

Tech Support Packet for edTPA - TE & CATs

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Before, During & After Directions for Video Taping

In addition to the guidelines below, check out these video tips from the University of Wisconsin-Platteville: <https://www.youtube.com/watch?v=a9ypx8DJq2U>.

Introduction

These procedures are provided to help you produce video clips that clearly represent the teaching and learning in your classroom. In order to capture elements of instruction and student learning, you will need to produce video clips of high audio and video quality. **To facilitate video conversion, make sure your video camera is digital and can connect via firewire or USB (no disks). Use standard, not high definition.**

Preparation and Practice

First, we do NOT expect a Hollywood production. It is important, however, that the quality of the videotaped activities be sufficient for scorers to understand what happened in your classroom. As a general rule of thumb, sound quality is generally more important than video quality to understanding the teaching and learning being captured.

- ⇒ If you are unfamiliar with the videotaping process and/or do not have access to video equipment, **consider the following resources** for equipment and videotaping assistance:
- your cooperating/master teacher (who can identify potential resources in the school as well as assist you with videotaping);
 - your university supervisor;
 - Technology staff within your program's institution who are knowledgeable about videotaping;
 - another student teacher who has done or is doing videotaping; or
 - friends and family (for equipment).
 - Bilingual blocks have access to cameras & tripods (plus a limited # of microphones) that can be checked out from the LARC (Language Acquisition Resource Center) Lab in Storm Hall 204 or 205: <http://larclab.sdsu.edu/about/>. Time is limited to 5-10 days. Do not transfer camera to anyone else without filling out paperwork. Return promptly (before 10 days if possible) so others can use them.
 - You can also rent digital video cameras (make sure they have firewire ports or can connect via USB) from

Audio and Video Camcorder Rental

5201 Linda Vista Rd, Suite 101 / San Diego, CA 92110

Time Zone Multimedia <http://timezonevideo.com/newsite/video.php>
4585 Murphy Canyon Rd. / San Diego, CA 92123
(858)569-4000

Cost: About \$25.00 Camera Rental. About \$5.00 Tripod Rental.
??? microphone rental. Camera and tripod w/ tax, about \$35 (prices may be out of date)

- ⇒ **Arrange for** the necessary video/audio equipment well in advance (some places will let you reserve, others are first come, first served) and return promptly – others may be waiting for it.
- ⇒ **Include a sturdy tripod** to avoid shaking images which often stem from shots from a hand-held camera.

BEFORE

1. **Advise your cooperating/master teacher and the principal** at your school of your need to videotape lessons for your Teaching Event and provide a copy of anything you send to parents.
 2. Send out & collect parent/guardian permission slips for video. Candy or points can encourage return of slips. Follow up w/phone reminders as needed.
 3. Once you have the camera, check if it uses a mini-digital tape. Buy your own tape, if so. (Take the camera to the store with you.)
 4. Plug it in to charge the night before.
 5. If someone is helping you, Share your lesson plan and discuss your plans to capture the teaching and learning. have them (a) practice setting the camera up and (b) make a test run in the classroom. If you are taping yourself, then do this yourself.
 6. Check the field of view so you know where to seat students in or out of view depending on whether they have permission to be video taped.
- ⇒ **Think** about where you and your students will be during the activities to be portrayed on the videotape. Will different activities require students to regroup and move around the classroom? How will the use of instructional materials be recorded? What will the camera need to capture? If applicable, when should the camera operator zoom in or rotate the camera to a new position?
 - ⇒ **Practice the videotaping process.** This will provide a chance to test the equipment and give your students an opportunity to grow accustomed to the camera.

DURING

1. During filming, make sure that only students with permission are in view.
2. For safety reasons, **tape extension cords** to the floor with duct tape.
3. Have someone check that the camera is recording both audio & video.
4. Keep a record of attendance that day & mark off who did or did not grant permission for video taping.

⇒ **Adjust**, if necessary, **for the light source** each time a recording is made. Newer cameras may have a switch for recording in incandescent, florescent, or daylight or may be completely automatic. **Do not place the camera facing the window or other bright sources of light.**

⇒ If the camera operator wears headphones plugged into the camera, the sound quality can be monitored during taping. Otherwise, check afterwards. If you and/or the students are difficult to hear, try placing the camera closer to the action next time OR use an external omni-directional dynamic microphone plugged into the “EXT MIC” jack on the camera. Confirm that this turns the internal microphone off.

⇒ During videotaping, don't worry about calling students by name, or having them address you by name. Note that names or other identifying information heard on the videotape will remain confidential to the scorers.

***Never leave the camera anywhere unsecured!**

AFTER

1. Right after filming, view the tape to make sure it recorded both audio & video.
 - a. Either right afterward or within 1 day, review the tape & pick the clip(s) you wish to submit for your video project first semester or with your Teaching Event (TE) second semester.
 - b. edTPA: Read over Task 2: Instruction and review rubrics 6-9 (5-8 for World Languages). Taken all together, your clip/s should demonstrate the targeted competencies.

2. Mark the starting and ending points (minutes) of your selected clip(s) on a sticky note for easy reference. Keep this with the tape!
3. If the sound is poor, write down what is being said in the relevant clip(s). This will also allow you to easily refer back to it when you are reflecting.

*Do not leave the camera visible in your car.

SAVING & SUBMITTING

1. Guided practice with video conversion set up by block.
2. Bilingual Blocks can use Independent lab time in LARC approx. M-Th 8am-8pm: <http://larclab.sdsu.edu/about/>.
3. Instructions on video conversion on Blackboard site.
4. Once converted and uploaded – be sure to **delete** the original material before returning the camera. This protects the privacy of both you and your students.

* Please bring (1) your tapes with the clips pre-selected, and (2) the camera you used.

Pictorial Directions for Using Tripods

We suggest that you secure the camera to the previously adjusted tripod.

Start by adjusting the tripod to the height you prefer.



Use the handle to make the camera platform flat.



The screw on the platform of the tripod fits into a hole on the bottom of the camera. Secure the camera.



Make sure the camera is flat. Use the handle to adjust it.



Tip: You can set the camera up and leave it in place (it is OK if you are sometimes out of the frame as long as you and the students can be clearly heard). Alternatively, ask another student teacher to run the camera for you as you teach (make sure that person has official permission to be on campus). Your peer can use the tripod handle to turn the camera toward important elements in the classroom during the lesson. Later you can run the camera for those who helped you. Avoid following the subject around with the camera or zooming in and out. These tactics create a jerky image that may make viewers dizzy. Use the tripod arm & leave the camera stationary as much as possible.

Charging the Camera (recharge before taping!)

Make sure the camera is fully charged. Flip cameras and similar small video cameras can charge if they are plugged into the computer. Regular cameras must be plugged into the wall. Test it before using, as old cameras won't always hold a charge. If your camera is not holding a charge, find a new one.

Inserting a digital or mini-digital tape (for older digital video cameras)

Tip: Buy your own tape so you can keep it afterwards. Once your grade posts &/or you pass the edTPA, destroy the original in order to preserve the privacy of those on screen.

Wait to turn the power on until just before you begin taping to save the battery.

Prepare the camera for the tape.

Slide the open/eject button toward the back of the camera. The tape compartment will open automatically.



Place your blank tape in the camera. Make sure the open end of the tape is down and the two round holes are toward the mechanical parts inside (facing the yellow "do not push" label).



When the tape is in place, push on the word *PUSH*. Wait for the tape compartment to move down. Then close the tape compartment.



Check setting on the camera. The mode switch should be on auto and the tape/card switch on tape.



Both switches should be to the left.

Just Before you Begin Taping

*Again, keep the power off until you are ready to tape. This will save the battery.

Find the zoom lever. Press toward **W** to zoom out (appear to move away). Press toward **T** to zoom in.



Open the viewfinder.



Place the camera in a position where you are in view as you teach. **Make sure only students for whom you have permission slips are within view of the camera.** You do not need to capture images of all the students. If you have another student teacher run the camera for you as you teach, your peer can use the tripod handle occasionally to turn the camera slowly toward important elements in the classroom during the lesson. You might even run a 15-second sound test to make sure the camera is picking up your voice; if not, move the camera closer to you. Know that when you view the tape on television, your voice will be clearer and louder.

Find the little green power button. Press the power button down as you rotate the mechanism to the left.

The viewfinder should say tape mode. If not, slide the tape/card switch to tape (see Before You Begin).



Videotaping Your Lessons

Most candidates will be selecting two 5-10 minute clips to include as evidence of instruction. Look at your handbook and follow the specific guidelines provided. (Some content areas require more or fewer clips.) Be strategic about what you tape so that the video shows

- (1) All students actively engaged with the material e.g. via think pair share or quick write or other strategies for mass engagement,
- (2) The teacher asking higher order thinking questions & follow-up questions (follow up questions are redirected to the same student to get him/her to think more deeply) to monitor understanding & progress toward the objective.

Check your tape and sound quality immediately afterwards. If you can't hear students, create a transcript of what they said. Tape on at least two separate days so that you have some choice and also a backup in case one does not work or students are acting up. Tape takes a long time to review so don't just tape everything, be strategic in your choices (see above).

When the **camera** is turned on, the green pause icon will appear in the viewfinder. You will also see an image of your room.



Press the red start/stop button to begin taping.



When you are recording, a red dot icon will appear in the viewfinder. The videographer's index finger rests on the zoom.



Press start/stop button to stop taping.

When you have finished videotaping, be sure to turn off the camera to save the battery.



Play back the tape on your TV or Computer to check the sound & video.

Playing Your Videotape

Since sound is the most essential element, we suggest that you playback the videotape through your television set or computer so you can assess the sound as you select your video clip/s (see handbook for guidelines on clips). Below are directions for TV. See instruction manual for directions for high definition TV and Video processing directions for Computer.

Before you turn on the power, familiarize yourself with the playback modes on the viewfinder.



Rewind button



Fast Forward button



Pause button



Stop button

Make sure the camera and television are turned off.

Plug the camera into the television.

Open the camera's terminal cover.

Put the yellow plug into camera.

Turn on your television.



If you have a high definition television, you will need to use one of the cable configurations on page 6.

Turn on the camera to the **play mode**. Push in the green button and rotate it to the right. The viewfinder should show the recording time. Rewind the tape and begin viewing it.



Review your Tape & select the clip

As you review, think of the clips you might want to use. Take notes on how the students are engaged (what they are doing), the questions you are asking, and whether you are redirecting any questions to prompt deeper thinking. Be sure to note the starting point of each of the clips. For example, 00:03:42:17 would mean the first segment would start at zero hours, 3 minutes, 42 seconds, and 17 frames. After selecting your clips, rewind the tape to the beginning of the first clip (for example to 00:03:42:17). Doing so will make your uploading, processing and converting run more smoothly.

Keep your video and the notes on the starting points for your video clip/s together in a safe place. Bring both to the university when you attend the processing & converting session.

- Directions specific to the edTPA Teaching Event (current as of 2014)

Subject Area	No. Clips	Clip 1	Clip 2
	Time		
Elementary Literacy	1-2 clips	<p>The interactions in the clip(s) should demonstrate how a candidate interact with students in a positive literacy environment to develop:</p> <ul style="list-style-type: none"> an essential literacy strategy requisite skills. <p>The clip(s) a candidate select may feature strategy development as the primary focus for student engagement or may integrate strategy use with the development of students' understanding of skills and conventions.</p>	
	No more than 15 minutes in total combined length		
English & Language Arts <ul style="list-style-type: none"> Middle Childhood Secondary 	2 clips	<p>The first clip should demonstrate how a candidate engage students in comprehending and constructing meaning from a complex feature of a text, e.g., historical context, figurative language, dense informational text, visual imagery in a film.</p>	<p>The second clip should show interactions between a candidate and at least three students during a discussion of the text to support and/or monitor their abilities to interpret the text.</p>
	Single Subject -No more than 10 minutes each in length Middle Childhood- No more than 20 min combined running time		
Math <ul style="list-style-type: none"> Elementary Middle Childhood Secondary 	1-2 clips	<p>The interactions in the clip(s) should demonstrate how a candidate engage students in developing their understanding of mathematical concepts. (The clip(s) a candidate select may feature conceptual understanding as the primary focus for student engagement or may integrate conceptual understanding with the development of students' understanding of a computation or procedure.)</p>	
	No more than 15 minutes in total combined length (20 min for Middle Childhood)		

