

VideoLinkwell 3.2

VideoLinkwell 3.2

1 VideoLinkwell™ Manual

1.1	Whats New	6
1.2	Version	11
1.3	Reporting bugs	12
1.4	Getting started with VideoLinkwell 3.2	15

2 Setting Up VideoLinkwell

2.1	Preferences	19
2.2	Open VideoLinkwell Capture Window	22
2.3	Video Capture settings	23
2.4	Using the Video Capture window	27

3 Project Manager: listing, previewing and opening projects

3.1	Project Manager	30
3.2	User Account Menu	31
3.3	Locations list	32
3.4	Projects list	34
3.5	Project Preview Tab	36
3.6	Add a new location	37
3.7	Remove a location	39
3.8	Move a project to a different location	40

4 Capture: Creating projects without source movies

4.1	Create a New Project: record a target movie (no source movie)	42
-----	---	----

5 Capture: Creating projects with a source movie

5.1	Create a New Project: record a target movie using a source movie	47
5.2	Record with source movie controls	54

6 Capture: Creating New Versions

- 6.1 Creating a new version with a new target movie 58
- 6.2 Creating a duplicate version 60

7 Capture: Creating projects using an existing movie

- 7.1 New Project: Creating a project using an existing movie 63
- 7.2 Enable selection of MPEG 4 movies 67

8 Share: Uploading, sharing and downloading projects

- 8.1 Uploading a project to the cloud 70
- 8.2 Syncing a project with the cloud 72
- 8.3 Removing a project from the cloud 74
- 8.4 Project Sharing Tab 75
- 8.5 Sharing a project with a user who is not yet a contact 78
- 8.6 Sharing a project with a user who is already a contact 81
- 8.7 Stop sharing a project that you shared with a user 83
- 8.8 Accepting a shared project 84
- 8.9 Downloading a project 86
- 8.10 Stop sharing a project that was shared with you 89

9 Comment: Adding feedback to the project using links.

- 9.1 Opening a project for feedback in Browse mode 91
- 9.2 Browse mode controls 92
- 9.3 Showing and syncing a Source Video 94
- 9.4 Opening a new version in Browse mode 96
- 9.5 Video player controls 98
- 9.6 Link tool bar 108
- 9.7 Links: Adding, navigating and editing 109
- 9.8 Links: annotating with text, video, actions, color and time range 114

9.9	Syncing project changes with the cloud	121
9.10	Project Info window	124

VideoLinkwell™ Manual

Whats New

This sections explains the changes made in updates to VideoLinkwell.

What's new for version 3.2.4

New

- The Terms of Service and Privacy Policy for VideoLinkwell have been updated. You can read them when you log in by clicking the "Agree to the Terms of Service" Link

Updated Features

- Restored recording option for recording Interactive projects where the source video is not added as a picture in picture. This option is called "Interactive". In Browse mode the source video can be viewed beside the target video. The option where the source video is added as a Picture in Picture over the target video is renamed "Interactive PIP"[#118]

See more info in [Create a New Project: record a target movie using a source movie](#)

- When a link is selected and the section of video associated with the link is selected and being played any links within that video selection will not be highlighted and their actions such as stop video will not be triggered.[#226]
- When searching for users to share with allow partial name as search term. Also require a minimum of three characters for doing a search.[#230]

Bug fixes

- Fixed issue for projects saved on a shared volume where project folders and files were not being deleted or moved to trash when recording and deleting a version.[#210]
- Fixed issue when switching to DV camera with muxed video and audio set microphone name to camera name.[#211]
- Fixed issue where the capture window would not resize properly when switching cameras of different resolutions, i.e. between the internal FaceTime camera and a DV camera.[#212]
- Prevent manual resizing of the capture window.[#213]
- Turn 'REC' light on indicating recording has started as soon as recording begins so user knows application is recording.[#215]
- Fixed issue where a replace video button would appear on project info window.[#216]
- Fixed dialog message shown when removing a video from a link so it correctly shows the user's options "Keep the video but remove it from the link OR permanently delete the video?" [#217]
- Fixed the resizing of the source video when shown in browse mode beside the target video.[#127]

- Fixed an issue where the playback of videos would become jerky after resizing the target and source videos in the browse mode. Made the same change for Record mode to prevent the same issue.[#219]
- Fixed an issue where a project dragged to a location on a different volume in the Locations window of the Project Manager mode would be moved instead of copied.[#220]
- Fixed an issue with Mac Minis which have no built in video where line-in audio input was selected instead of the microphone associated with the attached USB webcam. [#221]
- Fixed an issue where opening, closing and reopening the capture window can cause VideoLinkwell to freeze while recording. [#222]
- Fixed an issue where VideoLinkwell would become unresponsive when opening a project with a source movie that was no longer accessible on the local drive or a network share. [#224]
- Fixed an issue where replaying the video selection associated with a link caused the previous link to be selected. [#225]
- Fixed an issue where links would not be triggered while playing unless a link is already selected. This often caused the first link not to trigger [#189]
- Fixed an issue where DV Cameras connected by FireWire to a Mac Mini with no built in video would not be initialized properly when opening the capture window.[#227]

Known Issues

- This occurs when a DV-Camera is connected by FireWire and a Logitech HD Pro Webcam C920 connected by USB to the same Mac. When the camera input is changed from the HD Pro Webcam C920 to the DV-Camera then a recording is done the recording does not start and VideoLinkwell freezes and has to be force quit. To resolve this don't switch between the DV-Camera after you have opened the HD Pro Webcam. If you switch from the internal FaceTime camera to the DV-Camera there is not a problem[#229]

What's new for version 3.2.3

Bug fixes

- fixed issue where user can double click on 'start record/stop record' button when recording a project with a source movie. Clicking stop record too soon interrupted the recording leading to a error when exporting the video. [#208]
- fixed issue where 'back' button and 'create new version' were enabled during the recording process. If these had been clicked on it could interrupt the recording causing an error when exporting the video [#208]
- fixed issue where the version number is not updated when creating a new version of a project with a source movie [#209]

What's new for version 3.2.2

Bug fixes

- Fixed issue where buttons on login dialog would become disabled when user checked 'Stay Logged in' on login window. [#205, #206]
- Fixed error when user clicks 'Upgrade...' button when they try to upload a project when they are at their project limit [#207]

What's new for version 3.2.1

Bug fixes

- updated URLs for integrating Videolinkwell website, cloud service and application.

What's new for version 3.2.0

New features

Enhanced integration with VideoLinkwell website, cloud service and application

The VideoLinkwell app now enables you to connect to the VideoLinkwell website <https://videolinkwell.com> website so you can view and modify your membership settings, change your password, reset your password and view the manual.

- Login dialog has server field to enter the name of the VideoLinkwell server you are connecting to.
- Help menu will open the VideoLinkwell manual in your web browser
- Account menu will open your account settings page on the Videolinkwell website where you can log in and view and modify your settings.
- A warning dialog with an upgrade button will appear if you go over the maximum cloud projects for your account. Clicking the upgrade button will bring you to your account on the Videolinkwell Website where you can upgrade to a higher membership level.
- the domain where your VideoLinkwell.com account is hosted displayed in the first line of the Locations list is based on the domain entered in the login window.

Membership levels

- There are now 4 membership levels, Basic, Standard, Plus and Premium each with 3 terms, monthly, academic, yearly. The VideoLinkwell website has a page with the levels and the pricing for them. <https://videolinkwell.com/pricing/>

Changed features

- In the Users list the 'cloud only' button has been removed. Projects have to be downloaded to be opened in browse mode or record mode.
- in the Users list the 'read only' button has been removed. The project lock button controls whether a user can modify a project.
- in the Capture tab of the Preferences dialog the Default Recording Path field have been removed since the user selects the recording path by selecting a location in the Locations List.
- AVFoundation capture will be the only method for capture, the option to use the legacy Quicktime based capture has been removed. The videos created are still Quicktime movies using the .H264 codec.

Bug fixes

- Spinner indicating app is busy contacting server is hidden when the connection is canceled or there is a connection error.

What's new for version 3.1.1

New features

- Blank projects can be created so target movie can be recorded later
- add display of used cloud projects, total cloud projects and pending cloud projects to videolinkwell.com location
- project owners can re-share a project with a shared user, however changes made by owner will overwrite any changes made by user.

Changed features

- Added requirement that project must be downloaded before editing or viewing to improve speed of loading project and to ensure user can record video in project
- Changed to one larger spinner in Project Manager to show application is busy contacting the server

Bug Fixes

- Link video player resizes correctly when opening
- Fixed issue where record button could be double clicked causing problems with recording
- Fixed issue where recording could be stopped by closing the video preview window
- Prevent auto selection of links while recording link video
- Improvements to reliability of syncing of project videos with the cloud
- Improvements to reliability of syncing project data with the cloud
- Fixed bug where application opens at a very small size. Will now open at size user sets in preferences or by resizing window.
- ensure buttons are properly enabled or disabled when working with unlocked or locked projects
- fixed bug where projects shared but not accepted were counted against maximum cloud projects.
- added opportunity to save source movie in new location when project is moved to trash
- fixed check for maximum cloud projects when uploading new project or accepting shared project

What's new for version 3.1

New Features

AVFoundation based capture

VideoLinkwell 3.1 incorporates a new technology for capturing video. This is the Apple technology called AVFoundation that Apple is now using instead of QuickTime in its latest versions of Mac OS X and iOS. Using this new technology is necessary in order for VideoLinkwell to work with the latest Apple hardware.

Read more about how to use the new AVFoundation based capture window in the section [Video Capture settings for AVFoundation based capture](#)

You can still use QuickTime based capture on older Macs so there is an option to use that in VideoLinkwell.

This however will not be supported if Apple removes the support for QuickTime in future versions of the Mac OS X operating system. While the option to use QuickTime is available for now it will be better for you to use AVFoundation. If you find problems with AVFoundation based capture please let me know.

Bug Fixes

- syncing playback of target and source movies when viewing project recorded with a source movie has been fixed so the source movie properly syncs when the target movie is played or the current time in the movie is changed.

What's New for version 3.0

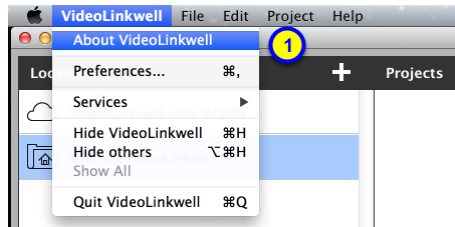
What's new for version 3.0

This version has a new **project manager** that will simplify opening projects and creating new projects. As well as there is a **Share** feature that will allow you to share projects on line in the cloud. There is also a change to the document format. The new version will be able to open documents created with the previous version and convert them to the new format. Previous versions will not be able to properly open projects created with this version.

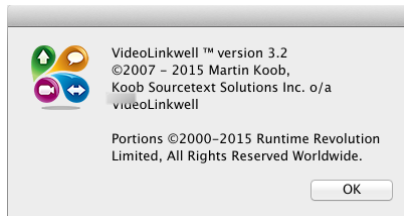
Version

This manual is for VideoLinkwell **version 3.2.4 b200**. Check the version to ensure you are using the correct manual.

Finding the version of VideoLinkwell



1. Select **About** from the **VideoLinkwell** menu.

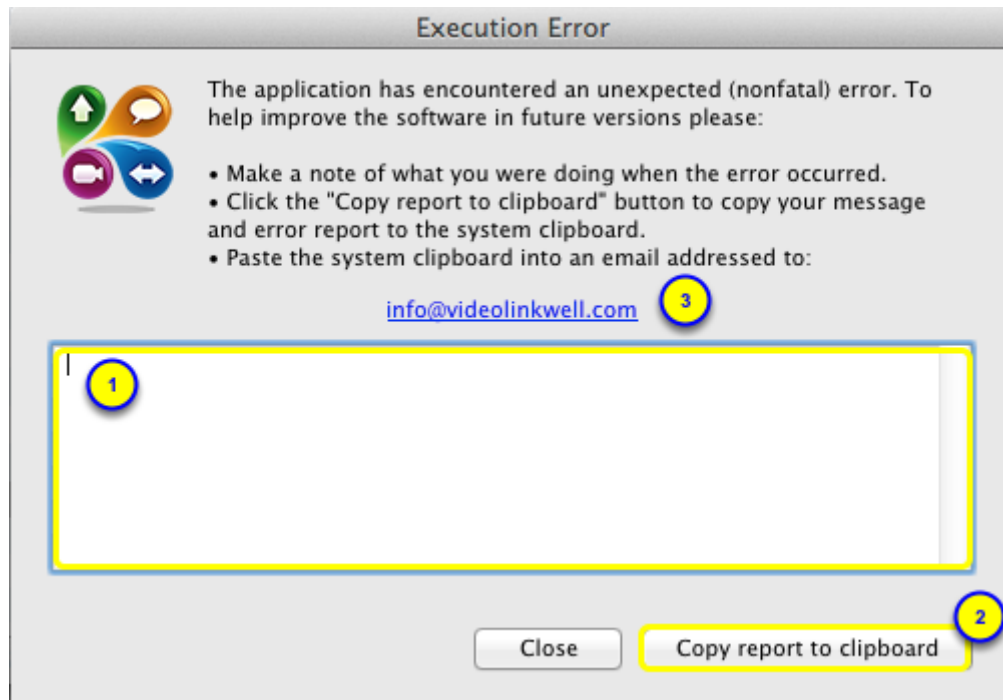


This will show the version of VideoLinkwell that you are using.

Reporting bugs

While using VideoLinkwell you may encounter problems or bugs with the program. Reporting these will help me to resolve them. In some cases there will be bug report or crash report dialogs. In this section you can see how to send me that information which helps me resolve the bugs. In other cases there may not be error messages. In those cases you can send an email to info@videolinkwell.com explaining what went wrong. The more information with bug reports the better. Screen captures may also be helpful in addition to written explanations. You can attach those to the email as well.

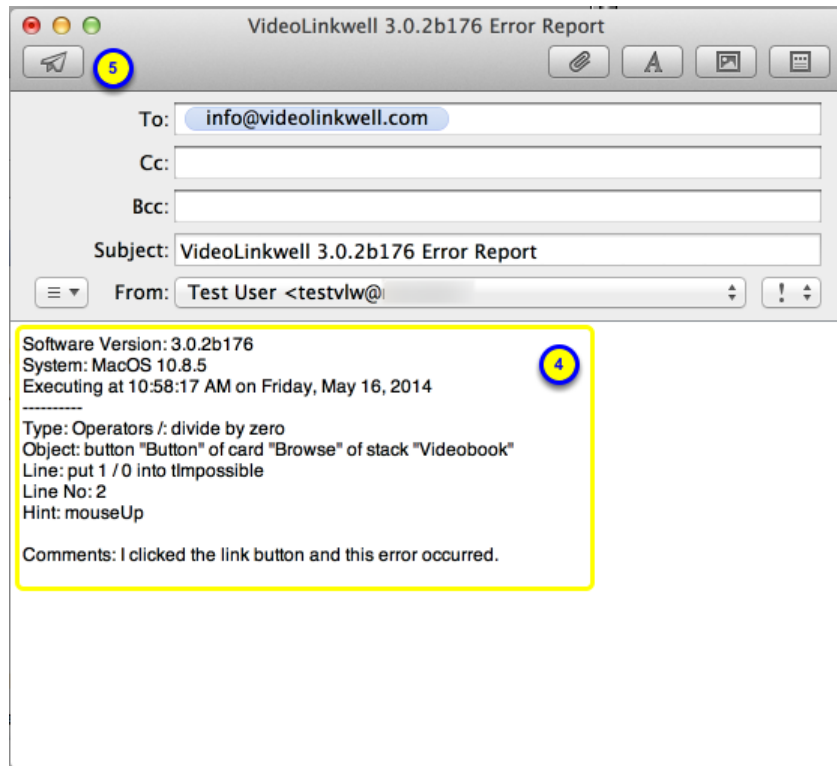
Bug Reporting



If the program encounters a minor bug you may see the above dialog indicating a bug has occurred. This also gives a means to report the bug to me so I can investigate it.

To report the bug.

1. Type a description of what you were doing when the error occurred in the field in the dialog.
2. Click the **Copy report to clipboard** button.
 - this copies information from the program to help me track down the error.
3. Click the **info@videolinkwell.com** email address.
 - This will open your email program and create a new email addressed to info@videolinkwell.com.
 - You can also just open your email program and create a new email addressed to info@videolinkwell.com.



4. Click in the body of the email and paste the text copied from the error dialog.
 - If you have taken any screenshots you can attach them to the email.

5. Click the **Send** button to send the email.

After reporting the bug you can close the error dialog by clicking the **Close** button.
The program should still be working but it is best to

6. Save the project you are working on.
7. Quit VideoLinkwell and then reopen it.
8. Reopen the project you are working on.

Crash Reporting

If there are bugs that cause VideoLinkwell to crash there will not be a bug report as shown above.

There may be a crash report that comes up.

If that happens

1. Copy the text of the crash report.
2. Create a new email in your email program with "Videolinkwell Crash" as the subject.
3. Type an explanation of what you were doing prior to the crash.
4. Paste the Crash report that you copied into the body of an email.
5. Send the email to info@videolinkwell.com.

Email bug reports

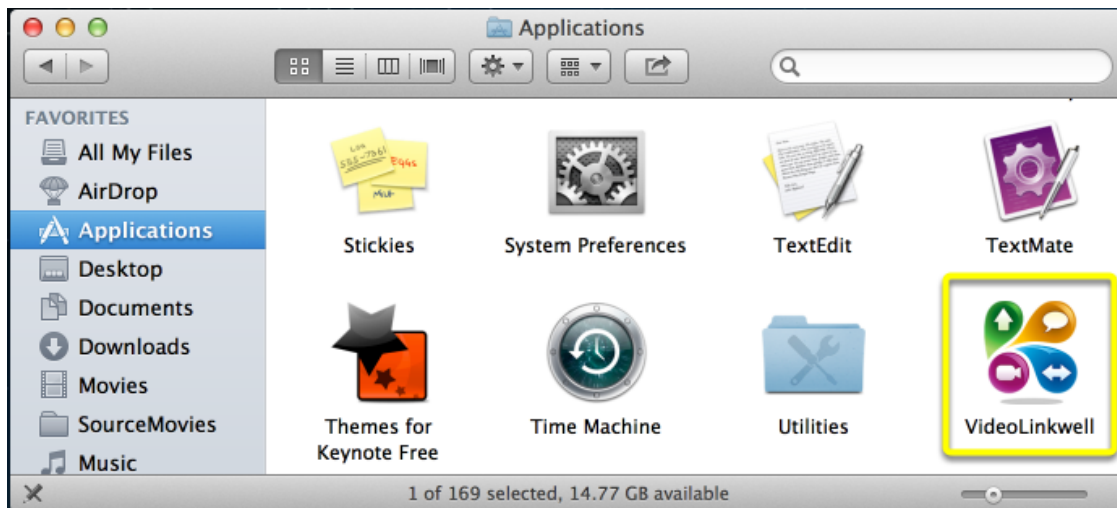
There are some problems that will not generate a bug report or a crash report. If you find problems with Videolinkwell you can email a description of your problem to info@videolinkwell.com.

