

PART C: EDITING CONTENT IN CLICKVIEW

Once you have recorded content, you can edit it before adding to your ClickView Library Server. When you edit your recording you can remove advertisements, insert chapter breaks and metadata.



- insert chapter breaks
- add metadata and program info
- remove advertisements
- create video snapshots
- export digital files out of ClickView

1. Complete overview to basic editing

The following is a complete overview to editing a recording to add to ClickView:

- 1. Open the ClickView Digital Video Recorder (DVR)
- 2. Select the recording you wish to edit from 'Step 2 – Edit' in the ClickView DVR
- 3. Click the 'Edit Recording' button. The ClickView Video Editor will open:

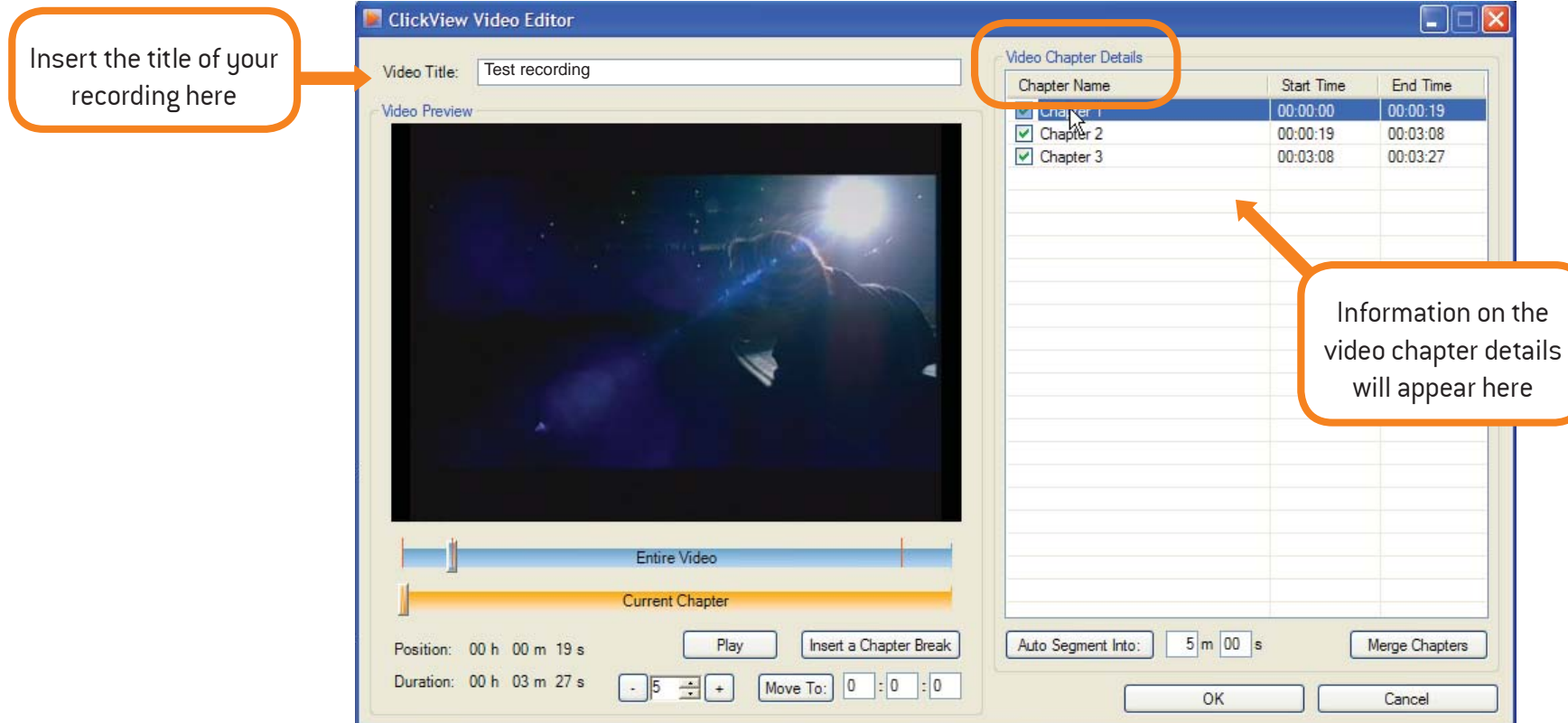
The screenshot shows the ClickView Video Editor window. It includes a 'Video Title' field, a 'Video Preview' window, and a 'Video Chapter Details' table. Below the preview are progress bars for 'Entire Video' and 'Current Chapter', along with playback controls like 'Pause', 'Insert a Chapter Break', and 'Move To'. The 'Video Chapter Details' table has columns for 'Chapter Name', 'Start Time', and 'End Time'. Callout boxes provide instructions for each major component.