History/Social Studies <ul style="list-style-type: none"> • Single Subject • Middle Childhood 	2 clips	<p>The first clip should illustrate what a candidate did to help students critically evaluate accounts or interpretations of historical events or social studies phenomenon and build and defend arguments. Sources include such things as primary source documents, artifacts, interviews, survey analysis, the textbook, a map, a documentary film, or a political cartoon.</p>	<p>The second clip should focus on what a candidate did to support students as they formed interpretations or analyses and used evidence to build and defend arguments about historical events or social studies phenomenon. This should not be a discussion of students' personal opinions, but rather of arguments that students have constructed using evidence from primary and secondary sources or other relevant materials.</p>
	<p>Single Subject -No more than 10 minutes each in length</p> <p>Middle Childhood- No more than 20 min combined running time</p>		
Science <ul style="list-style-type: none"> • Single Subject 	2 clips	<p>The first clip should illustrate how a candidate facilitated their students' using science concepts and analyzing the data during a scientific inquiry. This segment will engage students in examining the data looking for patterns, identifying outliers, and/or exploring contradictory findings.</p>	<p>The second clip should illustrate how a candidate actively engaged students in using scientific data and concepts to construct and evaluate an evidence-based argument of a phenomenon during a scientific inquiry.</p>
	No more than 10 minutes each in length		
Performing Arts	<p>2 clips</p> <p>No more than 10 minutes each in length</p>	<p>The first clip should illustrate how a candidate engage students in developing new artistic skills, knowledge and/or contextual understandings.</p>	<p>The second clip should illustrate how a candidate support students in the application of artistic skills, knowledge and/or contextual understandings through creating, performing and/or responding to music/dance/theater.</p>
Physical Education	1-2 video clips	<p>The interactions in the clip(s) should demonstrate a candidate engage students in developing their competencies in the psychomotor, cognitive, and/or affective learning domains through planned learning tasks. The clip(s) should:</p> <ul style="list-style-type: none"> •include both instruction and students implementing the instruction during the learning task. •include active monitoring of student learning during the learning task. •show how a candidate manage at least one transition to, within, or from a learning task. 	
	Together no more than 20 minutes in combined length		
Visual Arts	1-2 video clips	<p>The interactions in the clip(s) should demonstrate how a candidate engage and support their students as they apply their knowledge and skills in creating and/or responding to visual art concepts incorporating form and structure, production, art context and personal perspective.</p>	
	Together no more than 20 minutes in combined length		

World Languages	1-2 video clips	<p>A candidate are to provide 1-2 video clips that demonstrate how a candidate interact with students in a positive learning environment to develop communicative proficiency in the target language in meaningful cultural context(s) with a focus on the three modes of communication:</p> <ul style="list-style-type: none"> • interpretive, • interpersonal, and • presentational.
	Together no more than 15 minutes in combined length	

Video Processing

Info: Video Tech Specifications

TaskStream accepts most video formats* but you will need to pre-select the clip. Anything over 10 minutes will probably need to be converted into a smaller size. We recommend that those who convert videos save them as **.mov, .wmv, .mpeg, H.264 or mp4** format. If your clip is over 10 min, you will probably need to use special settings (in iMovie, click on *use or options* & select *medium streaming*) to reduce the size to **under 500MB** (300MB is a good target size but you can go up to 500 if needed). See the directions for details. Remember, this isn't a film competition and the smaller the file, the faster it will load.

*iPad or phone video – transfer to a computer first & upload to TaskStream from the computer.

NOTE: In addition to the 500MB file size limit, there is a 2,000 MB limit for the entire content of data uploaded to a basic TaskStream account. If you exceed this limit, notify your coordinator and TaskStream (TS).

When editing your video clip, it is usually easiest to use the free software that comes with your computer. PC's have the program Windows Movie Maker (found in the START menu under PROGRAMS) while Macs provide you with iMovie. You can also go to the LARC Lab and use Adobe Premier. There are many online tutorials that will support you in learning how to use these programs:

Tutorial for using Windows Movie Maker to edit your video

<http://windows.microsoft.com/en-US/windows-vista/Getting-started-with-Windows-Movie-Maker>

Tutorial for using iMovie to edit your video

http://desktopvideo.about.com/od/imovievideotutorials/i/iMovie_Video_Tutorials_Learn_How_to_Use_iMovie_From_Video_Tutorials.htm

Tutorials for using Adobe Premier to edit your video

Edit - <http://evscicats.com/blog/introduction-to-adobe-premiere-pro/> (Select Standard Definition, not High Definition, or it will be too large.)

Convert - <http://evscicats.com/blog/convert-a-video-file-to-a-different-format-using-adobe-media-encoder/> We recommend .mov (Quicktime), .wmv (Windows Media), H.264, .mp4 or .mpeg format but see specifications in the edTPA appendix for acceptable alternatives.

Supported formats for uploading to **Windows Movie Maker**:

Video files:	.asf,	.avi,	.wmv
Movie files:	.MPEG1,	.mpeg,	.mpg, .m1v, .mp2

Supported formats for uploading to **iMovie**:

most DV, .Jpeg, .Mpeg .mp4

iMovie is iffy on .avi and .mov formats (although it will convert to .mov).

* **iMovie won't accept .wmv files.**

You can sometimes avoid format issues by bringing in the video camera and downloading the clip directly to the computer (via a firewire connector or USB).

Use of a digital camera or video camera that supports the following is recommended:

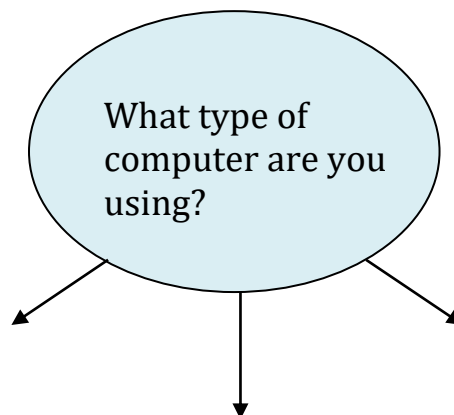
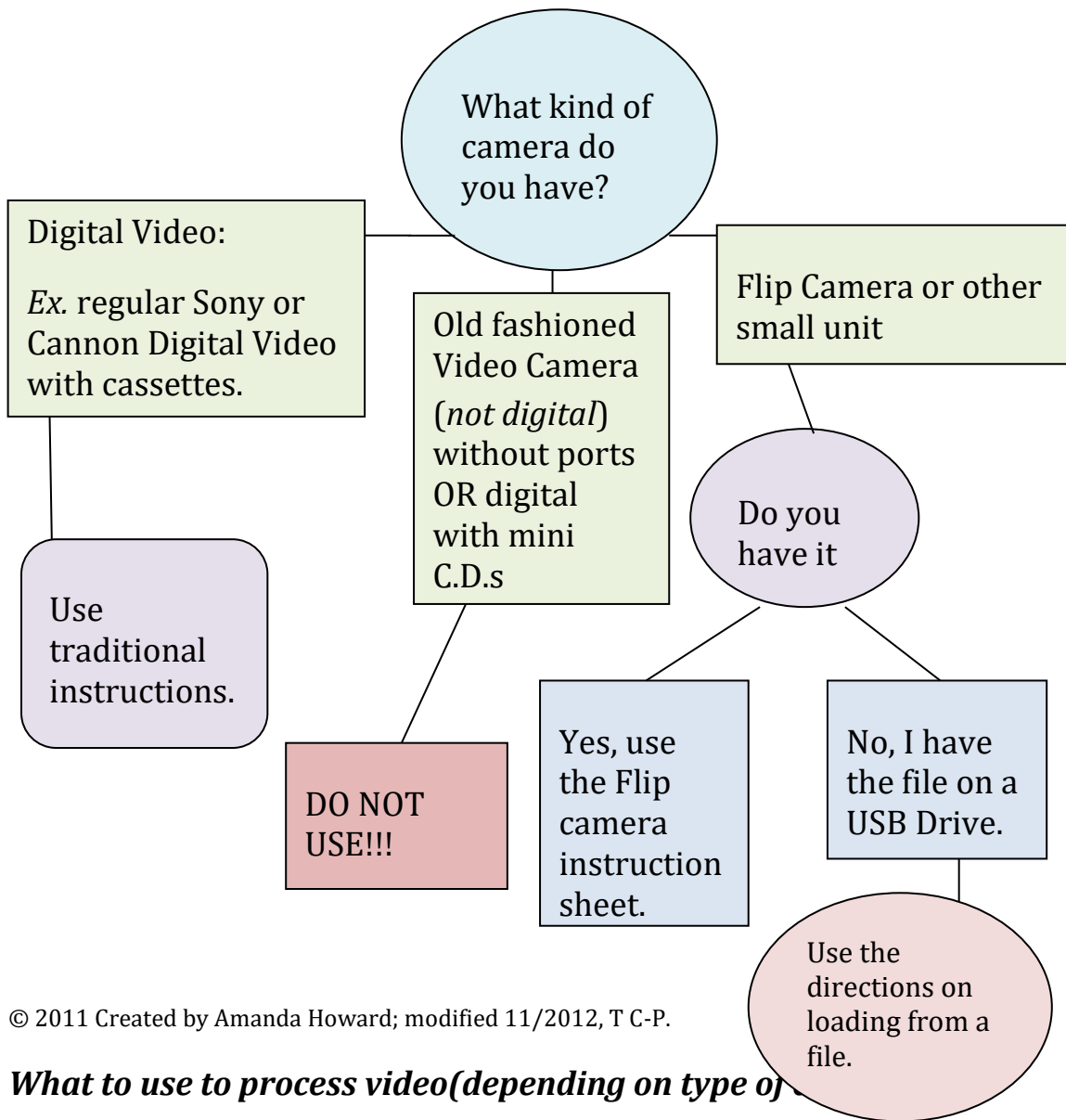
Video File Type	Common File Extensions	Video Codecs	Media Player Support*
AVI – Audio Visual Interleave	.avi	wide variety; DivX, MJPEG are common	Supported by variety of media players including Windows Media Player
QuickTime Content	.qt, .mov	H.264	QuickTime
MPEG-4	.mp4	MPEG-4 AVC/H.264 or MPEG-4 ASP	QuickTime, Windows Media Player
WMV – Windows Media Video	.wmv	WMV	Windows Media Player

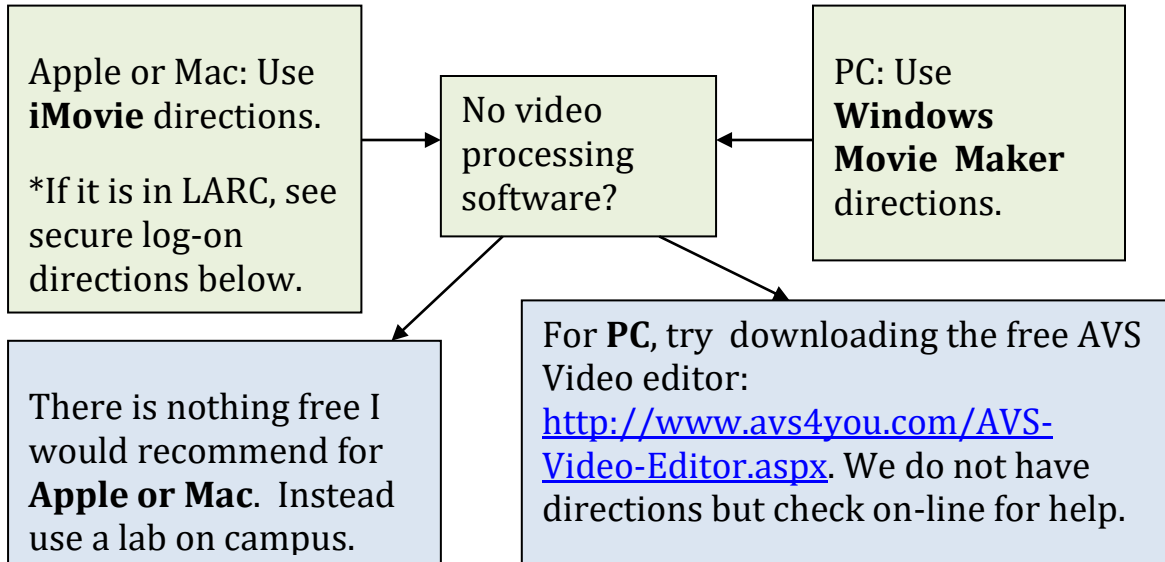
* These video formats are supported by a number of media players. Only the more common players are listed here for reference.

Source: <https://www.edtpa.com/Content/Docs/RecommendedVideoFormatsandSettings.pdf>

TIP when playing back the video at home: Whether a video plays can depend on what software you have on your computer. Downloading the free VLC Media Player will let you play most videos: <http://www.videolan.org/vlc/>.

Flow Chart for Video Processing – match camera with directions






Step 1: Connecting your Video Camera & uploading to the Computer:

Traditional Digital Video Instructions (e.g. regular size Sony or Canon video camera)

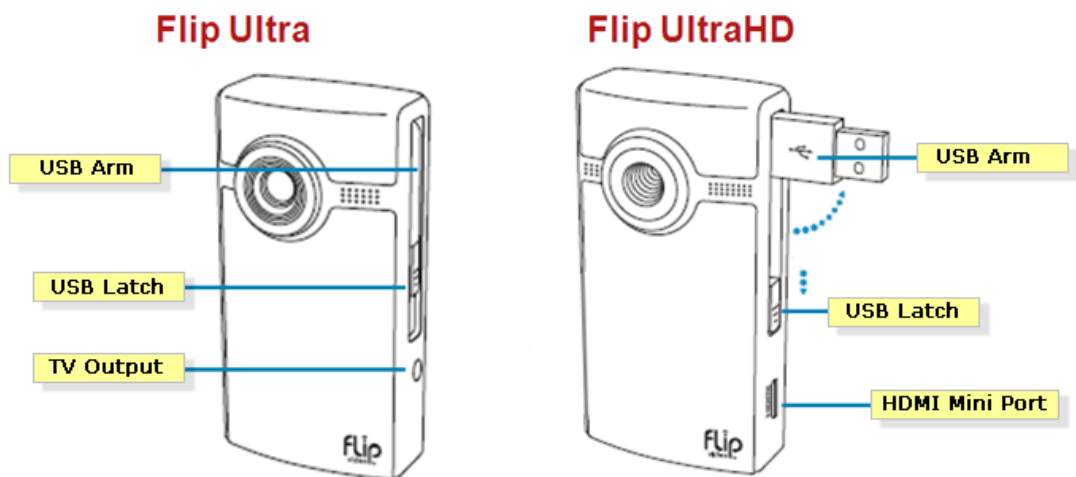
1. **Make sure that your camera is digital video and has a firewire port. If not, you shouldn't have used it. Re-tape with another camera.**
2. Rewind the tape in the camera. Locate your preselected clips. If you can avoid it, do not load the whole movie. It is too big & it will take forever. **Only load the clips you plan to use.**
3. Plug in a firewire cable (Not a USB cable) between the camera and the Mac laptop/desktop. The ports on the computer are on the back & labeled the

following symbol: . The cable connector on the camera is often hidden beneath a small rubber cover. In some cases the camera port has a symbol, in others it is labeled as DV (digital video) in/out.