In your bug report Add as much detail as you can describing the steps you took when the problem occurred. Attaching screenshots or screen videos of the problem you are experiencing will help to identify and resolve the problem.

Getting started with VideoLinkwell 3.2

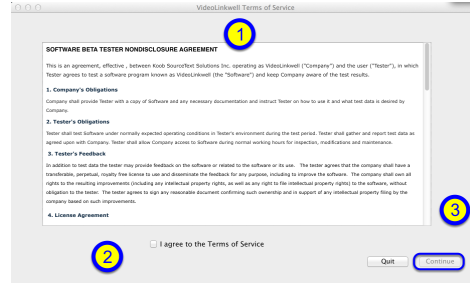
What to do the first time you open VideoLinkwell.

VideoLinkwell application icon



Click the VideoLinkwell Application icon to launch VideoLinkwell.

Terms of Service



The first time you launch VideoLinkwell you have to accept the Terms of Service

1. Read the Terms of Service.
2. Click the check box to agree.
3. Click Continue.

Set Server



The first time you open VideoLinkwell you have to set the server the application will connect to. That information will be provided to you when you are sent your username and password.

To set the server:

1. click the **Set...** button.



2. Enter the server name. (in this case we are using videolinkwell.com)

3. Click OK

Login to VideoLinkwell

The screenshot shows the VideoLinkwell Login window. At the top is the VideoLinkwell logo and the title 'VideoLinkwell'. Below the logo are the following elements:

- Server:** A text field containing 'videolinkwell.com' and a 'Set...' button.
- User Name:** A text field with a yellow circle '1' next to it.
- Password:** A text field with a yellow circle '2' next to it.
- Forgot password?:** A link below the password field.
- I agree to the Terms of Service:** A checkbox with a yellow circle '3' next to it.
- Quit:** A button.
- Log In:** A button with a yellow circle '5' next to it.
- Stay logged in.:** A checkbox with a yellow circle '4' next to it.

To be able to use VideoLinkwell you have to log in with your user name and password. You should have received these by email from info@videolinkwell.com.

1. Enter your **user name**

2. Enter your **password**

*(If you have forgotten your password you can click the **Forgot password?** link and it will open a page in your browser to reset your password.*

3. Click the checkbox to agree to the terms of service.

4. (optional)* Click the checkbox to **Stay logged in.**

5. Click the '**Log In**' button.

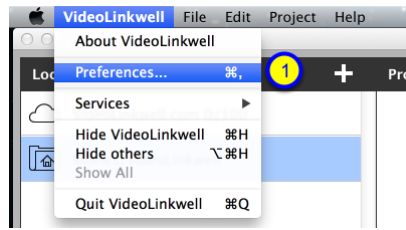
* Checking the **Stay Logged in** button will allow you to automatically log in in subsequent launches of VideoLinkwell. You should only do this if you are the only user using your account on the computer. Logging in with more than one VideoLinkwell account on one Mac user account can lead to problems with sharing of projects. You can turn off the stay logged in preference by selecting **Log out** from the [User Account Menu](#).

Setting Up VideoLinkwell

Preferences

Setting VideoLinkwell preferences using the **Preferences** dialog is explained in this section

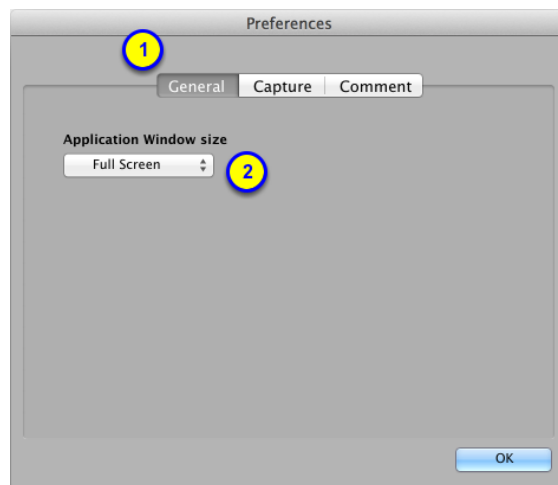
Open Preferences



To open the **Preferences** dialog.

1. Select **Preferences** from the **VideoLinkwell** menu.

Preference: Application Window Size



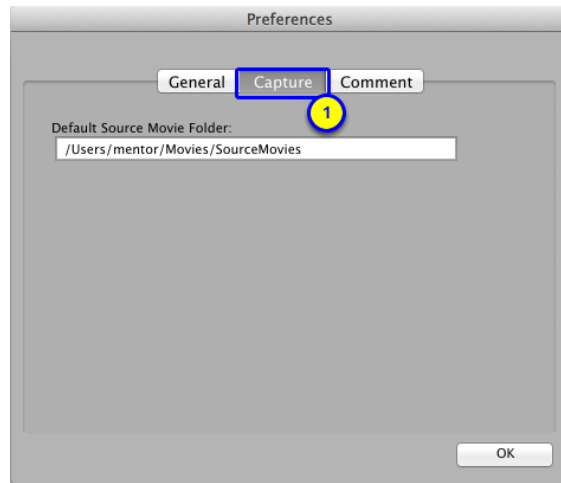
To set the window size in preferences

1. Click on the **General** Tab
2. Select the window size.
 - Minimum - sets the application to the smallest possible size
 - Standard - sets the application to the size of a 15" monitor
 - Full Screen - sets the application to the full width and height of the screen.
 - Fit Screen - sets the application width and height but leaves room for the Dock.

Resizing VideoLinkwell window

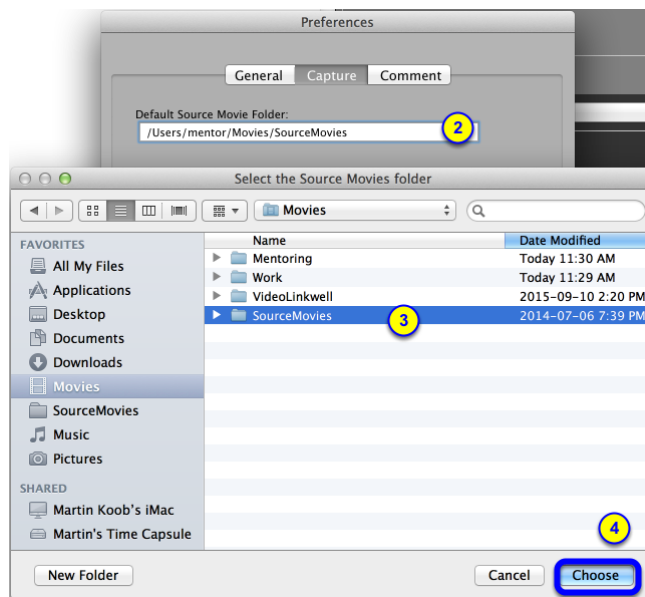
You can also resize the VideoLinkwell window by clicking and dragging on the edges of the window.

Preference: Default Source Movie Folder



To set the default locations for selecting source movies:

1. Click the **Capture** Tab



A source movie is used as a stimulus movie recording an interpretation. The user's interpretation will be recorded as a target movie. You can select a default folder that contains your source movies that is selected by default when you select a source movie in the **New Project Dialog**. You can choose a source movie from a different source movie at the time you are creating a new project.

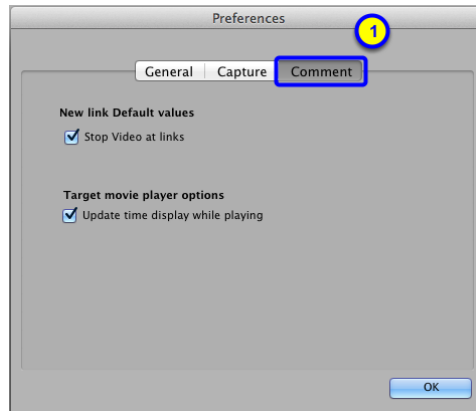
To set the default source movie folder:

2. Click the **Default Source Movie Folder** field.
 - This opens the dialog to select the folder.

3. Select the folder that contains your source movies.

4. Click **Choose**

Preference: Comment Settings



To set preferences for the Comment window.

1. Click the **Comment** tab

2. **Stop Video at Links.**

-If this is checked new links will have the **Stop Video at Links** option checked when they are created.

3. **Target movie player options**

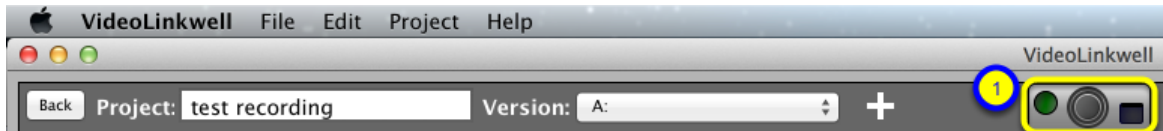
-if **Update time display while playing** is checked the current time of the video will be displayed during playback.

Open VideoLinkwell Capture Window

To use VideoLinkwell to record videos in your project you need to open the recording window first by following the steps in this section.

(NOTE: Before you do this ensure there are no other applications capturing video from your video source such as QuickTime Player, QuickTime Player 7, iMovie, Skype or any other application with a video capture function.)

VideoLinkwell Video Recording controls



1. These are the controls for recording video.



The recording controls consist of:

2. the recording indicator
 - This will be green when the **Capture window** is open
 - This will be red when **VideoLinkwell** is recording a video;

3. the **Show capture window** button.

The capture window will be hidden when you are working on VideoLinkwell. If you want to see the Capture window you click this button to show the capture window. This can be done when previewing or recording.

Turn Video Capture on



1. To turn video capture on click on the recording indicator or the lens icon.

Video Capture is automatically turned on when you open a project in **Record Mode**.

Video Capture settings

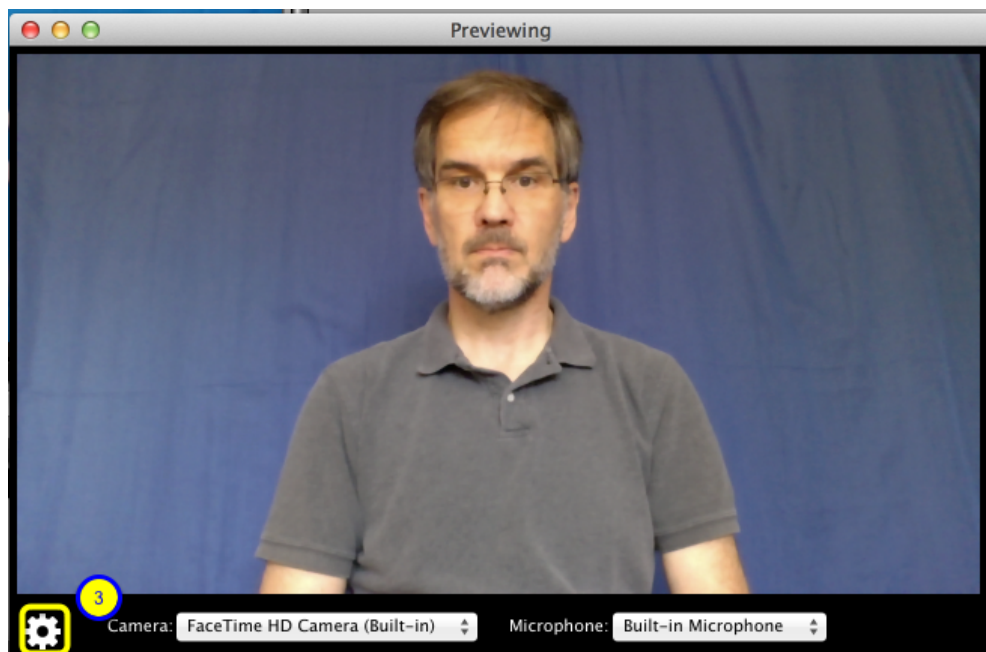
This section explains how to change the video capture settings.

Select Camera

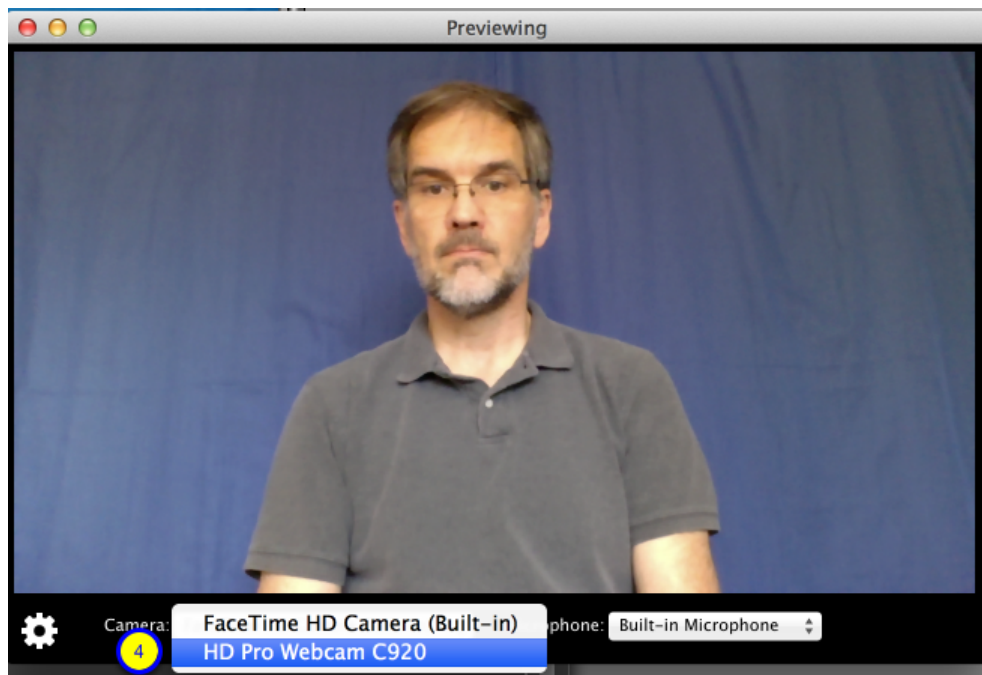
If you have an external USB web cam or a camera connected by FireWire you can use that to record video.

1. Plug in the USB camera
2. Open the video capture window as explained in using the section of the manual [Using the Video Capture Window](#).

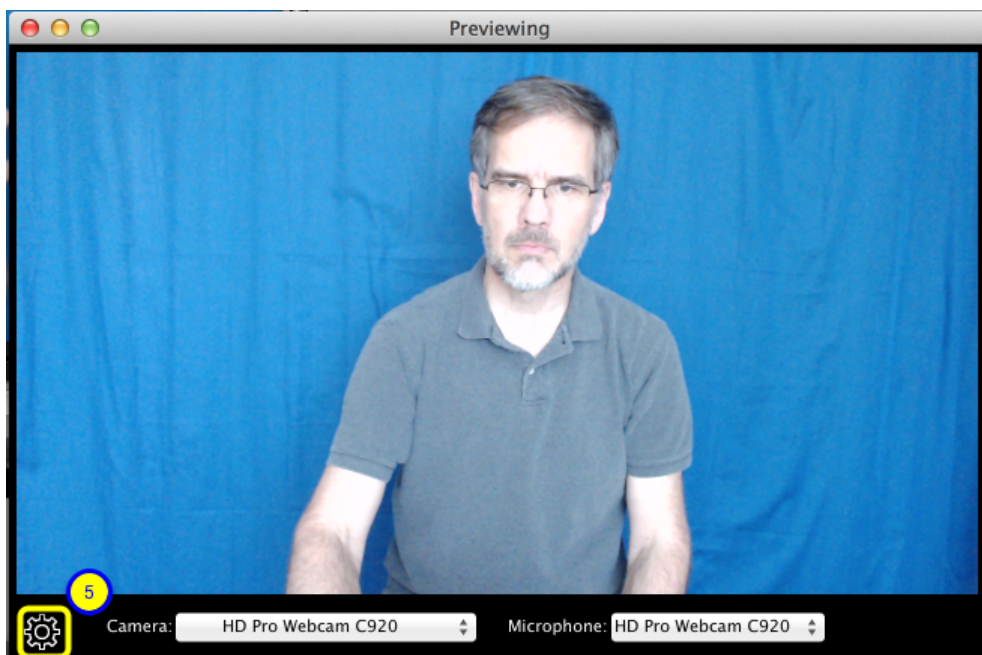
Select camera



3. click the **camera settings** icon



4. Select the external camera from the **Camera** menu.
(In this case I am selecting the Logitech **HD Pro Webcam C920**)

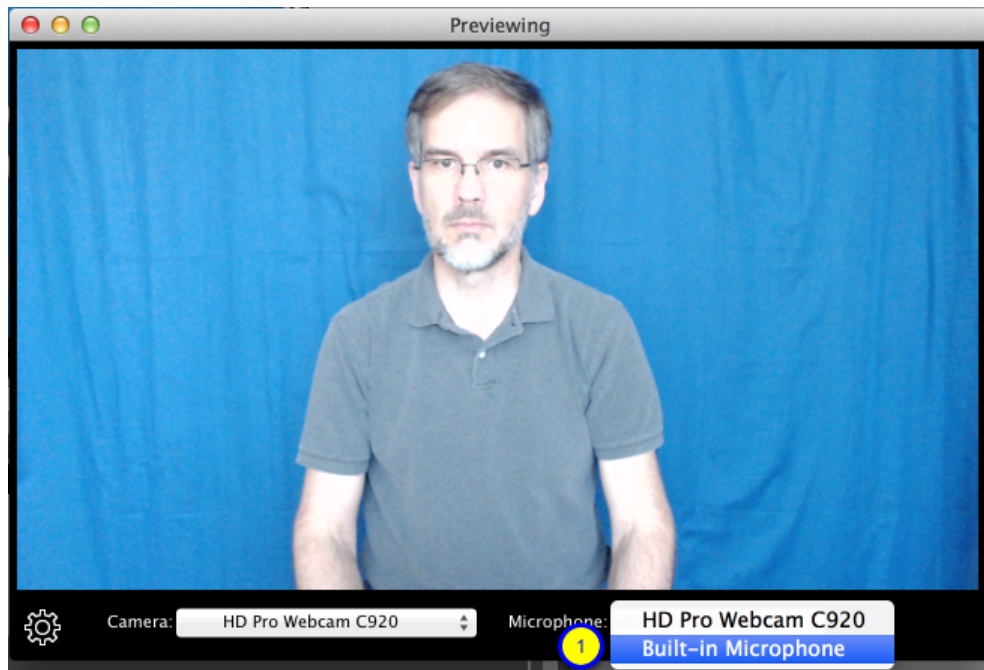


Now VideoLinkwell is using the USB camera for video and the microphone in the same USB camera for Audio.

