



FOOTTRACK

catalog, organize and search your digital video

Quick Start Guide

This Quick Start Guide is for those that want to get started right away and not have to read through all the help files. Note though, that there are many ways to do the steps below.. this only describes one of the ways and skims over many details. FootTrack's help files contain more in depth information. There is also much more to FootTrack than what is described here. This is really a guide to get you started with cataloging some of your tapes. Once you've completed the steps here you should read through FootTrack's online help files to see what else is possible.

Firstly, let's get acquainted with FootTrack's main window. There's the toolbar at the top, the Tape/Group Viewer and Keywords on the left, and the Clip Viewer on the right.

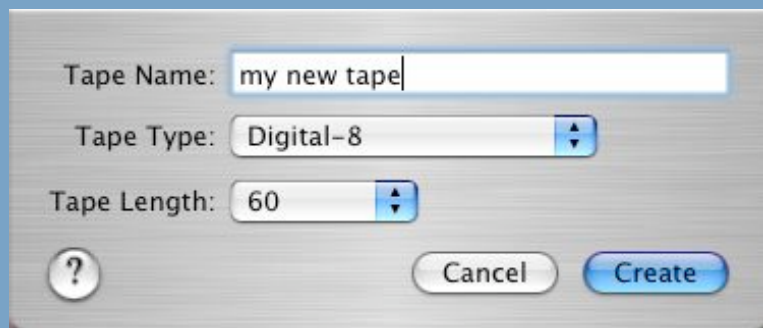


The Tape/Group Viewer on the left shows you all your video tapes and any of your clip groups. When you make a selection there the Clip Viewer on the right shows you all the video clips for that tape or group.



Let's get started importing some of your footage..

1 Create a new video tape



Choose "New Video Tape" from the toolbar menu to create a new tape.

The sheet to the left will be displayed. Give the tape a name, the type and length of your tape in minutes. You can choose DVD if you are archiving video to DVD-R disks.

You have a few choices when it comes to getting your video footage into FootTrack. You can capture directly from your camera (the easiest), or import first into iMovie or Final Cut Express/Pro then import that footage into FootTrack. Step 2a illustrates using FootTrack's built-in capturing. Step 2b uses iMovie to import footage. Step 2c uses Final Cut Express. To help decide which would be best for you consult the online help.

Capture directly

2a

Select the new tape you created above. Then choose "File -> Capture Video.." from the menu to display the Capture window. If your camera is not connected to the computer then connect it and turn it on (VTR mode). You can then control the camera much like you can in your video editing application. Rewind your tape and then click "Import" to start capturing. If your footage includes timecodes your clips will be broken up the same as iMovie does. If not, then you'll get one large clip that you can split into scenes manually. If you don't have the disk space to capture your full tape you can do it in chunks too. Once you've captured a full or partial tape skip ahead to step 3.





There are also good reasons to want to use iMovie or Final Cut to import your video tape footage. If you first import into iMovie you'll be able to do some editing of the footage before cataloging it. If you want to archive to DVD-R (and catalog the footage once it's burned onto a DVD-R disk) then you should probably import into iMovie first, do any editing, then burn the clips to a DVD-R. You can then import the clips from the DVD-R into FootTrack for cataloging. [See <http://foottrack.com/tips.html> for more information on cataloging to DVD-R].

If you use Final Cut Pro/Express and will be editing the video after capturing one or more of your tapes then it is recommended that you capture directly into Final Cut Pro/Express, then import those clips into FootTrack. FootTrack captures movie files in the same format as iMovie and therefore they require rendering before the audio can be heard in Final Cut Pro/Express.