Chapter Name	Start Time	End Time
<input checked="" type="checkbox"/> Chapter 1	00:00:00	00:03:27

Callout boxes and their descriptions:

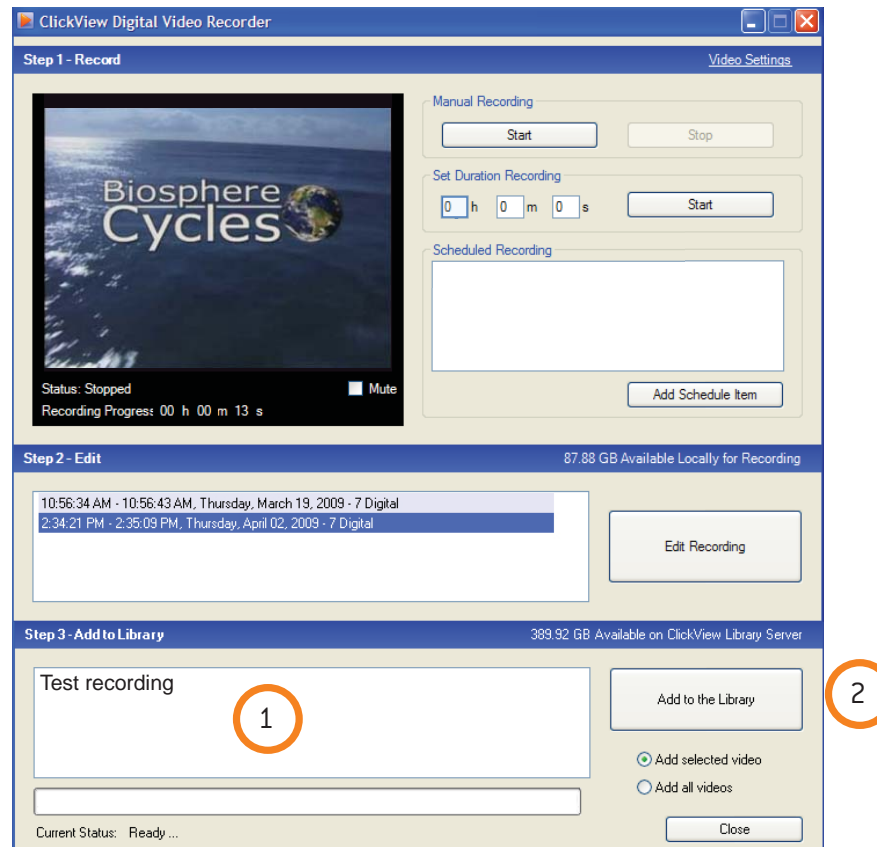
- Insert the title of your recording here**: Points to the 'Video Title' text box.
- Playback window to view your recording**: Points to the 'Video Preview' window.
- The markers allow you to move through the chapter to wherever you would like to insert a chapter break**: Points to the vertical markers on the 'Current Chapter' progress bar.
- Information on the video chapter details will appear here**: Points to the 'Video Chapter Details' table.
- The position of the marker indicates where you would like to insert a chapter break, and then you select 'Insert a Chapter Break' to do it**: Points to the 'Insert a Chapter Break' button.
- Video and Chapter Progress bars allows you to move through the video at a more accurate pace**: Points to the 'Entire Video' and 'Current Chapter' progress bars.

