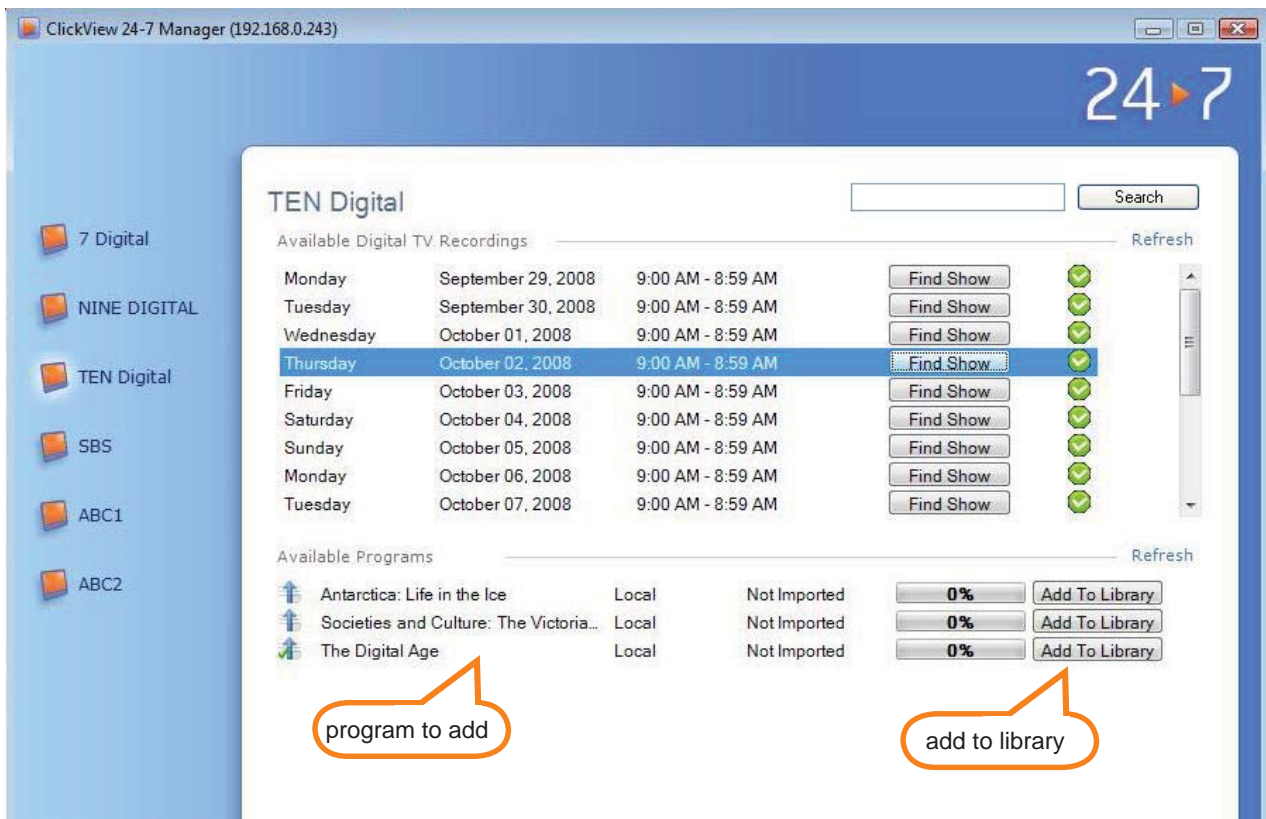


Once these steps have been completed, you should not require doing them again.

➔ 11. Adding a program to your ClickView Library Server

Once you have finished editing the program and it is ready to be added top your **ClickView Library Server**, you need to follow these steps. Please note, only the sections of video that is in green on the bar and the metadata will be added to ClickView, the red sections are discarded.

1. Finish editing your program in the ClickView 24-7 show finder window
2. Select 'OK' in the show finder window
The show will now appear in the ClickView 24-7 Manager window under the relevant channel it was recorded on and under the 'Available Programs' window



3. Select 'Add to Library' to begin the conversion process from ClickView 24-7 Manager to ClickView Library Server.

You will be able to see the progress of the conversion on the status bar; 'Not Imported' or 'Completed' and the % of current conversion.