5. To hide the camera settings click the **Settings** icon again

Select microphone

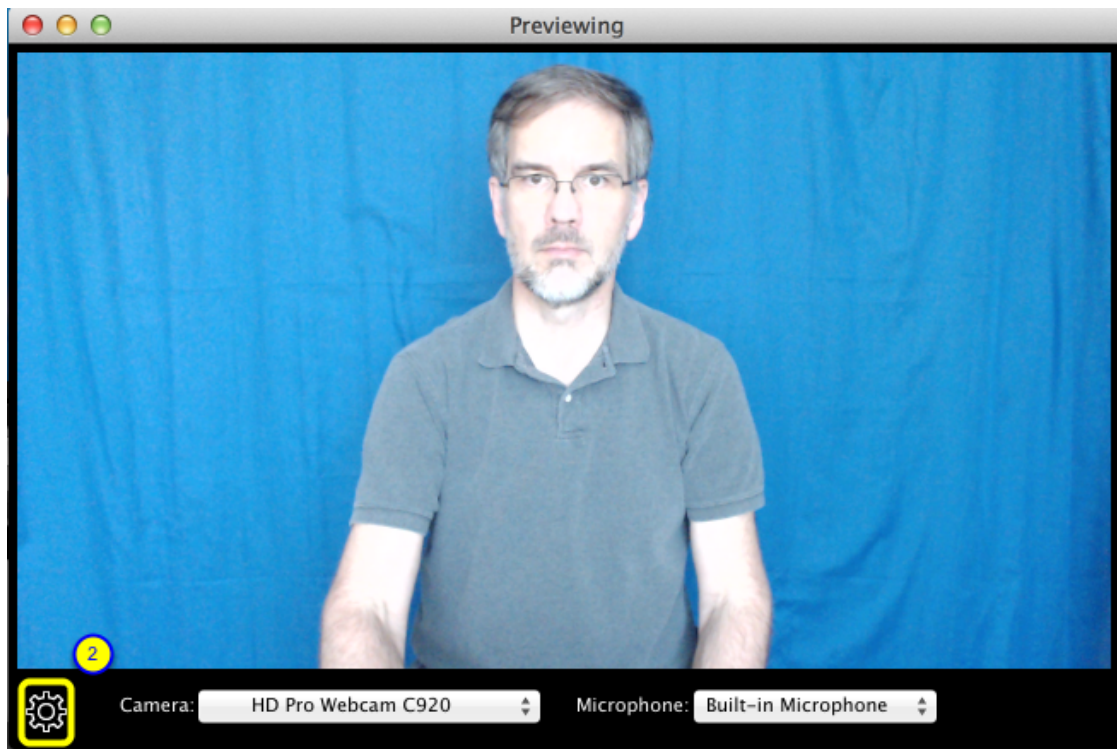
When you first open the capture window or when you select a camera the microphone is automatically set to be the microphone of the selected camera. You can use the microphone from another camera that is attached to the Mac.



To select a different microphone.

1. Select the microphone from the **Microphone** menu.

In this case the USB Logitech **HD Pro Webcam C920** is being used to capture video and the MacBook Pro's **Built-in Microphone** is being used to capture audio.



2. To hide the camera settings click the **camera settings** icon again.

Known Issues with Cameras

Webcams connected by USB

Changing the USB port the camera is plugged into

If you unplug the USB webcam from one USB port on your Mac and Plug it into another USB port on the Mac while VideoLinkwell is open you may not be able to select the camera or to record properly. To resolve this plug the USB camera back in the original port or if you need to have it plugged into the other USB port shut down your Mac and restart it.

DV Cameras connected by FireWire

Changing from HD Pro Webcam C290 to Sony DV camera plugged in to FireWire port.

This occurs when a DV-Camera is connected by FireWire and a Logitech HD Pro Webcam C920 connected by USB to the same Mac. When the camera input is changed from the HD Pro Webcam C920 to the DV-Camera then a recording is done the recording does not start and VideoLinkwell freezes and has to be force quit. To resolve this don't switch between the DV-Camera after you have opened the HD Pro Webcam. If you switch from the internal FaceTime camera to the DV-Camera there is not a problem

Using the Video Capture window

This section explains how to turn video capture on and off and how to show and hide it.

Configure video recording

To see how to set up VideoLinkwell Recording see the following section of the manual.

[Setting up VideoLinkwell Recording](#)

Opening the VideoLinkwell video capture window



When the recording indicator (1) or the lens icon (2) is dark that means that the video **Capture window** is not open.

To turn on VideoLinkwell recording and display the video capture window click on either:

1. the recording indicator, or
2. the lens icon

Previewing video indication



When the **Capture window** is open and previewing your video image the recording indicator is green as shown above. The capture window will also display '**Previewing**' in the window title bar.

Recording video indication



When the **Capture window** is open and video is being recorded the recording indicator is red as shown above. The capture window will also display '**Recording**' in the window title bar.

Showing the video capture window



When using the main application window the **Capture Window** is hidden. If you want to show the capture window then click the **Show capture window** button (3). This will show the capture window. When you click anywhere on the main window again the capture window will be hidden.

Closing the video capture window



To turn off video capture and close the **Video Capture window**:
click on either:

- 1) the recording indicator, or
- 2) the lens icon.

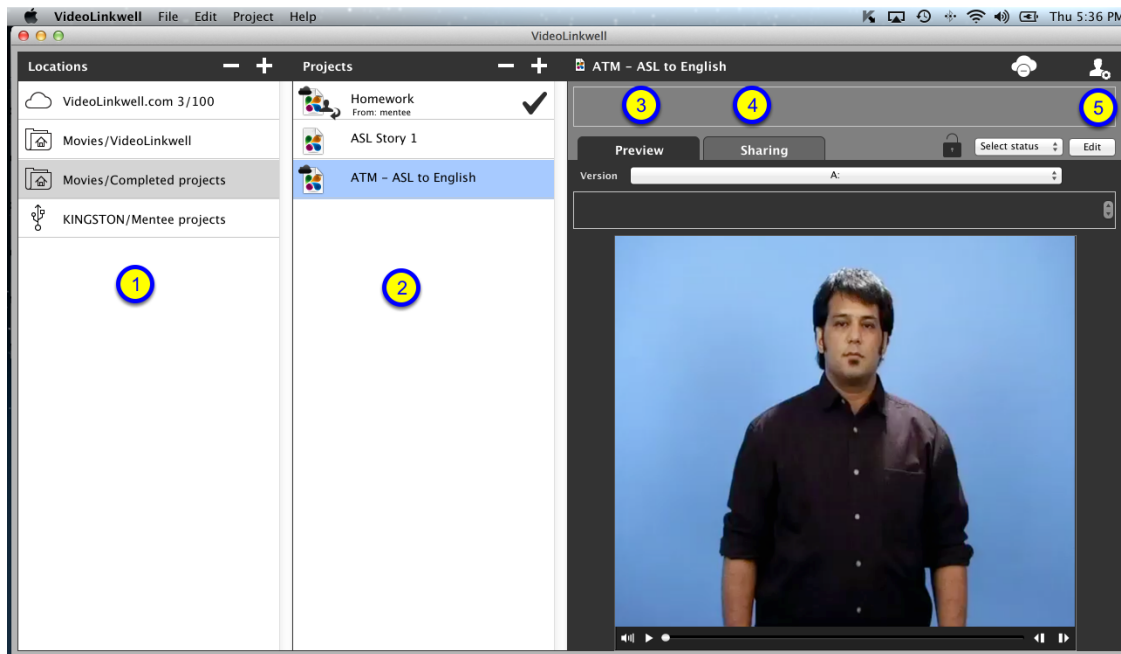
You can also close the video capture window by clicking the red close button in the top left hand corner of the Capture window, doing this also turns off recording.

NOTE: you can't turn off video capture when there is a recording being made (while the recording indicator is red.) Stop the current recording before turning recording off.

Project Manager: listing, previewing and opening projects

Project Manager

The Project Manager allows you manage your projects saved locally on your computer and in the cloud. This is where you create new projects, upload them to the cloud and share them with other VideoLinkwell users.



There are 5 main sections of the project manager interface.

1. Locations List

This is a list of the locations where projects are stored. either in the cloud or locally.

See [Locations list](#)

2. Projects List

This will list the projects saved in the selected location.

See [Projects list](#)

3. Preview Tab

This shows a preview of the target video of the project

See [Project Preview Tab](#)

4. Sharing Tab

This lists the users you are sharing the project with.

See [Project Sharing Tab](#)

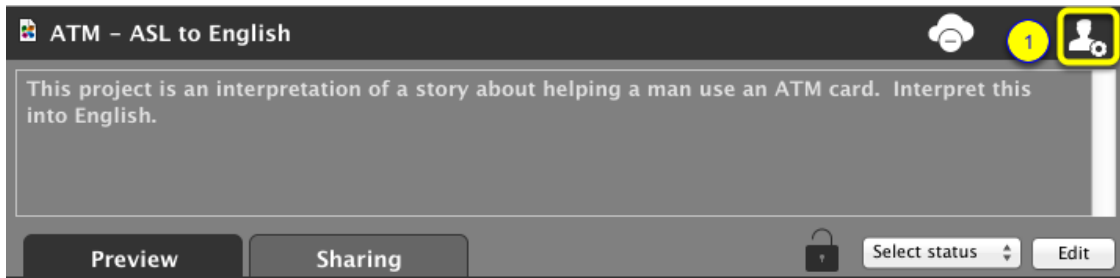
5. User/Logout menu

Use this menu to open your videolinkwell.com account page in your browser or to log out of your account in the application.

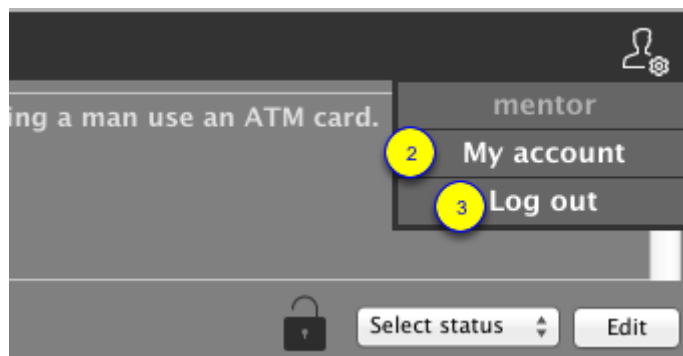
See [User Account Menu](#)

User Account Menu

You can access your VideoLinkwell.com account using the User Account menu.



1. Click the User account icon

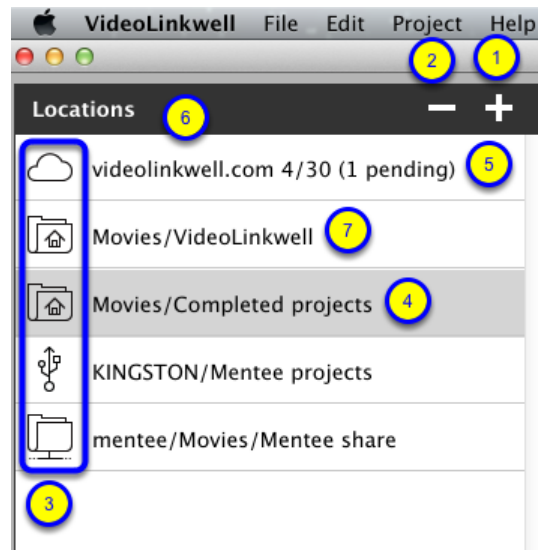


2. Select the **My account** menu to open your account page in the VideoLinkwell.com website. You will have to login with your user name and password.

3. Select the **Log out** menu item to log out of the application. You would need to do this if you had selected "Stay Logged In" and you wanted to not log in automatically the next time you opened the VideoLinkwell application.

Locations list

The **Locations** section of the **Project Manager** contains the locations where you store your projects locally either on your internal hard drive, on external drives, on shared drives on your LAN or in the VideoLinkwell Cloud.



1. Add Location button

- use this to add a new location to the list. See [Add a new location](#)

2. Delete location button

- use this to remove a location from the list. See [Remove a location](#)
(This will not move the folder to the trash nor delete any files just remove the reference to that folder from this list.)

3. Location type icon

- The icon will indicate the type of storage for the location.

Default Locations

- **VideoLinkwell.com** - is cloud storage and shows projects in the cloud but not downloaded on your Mac
- **Movies/VideoLinkwell** - is on the Mac's Hard drive in the home directory.

User added Locations

- **Movies/Completed Projects** - is on the Mac's Hard drive in the home directory.
- **KINGSTON/Mentee projects** - is an external USB disk drive or thumb drive.
- **mentee/Movies/Mentee share** - is a network share on the local network.

4. Location Path

- This shows the path to the location.

5. Project counts

- This can show three values
 - number of projects you currently have in the cloud (in this case 4).

- the maximum projects you are allowed to store in the cloud (in this case 30 for a Plus Member).
- the number of pending projects that members have shared with you that you have not yet accepted (in this case 1).

6. Cloud storage location - VideoLinkwell.com

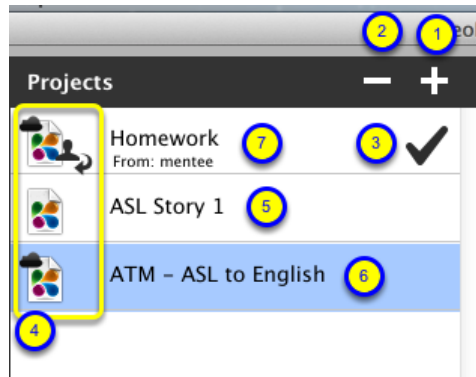
The first location in the list, **VideoLinkwell.com**, is the cloud storage for the VideoLinkwell server you are logged into. It will list any projects that are in the cloud that you don't have downloaded and saved in one of your local locations. It shows the number of projects you have in the cloud and the total number of projects you are allowed to have in the cloud. This includes projects you create and upload to the cloud, and projects that are shared with you by other VideoLinkwell members. In this case the user has 2 projects in the cloud of the total allowed of 100 projects.

7. Default local location - Movies/VideoLinkwell

This is the default storage location for projects to be downloaded on your computer when you download them from the cloud. This folder is created in the **Movies** folder of your **Home** folder "**~/Movies/VideoLinkwell**" the first time you open Videolinkwell. Do not delete this folder from the Finder.

Projects list

The **Projects** section of the **Project Manager** lists all the projects in a selected **Location**. This is where you create projects, delete them and move them to another location.



1. New Project button

Use this to create a new project. Clicking this will bring up a new project dialog. The project will be stored in the currently selected location.

2. Delete Project Button

Use this to delete a project and all its movie files from a local storage location. For projects on your local hard drive or an attached external drive the project will be moved to the trash. If the project is on a volume that is shared on your LAN the project will not be moved to trash and will be deleted immediately.

3. Accept/Decline project button

Use this to accept or decline a project that has been shared with you. You can also use it to stop the sharing of a project that has been shared with you earlier.

4. Project icons

The project Icons will indicate the cloud status and sharing status of the project.

5. Local project

The VLW document icon with no other icons indicates the project is only saved locally and has not been uploaded to the cloud.

6. Cloud project

The cloud icon on the upper left hand corner of the VLW document icon indicates that it has been uploaded to the cloud.

- If the project is in a local location then it is saved both locally and in the cloud.
- If the project is in the cloud location (Videolinkwell.com) then the project is in the cloud but has not been downloaded to the computer.

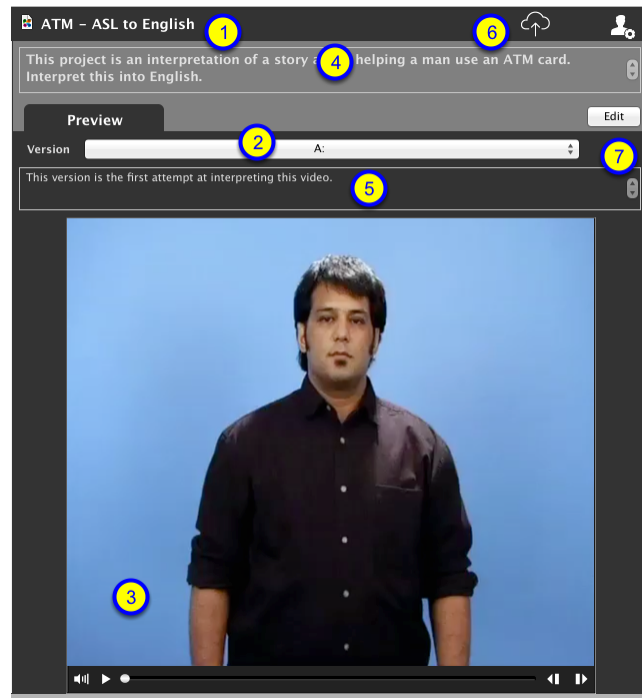
7. Cloud project shared with user

The icon on the lower right corner of the document icon indicates that the project has been shared with the logged in user by another user. The name of the user who shared the project appears below the project

name.

Project Preview Tab

The **Project Preview** allows you to see a preview of the project's target video and any comments associated with the project or its versions. You can upload or download projects when they are open here.



1. Project Name

This is the name of the selected project

2. Version selector

This allows you to select a different version of the project to view.

3. Preview player

This shows a preview of the target video of the selected version.

4. Project comments

This field will contain any comments entered for the project in the [Project Info](#) window.

5. Version Comments

This field will contain any comments entered for the version in the [Project Info](#) window.

6. Cloud Button - upload to cloud

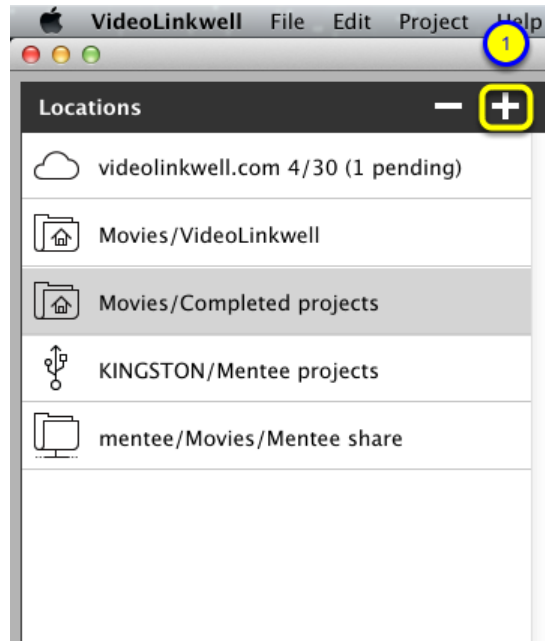
This button is for uploading projects to the cloud, removing them from the cloud or syncing the local project with the cloud depending on the icon of the button. The icon in the image above is for uploading a project to the cloud as the selected project has not been uploaded yet.

