

# English 207: Intro to Cultural Studies

## Video Traces Instructions

Follow the instructions below to complete your Video Traces annotation. If you have problems with the program or Macintosh computer, speak with the attendant in Mary Gates 082.

- 1) Switch on the computer. If you are using the laptop, make sure that you have the power cable and external microphone plugged in before you switch on the machine.
- 2) Double-click the "Video Traces Alias" icon on the desktop. Please note that the program will take a while to load if you are using the laptop.
- 3) Once the program opens, click "New Topic." You will see three options; select "Use Existing Video."
- 4) As you click on each title in the list, you will see the first frame of each clip in a window on the lower left of the screen. Select the clip your group will annotate.
- 5) Choose "View Video" to screen the clip before you annotate it. Screening the clip beforehand will allow you to discuss your ideas and work through the logistics of who will speak when.
- 6) When you are ready to begin adding your commentary, click the "Annotate Video" button on the bottom right of the screen.
- 7) The annotation screen will appear. Before you begin, it's best to turn down the volume on the original clip. You can do this with the slider on the lower right of the screen.
- 8) Click "Record Audio" and begin speaking into the microphone. While you are recording your trace, you can use the mouse to point out visual areas of significance. You can also slow down or speed up the clip, and you can freeze or unfreeze the frame as needed.
- 9) When you are finished with your commentary, click the "Stop Recording" button.
- 10) To listen to your trace, select "Review Trace." If you want to rerecord your commentary, select "Trash Annotation." If you are satisfied with your work, click "Save Annotation."
- 11) When you save your annotation, you will be cued to enter your name, the title of your trace, and an optional description. For the name, type in the name of your group (for example, "*Our Dancing Daughters* Group" or "*Easy Rider* Group 1").
- 12) Once you've entered the required information, select "Save and Return to List." You will see your saved trace in the list that appears.
- 13) Select the "Quit" button on the upper right to exit the program.
- 14) Switch off the computer by choosing "Special" and "Shut Down" from the menu. The computer will power down; you do not need to press the power button.