4. Move the progress bars on the left hand side of the ClickView Video Editor to the desired positions to insert chapter breaks.
E.g.: to remove advertisements, position chapter breaks at the beginning and end of the ad breaks
NB: Ideally, chapters should not be longer than 5 minutes each
5. Use the 'Insert Chapter break button' to create the breaks at each point desired
The chapters will appear in the 'Video Chapter Details' window
6. Untick the chapters that you don't want to keep; the remaining chapters will form your video
7. Select the text box at the top of the ClickView Video Editor and insert a title for your recording.
8. Select 'OK' when finished. Your edited recording will then appear in 'Step 3 – Add to Library' in the ClickView DVR



To add the recording to your ClickView Library Server

1. Select the recording from 'Step 3 – Add to Library' in the ClickView DVR
2. Select the 'Add to the Library' button



If you would like to add all videos that you have edited, simply tick the box that says 'Add all videos'

NB: It is advisable to add all videos to the Library after school hours so it does not interrupt the school network whilst in full use. It takes up a lot of system resources when transcoding and will slow your computer down during the day.

2. Chapter placement

Inserting chapters in your recordings is a useful tool in marking the change in topic or subject or for removing ad breaks.

1. Open the ClickView Digital Video Recorder
2. Select the video from 'Step 2 – Edit'
3. Select 'Edit' button and the ClickView Video Editor will open
4. Move the Video progress bars along the video to select the positions you would like to insert chapters

The screenshot shows the ClickView Video Editor interface. At the top, there is a blue progress bar labeled 'Entire Video' and a yellow progress bar labeled 'Current Chapter'. Below the progress bars, there are controls for position and duration: 'Position: 00 h 00 m 00 s' and 'Duration: 00 h 03 m 27 s'. To the right of these fields are buttons for 'Play' and 'Insert a Chapter Break'. Below these buttons is a numeric field with a value of '5' and plus/minus buttons, and a 'Move To:' field with three input boxes for hours, minutes, and seconds, all set to '0'. Four callout boxes provide additional information: one on the left explains the progress bars, one at the bottom left explains the position and duration fields, one at the bottom center explains the interval field, and one on the right explains the 'Insert a Chapter Break' button.

Video and Chapter Progress bars allow you to move through the video at a more accurate pace

