

INDIANA OPERATION: MILITARY KIDS

Indiana State 4-H Office

Department of Youth Development and
Agricultural Education
PURDUE UNIVERSITY

OMK@YDAE.PURDUE.EDU

WWW.OPERATIONMILITARYKIDS.ORG

Agricultural Administration Building
615 W. State Street
West Lafayette, IN 47907-2053

INDIANA OPERATION: MILITARY KIDS Mobile Technology Lab Instructions



MTL Set-Up Instructions

1. Hook up all computers, mice, printer, and router, but DO NOT TURN ANYTHING ON at this step!
2. Turn equipment on in this order after connecting all cords:
 - a. Linksys router (plugs-in to turn on)
 - b. Printer Server
 - c. Printer
 - d. MTL Laptops

MTL Laptop Log-In

1. When the computer is turned on, a "Log on to Windows" window appears. User Name (mtluser) should be present. There is no password so click "OK".

Digital Camera Instructions- Power Shot SD1000

To take digital pictures:

1. Turn camera on (button on top of camera).
2. Slide black button on back of camera to camera icon (top slot).
3. Rotating large button on top of camera allows you to zoom in and out on subject.
4. Take digital photo – push large button on top of camera.

Hallmark Card Studio Instructions-

1. Double-click Hallmark Card Studio 2007 (icon on desktop).
2. Select "Day by Day" from the panel on the left of your screen.
3. Select a pre-designed card.
4. Using the section view at the left of your screen, select pages of the card that you wish to change. You may edit and insert text and photos.

Downloading Digital Pictures into a Hallmark Card-

1. Be sure camera is turned on.
2. Slide black button on back of camera to arrow icon (bottom slot).
3. View pictures to download – can toggle left and right to view all pictures that have been taken.
4. Insert USB cable into USB port on laptop.
5. Insert other end of USB cable into A/V Out Digital port (open panel at top of camera – above strap).
6. With Hallmark Card open, select "Art Studio".
7. Select "Add Photo" on Hallmark Card Studio.
8. "Look in: Canon PowerShot SD1000".
9. Photos on camera will appear.
10. Click on photo to insert and select "OK".
11. Photo will appear in card.

- d. You then should title your recording using a phrase no more than 25 characters.
- e. Once your recording is titled, click "Start" and the computer will burn those "Start/Stop" sections or scenes to the blank DVD-R in the disk drive. This may take several minutes depending on the amount of video content.
- f. When the burning is complete, a "DVD Creation Complete" window will appear. You will then have the option of making another copy by clicking "Copy". If you do not need another copy at this time, click "Close" and the disk will be ejected. (For more instructions on copying your DVD, see below.)
- g. Do not forget to label your DVD!

6. Copying DVDs-

- a. Double-click to open the "Video Disk Copier" icon found on the desktop.
- b. Insert the DVD disk you wish to copy into right side of MTL #1.
- c. (The computer may give you some options for playing the DVD, click "Cancel".)
- d. The "Video Disk Copier" program will then recognize your DVD, click "Start".
- e. The computer will read your DVD, copy the content, then eject it and request you insert a blank DVD-R.
- f. After inserting the blank DVD-R, the "Start Writing" window will appear.
- g. Click "Start". Your DVD will then be copied onto your new DVD-R.
- h. You will then have the option of making another copy if you desire. If not, click "Close" and your DVD-R will be ejected.
- i. Do not forget to label your DVD!



3. Importing Video Content-

- a. Once DVD-R is finalized, power up Unit 1 or Unit 2-MTL #1 Laptop designated as "**Video Editor**".
- b. Log-on to MTL #1 by simply pressing "Enter" because "mtluser" does not have a password.
- c. Remove DVD-R from HANDYCAM® and place it into disk drive on right side of the laptop.
- d. (After inserting the DVD, the computer may give you some options for playing the DVD, click "Cancel".)
- e. Double-click to open the "*Import Media Files (Handycam®)*" program found of the desktop.

4. Selecting "Start/Stop" Sections-

- a. This program will read the disk and show you the different "start/stop" sections or scenes of your recording.
- b. Click the box in the upper-right corner of each of the "start/stop" sections you would like to import for editing or copying.
- c. Click "Next" then make sure "Save in new folder" is selected and give your recording a title. (e.g.-OMK County Event 2008)
- d. Click "Import". (This may take a few minutes depending of the content of the recording.)
- e. (If the computer instructs you to "register a folder as a viewed folder", click "Ok".)
- f. "*Picture Motion Browser*" should then open and display the "Start/Stop" sections or scenes you selected for import.