7. Edit/View button

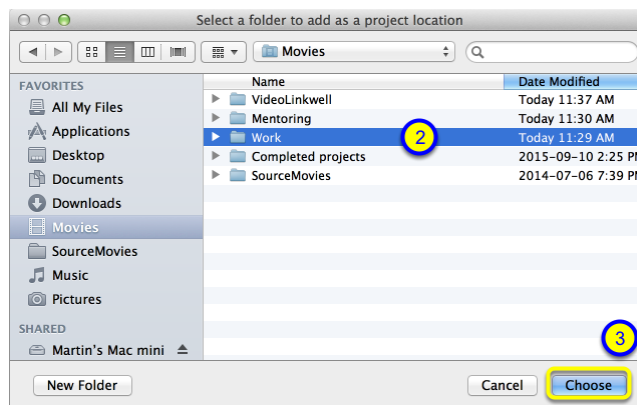
Clicking this button will open the project in the project browser. In the image above the button says **Edit** since the user has control of selected project. If the user did not have control of the project the button would say **View**.

Add a new location

You can add locations to organize your VideoLinkwell projects.

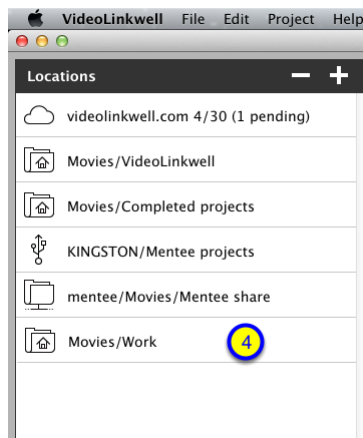


1. Click the **add location** button.



2. Select the folder you want to use as the location.
(this can be on your local hard drive, on an external drive, or on a network share.)

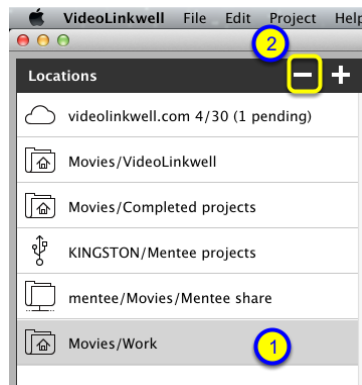
3. Click the **Choose** button.



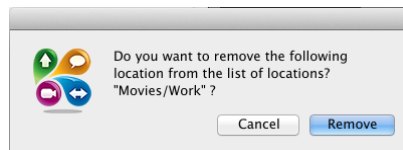
4. The selected folder is now available as a location to store your projects.

Remove a location

You can remove a location from the locations list. This does not delete the folder nor your projects in the folder, it just removes the reference to it from the location list.



1. Select the location you want to delete.
2. Click the **delete location** button.

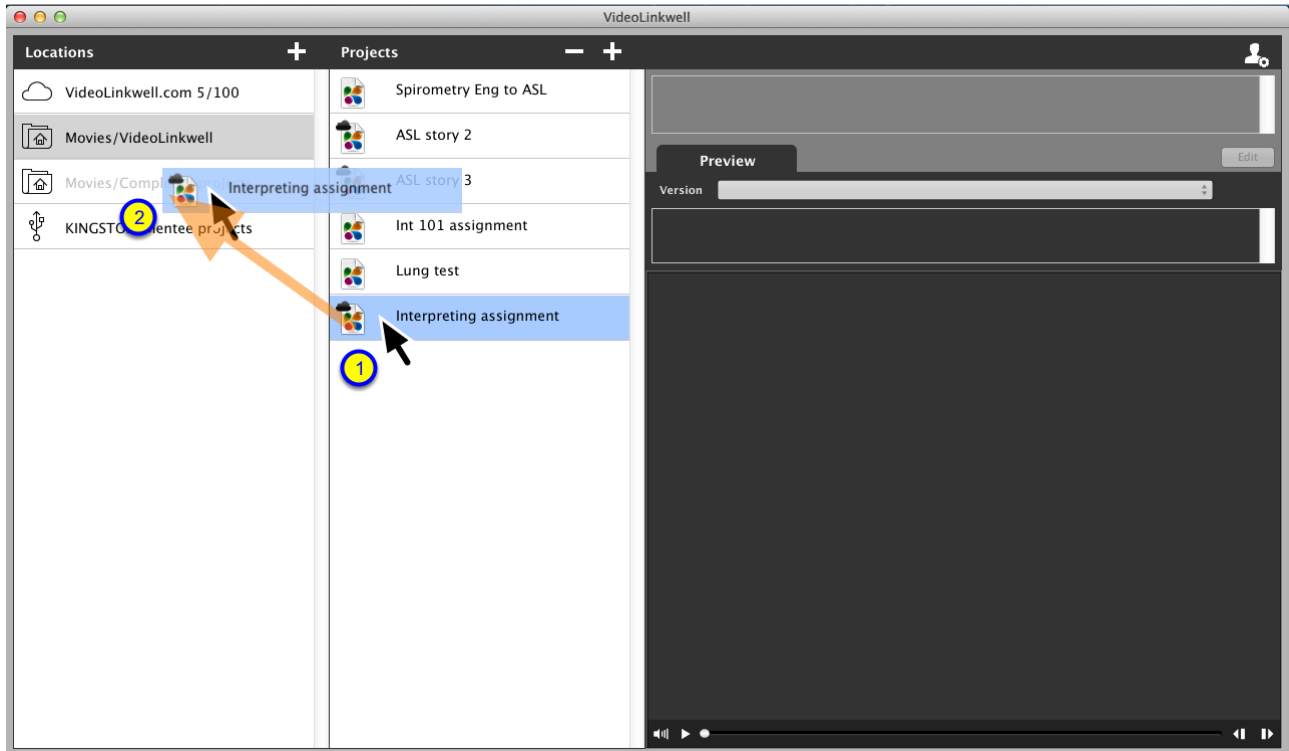


3. click the **Remove** button

Move a project to a different location

In the **Project Manager** you can organize your projects in your **Locations**. This section explains how to move projects between locations.

Move project to new location



To move a project to a new location:

1. while pressing the **Option** key click and drag the project you want to move to the new location of the project.
2. Drop the project on the destination location by releasing the mouse when over the location you want to move to.

In this case the project is being moved from **Movies/VideoLinkwell** location to the **Movies/Completed** location.

The project will be listed when you click on the new location.

Capture: Creating projects without source movies

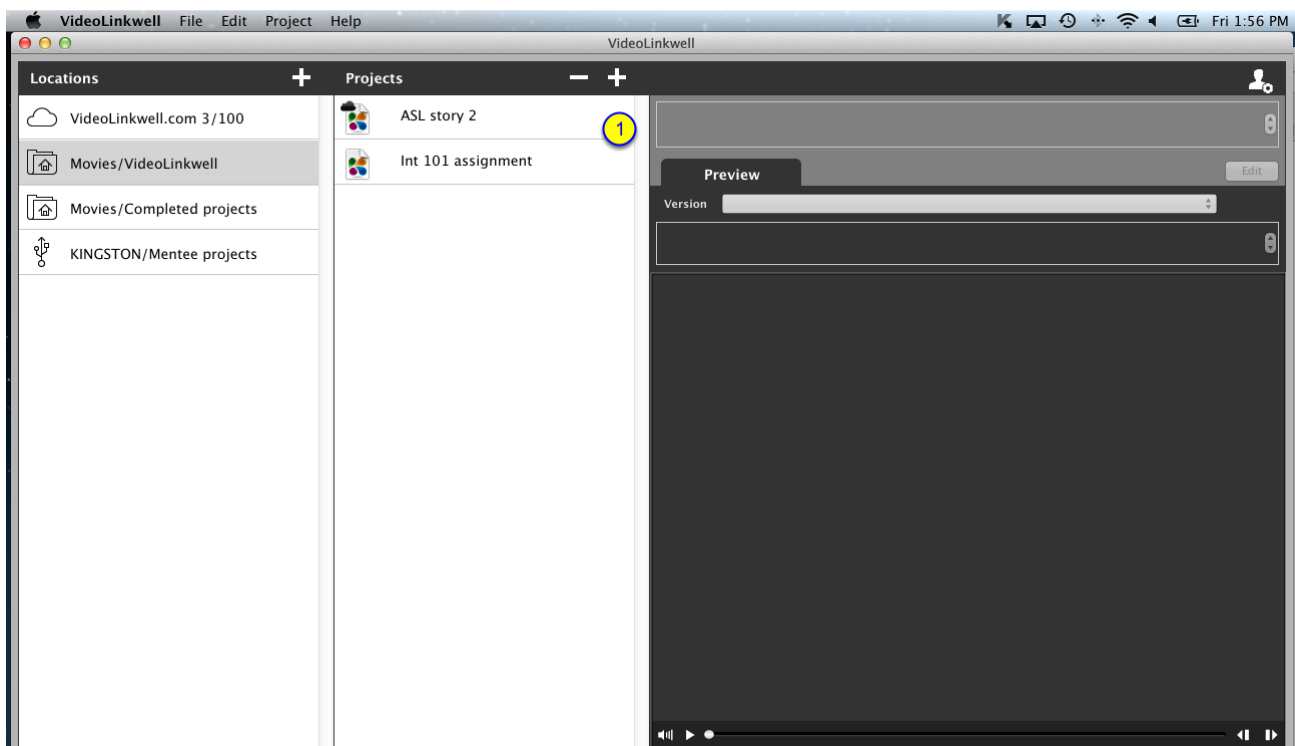
Create a New Project: record a target movie (no source movie)

If you want to record someone signing a narrative or if you want to record a live interaction with both a signed language and a spoken language you record the video without a source movie.

Open the Project Manager

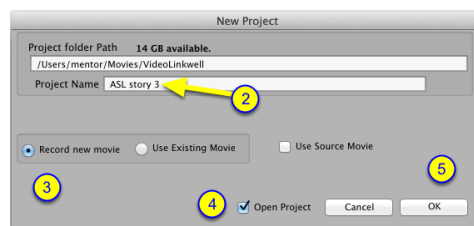
You have to be in the [Project Manager](#) to create a new project. When VideoLinkwell first opens it is in the Project manager. If you are in the Project Browse mode click the 'Back' button to return to the Project Manager.

Create a New project



To create a new project.

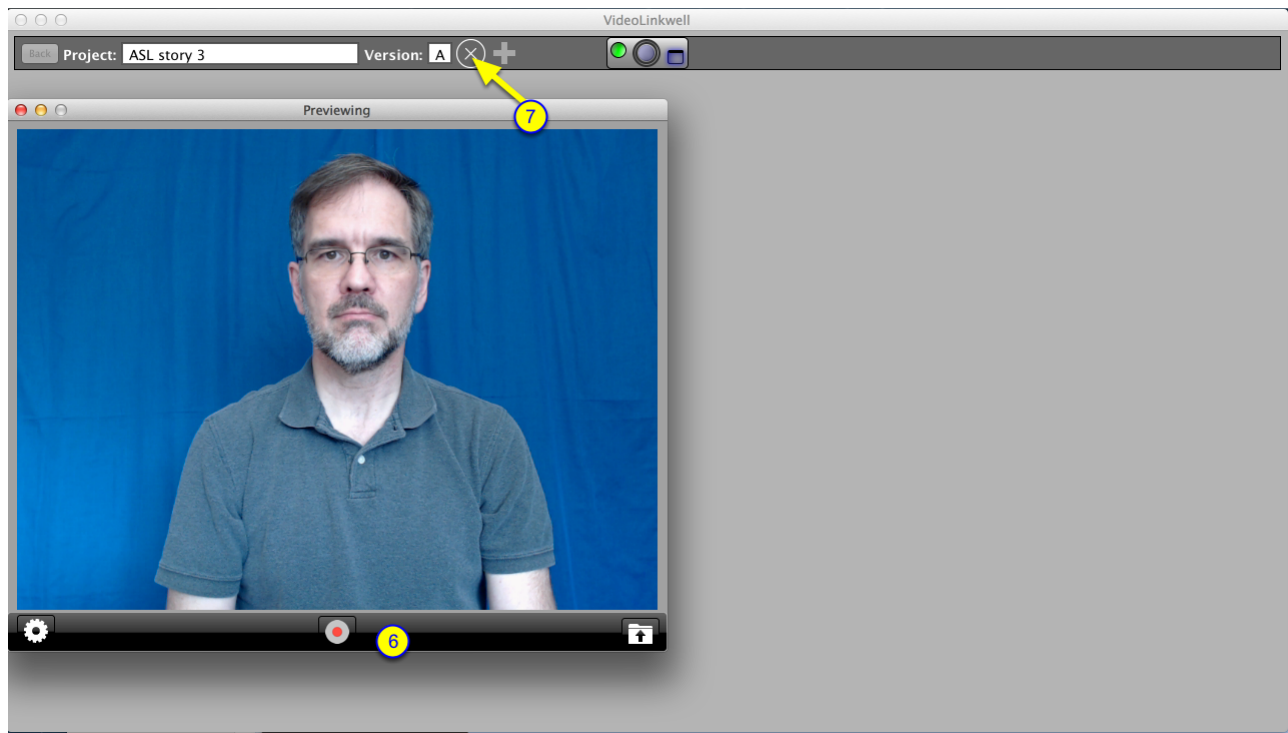
1. Click the plus '+' button above the Projects list.



2. Enter the **Project Name**
3. Click on the **Record new movie** radio button.

4. (optional) Check the **Open Project** checkbox.
 - if this is checked the project will open in Record mode immediately for recording.
 - if this is not checked the project will not be opened, but when you open it in the future it will open it in Record mode to record the project.
5. Click the **OK** button.

Record Mode: Project with no source movie



This will open the project in Record Mode.

The main component in Record mode for movies with no source is the **Video Capture** window with a **Start Recording/Stop Recording** toggle button (6).

The **Video Capture** window will be open and previewing your video. For more information on configuring Video Capture see [Setting up VideoLinkwell Recording](#)

6. To start recording click the **Start Recording** button.
7. (Optional) If you want to cancel the creation of the project click the **Cancel** button



8. To stop recording click the **Stop recording** button.



9. Once you have finished recording click the **Back** button to open the project in **Browse** mode.

Canceling a new project (optional)



If in step 7 you click the Cancel button you will get a dialog asking if you want to delete the project

If you click **No** the recording will be cancelled but the new project **will not** be deleted. You will return to the project manager. The new project can be opened at a later time to add the recording.

If you click **Yes** the recording will be cancelled and the new project **will** be deleted. You will then return to the project manager.

If you click **Cancel** you can continue recording the project.

Capture: Creating projects with a source movie

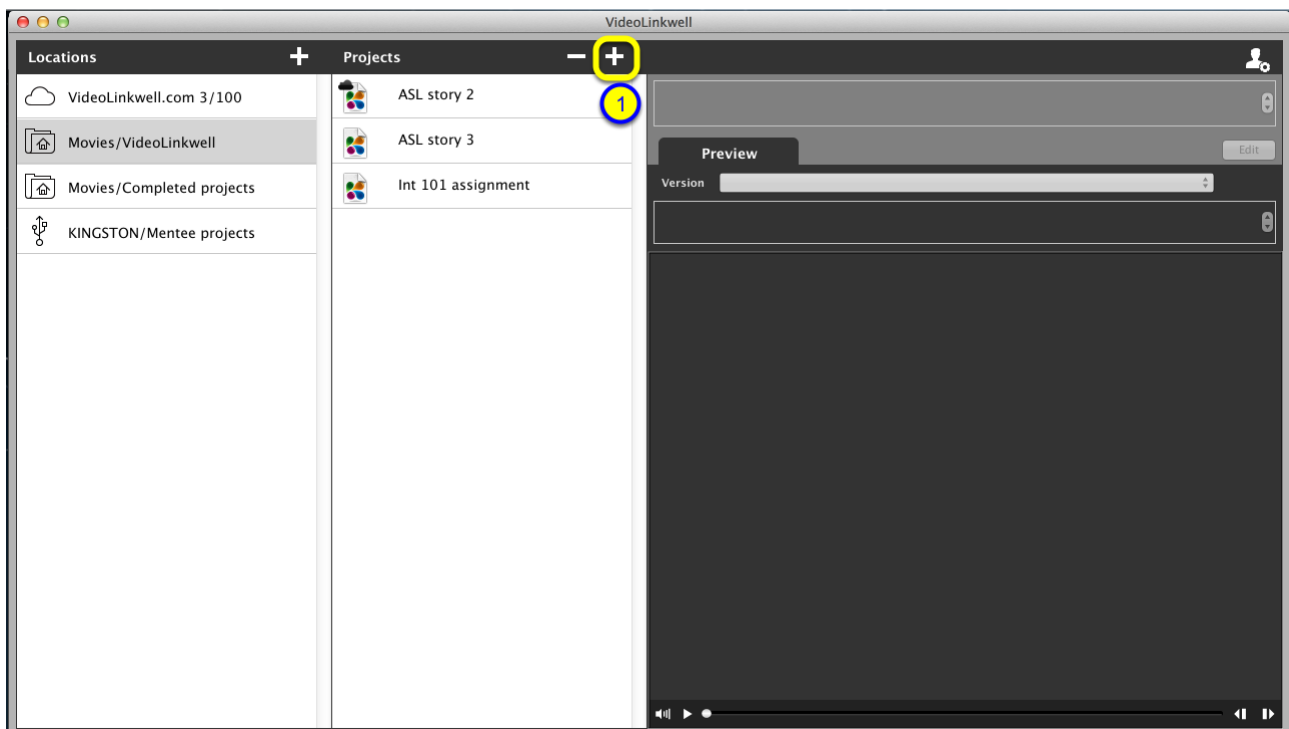
Create a New Project: record a target movie using a source movie

You can record a movie of a user interpreting a source movie. You would use this for interpreting a signed language movie into a spoken language or a spoken language into a signed language. The source movie is merged with the target movie after the video is finished.

Open the Project Manager

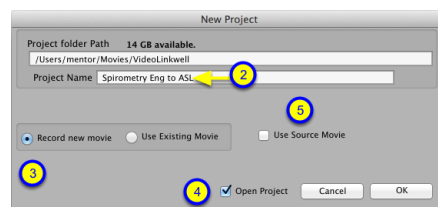
You have to be in the [Project Manager](#) to create a new project. When VideoLinkwell first opens it is in the Project manager. If you are in the **Project Browse** mode click the '**Back**' button to return to the Project Manager.

Create a New project



To create a new project.

1. Click the plus '+' button above the Projects list.



2. Enter the **Project Name**

3. Click on the **Record new movie** radio button.

4. (optional) Check the **Open Project** checkbox.