The position and duration indicate the timing points in the recording

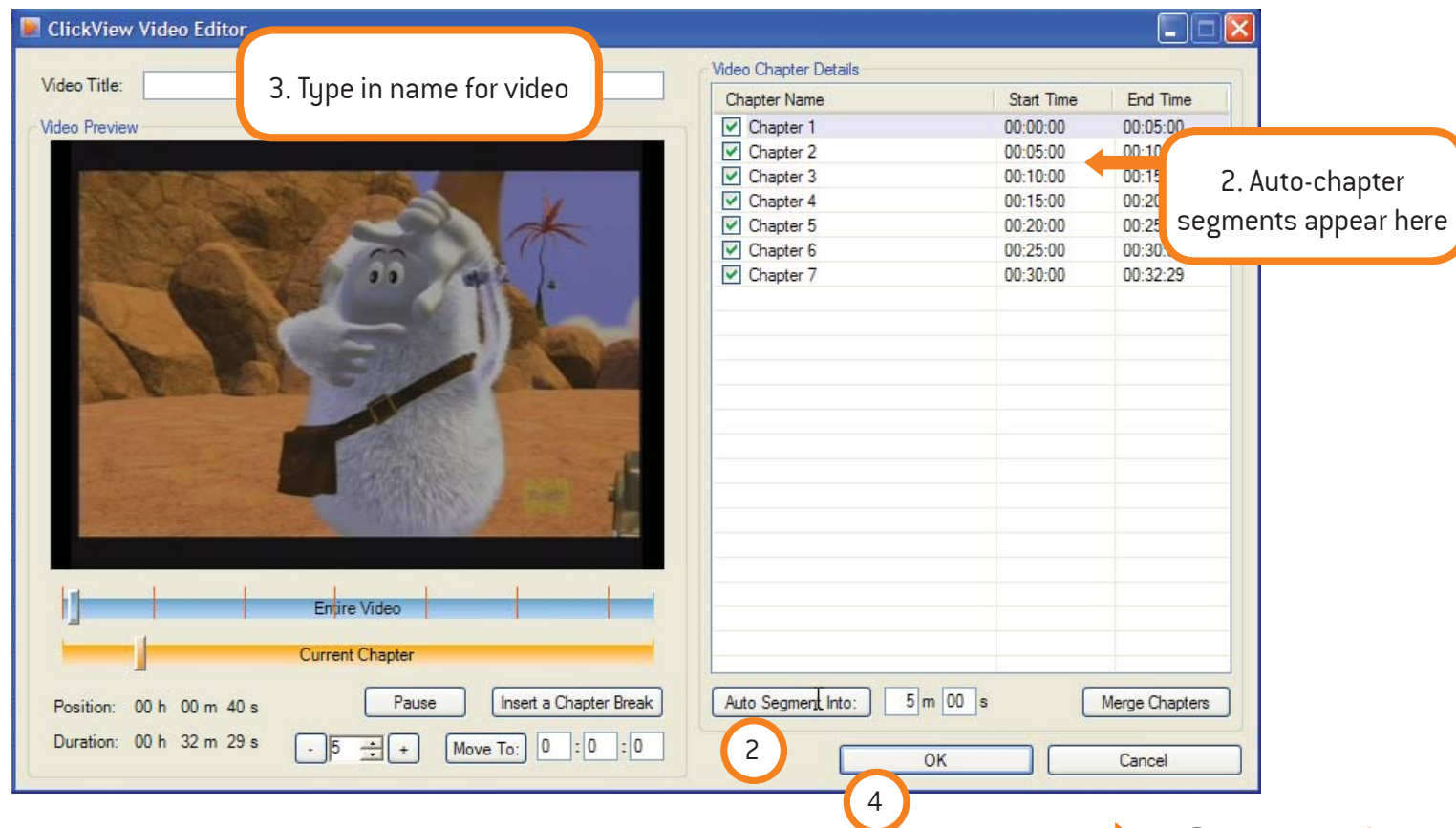
This field allows you to move through the recording at intervals of the selected number of seconds. You can increase or decrease these intervals by using the plus and minus buttons

When you reach the desired position to insert the chapter break, simply click this button

5. Click 'Insert Chapter break' at each point desired
6. A red line will appear on the blue progress bar at each point where there is a chapter break inserted and the chapter names and durations will appear on the right hand side of the window.
7. Untick the chapters that you wish to remove
8. Type in a title for the video and select 'OK' to save your recording with your edits
Your edited recording will then appear in 'Step 3 – Add to Library' in the ClickView DVR.

5. Change the length of the chapter if necessary. (ClickView recommends 5 minutes or less)
6. Select 'Auto Segment Info' and the recording is automatically chapterised at your selected times.
7. Enter a title for your recording and select 'OK'

Your edited recording will then appear in 'Step 3 – Add to Library' in the ClickView DVR



4. Merging chapters

If you make a mistake whilst editing and need to merge chapters back together that you have created, this is possible whilst the recording is still in the ClickView Video Editor. Once your recording has been added to the ClickView Library, you will be unable to merge chapters again.