Trouble shooting: If the computer sockets do not fit your firewire cable, you may be trying to use a 400 cable on an 800 port (or visa versa). Try either plugging in or unplugging the converter. If you don't have a converter and you are working with a newer MAC, check out a converter from LARC or the PLC office.

Flip or other small video camera instructions

1. Turn the camera on. (You may need to hold down the "on button.")
2. Slide the USB latch to allow the USB arm to flip out. (You may need to pull back a rubber cover to see it.)
3. Connect the camera's USB arm to the computer's USB port. (If the camera gets in the way, use a USB extension – there may be one in the camera box.)



Info: Compressing Video for TaskStream

TaskStream allows users to upload videos up to 500 megabytes in size. If your video is 10 minutes or less, you will probably not need to compress it. If it is longer, you will need to compress the video to make sure it is smaller than 500 megabytes in size.

Below is a list of issues that may prevent you from uploading your videos on to TaskStream:

- Videos over 500 megabytes in size
- DVD video. DVD video is usually much larger in size and cannot be uploaded directly into TaskStream using conventional means. The DVD must be transcoded into a compatible digital video file, such as .wmv, .mov., or mpg.
- Upload size restrictions from your Internet Service Provider (ISP). For more information on your upload size restrictions, please contact your ISP.

If your video is larger than 500 MB in size, you will need to compress (make smaller) your video to ensure that you can successfully upload your video to TaskStream. Video editing software comes free with most PC and Mac computers. If you want to use Adobe Premiere, it is offered at the LARC lab computer at Storm Hall 204/5. Lab assistants are there to help you if needed.

What if I don't have video editing software?

If you don't not have video editing software on your computer and are not able to use the computers in the LARC lab, here are two extra options. *If you already have your clip selected & do not need to edit it*, you can download free compression and conversion software:

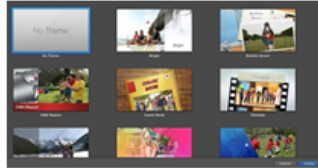
- For PC: http://www.any-video-converter.com/products/for_video_free/
- For MAC: <https://itunes.apple.com/us/app/any-video-converter-lite/id479472944>

Directions for processing your video in iMovie, Windows Movie Maker or Adobe Premier follow.

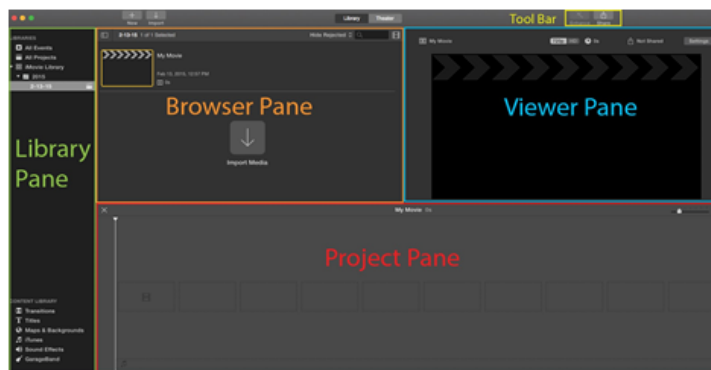
How to trim and compress video using iMove (on an Apple or Mac)

1 Go to File then New, or  and then 

2 Choose a theme by Left-Clicking (*Skip if edTPA Teaching Event, no title pages or extras allowed.)



3 Basic Overview of Interface



Browser Pane: Displays the content in your library depending on which library is currently being selected.

Project Pane: For assembling your movie. You may select portions of a clip from the Browser pane and add to your project. You can also add special effects such as transitions, titles, or music to your project in this pane.

Viewer Pane: When you select a media item in the Browser pane, information about the item will appear in the Viewer. This is also where you can edit media by using the tools provided in the toolbar (Enhance or Adjust).

4 Import Video



select video under CAMERAS or DEVICES

hold command and click to select multiple clips/files

5 Drag Clips to Project Pane



6 Save Project

File → Share → File

My Project

Description: Add Description

Tags: Add Tags here

Format: Video and Audio

Resolution: 1280 x 720

Quality: High

Choose the best options you can without going over 10MB (500 MB for edTPA Teaching Event videos) in file size (size is directly below video preview).

For the edTPA Teaching Event videos, 300 MB is a good target size (Although you can go up to 500MB), and *medium streaming* is a good choice if it appears on your options.

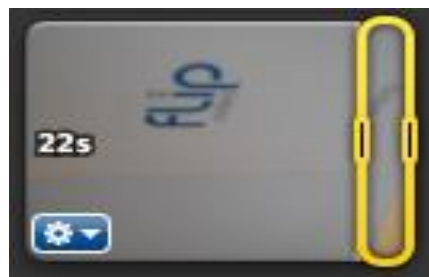
From export movie options, we recommend .mov (Quicktime), or .wmv (the default Windows Movie Maker).

7 Save file to Desktop or your preferred folder

(Be careful to retain the file extension when renaming and saving your file. If you accidentally delete it, you won't be able to play the video.)

Extra Tips for the edTPA Teaching Event

Getting the right length for your clip: See your Teaching Event handbook for the maximum length allowed in your content area. If you need to shave off time: Cut from the *front or end* of the clip ONLY. (Exception – you can remove the middle to create two clips.) Click and drag around it with your mouse so a yellow box appears over the portion you wish to delete. Then press delete.

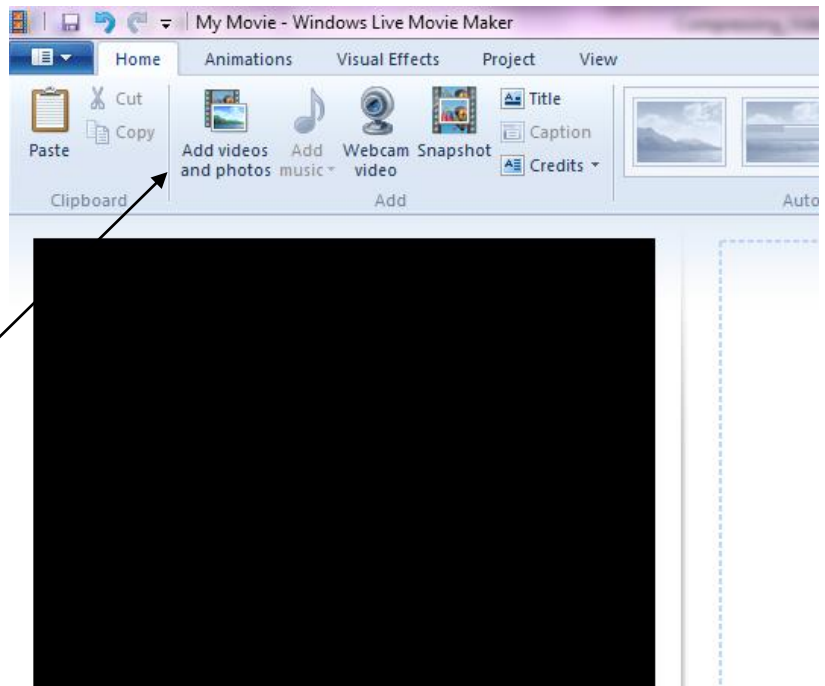


Once you have your video clip, go to the directions for uploading to TaskStream.

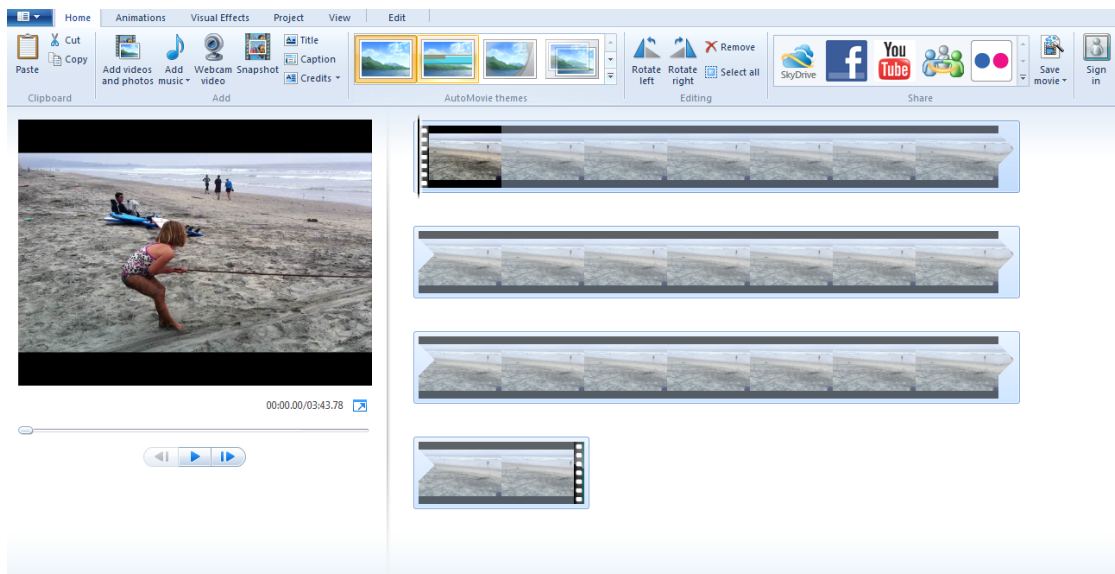
How to Trim and Compress Video using Windows Movie Maker (on a PC)

1. First open up Windows Movie Maker from the programs menu.

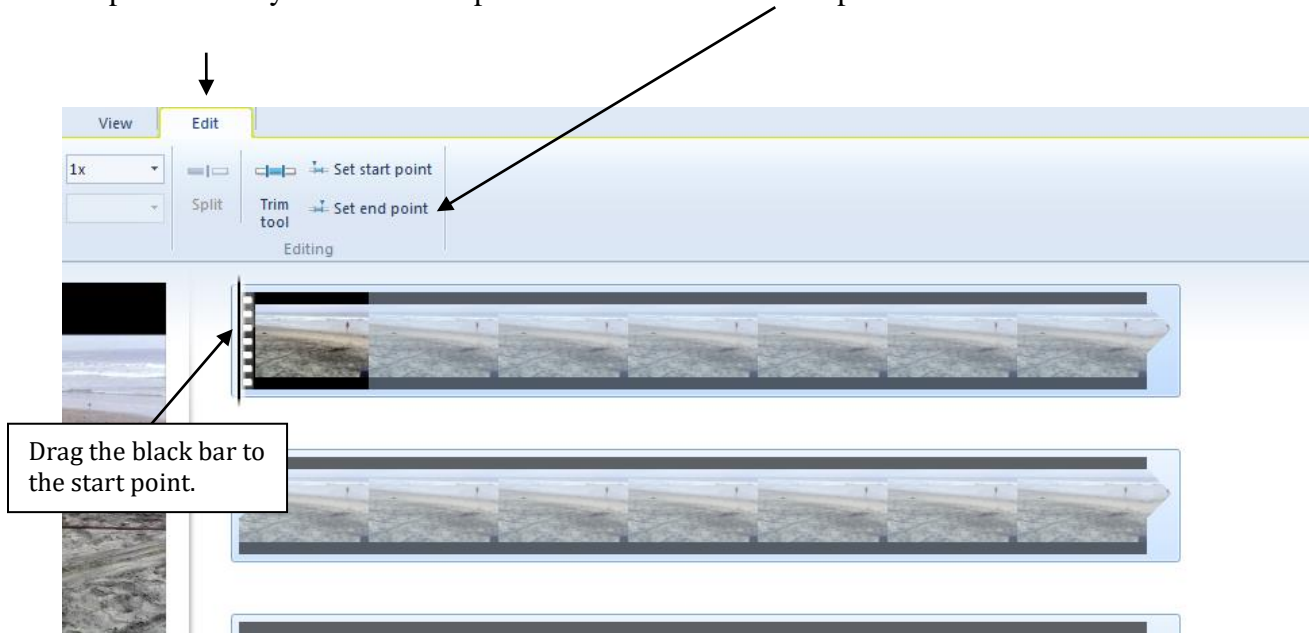
2. Click the Add videos and photos icon. Then choose the video file you want to compress.



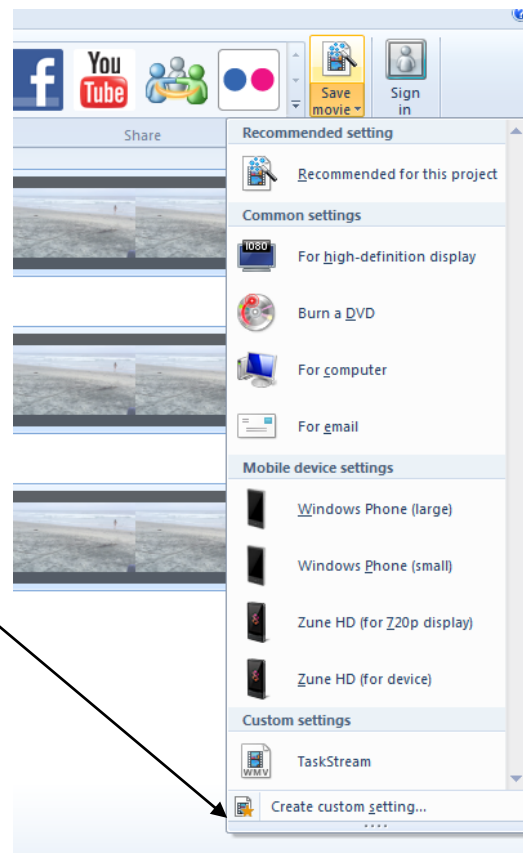
3. Your clip will show up on the right with a preview window on the left.