- if this is checked the project will open in Record Mode immediately for recording.
- if this is not checked the project will not be opened, but when you open it in the future you will switch to Project Record mode to record the project

5. Click the **Use Source Movie** checkbox.

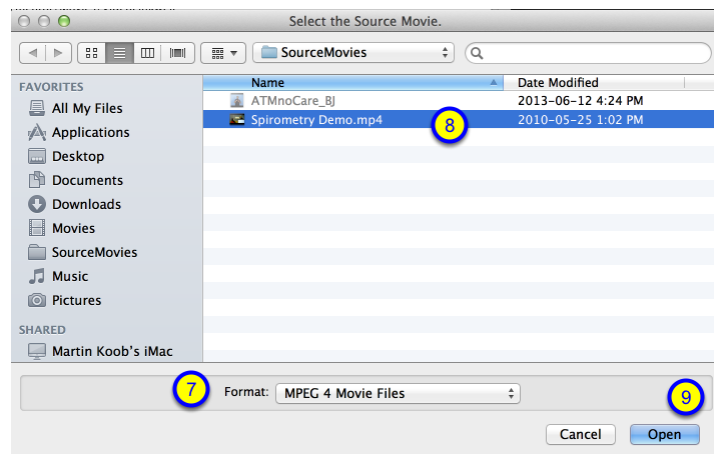
- this will expand the dialog to show controls to select the source movie and configure how it will be incorporated into the project.

Record using a source movie



6. Click the Choose... button to choose a source video to interpret.

Select a source movie



7. Select the format.

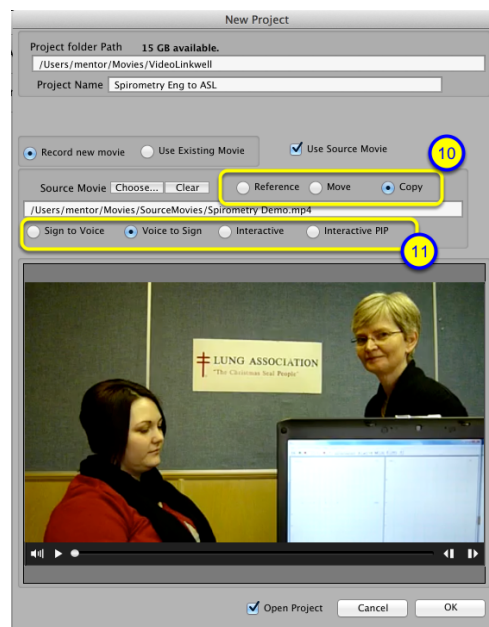
- for Quicktime movies with a **.mov** extension select **Quicktime Movie Files**
- for Quicktime movies with a **.mp4** or **.m4v** extension select **MPEG 4 Movie Files**
- the movie must be a **.mov**, **.mp4**, **.m4v** with **H.264** encoding to work with VideoLinkwell

In the above image with **MPEG 4 Movies** format selected the mp4 movie can be selected. See [Enable selection of MPEG 4 movies](#) for more details on selecting the movie format.

8. Select the movie you want to interpret.

9. Click the **Open** button

- when the movie opens there are controls to play it so you can preview it.



10. Select whether to reference the source movie or to copy or move the source movie to the project folder

- **reference** - the movie will not be copied to the project folder
(this would be for local projects where you don't need the source movie to be included in the

project folder)

- **move** - the movie will be moved from its current location to the project folder
- **copy** - the movie will be copied to the project folder and the movie will also stay in its original location
(you would move or copy if you want the original source movie to be included in the project folder)

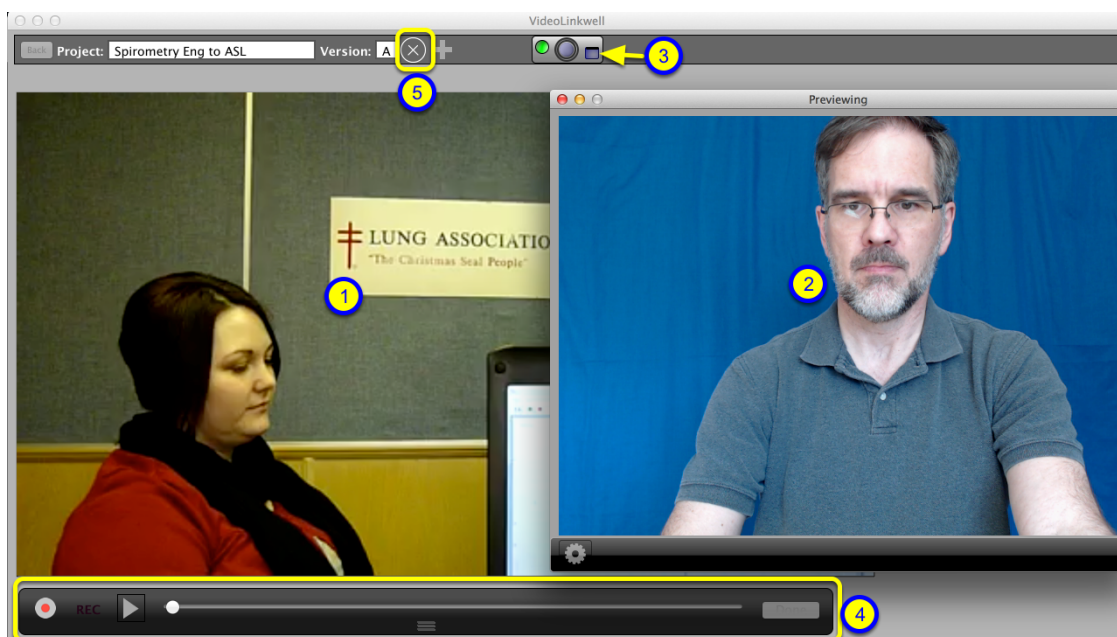
11. Select the direction of the interpretation

- **Sign to Voice** - this will put the sign language video of the source movie and the spoken language audio of the target video into the project's edited target video
- **Voice to Sign** - this will put the spoken language audio of the source movie and the sign language video of the target video into the project's edited target video
- **Interactive** - This will just have the target movie's Video and Audio. The source movie would not be added to the target movie. You can view the source movie with the target movie by clicking the Show source button in the **Browse** mode.(see [Showing and syncing a Source Video](#)) This would be used where the target and source videos have both signed and spoken languages in them.
- **Interactive PIP** - This will include the target video as a picture in picture of the source video. This would be used where the target and source videos have both signed and spoken languages in them.

12. Click the **OK** button

- This will open the project in Record mode.

Record Mode: Project with source video



In record mode when using a source video the main components are:

1. the Source video player
2. the **Video capture window** with a preview of the video being recorded
 - If you click anywhere outside of this window the preview will be hidden. For more information on configuring Video Capture see [Setting up VideoLinkwell Recording](#)

3. the **Show video capture window** button

- to show the preview click on this button

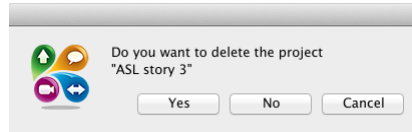
4. The recording controls

- use these controls to start and pause the recording of the video.

For more details on how to use these while recording see [Record with source movie controls](#)

5. (optional) The **Cancel** recording button.

Canceling a new project (optional)



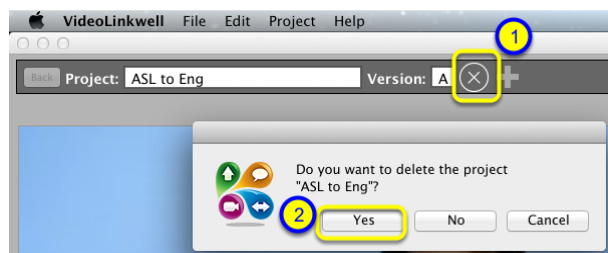
If you click the **Cancel** button you will get a dialog asking if you want to delete the project

If you click **No** the recording will be cancelled but the new project **will not** be deleted. You will return to the project manager. the New project can be opened at a later time to add the recording.

If you click **Yes** the recording will be cancelled and the new project **will** be deleted. You will then return to the project manger.

If you click **Cancel** you can continue recording the project.

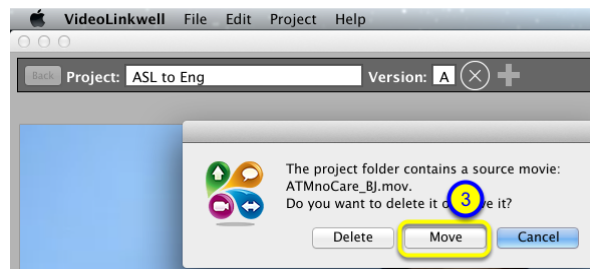
Cancel recording, delete project but move source movie to another folder (optional)



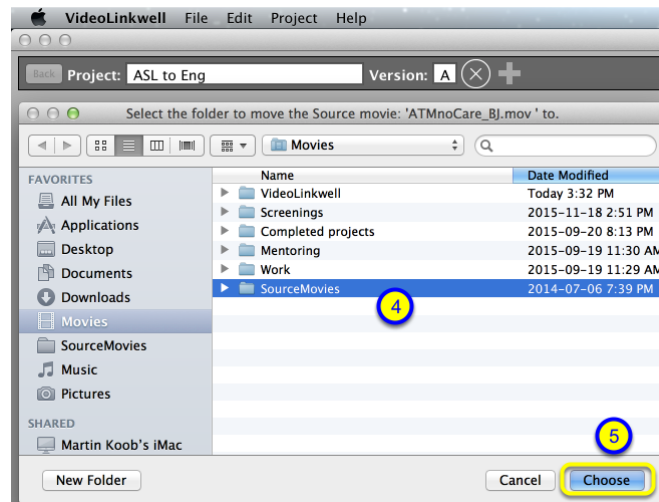
If you had copied or moved a source movie into the project when you created it you will be given an opportunity to delete the movie or move it to a new location.

1. Click the **Cancel** button.

2. Click **Yes** to delete the project.



3. Click the **Move** button.

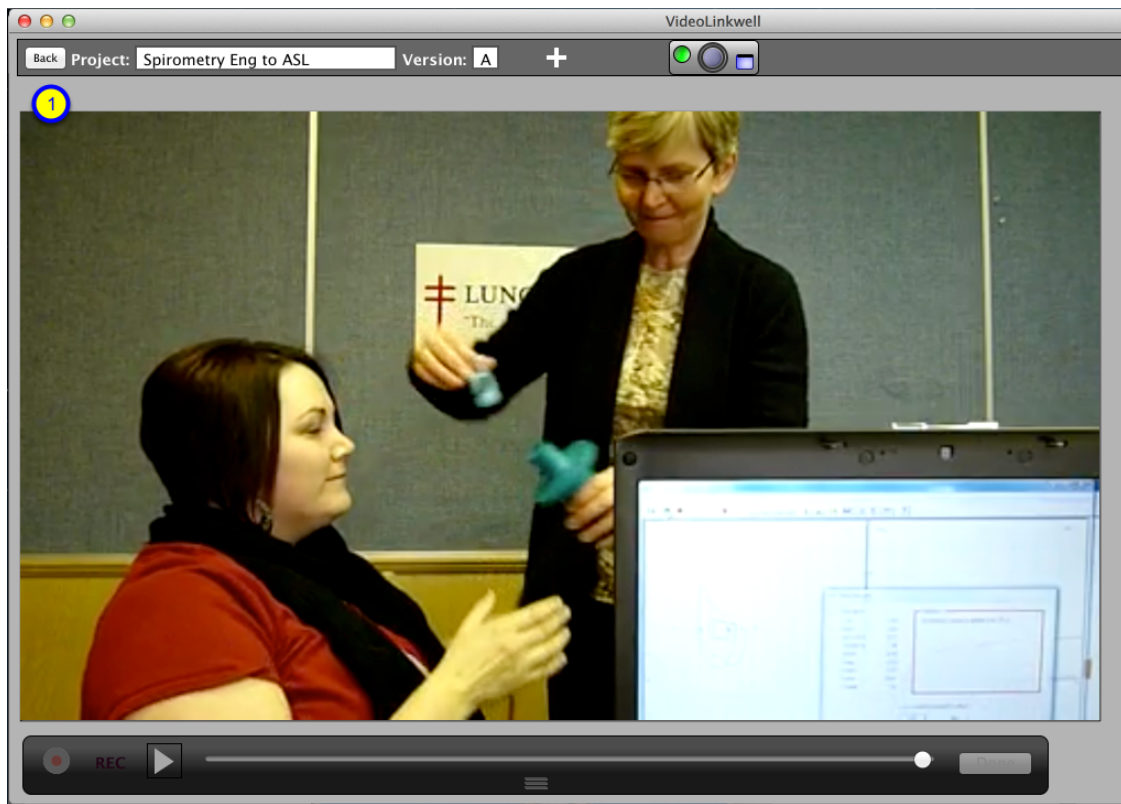


4. Select the folder you want to move the source movie to.

5. Click the **Choose** button.

The source movie will then be moved to the folder you chose then the project will be deleted.

View project after recording and exporting completed.

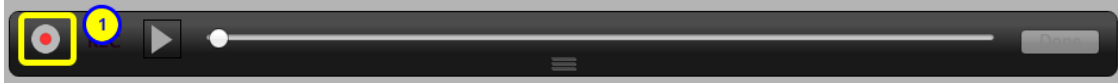


1. Once you have finished recording and exporting the project click the **Back** button to open the project in browse mode.

Record with source movie controls

When recording a project that has a source movie use the following controls to start, pause, rewind and stop recording the segments of your video.

Start recording first segment



Once you are ready to record a segment:

1. Click on the red **Start recording** button.
 - This starts playing the source movie and recording the target movie.

Stop recording segment Option 1: Pause source movie and recording

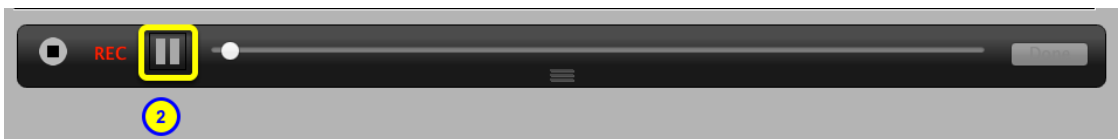


With this option you pause both the playback of the source video and the recording of the target video.
(You would use this if you have completed the interpretation of the video that was played.)

To stop recording a segment:

2. Click the **Stop recording video** button.
(This will also stop the playing of the source movie if it is playing.)

Stop recording segment Option 2: Pause source movie while continuing to record



You also have an option to pause the playback of the source movie but continue recording and then stop recording the segment at a later time.
(You would use this if you had not completed interpreting a section and want to complete it before stopping the recording without having the source movie continue to play.)

To do this:

2. Press the **Pause source video playback** button.
(This pauses playback of the source only.)

This allows you continue to record while the source is paused.



When you are ready to stop recording:

3. Click the **Stop recording video** button to complete recording that segment.
(This pauses the recording of the target movie.)

When the source and target movies are merged together the source video will be a freeze frame of the movie when it was paused.

Record next segment



Once you have paused recording a segment you can continue and record another segment:

4. Drag the slider in the movie controller to a new start point, or leave it at the point where it was stopped.
5. Click on the red **Start recording** button to resume recording a new segment.

Pause recording for next segment



When you have completed recording the next segment you again have two options:

Stop recording segment Option 1: Pause source movie and recording

7. click the **Stop recording video**

or

Stop recording segment Option 2: Pause source movie while continuing to record

6. click the **Pause source video** button and then
7. click the **Stop recording video** button

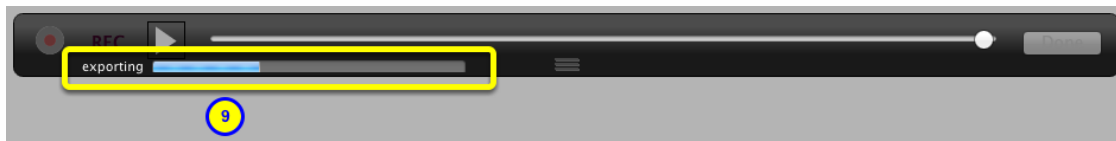
(Repeat steps 4 to 7 until you have recorded all the segments that you want in this version.)



When you have completed recording all of the segments in this version of your project you merge the segments into the final video. To do this:

8. click on the **Done** button.

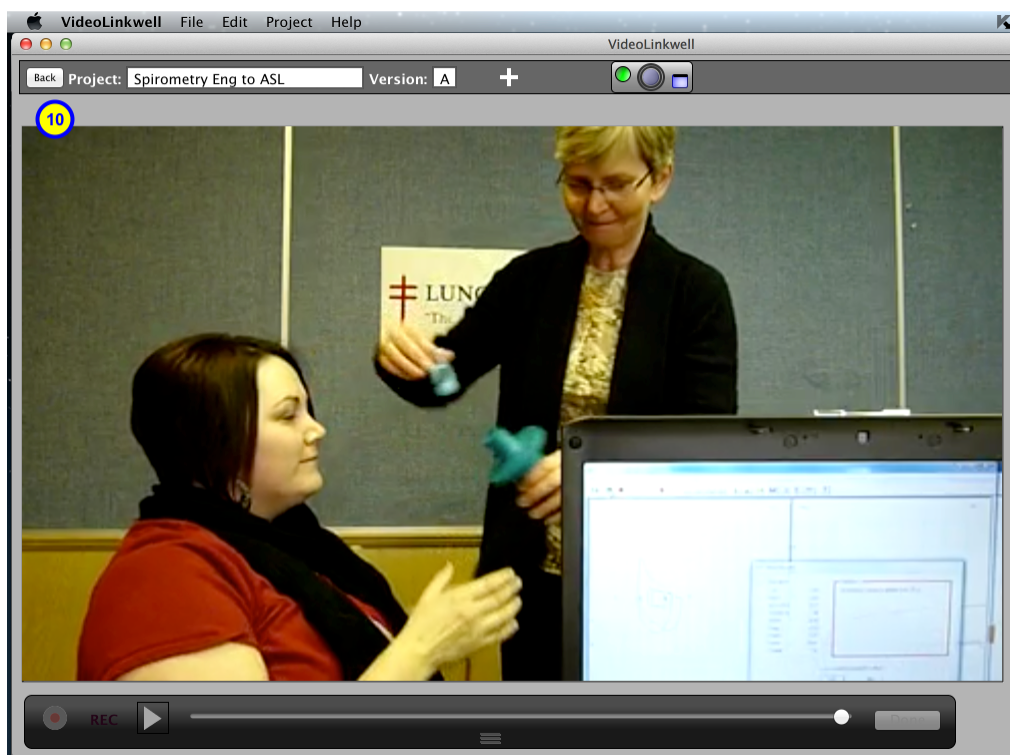
Finalize recording and merge segments



The segment movies you have recorded will be merged with the target videos and be saved as one video. The length of time this takes depends on the length of your recorded video and the format of the video you are using.

9. you can see the progress of the export of the project.