'Local' indicates that it was edited by your school, or you may see a school's name in this field which means that that school edited the program and has shared the program with other **ClickView 24-7** schools. See the next section for further explanation.

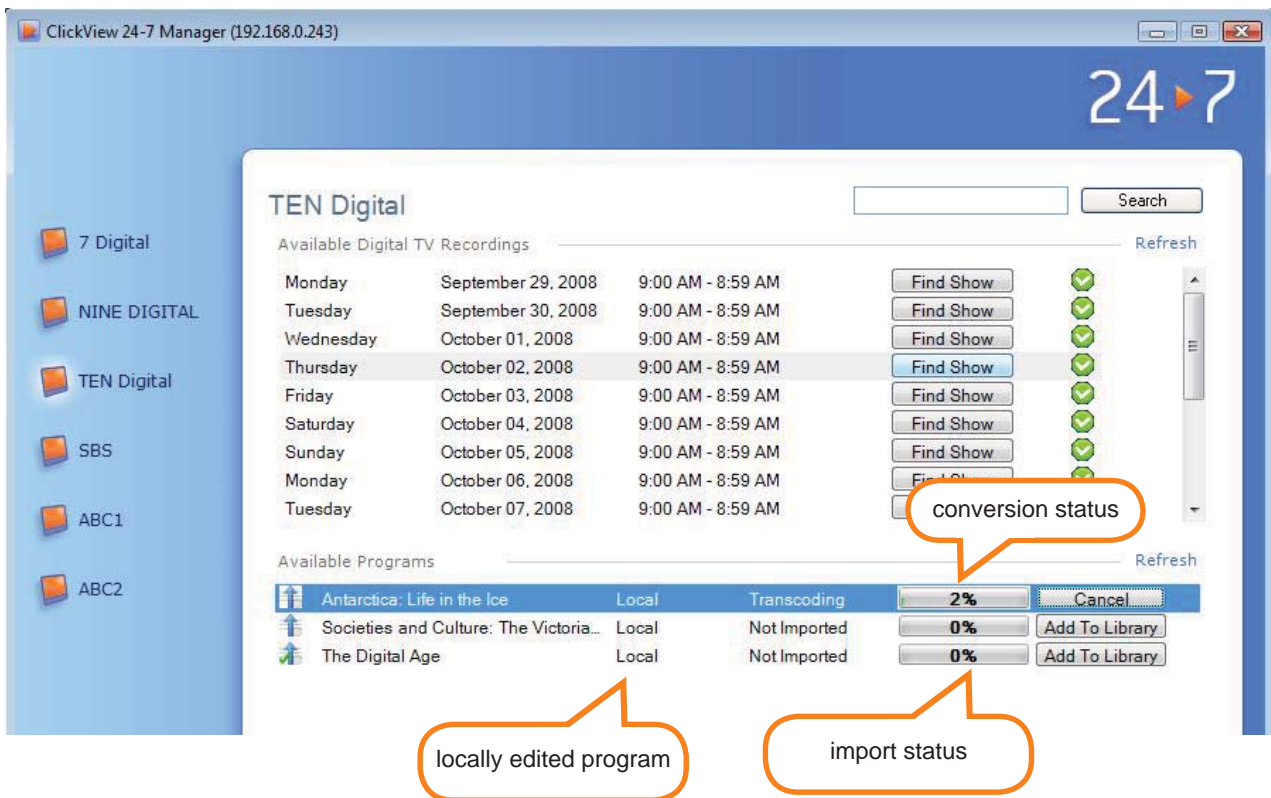
NB: When a program is uploading to the **ClickView Library Server**, you are unable to access any other show from the same day and channel. Therefore it is recommended that you edit all your shows and then add them to your **ClickView Library Server** at the end of the day once your editing is completed.



12. Sharing programs with other ClickView 24-7 schools

ClickView allows you to share and access video editing and information with other **ClickView 24-7** schools in your local area. You can add their edited info directly to your **ClickView Library Server** or you can edit their edits further and then add the content to your **ClickView Library Server**.