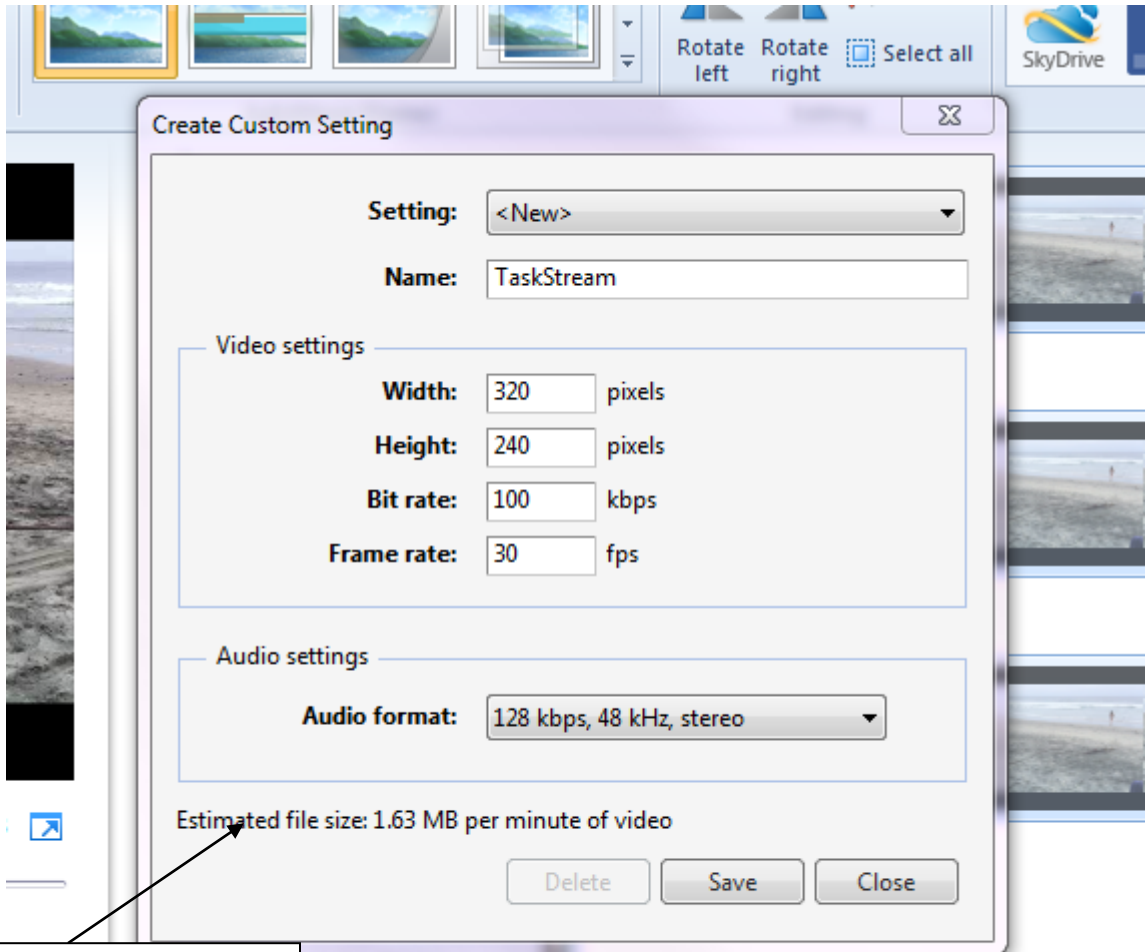
4. To trim the video, click on the edit tab. Click and drag the black bar to the point where you want the clip to start and select “Set start point.” Then click and drag the black bar to the point where you want the clip to end and select “Set end point.”



1. Once you have the clip that you want to upload to TaskStream go to the Home tab and select Save Movie.
2. If you have over 10 minutes of video, create a **custom setting** in order to make the file under 500 mb. Otherwise skip to step 9.

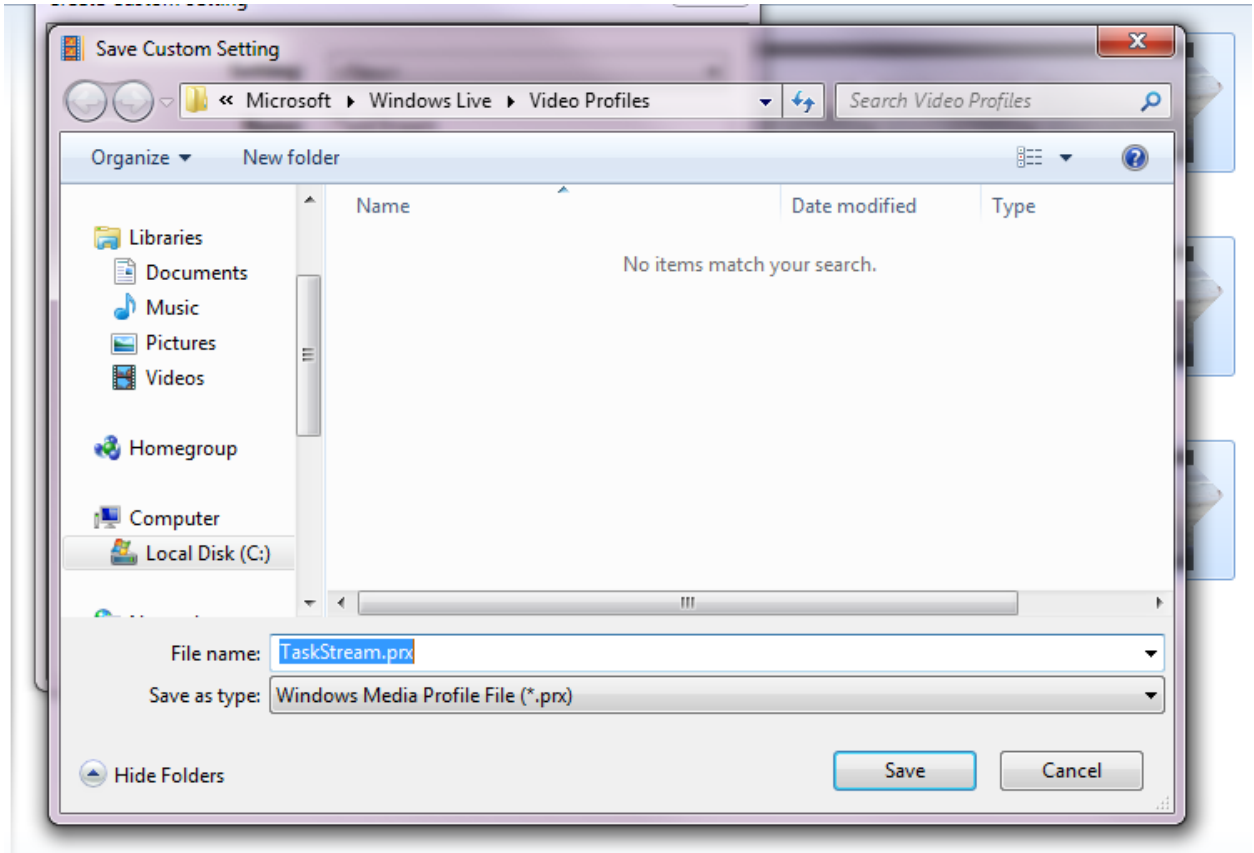


3. Set the width to 320 and the height to 240. You can set the bit rate as low as needed to make the file small enough. The estimated file size per minute is at the bottom, use this to determine how low to set the bit rate. A bit rate of 100 should guarantee that it will be small enough. Click save to save the new settings.

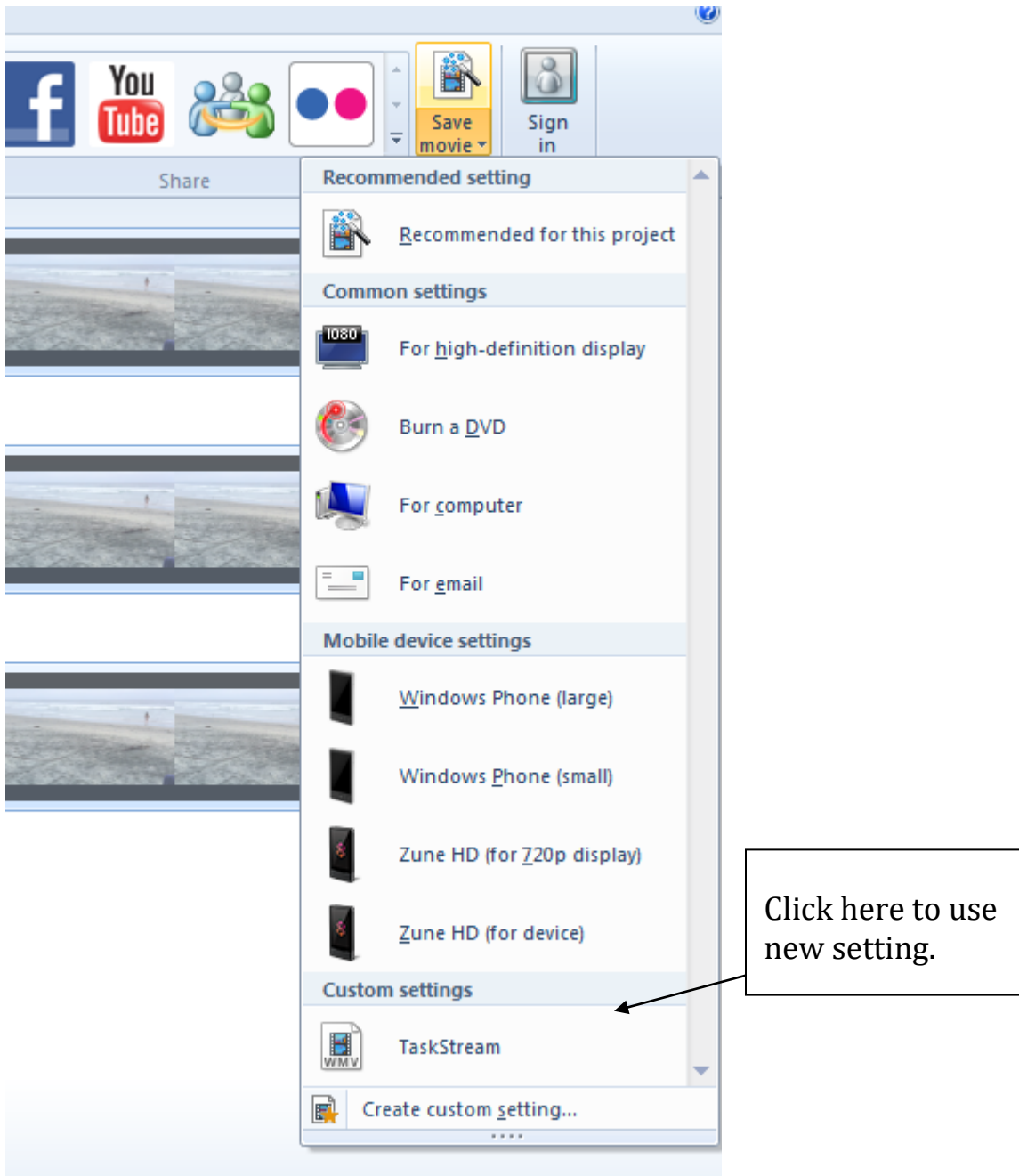


This gives you an estimate of how large your clip will be.