Viewing your project in Browse mode



After you have completed your recording and the export of the video has completed you can view your project in **Browse mode**. To do this:

10. Click the **Back** button

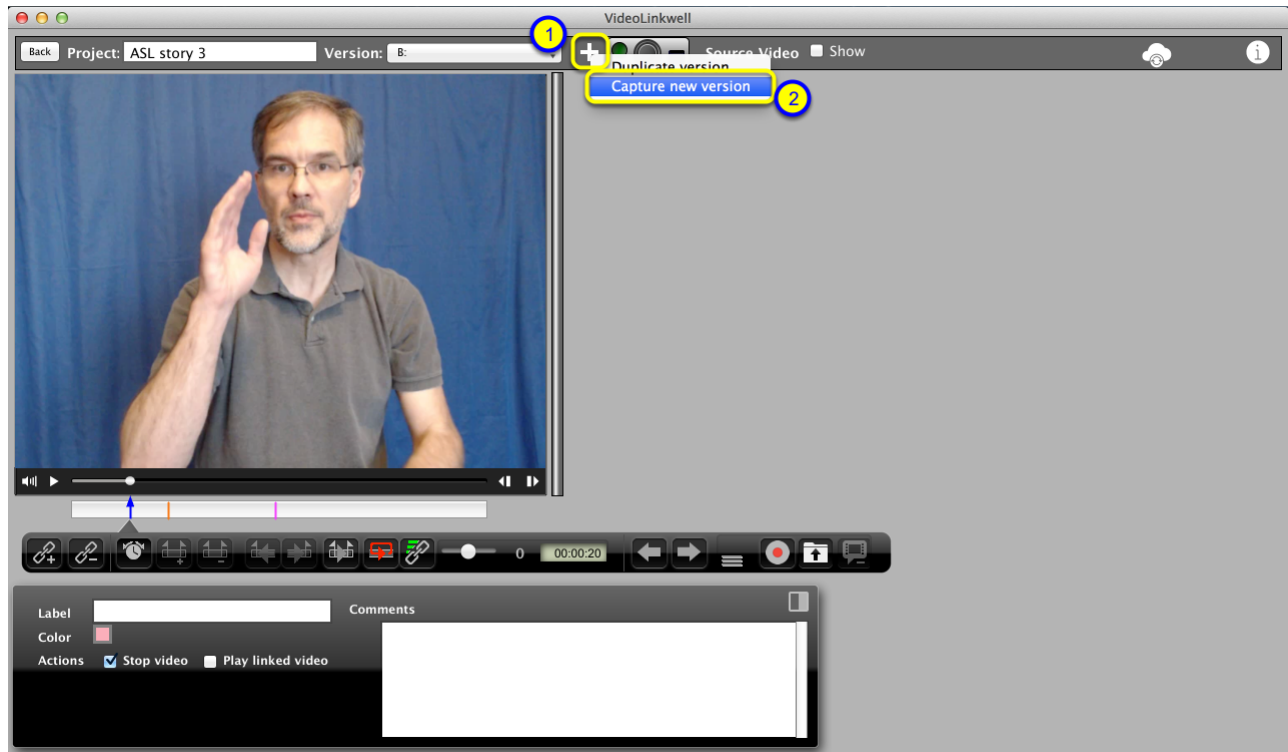
See [Opening a project for feedback in Browse mode](#) to see how to work with the project in **Browse mode**

Capture: Creating New Versions

Creating a new version with a new target movie

A project can have more than one **Version**. You can capture a new version which records a new movie for it. A new version with a new movie could be used for students to record a new draft of their project after reviewing the feedback from the first version.

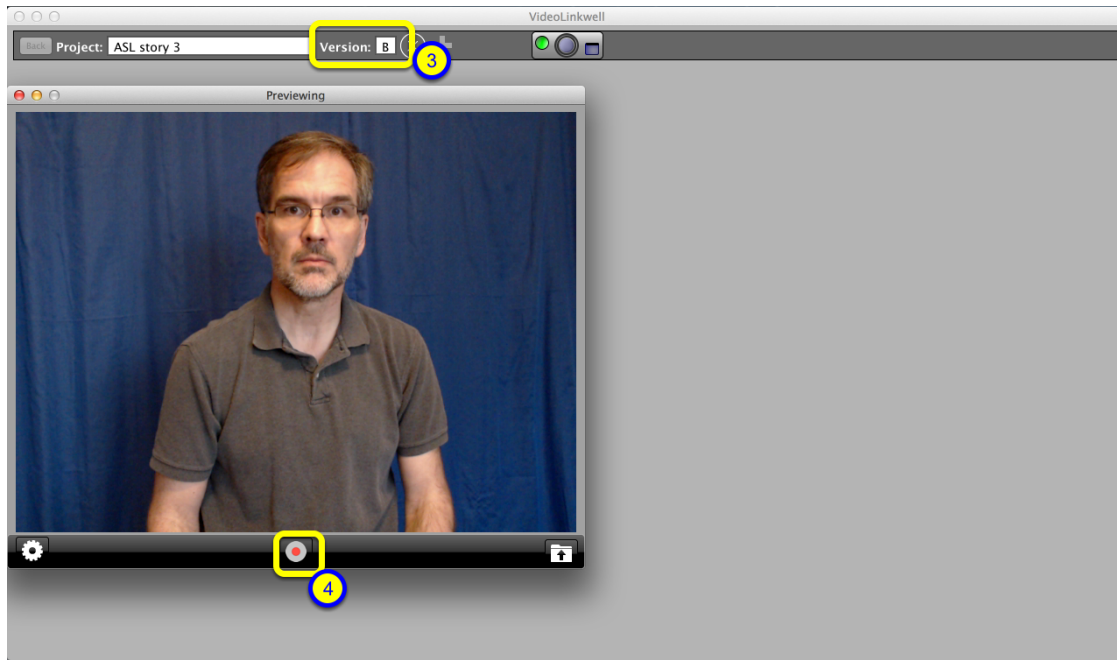
New version



With the project open in **Browse mode**:

1. Click on the **New Version** button.
2. Select **Capture New Version** from the pop up menu.

Project open in Record mode



The project is opened in record mode ready to record a new version.

3. notice that there is a new version letter.

4. Click the record button to start recording.

If your project does not have a source movie

See the section [Create a New Project: record a target movie \(no source movie\)](#) for more information on how to record.

If your project has a source movie:

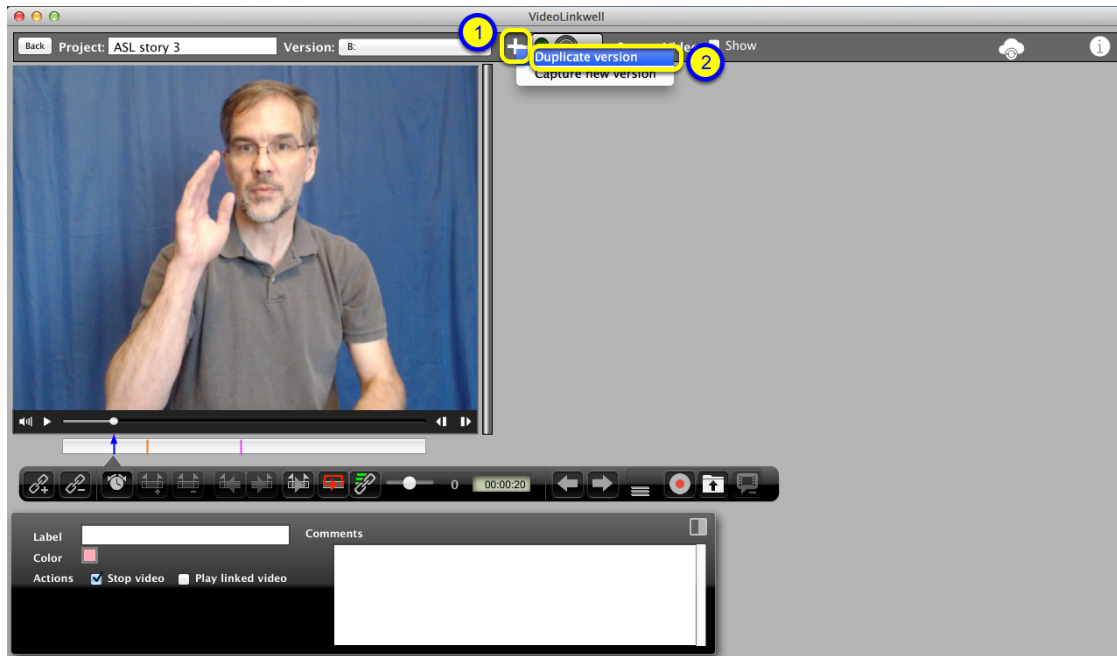
See the section [Record with source movie controls](#) for more information on how to record

See the section [Opening a new version in Browse mode](#) to see how to open a different version of a project

Creating a duplicate version

You can create a duplicate version which keeps the same target movie. This version will have its own set of links. When duplicating a version you have an option to keep the links from the previous version or not. A new duplicate version could be used to have feedback from another instructor or mentor added to the project.

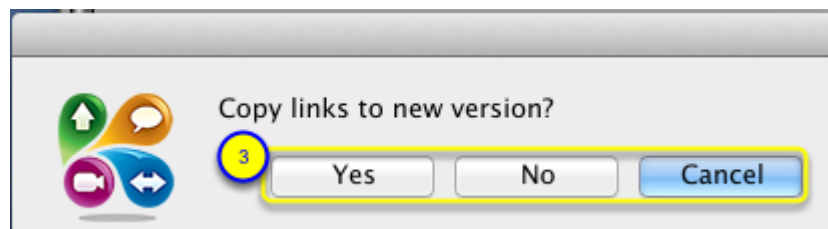
Duplicate version



To add a new duplicate version

1. click the **New Version** button.
2. Select **Duplicate version** from the pop up menu.

Copy links option

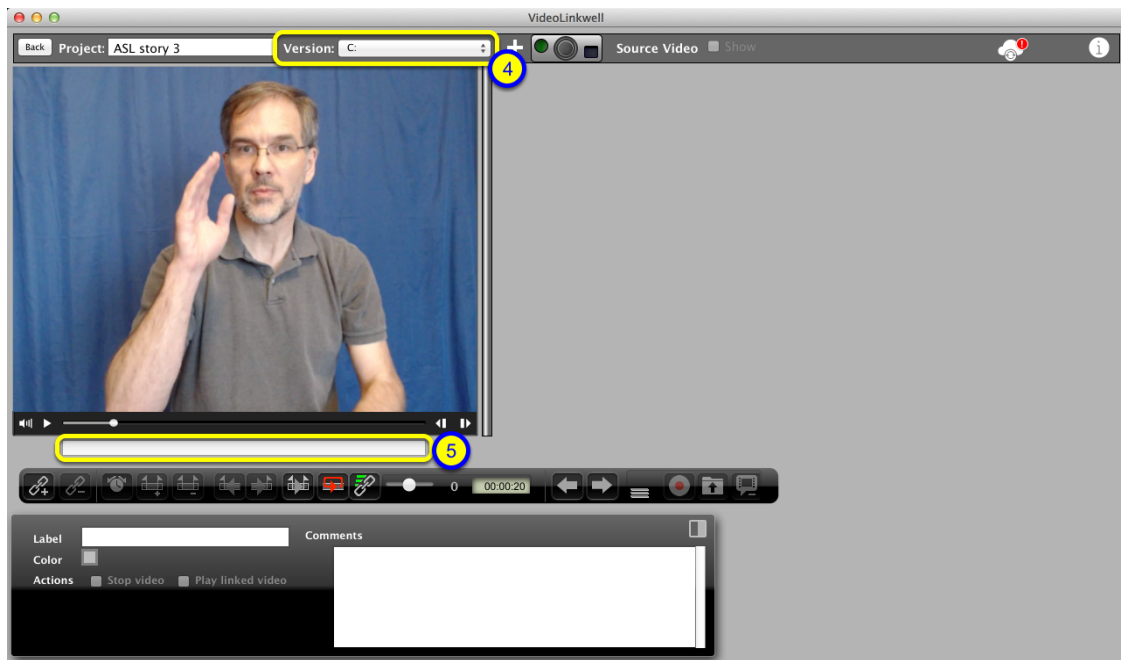


A dialog will appear asking if you want to copy the links to the new version.

3. Select **Yes** or **No**. (Selecting cancel will cancel the creation of the new version)

In this case I will select **No** so I can add a new set of links.

Open new version



The new version of this project is opened in **Browse mode** ready to have new links added.

4. Note that there is a new version letter '**C**'.

5. Note that there are no links in the link bar as I selected '**No**' in the previous dialog.

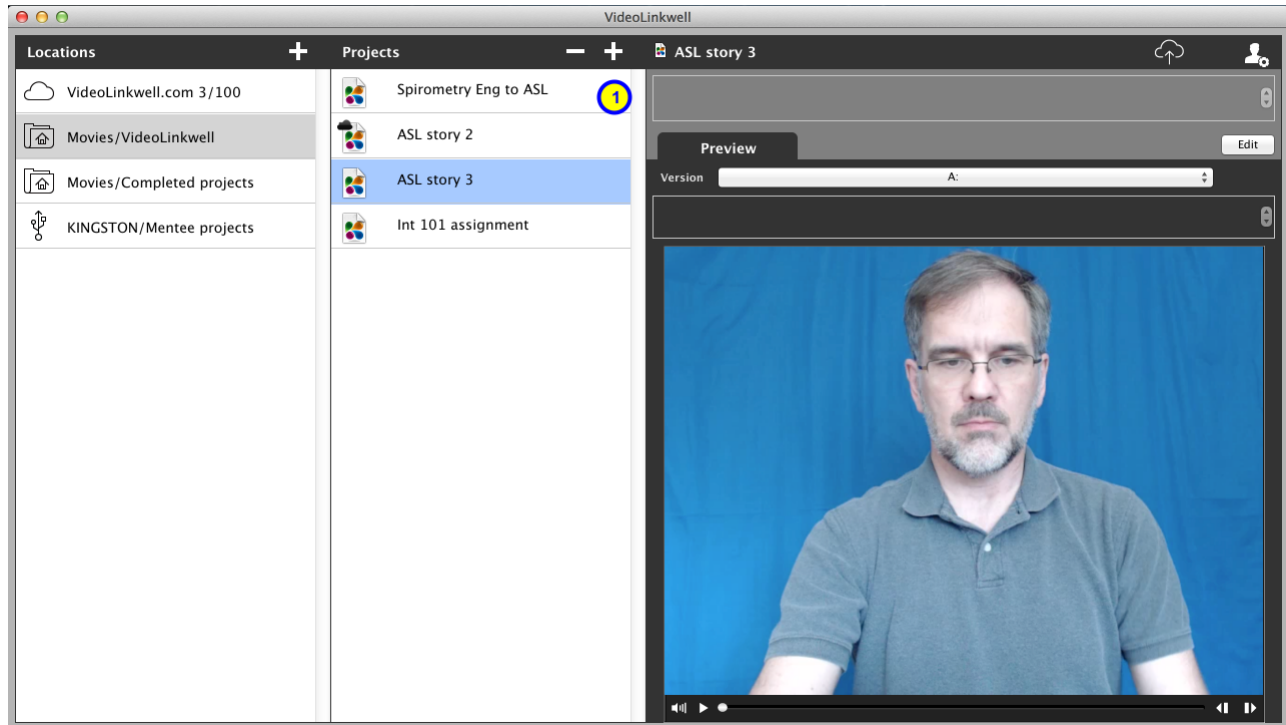
See the section [Opening a new version in Browse mode](#) to see how to open a different version of a project

Capture: Creating projects using an existing movie

New Project: Creating a project using an existing movie

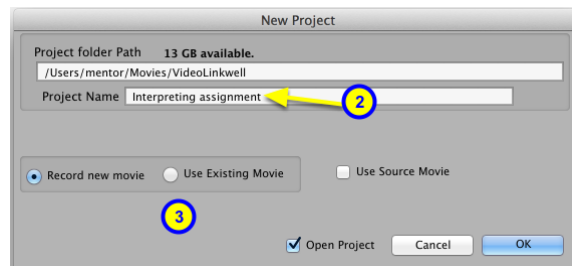
You can create a new project using an existing movie. You would do this if you wanted to add links with text and video annotations to a movie that you recorded in another application or that you had from another source such as a camera or one that you downloaded. You can use QuickTime movies with a **.mov**, a **.mp4** or a **.m4v** extension and must be encoded with the **H.264** codec with **AAC** audio.

Create New Project



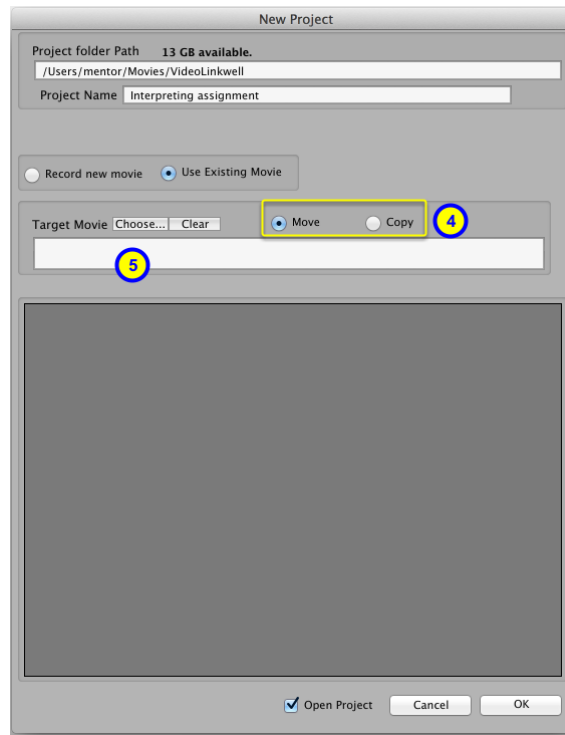
1. Click the **Plus '+'** button to in the Projects section to open the New Project dialog.

Select Existing movie option



2. Enter the project name
3. Click the **Use existing movie** radio button.
 - This will expand the dialog to allow you to select an existing movie.

Enter New Project Information



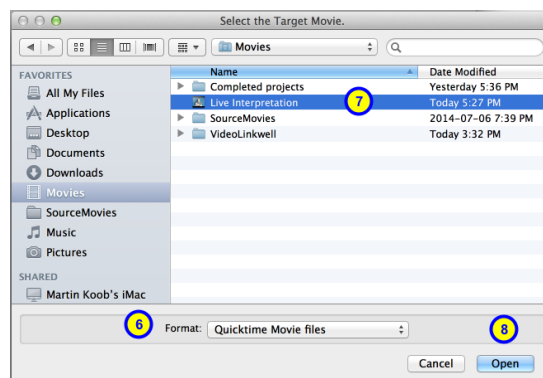
In the New Project dialog you can enter all of the data necessary to create your project.

4. Select the **Move** or **Copy** radio button

- **Move** will move the movie file into the project folder. There will no longer be a copy of the movie in the original location.
- **Copy** will make a copy of the movie file in the project folder. The original movie file will still be in its original location.

5. Click the **Choose...** button to open the file selection dialog to select the existing target movie.

Select Target movie



6. Select the format of the movie if necessary

The movie in the picture above has a **.mov** extension and is in a **Quicktime Movie File** format.