When you select a channel and select a day that another school has edited programs from, it will appear in the **ClickView 24-7 Manager** under 'Available Programs'.

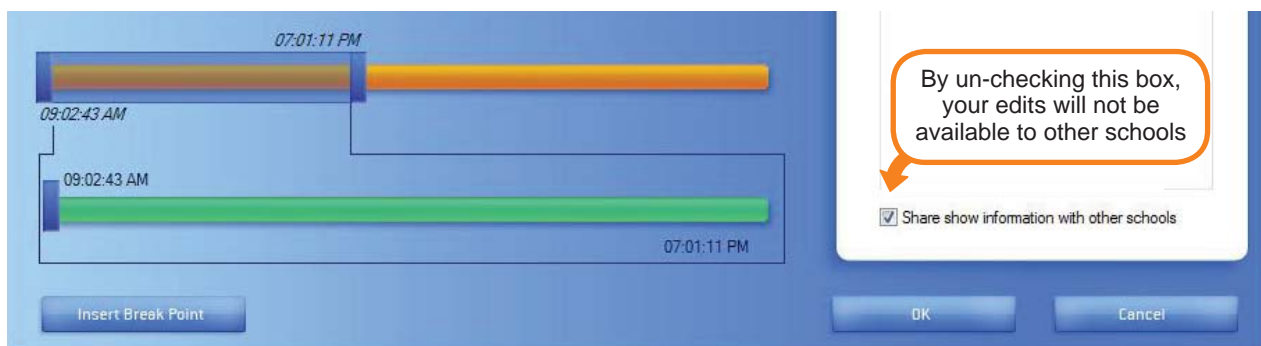


To add a program that another school has made available:

1. Select the show under available programs
2. Double click on the title to open the program with its existing edits
3. Add your own edits if you wish
4. Select 'OK'
5. Select the 'Add to Library' button under 'Available Programs' in the ClickView 24-7 Manager
The program will be queued for upload to the ClickView Library Server.