7. Give the settings a name such as TaskStream and save the setting. You can then close the custom setting dialog box.

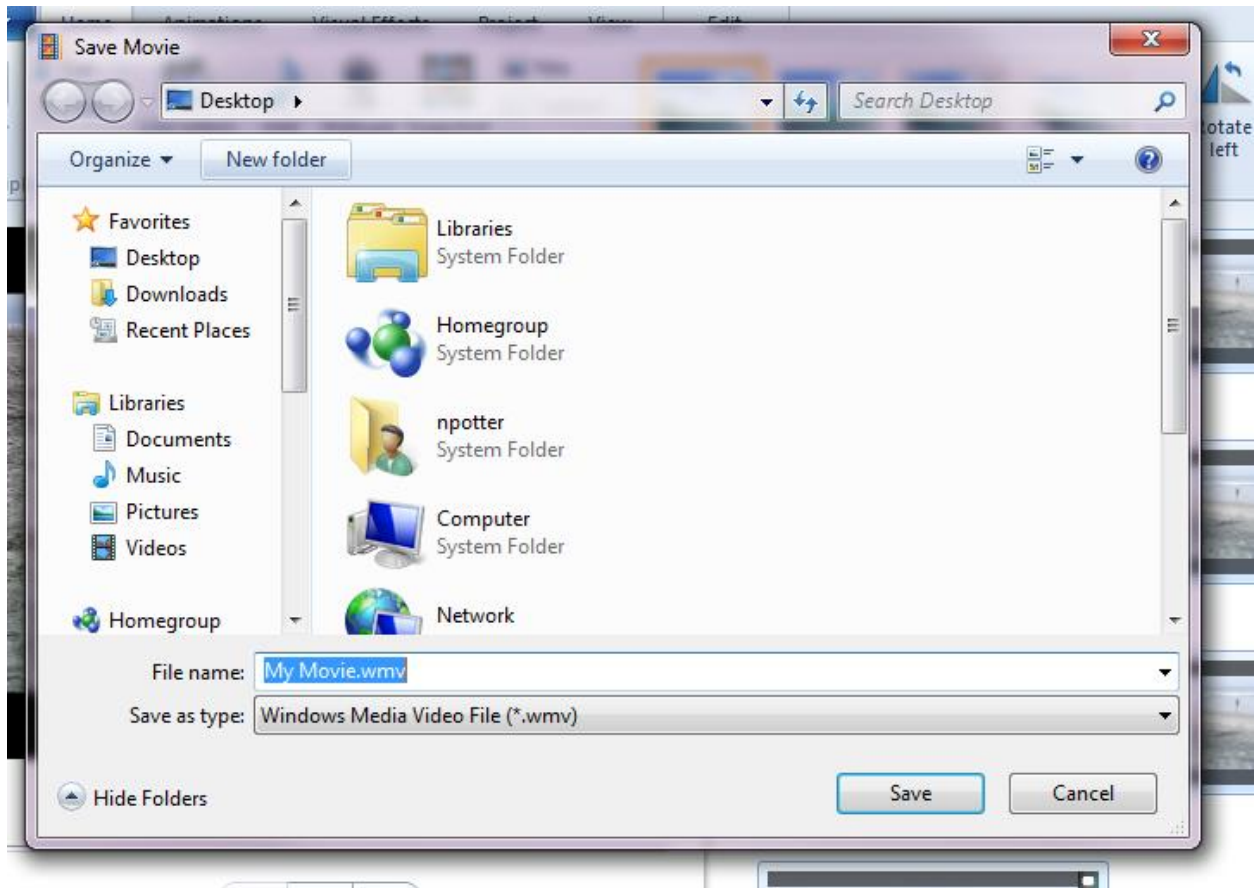


8. Click on Save movie again and select your custom setting.



9. A new window will appear. Name your movie with the clip, lesson, subject, date and format (see *extra notes on naming your file* for an example), then select where you want to save it to on your computer.

10. Choose where you will save your movie and click Save.



Trouble shooting – if you misplace your video file, use the Finder to locate it.

You can now close Movie Maker and open TaskStream to upload the video. Go to [Next Step -- UPLOADING TO TASKSTREAM](#): for directions.

How to Trim and Compress Video using a Adobe Premier (on PC)

Introductory tutorial to Adobe Premiere:

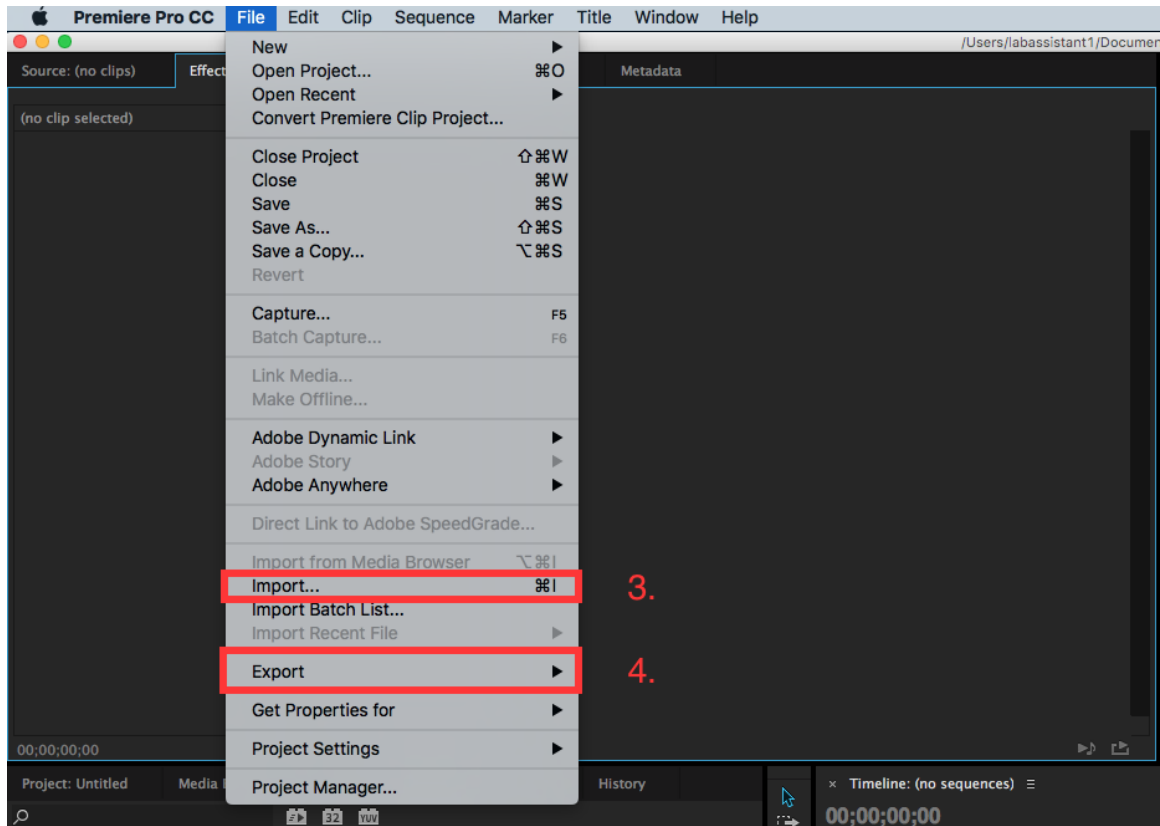
<https://www.youtube.com/watch?v=wK3JTh2jOf8&list=WL&index=5>

Edit - <http://evscicats.com/blog/introduction-to-adobe-premiere-pro/> (Select Standard Definition, not High Definition, or it will be too large.)

Convert - <http://evscicats.com/blog/convert-a-video-file-to-a-different-format-using-adobe-media-encoder/> (We recommend **.mov** or **.wmv** format.)

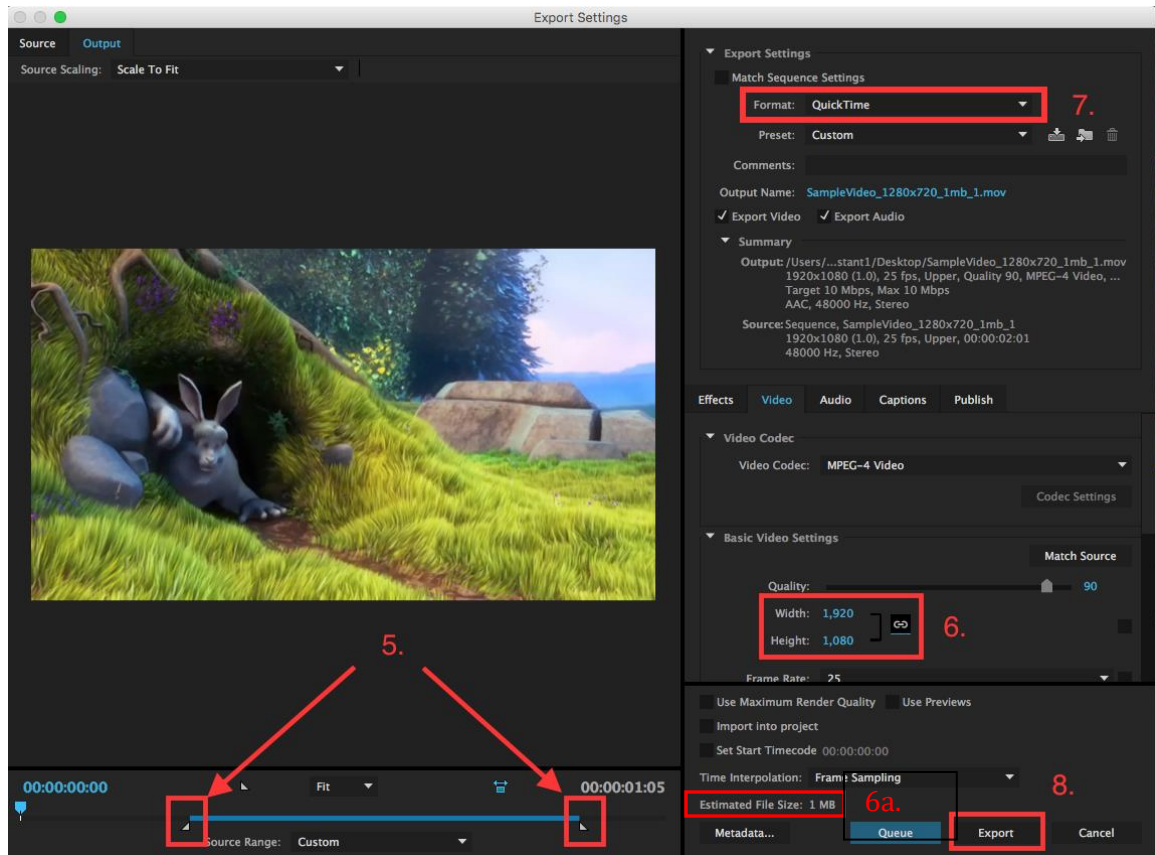
Steps to follow

1. First open up Adobe Premier from the programs menu.
2. Click on new project, then okay.
3. Go to “File” in the toolbar across the top and click on import. Go to the location of your video file and double-click on that file.



4. Now that you have your clip, you are going to convert it. Go to File and select Export from the drop down list. Once the pop-up list appears, click on Media.

5. Slide the little white triangles at the bottom to trim the video (See box 5, below.)



6. Your file must be under 500 mb. (You can see the estimated file size in box 6a). To reduce the size, unlink the width and height under “Basic video settings” by clicking on the link icon – right next to the 6. in the screenshot above. Then set the width to 320 and the height to 240. Another option is to change the file format / encoding (see step 7). The final option is to change the Preset. Follow step 7 to change format to H.264 and then click the “Preset” field below Format to change to “Match Source – Medium Bitrate” (the preset field is found just below box 7 in the screenshot above).

7. To change the format, click on the triangle adjacent to “Format” in the top right. You will see a drop down list of options -- 7. in the screenshot above -- then click on the option you want to select. Some easily accessed file types are .mov (Quicktime), .wmv (Windows Media/Windows Movie Maker), H.264 or mp4. However, TaskStream also accepts flv, asf, qt, mpg, mpeg, avi, and m4v.

8. Click export and the file will be saved in the same folder you imported it from.

Trouble shooting – if you misplace your video file, use the Finder to locate it.

You can now close Adobe Premier and open TaskStream to upload the video. Go to [Next Step -- UPLOADING TO TASKSTREAM](#): for directions. . . .

ADOBE PREMIERE PRO CC (QUICK GUIDE)

The screenshot shows the Adobe Premiere Pro CC interface with several panels highlighted by orange boxes and arrows. The panels include the Source Monitor, Project Panel, Program Monitor, Timeline, Audio Meter, and Toolbox. The Timeline shows three video tracks (V3, V2, V1) and three audio tracks (A3, A2, A1). The Program Monitor shows a preview of the video sequence. The Audio Meter shows volume levels for the audio tracks. The Toolbox contains various editing tools.

Source Monitor:
 - Preview media files
 - You can ***trim** and drag parts to the timeline from here too.
 *use Mark In and Mark Out to choose the start and endpoints

Project Panel:
 Holds media files (video, audio, images, etc.) that you will be using in your project.
 ① *"Import your media to start"*
 Add/Import Media Files:
 File > Import... (Ctrl + I)
 then select files to import
 -or-
 Drag and drop your files into this panel or timeline.

Program Monitor:
 Preview your video sequence from the Timeline section.

★ **Timeline**
 Create and edit your video sequence here. Most arranging and editing is done in this section.
 ② *"Drag media here to create a sequence"*
 You can drag files from the source monitor, the project panel, or from a regular file browsing window.

Audio Meter
 Shows volume levels

Toolbox
 Contains various editing tools

Adding Video, Pictures, Music/Narration, etc. to the Timeline:
 See ① and ② from the diagram above.

Multiple Video and Audio Tracks:

By default there are three video tracks (V3, V2, V1) and three audio tracks (A3, A2, A1). When a project is being played, all of the audio tracks are played. If clips in the video tracks are stacked, the up permost video/image shows during those parts.

How to Cut/Split Video Clips:

Razor Tool (C): Cuts/Splits media in your Timeline.

① Select the Razor Tool (located in the Toolbox)

② Click the Razor Tool on the parts you want to cut.

*Switch back to the **Selection Tool (V)** when you are done with the Razor Tool.

How to Trim/Extend Video Clips:

① Move your cursor to the front or back of a clip on the timeline until it turns **red**.

② Click and drag until you are satisfied with the duration or start/end of the clip.

Separating/Unlinking Audio and Video:

Right-click the video clip, select "Unlink"

Alternatively, if you only want the video or audio of a video, you can open the file in the Source Monitor and use these buttons **U** to **Drag Video Only** or **Drag Audio Only**.

Adding Title/Text:

Press **CTRL+T** to add a title. The size is automatically set to the size of the video.

Name your title and push **OK**. A screen for Title Design pops up.

Use the **Text Tool** to type and edit text. You can move the text with the **Selection Tool**.