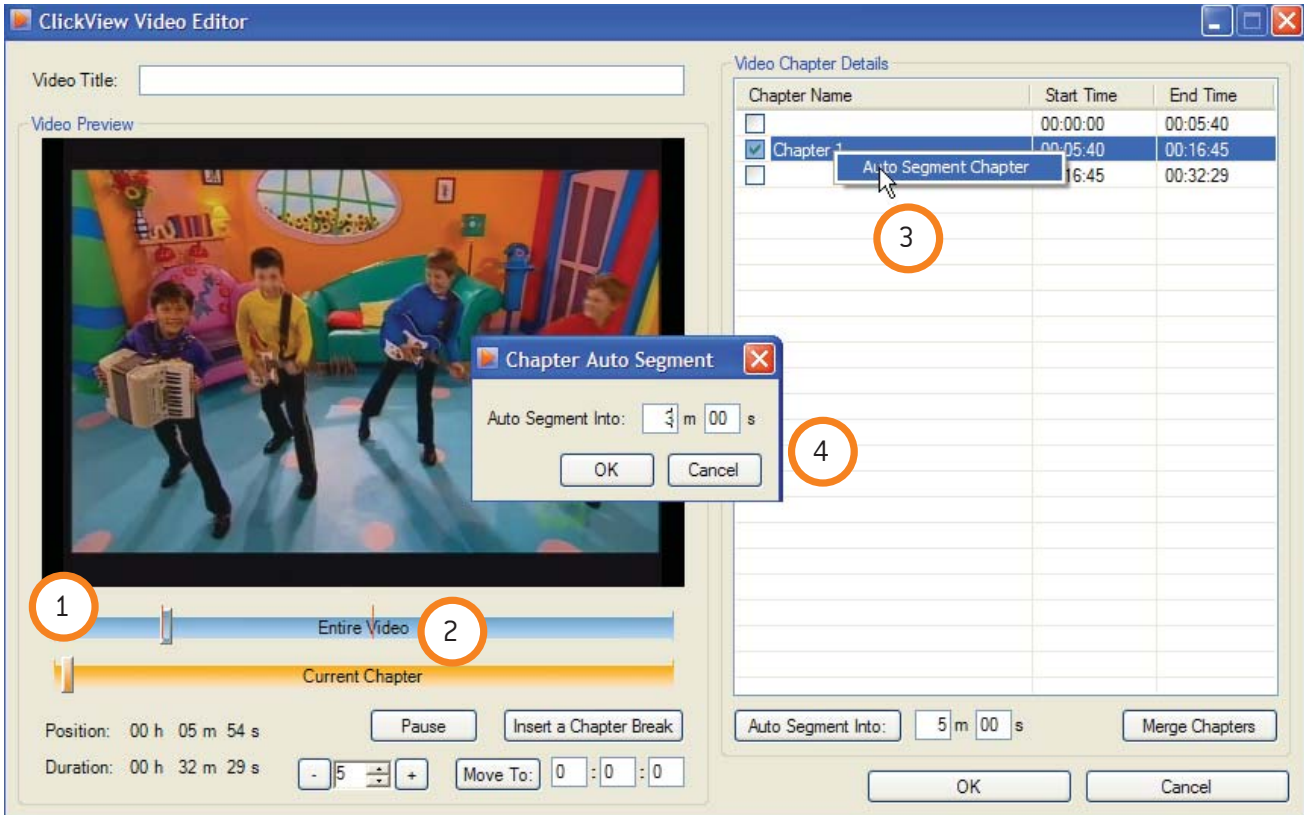
1. Select the chapters you wish to merge in the ClickView Video Editor
2. Click on the first chapter you wish to merge
3. Hold the 'CTRL' key on your keyboard and select the last chapter in the sequence that you wish to merge
4. Click on the 'Merge Chapters' button on the bottom right hand side and the chapters will all now appear as one chapter.

NB: it is not possible to merge chapters that are not adjacent.