➔ 13. Un-sharing a program with other ClickView 24-7 schools

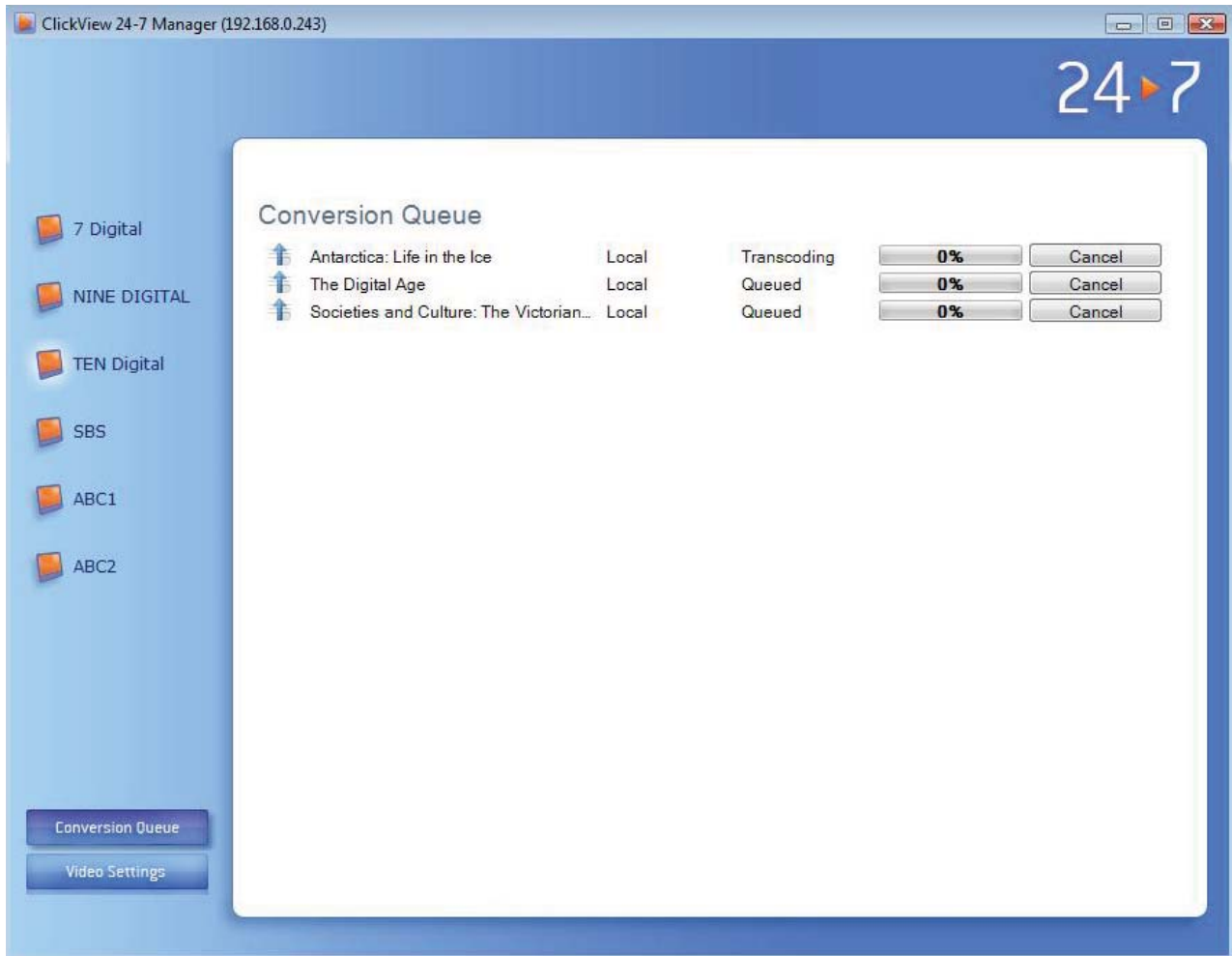
When you edit a program in **ClickView 24-7** and subsequently save that program in your **ClickView 24-7 Manager**, the edits you have done are available for other schools to upload to their **ClickView Library Server**. If you do not want a school to see your edited shows then you can uncheck the box during the editing process.



➔ 14. Video conversion queue

You can get a summary of all your videos that are queued to upload into your ClickView Library Server or that have completed their conversion by selecting the 'Conversion Queue' button on the left hand side of the ClickView 24-7 Manager. To go back to the previous screen either select the button again or select a channel above.

You can also use the 'Conversion Queue' to cancel any conversions whilst they are mid-conversion. Simply select 'Cancel' next to the video in the Conversion Queue.



Once your video has completed conversion or failed its conversion, the status will appear in the 'Available Programs' tab in the **ClickView 24-7 Manager** under the channel and the day that it derives.

➔ 15. Video conversion times

Once your programs are queued in the **ClickView 24-7 Manager** to upload into your **ClickView Library Server**, you can estimate how long it will take to upload those programs. The time to convert a video depends on your computer system specifications.

Ensure your system requirements meet the **ClickView Library Manager** specifications which can be found: www.clickview.com.au/support/system_requirements.php

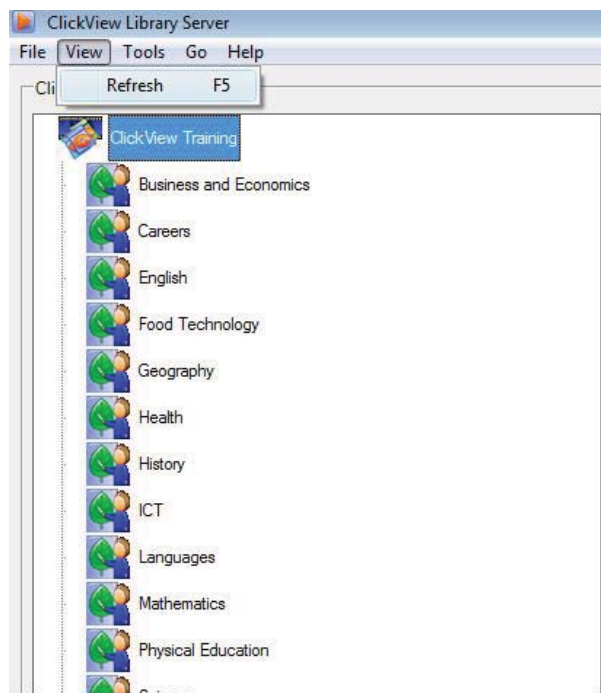
If your system meets the above specifications or higher then a 30 minute program should take approx 18-30 minutes to convert into your **ClickView Library Server**.