5. DVD Burning-

- a. You are now ready to burn your selected "Start/Stop" sections to a DVD by highlighting or selecting the scene you desire then clicking the "*DVD-Video Creation*" icon with the CD and green arrow in the tool bar.
- b. The "*DVD-Video Creation*" window will appear. You must then remove the DVD from the HANDYCAM® DVD and insert a blank DVD-R into the disk drive.
- c. Click "Next" to select a layout design for your DVD's main menu found on the left panel. This layout design will appear when the DVD is played in a DVD player or computer.

Hallmark Card Studio Instructions (continued)-

After selecting and creating a card...

1. If you wish to print the card,
 - a. Click on "Print", located on the bottom of the panel on the left of the screen.
 - b. Make sure "Select print format:" indicates a "Quarter Fold".
 - c. Click "Print Now".
2. If you wish to save the card to a CD,
 - a. Make sure "Select print format:" indicates a "Quarter Fold".
 - b. Click on "Print" located on the left of your screen. Under number 5, "Change print configuration", click on "Printer Setup".
 - c. On the screen that pops up, change name to: "Microsoft Office Document Image Writer". Click "OK".
 - d. Then click "Print Now" on the bottom of the left side panel.
 - e. A "Save As" screen will appear.
 - f. "Save in:" DVD-RW Drive (D:)
 - g. Title your card in the "File Name:" then click "Save"
3. If you wish to save the card to the C: drive
 - a. Make sure "Select print format:" indicates a "Quarter Fold".
 - b. Click on "Print" located on the left of your screen. Under number 5, "Change print configuration", click on "Printer Setup".
 - c. On the screen that pops up, change name to: "Microsoft Office Document Image Writer". Click "OK".
 - d. Then click "Print Now" on the bottom of the left side panel.
 - e. A "Save As" screen will appear.
 - f. Select "Desktop" and find the specific OMK file folder for your activity/group. (If no OMK file folder exists, create a new folder with the appropriate title.)
 - g. Then title and save the card.

SONY® Digital Video Camera Recorder– HANDYCAM®

1. Recording video-

- Turn "Digital Video Camera Recorder HANDYCAM®" on and open view panel/touch screen on the left side of the camera.
- Insert a blank Sony HANDYCAM® DVD-R into the right side of the HANDYCAM®.
- You are now ready to record video by pressing the "Start/Stop" button with the red dot facing you.
- While recording, you may start and stop as much as needed. Be mindful that one disk holds only 30 minutes.
- You will not be allowed to edit or delete video directly from the camera. You must finalize the disk and edit or delete from an MTL computer as instructed below.

2. To Finalize-

- To finalize recordings, follow the instructions on the next page, as found on Page 46 of the HANDYCAM® Operating Guide.



Making the disc compatible with playback on other devices or DVD drives (Finalizing) (Continued)

Finalizing a disc



Notes

- It takes from a minute to a maximum of several hours to finalize a disc. The shorter the amount of material recorded on the disc, the longer it takes for finalizing.
- Use the AC Adaptor as the power source to prevent your camcorder from running out of power during finalizing.
- When you finalize a double-sided disc, you must finalize each side of the disc individually.


1 Place your camcorder in a stable position, and connect the AC Adaptor to the DC IN jack on your camcorder.

2 Turn on the power by turning the POWER switch.

3 Insert the disc that you want to finalize.

4 Touch  (MANAGE DISC/MEMORY) of the  (HOME) menu → [FINALIZE].




To select a DVD menu style, touch  (OPTION) → [DVD MENU] (p. 47).





Go to step 5 if you want to finalize the disc using [STYLE1] (default setting).

5 Touch [YES] → [YES].

Finalizing starts.





6 When [Completed.] appears, touch .

Notes

- Do not apply shock or vibration to your camcorder, and do not disconnect the AC Adaptor during finalizing. When you need to disconnect the AC Adaptor, make sure that the power of your camcorder is set to off and disconnect the AC Adaptor after the  (Movie) or  (Still) lamp goes off. Finalizing restarts when you connect the AC Adaptor and turn on your camcorder again. You cannot remove the disc until the finalizing operation is completed.
- When using the discs other than DVD-RW (VR mode),   flashes after finalizing is completed on the recording standby screen of your camcorder. Remove the disc from your camcorder.

Tips

- When you set to create a DVD menu and finalize the disc, the DVD menu appears for a few seconds while finalizing the disc.
- After the disc is finalized, the disc type/ recording format indicator changes as shown below:

DVD-RW (VIDEO mode)	
DVD-RW (VR mode)	
DVD+RW	
DVD-R	
DVD+R DL	