If the movie is an MPEG 4 movie an **.mp4** or **.m4v** extension you have to enable the selection of that

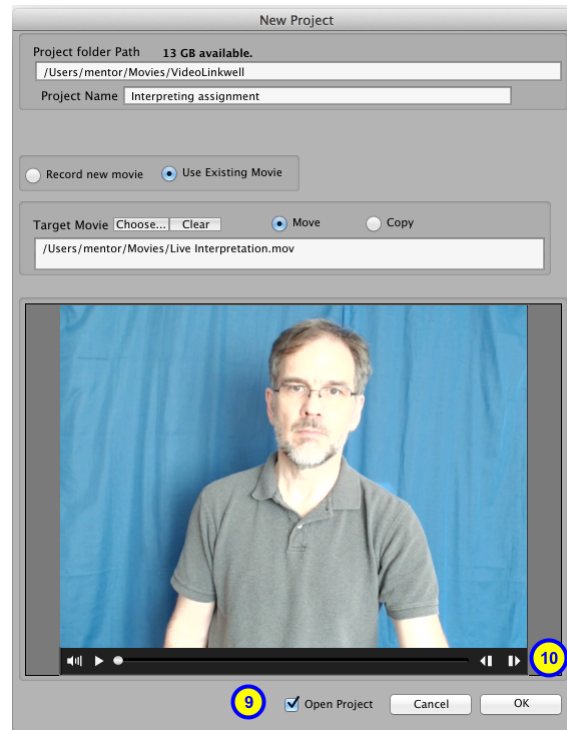
format.

See [Enable selection of MPEG 4 Movies](#) for more details on how to do this.

7. Select the existing movie you want to include in this new project.

8. Click the **Open** button

Complete creation of project



9. (optional) Check the **Open Project** checkbox.

- if this is checked the project will open in Record Mode immediately for recording.

- if this is not checked the project will not be opened, but when you open it in the future you will switch to Project Record mode to record the project

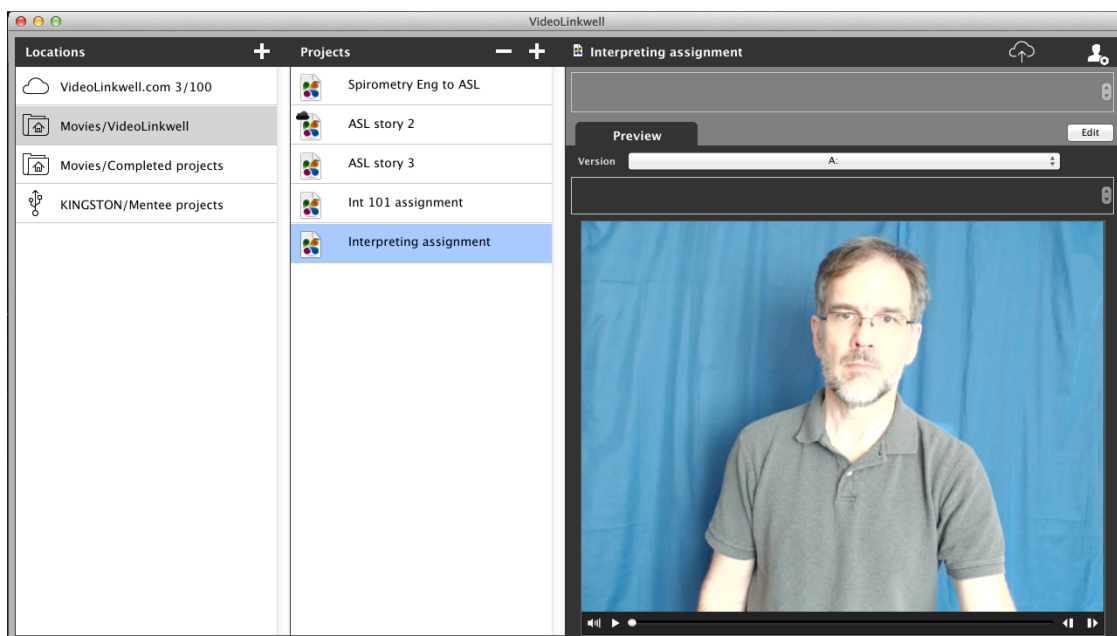
10. Click the **OK** button to complete the creation of the project.

Project opened in Browse mode



If **Open Project** was checked the newly created project will be automatically opened in **Browse** mode.

Project selected in Project Manager

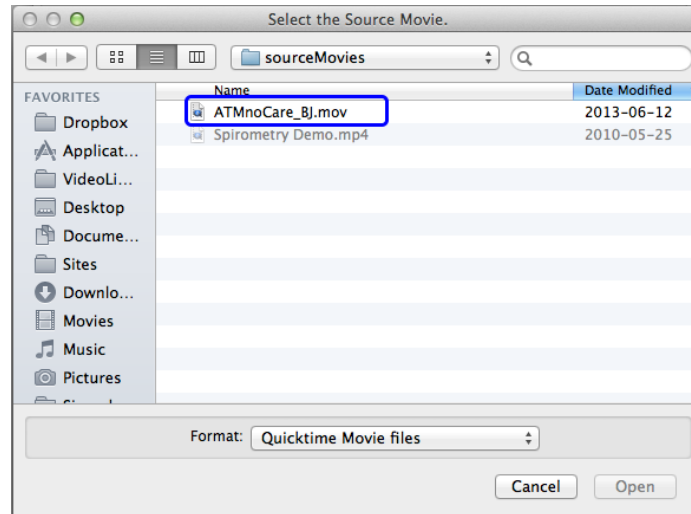


If **Open Project** was not checked the new project will be listed in the **Projects** list of the **Project Manager**. You can open it from there at a later point.

Enable selection of MPEG 4 movies

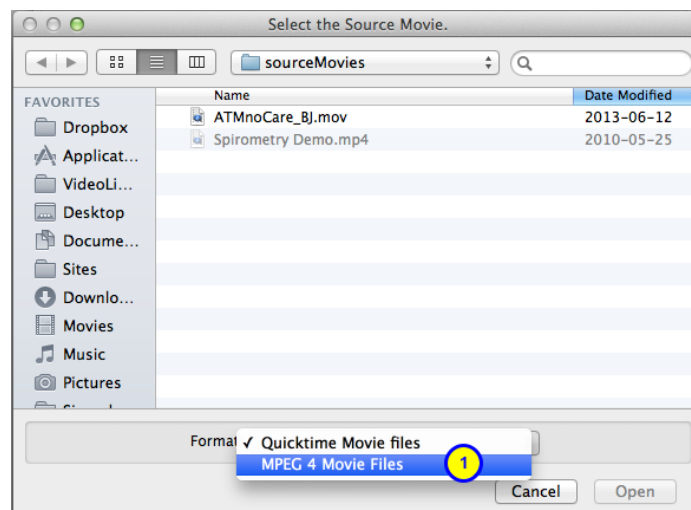
There are two movie file types that you can use in VideoLinkwell projects. One type are **QuickTime Movie** files with the extension of **.mov** and the other are **MPEG 4** movie files with the **.mp4** or **.m4v** extension. You need to enable the appropriate format to open the movies. You also need to ensure they are encoded with the **H.264** codec.

QuickTime Movie Files default format

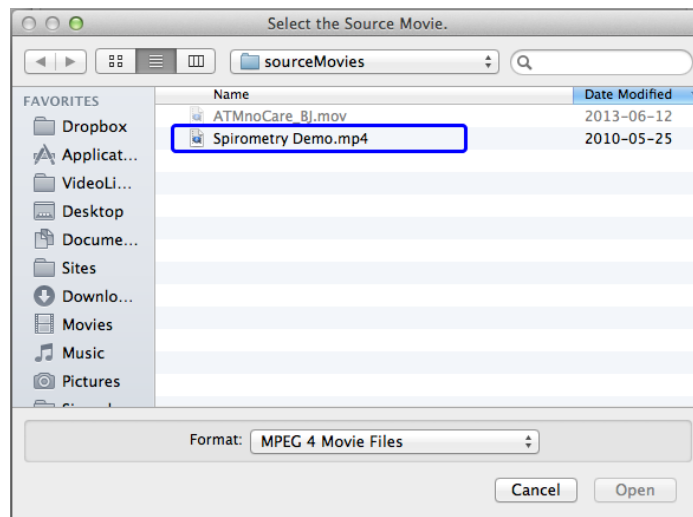


When opening a movie file in a file dialog by default the **QuickTime Movie Files** Format is enabled. Here you can see the movie '**ATMnoCare_BJ.mov**' is enabled, however the movie '**Spirometry.mp4**' is an **MPEG 4** movie and is greyed out so can't be selected.

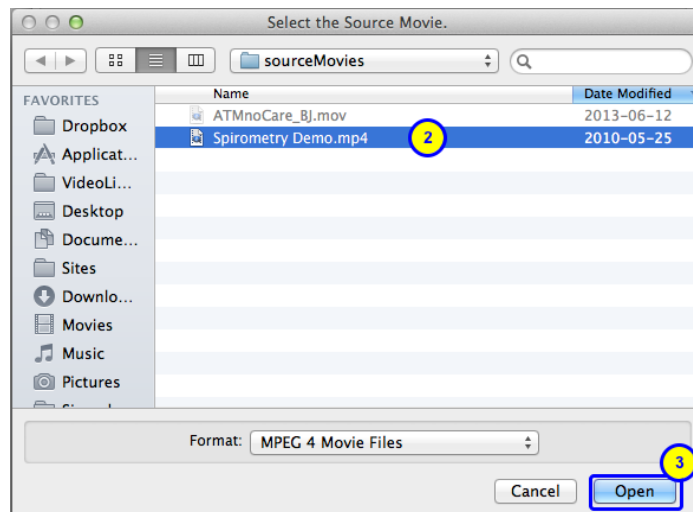
Enable MPEG 4 Movie Format



1. Click on the **Format** button and select **MPEG 4 Movie Files**.



Now the movie '***Spirometry Demo.mp4***' is enabled and can be selected.



To open the **mp4** file:

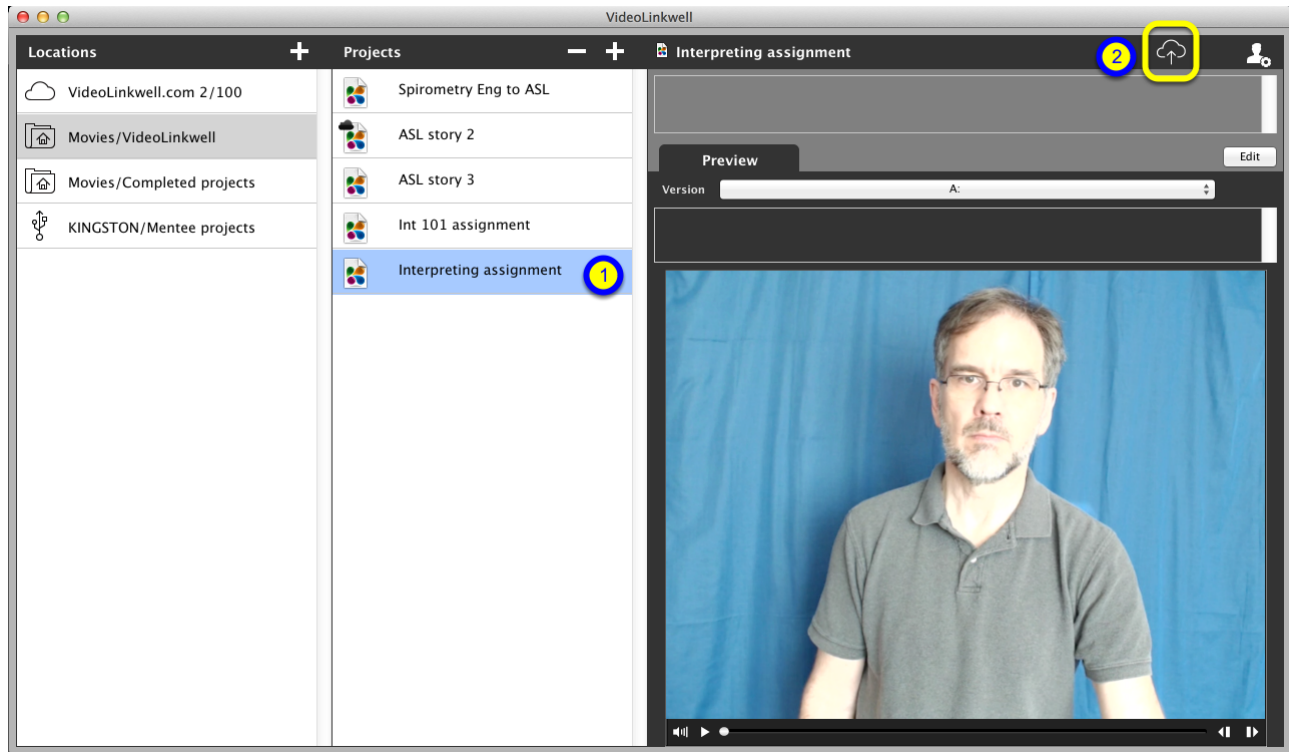
2. Click on the **mp4** file.
3. Click the **Open** button to open the **MPEG 4** movie.

Share: Uploading, sharing and downloading projects

Uploading a project to the cloud

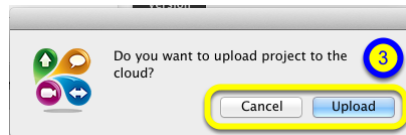
To share a project you first have to upload it to the **VideoLinkwell** cloud. This section explains how to upload a project to the cloud. The level of your VideoLinkwell account will determine the number of cloud projects you are allowed. Uploading a project takes one of the project slots in your account.

Upload project

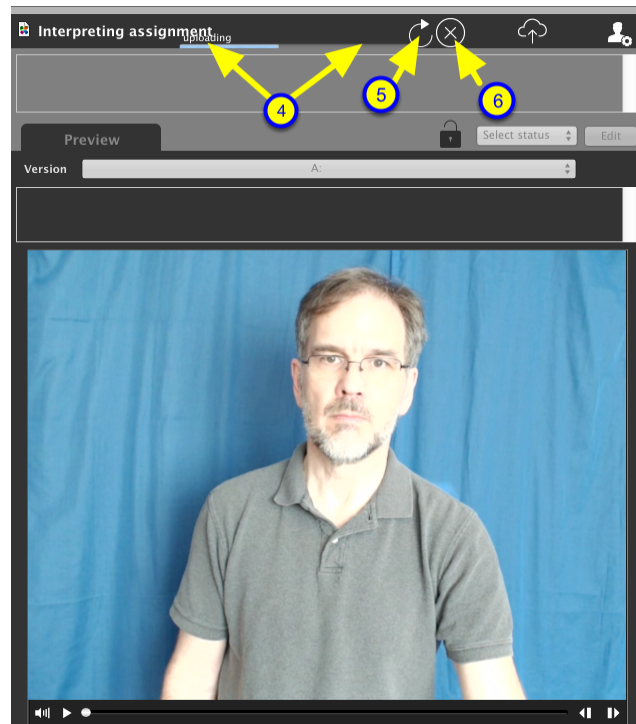


In the **Project Manager**

1. Select the project you want to upload from the projects list.
2. Click the **Cloud** button which has the **Upload** icon.



3. In the upload confirmation dialog click **Upload** to proceed or **Cancel** to stop the upload.



4. **Upload progress** is shown in the progress bar.

5. **Retry** button

-Use this if the upload appears to be stuck. It will try to upload the file that is currently being uploaded again. If you are part way done uploading it will start all over again.

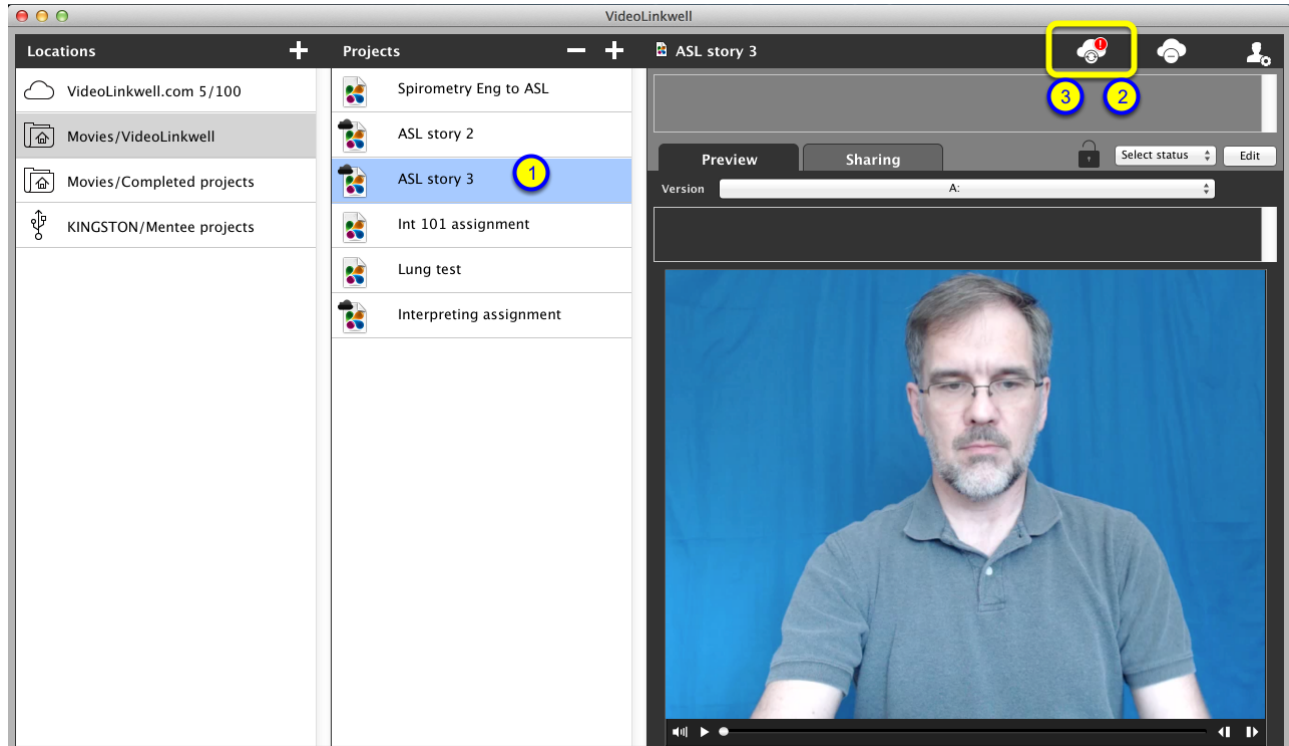
6. **Cancel** button

-Use this if you want to cancel the upload if uploading appears to be stalled.

Syncing a project with the cloud

If new movies are added to a project locally that have not been uploaded to the cloud or visa versa you will see a warning that the project needs to be synced. You then need to sync the cloud and local versions.

