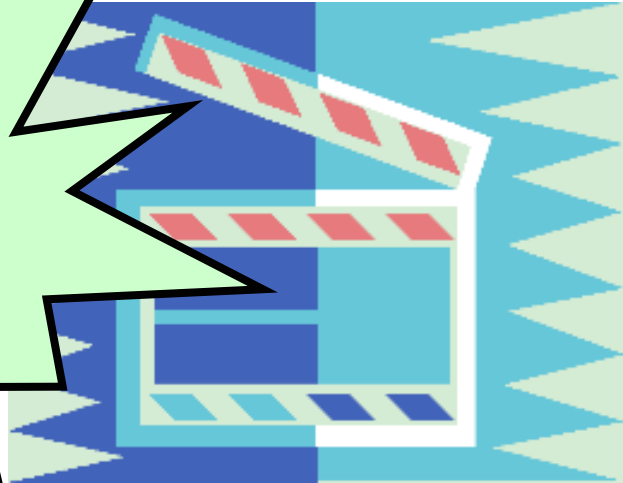
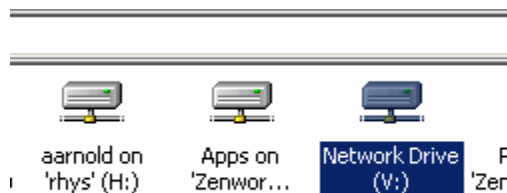


Using the Video Server

Through our partnership with ISU, District 108 has purchased a server dedicated to the storage of video. Please store all video – rough footage and final movies on this server.

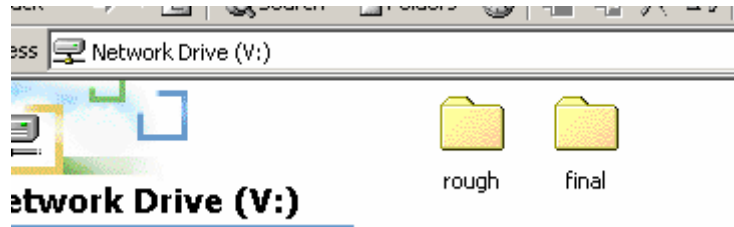


Login to the network using your username and password. If you are a member of the video group, you will automatically have a drive mapped to your directory on the video server. If you are not a member of the video group and would like to be added, please contact Aaron Zuercher at the District 108 Tech Center. (azuercher@pekin.net)



The first time you login to the video server, your directory will be empty. Before storing video – you must create 2 folders within your directory on the server. This is a one time process that you will need to go through.

Double click on My Computer
Double click on the network drive V: (for video)
Your directory should be empty.



Right click to create a *New – Folder*
Name the first folder **rough**
Right click to create a *New – Folder*
Name the second folder **final**

Each time you connect the camera to the computer and transfer you video from the camera to the computer – save it to the Rough Folder.

Once you have edited and created a movie – save the final product to the Final folder.

You will be able to access the Video server from any computer in the district that is on the network.

Benefits: If you capture video in a building and want to come to the Tech Center to edit it – save it to the video server in the building, login in the Tech Center and access your rough footage.

Once you have created your final video clips (most likely in MPEG format, you can access the video server from anywhere in the district to insert those clips into PowerPoint or to show them on the computer.

Note: You will only be able to save, edit, or create a movie on a video editing machine. (Each building in the district has one machine with digital video capabilities, the first two rows of the Tech Center lab and two machines in the PDS room are also set up for digital video.) You can access final video from any machine in the district.