Import via iMovie

2b

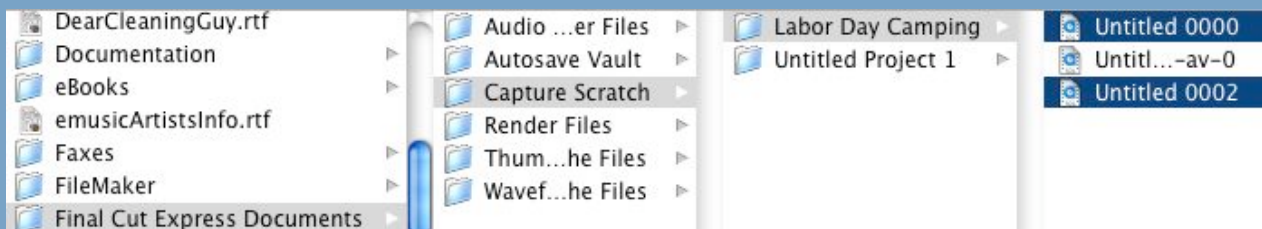


If you haven't already, create a new iMovie project for your tape and import as much of your tape as will fit on your hard drive. Then just drag either the Media folder or the individual clips (within your iMovie project folder - shown in the above image) to the tape/group view (shown on the right). You can drop the dragged item on an existing tape or the "New Tape" that is created automatically for you. Make sure and NOT drag the reference movie that iMovie produces (in the image above it is the one above the Media folder called "Calgary Tower.mov"). Proceed to step 2d.





2c Import via Final Cut



If you haven't already imported some or all of your video tape into Final Cut (using Capture Now) do that first. Since Final Cut can have a number of Scratch Disks you'll have to know which disk contains the footage you imported. The default location is in your Documents folder in "Final Cut Express Documents/Capture Scratch/Your Project Name". Select the clips you want to import and drag them into FootTrack (into the tape/group viewer – see previous step for example of dragging clips to import them).

Options

- Compress clips during importing
(If checked importing will take significantly longer.)
- Do DV Start/Stop Detection
(Usually only needed when importing Final Cut Footage)

The Import Sheet

2d

Once you've chosen what you'd like to import you'll see the import window (a portion of which is shown on the left). If you are importing footage from iMovie you can uncheck

"Do DV Start/Stop Detection" (which can be set in the Preferences window). If you are importing non-analog footage from Final Cut Express/Pro then you should check this preference. Leave the 'compress during importing' option unchecked as you can always do it later.

3 Splitting your clips

If you imported analog footage which was not automatically split up by FootTrack or iMovie then you should split it up before compressing your clips. [Note: You can use iMovie to do your splitting of clips – but when you import into FT you must import the iMovie project file instead of the clips or Media folder – see the help files for further details]. If using FootTrack for splitting, double click on the clip you want to split and it will open in the movie viewer. You can then move through the clip looking for logical places to split the clip [Tip: Shift-left and right arrow moves 10 frames at a time]. Click the "Split Clip" button to chop the front part of the clip off and create a subclip. Continue splitting until all clips are split up into logical scenes.

As you are looking through the footage you can also bring up the inspector (command-i) and enter clip names and descriptions.



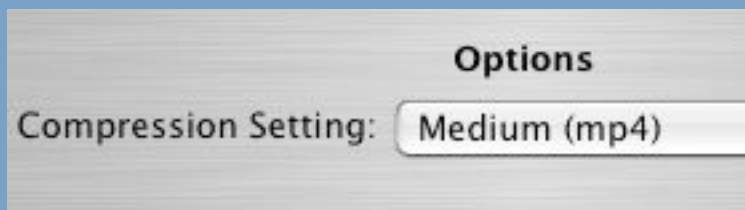
4 Compress your clips

Compressing your clips is an optional step. Unless you have many large hard drives to hold your video you'll likely want to

compress your video to create preview clips that you can watch at any time. The preview clips take up considerably less space than the original DV video.

If you don't select any clips then all uncompressed clips will be processed. Choose "Compress Clips" from the toolbar to see the window where you can set your compression settings. There are three built-in or you can create your own custom settings).

Compressing the clips leaves the original DV footage alone. A copy is created and added to the catalog.