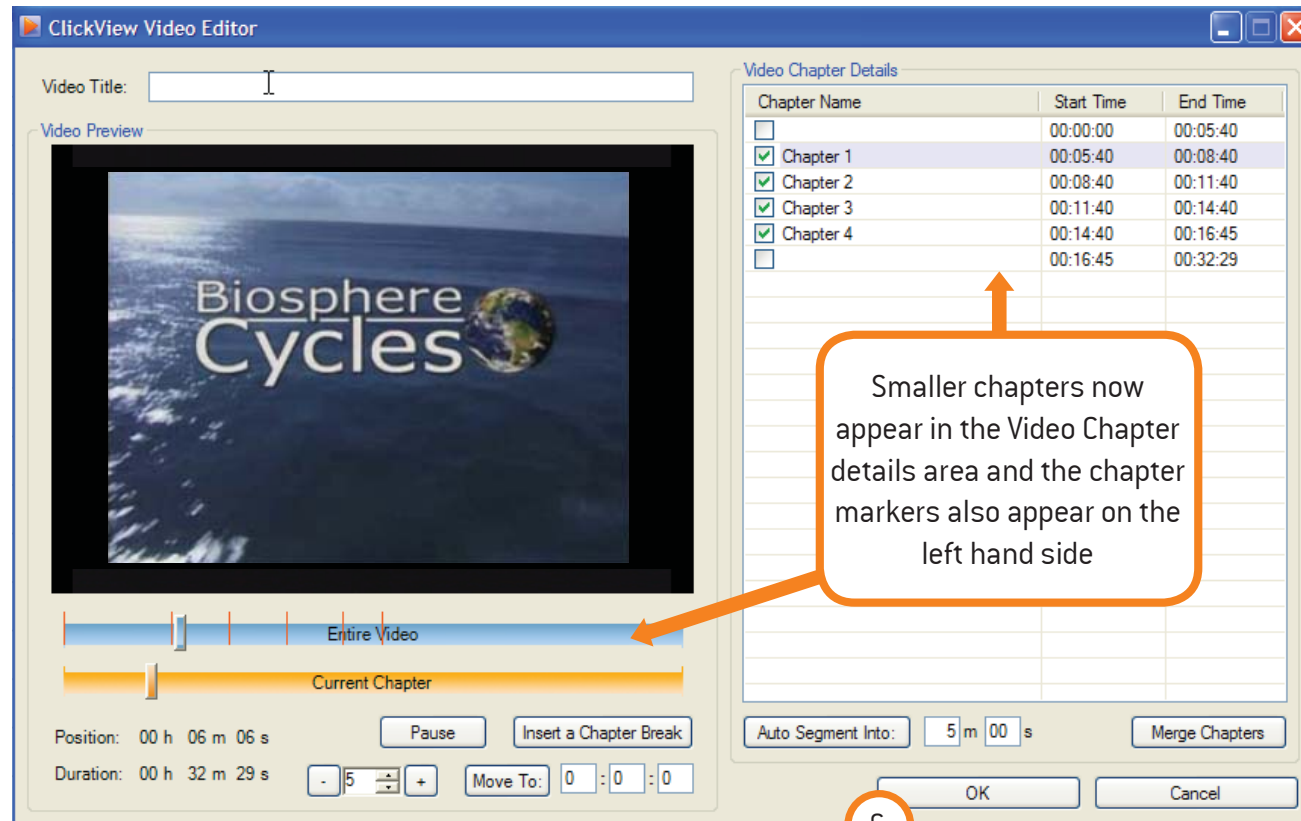
5. Editing the length of programs

If your recording is longer than the length of the actual program you want to edit, you can remove the beginning and end of the recording to keep the relevant part.

- 1. Open the ClickView Digital Video Recorder
- 2. Select the video from 'Step 2 – Edit'
- 3. Select 'Edit' button and the ClickView Video Editor will open
- 4. Move the Video progress bar along the beginning of the actual part of the recording you wish to keep