There are many different title styles and properties you can adjust in the Title Design window. When you are done editing the title, **close** the Title window and the Title will appear in the **Project Panel**, where you can then drag it to the **Timeline**.

Adding Effects and Transitions:

In the **Project Panel**, there should be a tab called **Effects**. Find an effect/transition you want to use and drag it onto the **Timeline** between clips, or on the start/end of a clip.

If using transitions, I recommend using **Video Transitions > Dissolve > Cross Dissolve**. (It's called **Fade** in other programs) It's a simple transition that isn't too distracting.

All Done? Export Your Video!

Exporting creates a video file you can watch on video/media players.

(The .prproj file you have been working on is a project file, not a video file.)

Export video:

① File > Export > Media... (Ctrl+ M)

② Select the settings you want to use for your video.

③ Click Export

To save as an .mp4, select **H.264**. There are many presets available to select from.

Adding Subtitles or Captions

As of 2015, candidates can add subtitles or captions to clarify what is being said. This may be necessary if the sound is bad or if students are using a language that may not be understood by the scorer. If candidates do not want to use subtitles, they may include up to two pages of transcripts after their Task 2 commentary instead.

Tip: Use subtitles or transcripts only for key interactions. You do not need to subtitle nor do you need to translate the entire clip.

Links to iMovie Directions for Adding Subtitles

Here are some basic links for adding subtitles in iMovie:

- Very brief and simple video on adding captions using the title function: https://www.youtube.com/watch?v=MpL_Capu15c.
- 5 step written directions on adding captions using the text tool in iMovie: <http://classroom.synonym.com/add-subtitles-ismovie-9524.html>
- Directions with pictures for iMovie 8 & 10: <http://www.adoreshare.com/ismovie-converter/ismovie-tutorials-on-how-to-add-subtitles-in-ismovie-11-10-09-08.html>

Adobe Premier Directions for Adding Subtitles

TIP: Before you start, put all of your media files in one folder on the desktop and save the Adobe Premiere project file there as well. This will give you easier access.

1) Open up a new project in Adobe Premiere. (If Premier isn't open, do a search in Windows for the desktop program.)

2) Import your media clip (will appear in bottom left window)

Tip: Check the height and width settings and write them down. Your Captions file will need to have the same settings. (To check settings, right click on the file and then select Properties from the pop up window.)

3) Create a new sequence by right clicking on media file and choosing 'new sequence from clip'

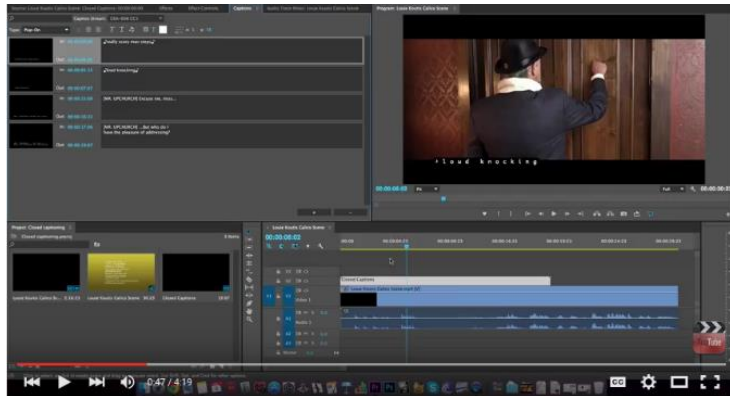
4) Go to File/New/Captions (On the toolbar across the top, click on File. From the dropdown menu, select New. From the pop-up window, select Captions.)

- a) You will see a new pop-up window in the middle with settings. Make sure video settings for your Captions match the video settings for the media file. Click OK.
- b) Set at CEA 608/ CC1 (this is usually the default). Click OK.

c) Go to Top Right Window/ Settings (wrench icon) and, select “Captions Display” from the pop-up menu and then click “Enable” on the additional pop-up window. Then click “Settings” and make sure they are the same (CEA 608/ CC1).

6) At the bottom of the top right window, click on the plus sign, go to the closed captioning display button (a speech balloon icon), and drag it to the series of buttons at the bottom of the window, and then click OK.

7) You should see a regular video and a captions file in the bottom left box. Depending on the version you are using, and the directions you are following you may need to



(a) Switch back and forth between the two. Click on the video file to hear the audio. Click on the Captions file to enter captions.

(b) Alternatively, if you double click on the captions file, you may get a screen such as the one in the screenshot here (exact configuration of boxes may vary) that allows you to go back and forth between captions and video more easily.

(c) Lastly, the captions sometimes display in a 3rd column to the right (click captions in the menu displayed in the 3rd column).

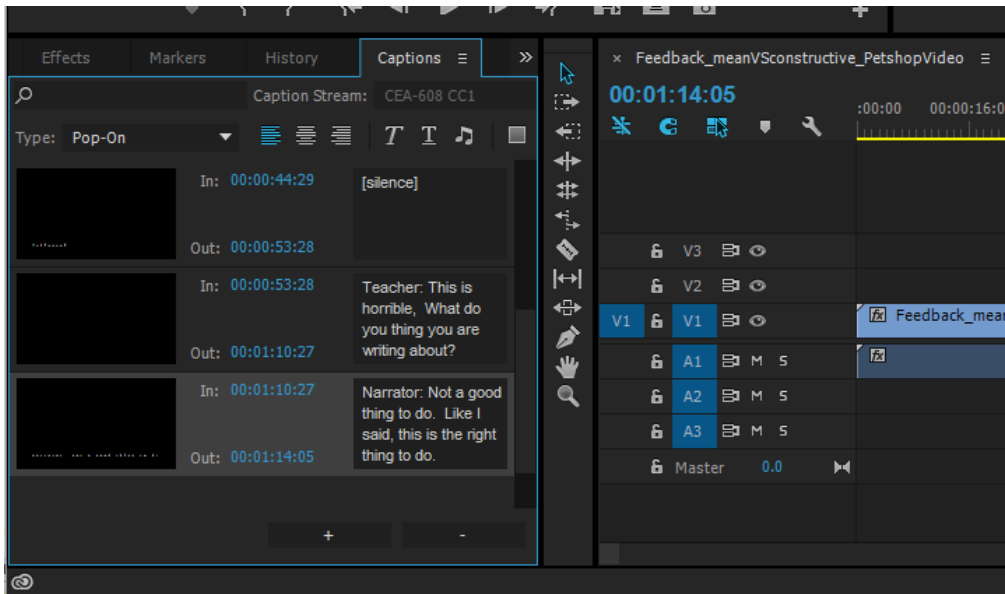
Tip: Transcribe the video first (with time stamps) so you can enter the captions without having to go back and forth.

Troubleshooting: If you cannot see the captions window, select “Window” from the toolbar across the top then click “Captions” on the drop down menu. You can drag the edge of the captions window to enlarge it.

8) To enter captions, once you have clicked on the captions file, you will see a black captions screen in one of the windows. Click on the plus icon in the corner to add a caption. (You may need to click the plus icon twice to both enter the previous caption and start a new caption.) Adjust the time in or out as needed to match the voice and video.

Tip: Hit return after every 5 words or so – otherwise the rest of the line will be cut off. Keep each caption short (4 lines max).

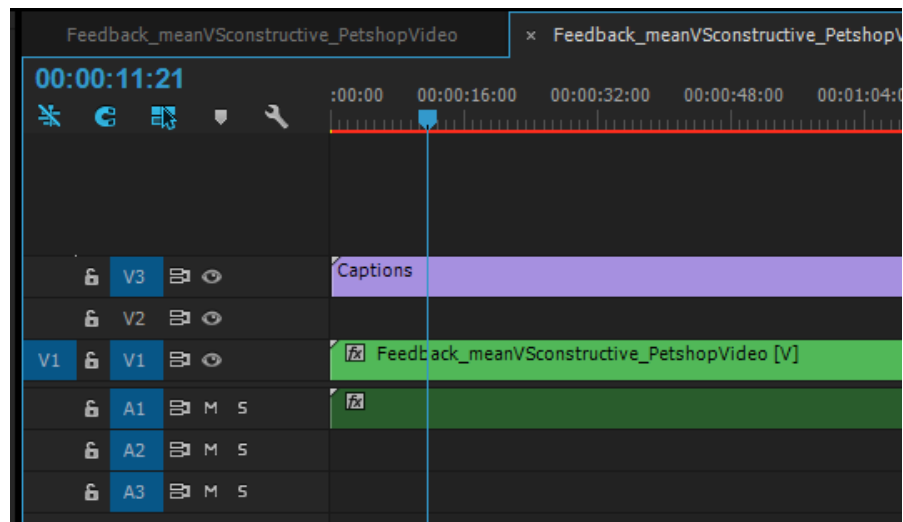
Troubleshooting: Make sure your time in and out is sequential. DO NOT skip time. The program will crash. If you have some silence, enter the caption “[silence]” as can be seen at the top of the captions transcript below. You can also insert music notes (before and after the sound) and describe ambient sounds such as “footsteps” or “background conversations”.



9) Adjust -- Set the in/out points, type in dialogue box. Set the background color and text color. Add lines if necessary.

Troubleshooting: If the program does crash, the Adobe Premier auto-save function ensures that you'll still have most of your work. Just go to the finder and look up the file "Adobe Premiere Pro Auto-Save". Inside you will find time-stamped versions of your project. Open the latest file and keep going.

10) To play your video with captions, click on a track on the playback screen (I clicked on V3) and drag the captions file over. Your playback screen should look like this. Play the combined file in the upper box



(not pictured here) to check that your captions are working correctly.

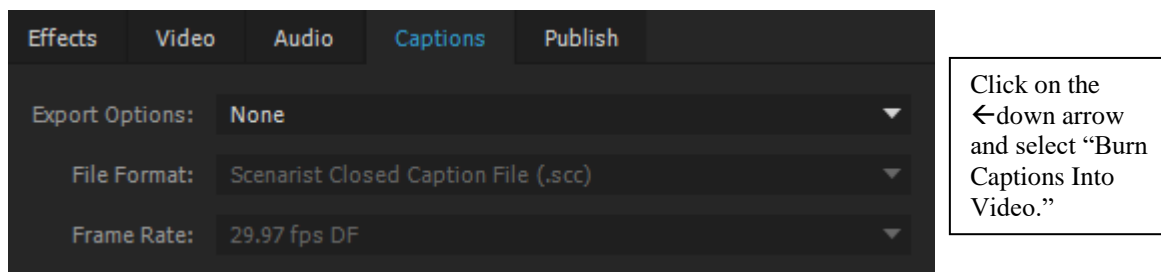
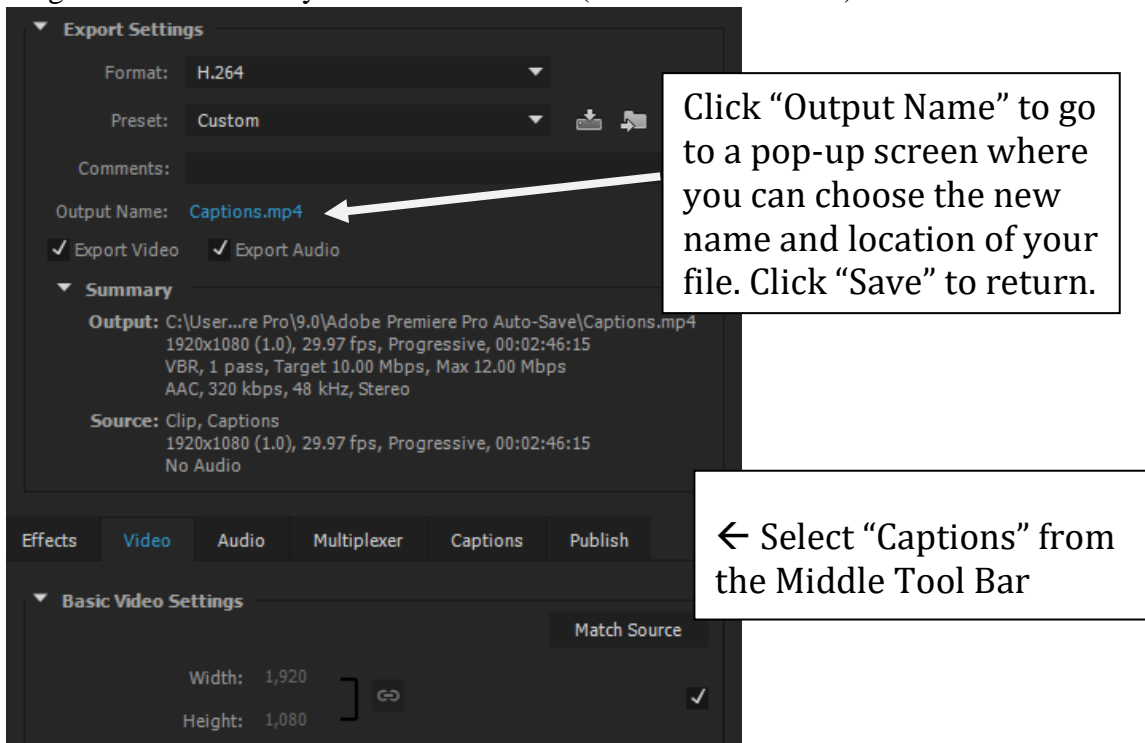
(11) When done, go to File/Export/Media. (Click on "File" in the toolbar across the top, and select "Export" from the dropdown menu and then choose "Media.") From the export media screen, select Quicktime (.mov), Windows Media (.wmv)H.264 or mp4 as

the format (whichever works). Choose the right preset so that the total size meets the requirements but gives you maximum quality. (Total size is shown at the bottom.)

