

Pact Video Support

Lab Hours*

Spring 2013 TBA

**No appointments necessary—these are open labs—first come, first served*

Before you come to the lab:

1. Review your video, determine which sections you will use, and write this information down
2. Make print copies of all documents that you wish to scan
3. Transfer your video to a flash drive or CD/DVD
4. Obtain extra CD/DVD for saving files in the lab
5. Make sure your laptop is in working order and has either iMovie (MACs) or Movie Maker (PCs) loaded

Bring the following to the lab:

1. Your video on a flash drive or CD/DVD
2. An extra CD/DVD to store saved files
3. Your laptop and charger
4. Your list of the specific sections of your video that you want to use
5. Printed copies of any documents that you wish to scan

In the lab:

1. Help is available on using the video-editing tool that you have on your laptop
2. There is no support provided for determining which sections of your video to use
3. There is no copy machine available—only scanning equipment
4. NO FOOD OR DRINKS allowed during the lab hours
5. It will take approximately 30 minutes to edit and save your video

Please note, if you used a mini DV, Hi-8, or other tape-recording camera to film your teaching event, you will have to make arrangements with the IRC *well in advance* of the lab in order to have your video transferred into the proper format (i.e., avi, .mpg, or .wmv) so that you can edit during the lab hours.