

Website Practice: Working with Media

Capturing Media

- Create yourself: Take photos, record audio or video, scan images.
- Get from other source:
 - Screen capture (PC: Print Screen key. Mac: Command+Shift+3)
 - Download from Internet (Right-click. "Save as" to computer or flash drive)

Saving and Organizing Files

- First: Set up system to save and organize files.
 - Encourage students to save to flash drive or network drive. Is there a backup copy?
 - Where will they need to access? At home and school, by all group members.
 - How are files organized? Note-taking or name files in a way that students will remember where they are from. Will need to add credits/captions on site. Will need to add into bibliography later.
- What is Google Image search?

Determining the Quality of Media

- Have 100 MB for entire NHD Website.
 - In general, students will be able to include lots of media on NHD websites.
 - Will not be a problem for websites with just images. Could be a concern for websites with lots of audio or video.
- Higher quality means nicer to look at/listen to, but requires more space.
 - Photo from your digital camera ~2MB. MP3 of a full song ~4MB. 36 second medium-quality QuickTime video: ~3MB.
- Determining file size: PC: Right click – Properties. Mac: Right click – Get Info.

Resizing Files

- Can make files smaller and reduce file quality – but cannot make them larger and improve file quality.
- Resizing is often an option within specific media editing program. (Image/Resize or option when saving file).

Converting Files to Accepted File Types

- NHD Website Editor only accepts certain file types.
 - See chart for accepted file types. Must be converted to this file type before uploading.
 - In general, NHD Website Editor accepts most common file types you will encounter.
- First: Determine file type. (PC: Right click – Properties. Mac: Right click – Get Info.)
- Converting files (if necessary).
 - If working in media program, change file type as part of "Save As" option.
 - Convert online for free: Online Convert (www.online-convert.com)

Working with Photos

- Obtain photo. Note file format and size.
- Select photo editing program.
 - Program on your computer: PC or Mac (iPhoto comes standard)
 - Free Online Photo Editors
- Common tasks: Crop, resize, change file format.
- Advanced tasks: Create photo collage, overlay photo with text.
- Photo editing do/don't for NHD.

Working with Newspapers or Documents

- Can effectively use newspaper or document in different ways.
 - As whole – show the entire page.
 - In pieces – show just the headline, a specific article, a photo.

- Obtain file. Note file format and size.
- As a PDF:
 - Use PDF writer to save as a JPG to edit or use snapshot tool in Adobe to take image.
- As an image file:
 - Use photo editor to resize or crop (just headline, image, or article) or highlight selection (use highlighter or line to draw attention to key passages).
- Working with documents or newspaper do/don't for NHD.

Downloading YouTube Video

- Cannot include links to external sites – like YouTube – in NHD website.
- Cannot embed YouTube video in NHD Website. Rule enacted because embedded files would not be counted in total size of site.
- Must download video from YouTube, edit to best 45 seconds or less, and upload to Editor as a video.
- Try it:
 - Go to YouTube and search “University of Wisconsin Library.”
 - Copy URL.
 - Open up Keepvid. Paste URL. Follow direction and download as MP4.

Working with Video

- **Rules:** No student-composed narration. Video clips can be no longer than 45 seconds. Can have as many as you want on website – up to 100 MB total for website.
- **Edit:** Use video editing program to edit down to best 45 seconds or less. Standard on computer (PC: Moviemaker. Mac: iMovie).
- **Save:** Must be saved as M4V, MPG, MOV, WMV, or AVI file.
- **Upload** to Editor by selecting Multimedia Elements – Video.
- **Best uses:** Primary source clips, interview clips, etc. that directly support the argument you're making. Avoid: Including 10 minutes worth of footage in 45 second clips.

Working with Audio

- **Rules:** No student-composed narration. Audio clips can be no longer than 45 seconds. Can have as many as you want on your website – up to 100 MB total for website.
- **Edit:** Use audio editing program to edit down to best 45 seconds or less. Standard on computer (PC:?. Mac: Garage Band). Free online tools.
- **Save:** Must be saved as MP3 file.
- **Upload** to Editor by selecting Multimedia Elements – Video.
- **Best uses:** Primary source clips, interview clips, etc. that directly support the argument you're making. Avoid: Breaking up a 10 minute interview into 45 second clips.

Saving as PDF

- PDF files are great for preserving the formatting of the document as it was created (fonts, italics, underline, spacing, etc.). Great for **annotated bibliographies**. Students can keep updating their bibliography in a word processing program, then save as PDF and upload a new copy to the website for each competition.
 - Don't have to worry about reformatting citations in Editor.
- To save as PDF:
 - Mac (comes standard): File/Print/Save as PDF. PC (must have Adobe or use free tool).
- To upload to Editor:
 - Select Upload File from Multimedia Elements toolbar.