12) If you want to change the name and location, click “Output Name” to go to a pop-up screen where you can choose the new name and location of your file. Click “Save” to return.

13) From the same export media screen, select “Captions” from the toolbar across the middle to see the captions screen. Under “Export Options”, click the down triangle to see the choices and select “Burn Captions Into Video.”

Original Screen where you select the format (see instructions #10).



14) Click “Export.” (Unless you changed the name and location, the File will be saved with the same name and location as the original.) Exporting can take anywhere from 2-5 times as long as the length of the original clip.

Tip: When opening in Quicktime Player (or other media player), make sure that captioning is enabled in the player. Otherwise you won't be able to see captions.

Additional Help

1. You Tube: [video on closed captions via Adobe Premier](#)
2. Adobe Help: [Export closed captions on Adobe Premier](#)
3. [Introductory tutorial to Adobe Premiere](#)

Adobe Premier Directions on Blurring Faces

After you have uploaded your selected portion of video, follow steps I – VI below . . .

I. Cutting

- A. Find the desired portion of video you want to blur.
- B. Use Razor (labeled “1” In screenshot on next page) to cut at the start and end of the section (labeled “2” and “3” in screenshot on next page).
- C. Go back to pointer tool.

II. Timeline

- A. Hold alt while dragging the cut portion upwards to create a new section (“4”).

III. Project Panel

- A. In Project Panel select ‘Effects’ top right (“5” in screenshot).
- B. Type in ‘Camera blur’ into the search bar below.
- C. Choose the highlighted Camera Blur.
- D. Drag to the Video overlay you created in the Timeline step.

IV. Source Monitor

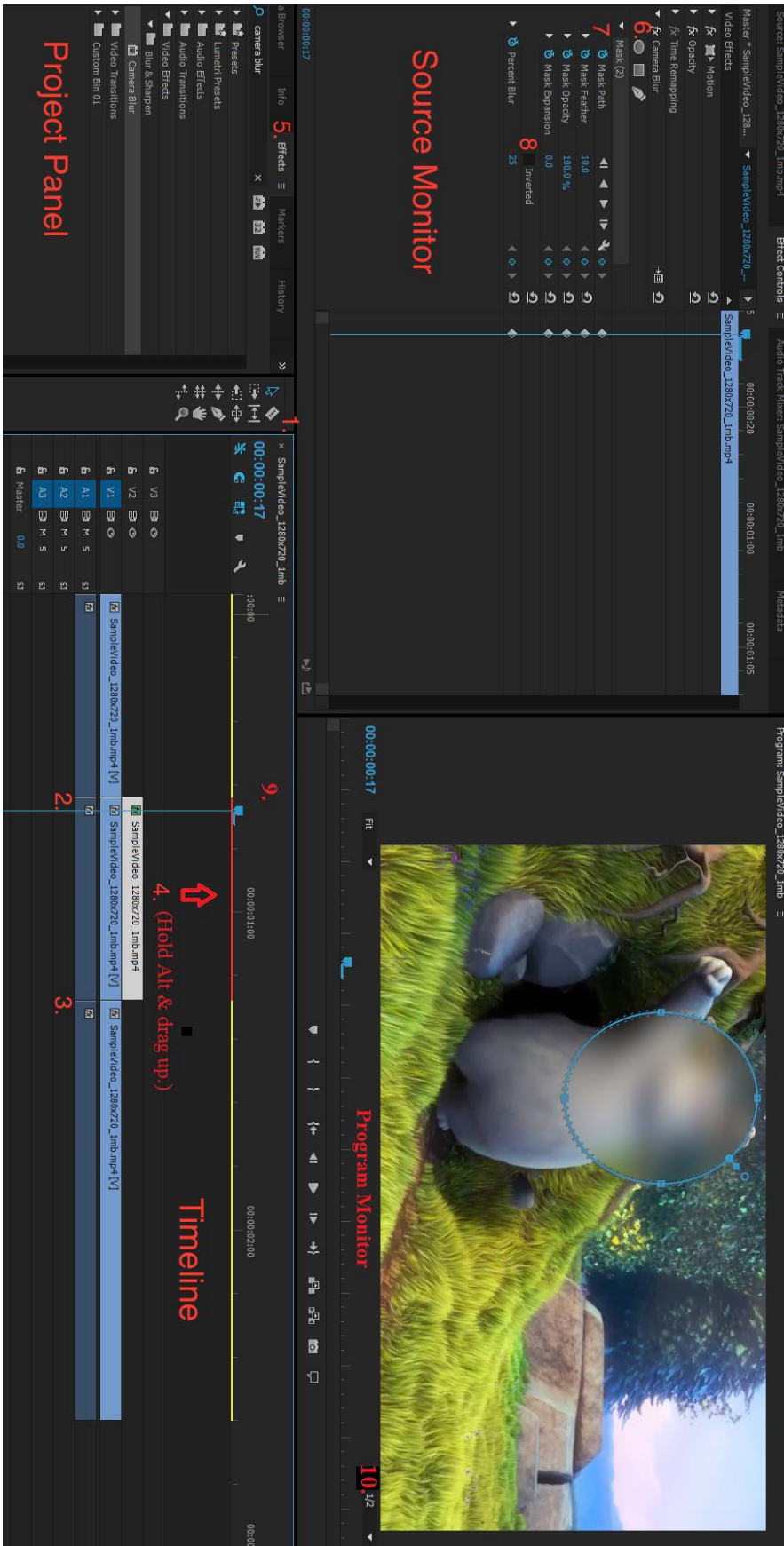
- A. Click on the circle or rectangle (“6” in screenshot).
- B. Click on the stopwatch icon in all Mask subcategories (“7” in screenshot).
- C. The Icons should turn blue.

V. Timeline

- A. Drag the timeline marker (“9” in screenshot) to a tiny bit after the first cut, and let go of the marker. You should see a blur appear in the video.
- B. Drag the blur so it covers up the face.
- C. Drag the timeline marker forwards.
- D. If the face is no longer covered by the blur, readjust the blur (step B) and continue dragging the timeline marker forwards.

VI. Troubleshooting

- A. Make sure inverted check box is not selected (“8” in screenshot).
- B. In program monitor, make sure resolution is at ½ (“10” in screenshot).
- C. As your target student moves, you will need to readjust the blur (step D).



Extra notes on Naming Your File

When you name your movie, include the clip #, lesson #, date, subject, and format. Write something like this:

Clip1_L3_Sp1_QTstr_2011F

Written out longhand, that would read “Clip 1, lesson 1, Spanish 1 class, in QuickTime streaming format, Fall 2011.”

DO NOT use your name or the name of the school in your title. (Red ID is fine.)

NOTE: If you want your own copy, save your file onto a data wand (USB key) *or* open your email → press attach → look for your movie, → click on it → press “ok.”

Next Step -- UPLOADING TO TASKSTREAM:

1. Go to TaskStream.com & look for your program (aka drf)
2. Click on your program.
3. Click on the task or area you are working on.
4. Choose **Add:** Video (bottom left).
5. Click **Browse** to find your file (on your computer). A screen will pop up. You usually can find movies by scrolling down to the movie icon.
6. On the pop-up screen listing your files, find yours and click **Open**.
7. On the main screen, click **Add File**
8. Click **Save & Return**
9. Double check that it worked by clicking on the movie and making sure it plays. (You may need to download a free copy of Quicktime if it is not already on your computer.) **Note: If you can't hear the sound, go to your computer's control panel, select Sounds Speech and Audio devices, and make sure that it is not on mute & the sound is turned up.**
10. Follow the same procedure to attach your Commentary/Reflections as a Word Document.

Trouble shooting: If you have trouble uploading your Quicktime file to TaskStream, it is probably too large. There is a 500 MB limit for any single file and a 2000MB max for each account. If the file is the problem, go back into your video processing program and save a copy as streaming - medium quality or other lower quality format, then try again to upload.

If the account limit is the problem, contact your coordinator to see if you can get a free extension. Below are some tips for reducing the size of your video files.

Reminder: Once you are finished with your complete teaching event or Project, be sure to go to the Scores/Results tab and submit it for evaluation. If you are not yet finished, you can use the comments tab & click on “Request comments” to share it with a reviewer.

What if I don't have video editing software?

If you don't not have video editing software on your computer, here are two extra options. If you already have your clip selected & do not need to edit it down, you can download free compression and conversion software:

For PC: http://www.any-video-converter.com/products/for_video_free/

For MAC: <https://itunes.apple.com/us/app/any-video-converter-lite/id479472944> (Contact coordinator for directions, if needed.)

Tips for reducing the size of video files:

1. Ensure that the sound is set to mono instead of stereo.
2. Make sure the frame rate is set to no more than 15 frames per second. Using more frames per second will increase the size of your file.
3. Increase the compression of your file to decrease file size.
4. Reduce the size of the video: (320 x 240) is common on the web. This can be done automatically by using the export or share function in any editing program, clicking on Use or Options, then selecting a smaller format such as streaming -medium.
5. Reduce the number of colors stored for each pixel (bit depth)

If you have any additional questions or comments, please do not hesitate to contact help@taskstream.com or at 800-311-5656.

Last Step: DELETING VIDEO FILES FROM THE COMPUTER

Once finished converting your work & uploading it to your TaskStream program, check to make sure it plays. Then delete the files off of the computer & empty the computer trash (You may wish to keep a back up on your flash drive.) To delete files:

1. Use the Find function to search for the title OR go to where movies are kept in the file directory.
2. Delete the files (select/highlight file & press delete or drag to trash).
3. Click on the trashcan icon on the bottom & chose "Empty Trash" from the scroll down menu.

*** Privacy Issue:** If you are using a public computer such as those in the LARC lab, **be extra sure to delete all of your files.** The waivers parents signed are for specific limited use only. Your video clips should never be open to access by the general public nor should they be used for job interview, etc.

Directions for Scanning

Getting Started: Where to find a scanner

Scanners are often built into printers these days. If you have a printer, check if it also functions as a scanner. Otherwise, try one of the computer labs on campus:

COMPUTER LABORATORY FACILITIES

San Diego State offers several computer labs for your use. They all have computers, scanners, printers, plenty of programs, documentation, and people to help you with any questions. The hours change each semester; you can pick up a current listing of computer lab hours from EBA-134. The following are labs available free of charge for SDSU students:

- Business Administration 110 BA113 - X-Terminals
- Professional Studies and Fine Arts 126 - IBM PC's
- Student Services 2659 - IBM PC's, Macs
Physical Education 151 - IBM PCs, Macs
- North Education 276 - Macs, Scanners, Video Systems and Laser Disks
- The COE Office of Student Services (in EBA 259) also has 2 scanners for student use.
- Kinkos (various locations throughout San Diego) also has equipment for rent in their establishments - Macs, Scanner, IBM PCs

Directions with Adobe Acrobat 7

*Adobe Acrobat can be used with most any scanner. Launch Adobe Acrobat 7 by double-clicking the Acrobat shortcut on the desktop.

Start with a clean, clear photocopy on 8.5 x 11-inch paper of the material you wish to scan. The photocopy should not have ragged edges or it will not feed properly through the scanner.

- Remove all dark center gutters from the photocopy. If there are any, please cover them with white paper and make a new photocopy before scanning.
 - Remove all unnecessary images from your article by cover them with a post-it note before photocopying.
 - Be certain that there are no dark borders on the sides of the pages that you are going to scan. You may correct this before scanning or [crop the image](#) once you have scanned it.
 - Make sure all pages are facing in the same direction to avoid having to rotate them individually at the end of the process.
 - Check the number of pages in the document. The automatic document feeder for the Fujitsu scanner can handle up to 50 pages at a time. If your article has more than 50 pages, you'll need to scan in the first 50 pages, save the document, and then scan in the remainder, appending it to the end of the original document.
 - To prevent occasional paper jams, fan the paper before loading.
 - Lift the Balance Wire on the Automatic Document Feeder (ADF) and place the documents onto the paper chute face down, with the leading edge in the Auto Feeder entrance. Let the Balance Wire rest on top of the documents.
-

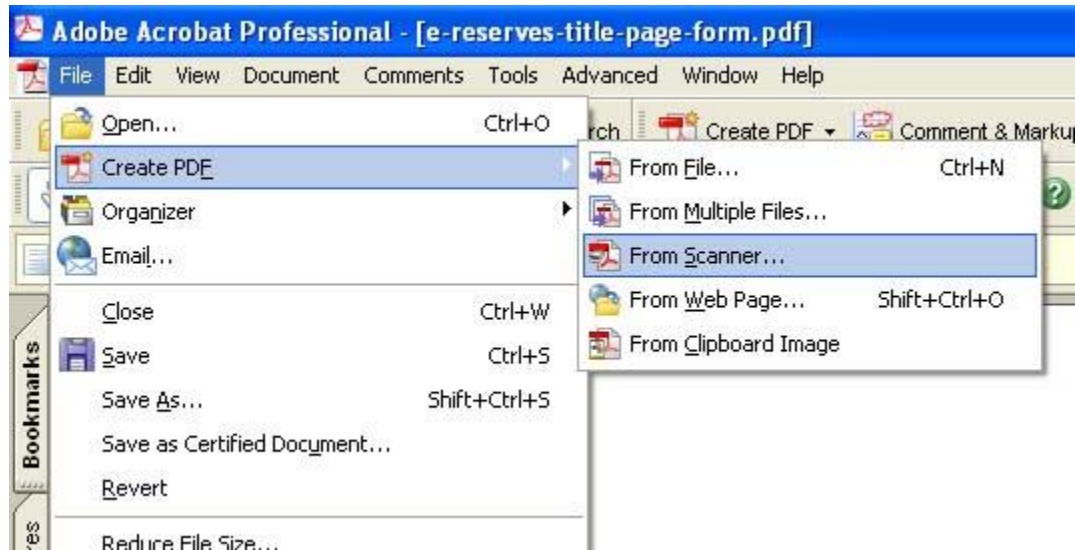
Copyright Information

Copyrighted material must have the source printed on each page. (Use APA format)

Scanning the Image

Make sure that the scanner is turned on and that no documents have been left on the flatbed of the scanner.