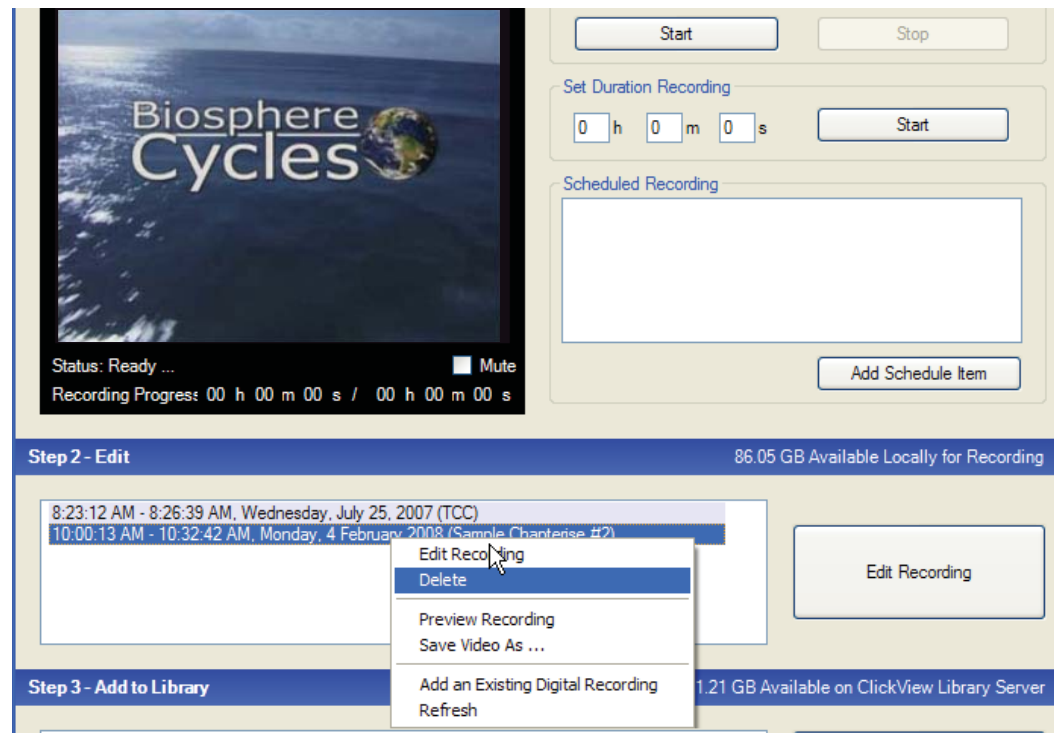
5. Select 'Insert a Chapter Break'
6. Move the Video progress bar along the end of the actual part of the recording you wish to keep
7. Select 'Insert a Chapter Break'
8. Un-check Chapter 1 and Chapter 3 on the RHS in the Video Chapter Details
9. Select the remaining chapter and right click and select Auto Segment Chapter
10. Select the time to auto segment the chapters by (**NB:** ideally less than 5 mins)
The remaining segment will then be chapterised into smaller chapters.



6. Deleting original recordings

If you have finished adding all your recordings to your ClickView Library but you still have some master recordings in the 'Step 2 – Edit' that you no longer wish to keep, then it is advisable to remove them as they take up hard drive space.

1. Select the recording in the Digital Video Editor in the 'Step 2 – Edit' section
2. Right-click the video
3. Select 'Delete' to remove the file or 'Save Video As' if you wish to keep a master copy available for another time



Select 'Yes' when prompted if you definitely wish to remove the file. This option cannot be undone.

7. Adding edited recordings to your library

Once you have finished editing for the day, you will need to add your recordings to your ClickView Library. There are 2 ways you can do this:

1. Add a selected video one at a time by selecting the video and then selecting 'Add selected video'
- OR
2. Add all videos at once in 'Step 3 – Add to Library' by selecting 'Add selected video'