NB: When a program is being added to the **ClickView Library Server**, you are unable to access any other show from the same day and channel. Therefore it is recommended that you edit all your shows and then add them to your **ClickView Library Server** at the end of the day once your editing is completed.

➔ 16. Viewing converted videos from ClickView 24-7 in ClickView Library Manager and ClickView Player

Once the upload is complete, you will be able to see your newly added videos in both **ClickView Library Manager** and **ClickView Player** immediately.

1. Open ClickView Library Manager
2. Select 'View' from the main menu
3. Select 'Refresh'



4. Select the target folder you previously selected to upload your video content to
Your videos should appear here
5. Move the videos to the desired location if the current location is not the desired target
Your teachers and students will be able to then be able to view the video in ClickView Player



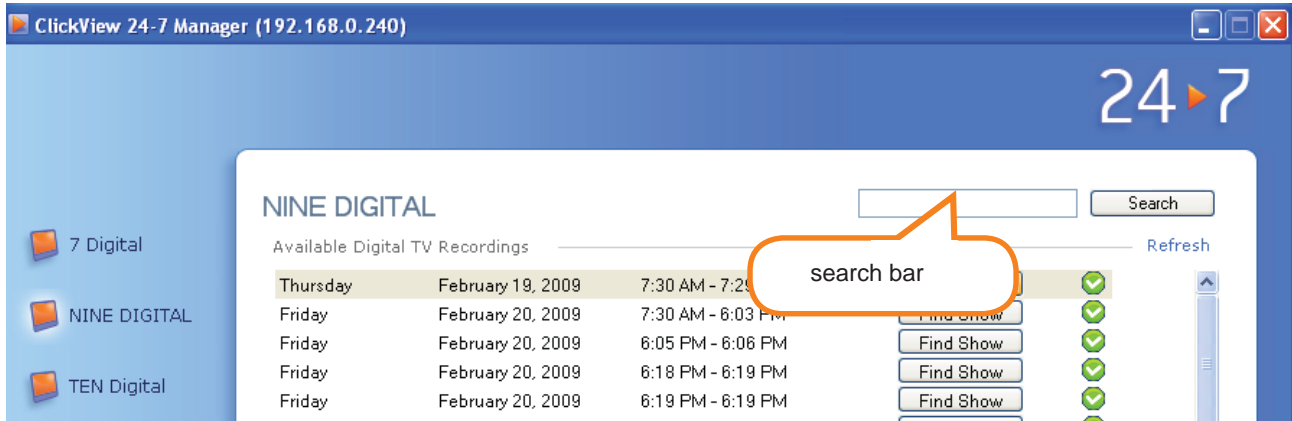
17. ClickView 24-7 Search feature

(ClickView Library Manager version 1.7 or higher required)

Subtitles are automatically provided to most programs by the broadcaster.

ClickView 24-7 Search feature allows users to search for words that have been used in subtitles of recorded programs. Using the search bar in ClickView 24-7 Manager, you can find programs based on their content.

This is particularly good when searching your ClickView 24-7 for topical content.