From the **File** menu of Adobe Acrobat, select **Create PDF** and then **From Scanner**.



A dialog box will appear



In this window make the following selections from the pop-up menus:

Scanner: select the scanner you are using

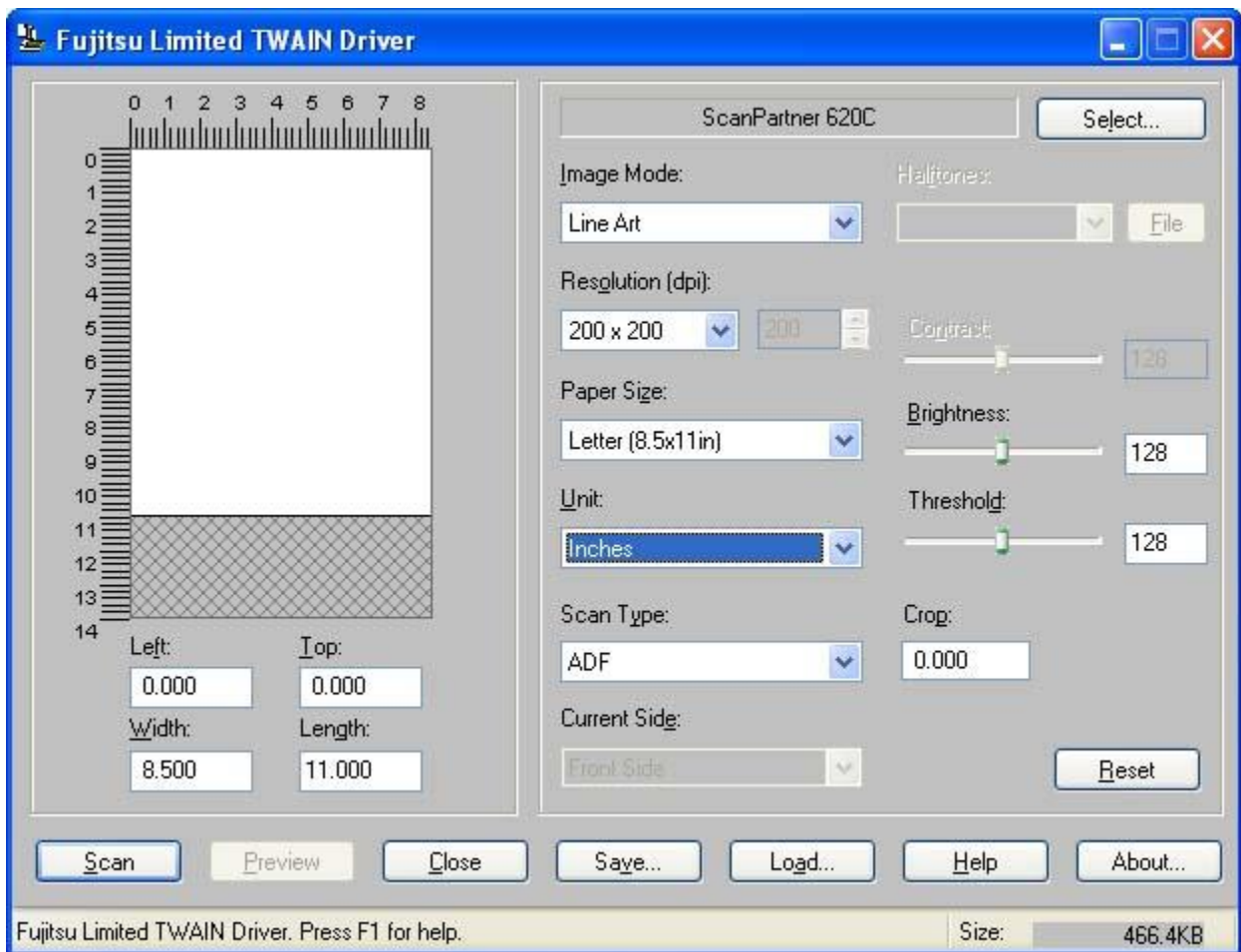
Scan: Front Sides

Destination: Append to Current Document

Click on the **Scan** button when all changes have been made.

Place the documents **face down** on the document feeder tray or in the scanner.

A dialog box will appear.



Select the following settings:

Image Mode: Line Art

Resolution: 200x200 if you want a high quality image & plan to reduce

it later to upload on TaskStream **OR** between 70 & 96 dpi if you want a small file that is already reduced.

Paper Size: Letter (8.5x11 in)

Unit: Inches

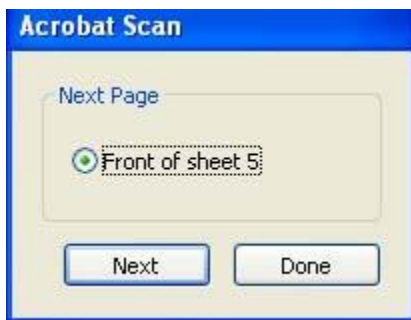
Scan Type: ADF

Click on the **Scan** button.

A progress box will appear as each page is scanned.

Wait while the scanning takes place. The material will take longer to scan if there are more pages.

When scanning is completed the Acrobat Scan window will appear. The scanner recognizes that there are no more pages on the feeder and wishes to know if the article is completely scanned or if you have more pages to scan.



Select **Done**.

Wait for the transfer to be completed.

The document will appear in PDF format for viewing.

Viewing the Scanned Pages

To view the entire page at once, from the **View** menu, select **Fit Page**.

Cropping Pages

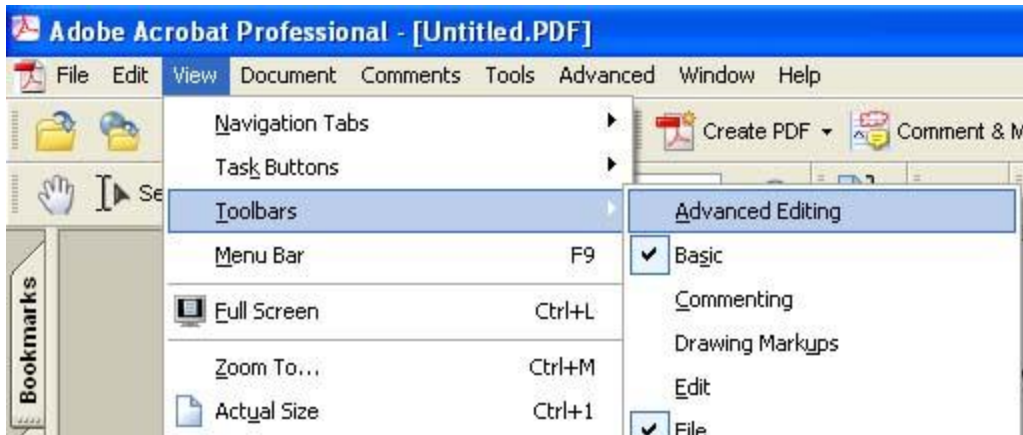
Cropping does not reduce file size, but can eliminate black borders from documents or by removing excessive white margins have the text be a greater part of the actual page and print-out.

Select the **Crop Tool** from the **Advanced Editing** toolbar



Crop Tool

If you do not see the **Advanced Editing** toolbar, from the **View** menu, select **Toolbars-Advanced Editing**.



Click and drag over the area of the page you want to keep.

Press **Enter** twice to crop the page.

Saving the Document

From the **File** menu select **Save As**, so that you may give the file a new name.

Be sure to save the file on the PC desktop so that you can find it easily.

If you scanned at 200x200 dpi, you should save twice, once as a .pdf and then a second “save as” in jpeg format. For the second save, again

choose **"File"** from the menu, then **"Save As"** . Next to **"Save as Type"** at the bottom of the window, select "JPEG File Interchange Format".

We recommend that the file name be no longer than 27 characters (excluding the ".jpeg" or ".pdf") as it will be truncated by some versions of Acrobat Reader. **You MUST include the .jpeg or .pdf extension!**

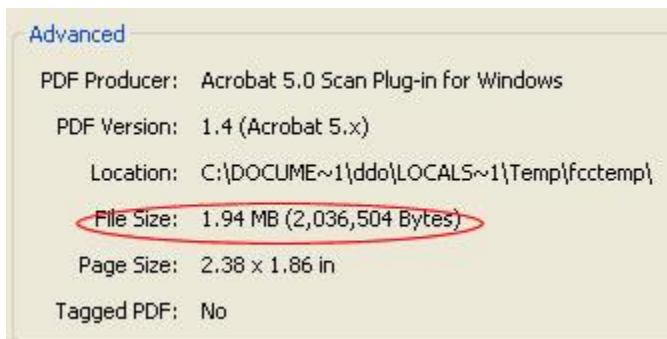
Click on the **Save** button.

File Size

Be sure to check the size of the file you plan to upload to TaskStream.

From the **File** menu, choose **Document Properties**.

The file size is noted at the bottom of the window.



Typically, a PDF file scanned at 200 dpi is roughly 60 Kbytes per page. This is too large for TaskStream so make sure you have saved as a .jpeg or .gif with 72 dpi (dots per inch).

Reducing File Size

- Save as **.jpeg** or **.gif** (NOT pdf) with 72-95 dpi. When using a scanner, the scanning resolution determines the size of the scanned image. Use a resolution of 72 dots per inch (dpi) to get a life-size image when displayed on the screens of most computers. Since computer screens display between 72 and 95 pixels per inch, using a resolution higher than this will make your file size unnecessarily large.

- To create a smaller file, select "**File**" from the menu, then "**Save As**". Next to "**Save as Type**" at the bottom of the window, select "JPEG File Interchange Format".
- Scan each sheet separately unless you know you can fit size limit with all in one file.

Merging scanned images into one file:

Use this link to find directions on merging PDF files on Mac using Preview:

<http://macintoshhowto.com/leopard/how-to-merge-pdf-files-with-preview-in-leopard.html>

There are also several applications for Windows users (but none of them are built in):

Web-based (Free)

- <http://merge.smallpdf.com>
- [MergePDF](#). Merge up to 10 files. Max limit of 5MB/file.
- [PDF Hammer](#). Web-based PDF editor that supports merging of multiple files
- [Booklet Creator](#). Merges files to create a booklet. Rearranges pages to that you can print and fold to create a simple booklet.
- [BCL Premium PDF Merge](#) Merge 2 PDF documents. Max 10MB/file. Limit of 20 merges/day

Desktop tools (free)

- [PDF Sam](#). Also known as "PDF Split & Merge". FOSS tool for splitting and merging PDFs. Windows & Mac. Console and GUI interfaces
- [Swift PDF](#). Combing multiple images into a single PDF. Does not merge PDFs, but does merge, JPG, GIF, etc.
- [pdftk](#). FOSS power tool. Command line only. Windows, Mac, Linux, FreeBSD.

There are also a lot of commercial tools such as Adobe Acrobat (standard or professional, not the free preview).

Saving a specific range of pages from a pdf.

If you have **Adobe Acrobat** rather than just the reader, you can use the menu commands to save parts of pdf files. You'll have to initially save the entire PDF from the download. When you open the PDF in Adobe Acrobat, go to the "document" menu at the top, then "delete pages." Here, you should be able to delete all the pages you do not want. Save this file, either over the existing file name or as a new name.

If you don't have Adobe Acrobat, download the free web browser, **Google Chrome**. It has a built-in PDF viewer enabled by default which allow you to print as PDF

1. Open new tab in chrome browser
2. Drag your pdf file to the tab
3. Click print button / ctrl+p

4. Choose save as pdf and choose your desired page number done!

Source: <https://answers.yahoo.com/question/index?qid=20080918093529AA2Sf2o>

How to Quit

To quit out of Adobe Acrobat, choose **File > Quit**.

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- Directions taken from <http://www.wellesley.edu/Computing/Acrobat/E-Reserves/e-reserve-scanning-acrobat7.html> (accessed 10/12/2008) & adapted by Tamara Collins-Parks.
 - Author: [Susan Hand shand@wellesley.edu](mailto:shand@wellesley.edu) Information Services.
Date Created: March 20, 2000. Last Modified: September 6, 2006

Q: How do I reduce the size of my scanned document if it's still too large to attach to my profile or application?

A: 1) Always scan documents in black and white only, not in color or grey-scale.

2) If the document has watermarks, graphics, etc., photo copy the document at 50% darkness and then scan.

3) Lower the resolution of your scanner from the default to either 100 or 75 dpi "dots per inch", and then rescan the file.

4) It may also be necessary to make a copy of the document in black and white at a reduced size and then scan.

If you are still unable to reduce the size of your documents, your local Kinko's or business supply should be able to assist you. You will need to take a hard copy of your documents with you. They will need to make sure each document does not exceed 1MB (1024 KB) and is scanned in as either a .PDF or .JPG file. They will charge a fee for their services.

Source: help page on ED-Join <http://www.edjoin.org/help.aspx>.
Accessed 4/27/2012