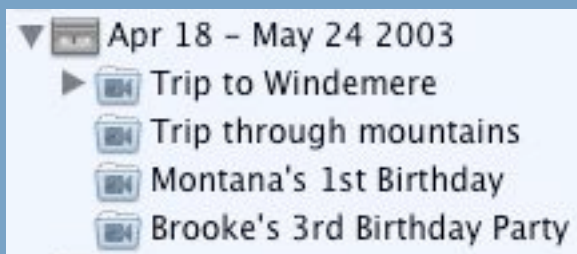
Low:	size - 320x240, 8 fps (1.6MB/min)
Medium:	size - 320x240, 12 fps (3MB/min)
High:	size - same as original, 24fps (7MB/min)

To the left are the settings that are used for the Low, Medium and High compression settings. As a comparison, DV takes up about 180MB/minute (Medium compression is 60 times smaller!). You can play

around to see which compression setting you'd like by choosing one setting, then removing the compressed clip and compressing it again with a different setting. You can erase the compressed clip for a given clip by selecting the clip(s) and choosing "Clips -> Delete Compressed Clip..." from the menu.

By choosing "FootTrack -> Preferences" from the menu and choosing the "Compressing" tab you can also create your own custom compression settings too.

Grouping your clips 5



Once you've imported your clips for a tape you'll probably want to group them together in logical groups (these groups don't span multiple tapes - they are groups of clips that belong together on your tape). You can either create your groups and then drag the clips into

each group or select the clips you'd like to be grouped together and then choose "New Group" from the toolbar. Make sure the checkbox "Add selected clips to group" is checked (it is by default) and then click the "Create" button. Continue grouping your clips (and naming the groups appropriately) for all clips on your tape.



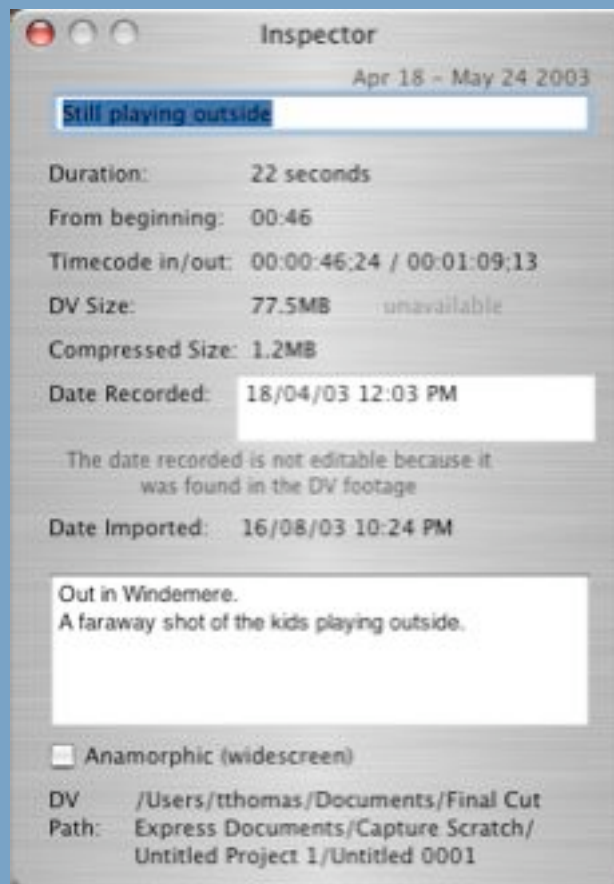
6 Fill in descriptions and names

You can now give your tapes, groups and clips each a name and description. This is done using the inspector window (tape and group names are editable in the tape/group viewer too). The clip inspector is shown to the right. Command-i will display the inspector window.

The descriptions and names are used when searching. For instance, if you have “Went on vacation to Banff with the Joneses” as part of a group’s description then if you searched for “Banff” you’d get all the clips in that group.

The clip inspector allows you to set/view many of your video clip’s attributes including the recorded date (if the footage was from an analog source).

You can select multiple clips at once to change attributes for all of them at once.



After these six steps you are well on your way to cataloging your video footage. You’ll definitely want to consult the online help files for more details such as searching and other functionality such as smart groups.

Please drop us a note and let us know what you think of FootTrack (info@foottrack.com). If you have any problems with our software we’d really appreciate you letting us know too. We do plenty of testing before each release but there are more machine/camera combinations out there than what we can test.

Happy Cataloging!