1. Type search term into search bar

A list of up to 400 programs in which that search term appears in subtitles will display



Some search terms will be spoken multiple times in a program. To allow a variety of results to be displayed, only a maximum of three results per episode will display. To search an episode in more depth:

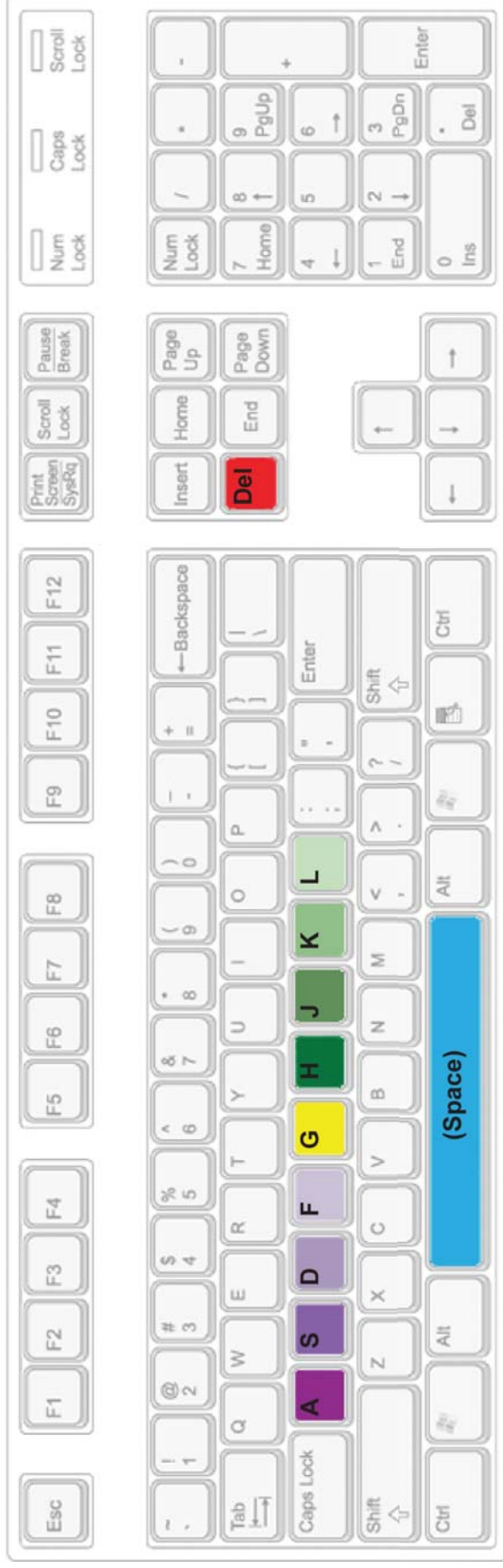
2. Select "More search results from *program name*"
3. Select desired program

The program will open to the spot in the program where the subtitle is spoken.

The screenshot shows the ClickView 24-7 interface. At the top right is the '24-7' logo. Below it is a search bar containing the text 'global warming' and a 'Back' button. The main content area is titled 'Search Results' and lists 'Available Digital TV Recordings'. Three search results are shown, each for a 'Lateline' program on ABC1, recorded on Tuesday, 24 February 2009, from 10:33 PM to 11:08 PM. The first result's subtitle is: '-- **Warming** Is A Serious Threat. There's No Argument If - That **Global Warming** Is A Threat. There's Debate And Conjecture. There's No Debate At All That What Australia Is Proposing Will Do Nothing, ...'. The second result's subtitle is: '... Ut Of Work Not Because Of **Global Warming**, Not Because Of The **Global** Financial Crisis But A Government Inspired Policy That Brings Dest Tuition To Australian Working Families, It's Game, Set Match.'. The third result's subtitle is: 'The Pro...scribed As A Toxic Bore, Debate Over Unemployment, The Government Announcing New Measures T... Facing The Axe Due To The **Global** Re Session. Kirin Mckechnie Reports.'. A callout box with an orange border and a pointer to the first result contains the text 'results from episode'.

NB: Only programs that have been recorded by your ClickView 24-7 and are currently located on the archive can be searched.

ClickView 24-7 Show Finder Controls



A: 60 seconds backwards

S: 10 seconds backwards

D: 1 second backwards

F: 0.5 seconds backwards

H: 0.5 seconds forwards

J: 1 second forwards

K: 10 seconds forwards

L: 60 seconds forwards

G: pause / resume

Delete: delete breakpoint

Space: insert breakpoint