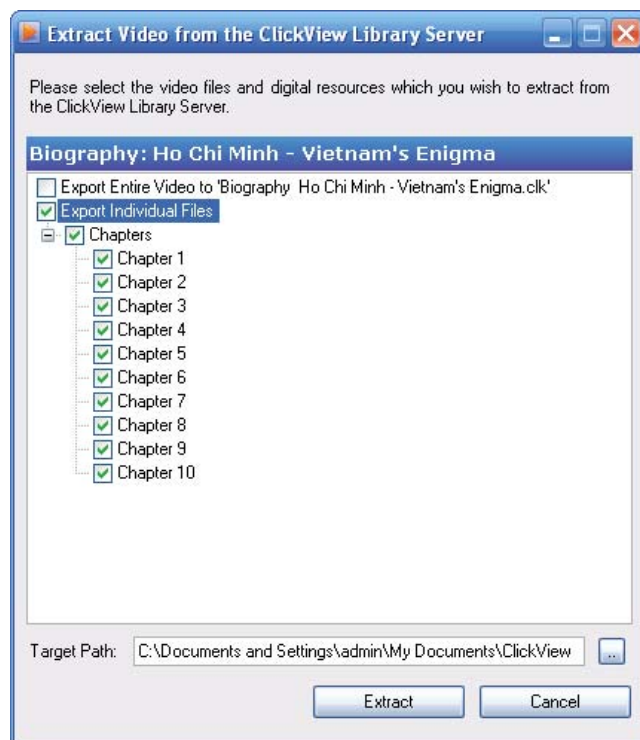


Once the videos have been added to the Library, you will be able to edit the metadata, add worksheets and reposition the video location (refer to Part B of the training manual).

NB: The original version of the video with your edits will stay in 'Step 2 - Edit' until you manually delete it. See "Part C - Deleting original recordings" for instructions.

8. Exporting videos out of ClickView

You are able to export any videos from ClickView that you have added yourself and that have been recorded under your school's educational recording licence (Screenrights, ERA etc). Due to Copyright, you are not able to extract any of the digital video libraries that you subscribe to through ClickView. To extract a video:



1. Select the video in the ClickView Library Manager
2. Right click the video
3. Select the “Extract Video from ClickView Library Server” button
A window will appear, here you will have two options for extracting the Video Package.
4. Un-tick the ‘Export Entire Video to’ option and then select the ‘Export Individual Files’ option by leaving a tick in the selection box
You can also extract specific chapters from the video by ticking the boxes corresponding to the video chapters that you wish extract from the library and un-ticking the undesired chapters.
5. Choose whether you wish to extract a cover image
6. Select the target location to save the file
7. Click the “Extract” button to complete this step

The video files are now available for your 3rd party DVD Conversion software.

9. Burning videos extracted from ClickView onto DVD

Once you have completed the steps in Part 8, you can burn your files onto a DVD using any DVD conversion software. Eg: Nero, Ulead and Movie Factory. Simply follow the steps in your 3rd party software and create the DVD.

Note: The ClickView software does not provide DVD burning capabilities.

For more information please see Knowledgebase article 91 on www.clickview.co.nz/support

Further Library Manager Resources:

Further resources that will assist you with your use of ClickView can be found on our website www.clickview.co.nz/support

Our Knowledgebase articles have a wealth of information on any problems you may have. You can also use our online tutorials to see how to do a task in action. The following links answer some of our more popular questions:

LIBRARY MANAGER

Move or merge folders in the ClickView Library Server

<http://www.clickview.co.nz/support/?kb=165>

Removing an entire folder of videos from the ClickView Library Server

<http://www.clickview.co.nz/support/?kb=136>

Searching the ClickView Library using ClickView Library Server

<http://www.clickview.co.nz/support/?kb=133>

Adding image collections to the ClickView Library Server

<http://www.clickview.co.nz/support/?kb=84>

Extracting a video from the ClickView Library Server and burning it to DVD

<http://www.clickview.co.nz/support/?kb=91>

DIGITAL VIDEO RECORDER (DVR)

ClickView Digital Video Recorder tutorial

www.clickview.co.nz/support/?kb=35

Auto-Segment an existing chapter within the ClickView Video Editor

www.clickview.co.nz/support/?kb=138

24-7

ClickView 24-7 Manager tutorial

www.clickview.co.nz/support/?kb=161

ClickView 24-7 USER GUIDE

<http://www.clickview.co.nz/247/help/>

PODCASTING

How to use the Podcast Download Manager

<http://www.clickview.co.nz/support/?kb=109>

EXCHANGE

ClickView Exchange

<http://www.clickview.co.nz/support/?kb=82>

SCHOOL BAG

Using School bag

http://www.clickview.co.nz/support/e_using_schoolbag.php

Opening the School Bag at home

http://www.clickview.co.nz/support/e_open_school_bag.php