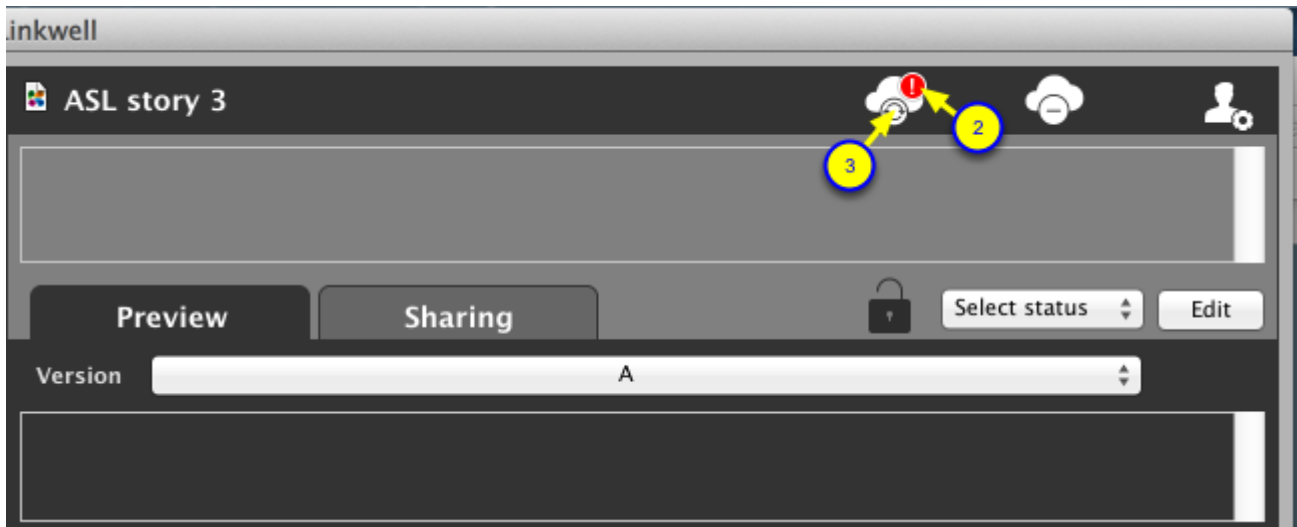
Open a project



In **Project Manager**:

1. click the project in the **Projects List** to open it.

Sync project



2. The Cloud sync button with the red badge on its top right corner indicates that the project needs to be synced.

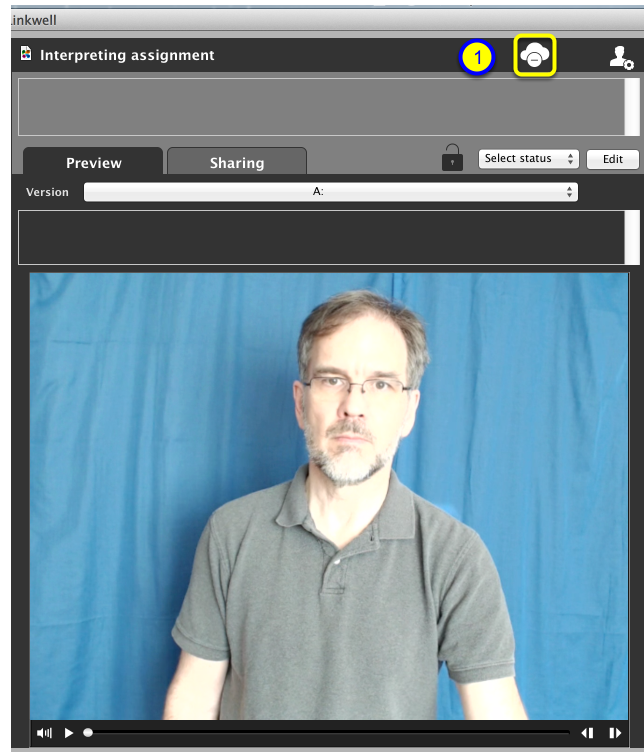
3. Click on the **Cloud sync** button.

The files will start to upload/download and you will see the upload/download progress indicator.

If you need to you can **Cancel** or **Retry** the upload or download. See the section [Uploading a project to the cloud](#) which shows how to **Retry** and **Cancel**.

Removing a project from the cloud

When you are finished with a project you can remove it from the **VideoLinkwell** cloud. This will free up one of the project spaces that your VideoLinkwell account has. This sections explains how to remove a project from the cloud.



With the project you want to remove from the cloud selected in the **Projects List** of the **Project Manager**:

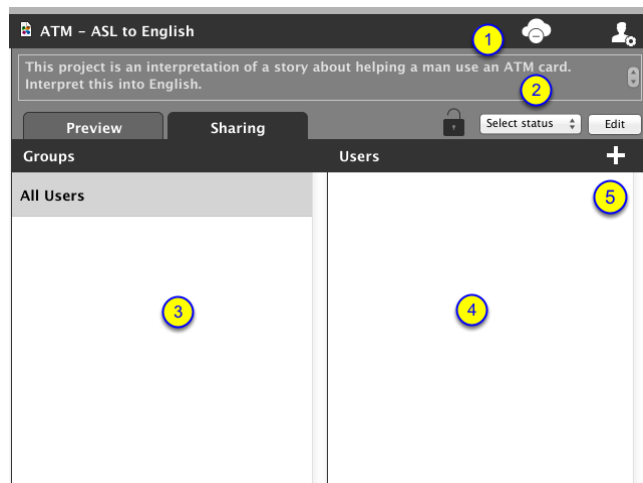
1. Click the **Cloud** button with the **Remove from cloud** icon.



2. Click the **Remove** button.

Project Sharing Tab

In the **Project Sharing** tab you can manage the sharing of a project with other users and control which user can edit the project.



1. Cloud Button - Remove from cloud

This button is for uploading projects to the cloud, removing them from the cloud or syncing the local project with the cloud depending on the icon of the button. The icon in the image above is for removing a project to the cloud as the selected project is stored in the cloud.

2. Project Status

This menu button allows you to set the status of the project to one of **created**, **assigned**, **submitted**, **evaluated**, **reviewed**, **closed**.

3. Groups list

This is a list of all the groups that you are a member of. In this version of VideoLinkwell the groups feature is not fully implemented so you just see the **All users** group.

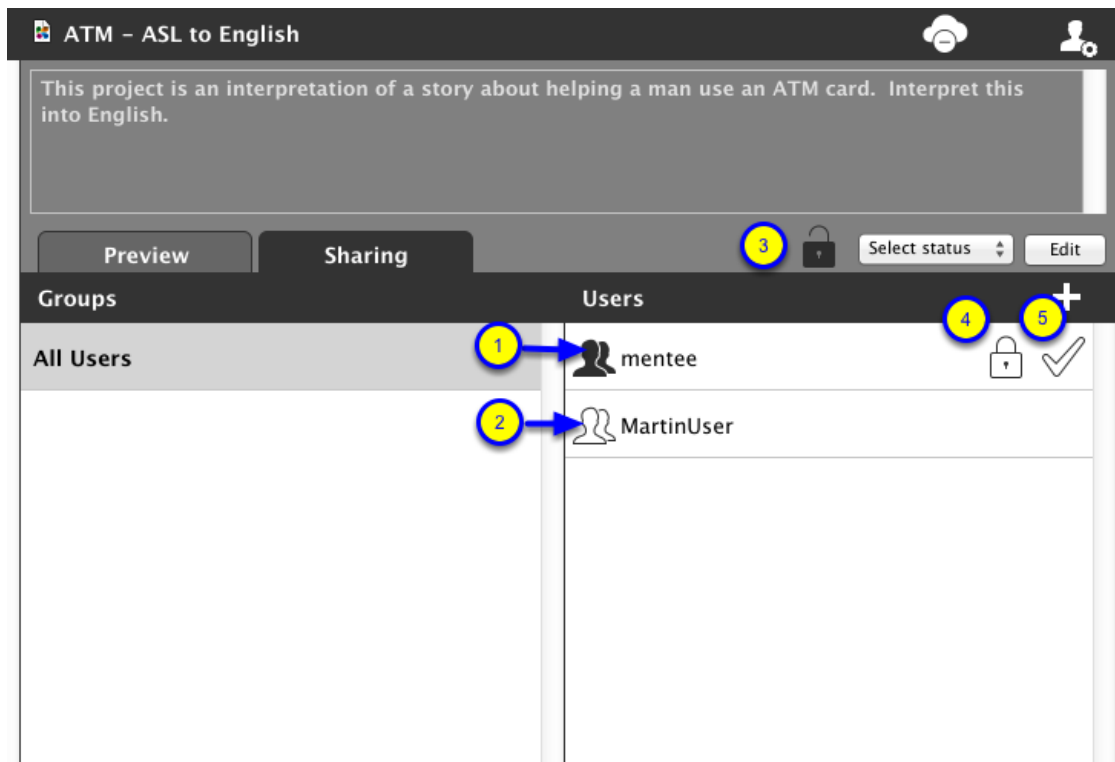
4. Users list

This is a list of all the users who are one of your contacts. A user becomes a contact if you have shared a project with them or they have shared a project with you. It will show users a project is shared with by showing a filled in shared user icon.

5. Add Shared User

Use this button to share the selected project with a user who is not yet one of your contacts.

Project Sharing Users List



Project Sharing

The user list will show all users that you have had contact with, which is any users that you are sharing any project with or any users that have shared a project with you. You can tell whether the selected project has been shared with a user by looking at the user icon next to their name. A project can be shared with more than one user.

1. User the project is shared with

When the shared user icon is filled in the project has been shared with the user.

2. User the project is NOT shared with

When the shared user icon is an outline the project has not been shared with that user.

Project owner and project control

Only one user can have control of a project at a time. When a user has control of the project they can edit the project and change the **project status**. At that time other users who don't have control can only view the project.

The **owner** of the project is the person who creates the project. Only the owner of a project can change the control of the project. They can give control of the project to a shared user to allow them to edit it or take back control so they can edit it. The following buttons are used to change control of the project.

3. Owner's project lock

This button shows whether the project is locked or unlocked for the owner of the project. If the lock is open and the button is filled the owner can edit the project. If the lock is closed and the button is an outline the owner cannot edit the project. If the project is locked for the owner, clicking this button will give the owner the

permission to edit the project. In the image above the project owner currently has the project unlocked for them so they can edit the project.

4. Shared user's project lock

This button shows whether the project is locked or unlocked for a user the project is shared with. If the lock is open and the button is filled the user can edit the project. If the lock is closed and the button is an outline the user cannot edit the project. The owner of the project can click this button next to the shared user's name to unlock it for them and allow them to edit the project. In this case the shared user **mentee** cannot edit the project because it is locked for them.

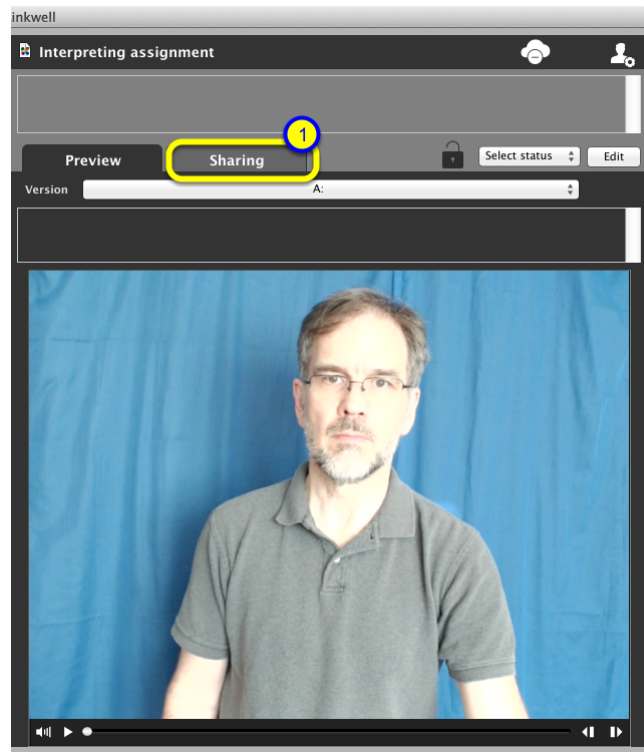
5. Project accepted checkmark

This icon shows whether the shared user has accepted the project. If the checkmark is filled then the user has accepted. If the checkmark is an outline the user has not yet accepted the project. In this case the shared user **mentee** has not accepted the project yet.

Sharing a project with a user who is not yet a contact

This section explains how to share a project with a user who is not one of your contacts for the first time. Once you have shared a project with them they become one of your contacts. When you share a project with a new user it takes one of the project spaces in your VideoLinkwell account.

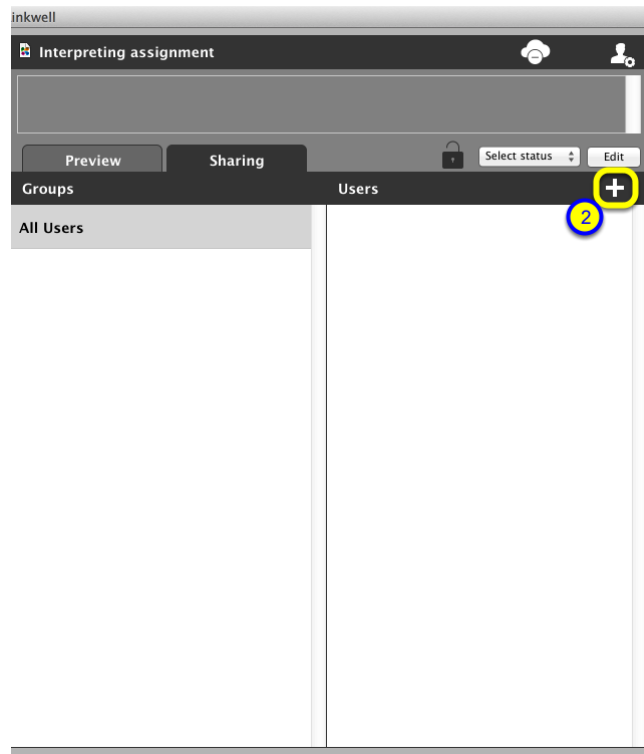
Open Sharing tab



With the project selected from the **Projects list** of the **Project Manager**:

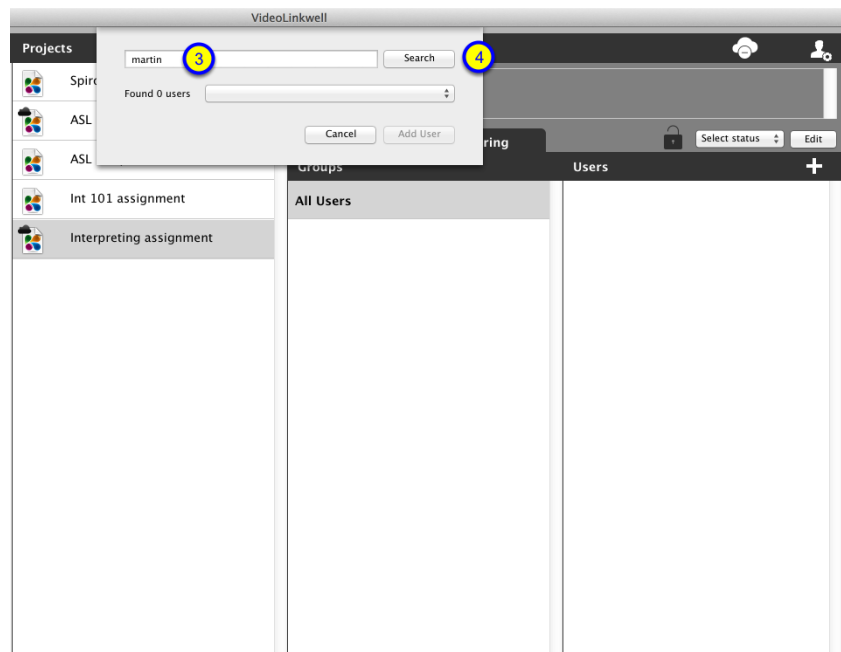
1. Click the **Sharing** tab.

Add user



2. Click the **Add user '+'** button.

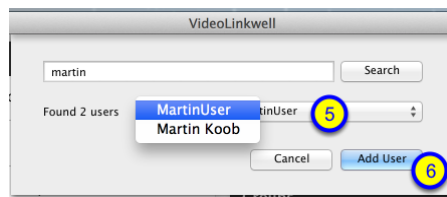
Search for the user



3. Enter the search term to find the user name.
- You can enter their VideoLinkwell user name or their email address as a search term.

4. Click the **Search** button.

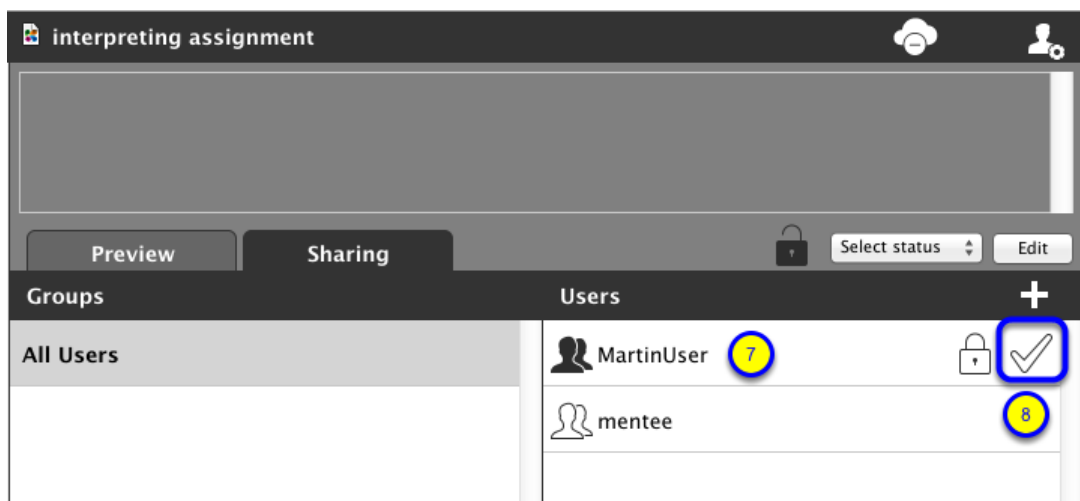
Select the user



The menu button will show any users that Match the Search term.

5. Select the user you want to share with from the **Found Users** drop-down menu.

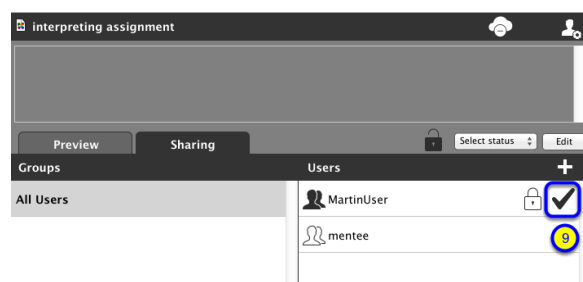
6. Click the **Add User** button



7. The user will now appear in the **Users** list and the shared user icon will be filled in indicating the project is shared with that user.

8. The **project accepted** check mark is shown as an outline which means the user has not accepted the project yet.

Project accepted

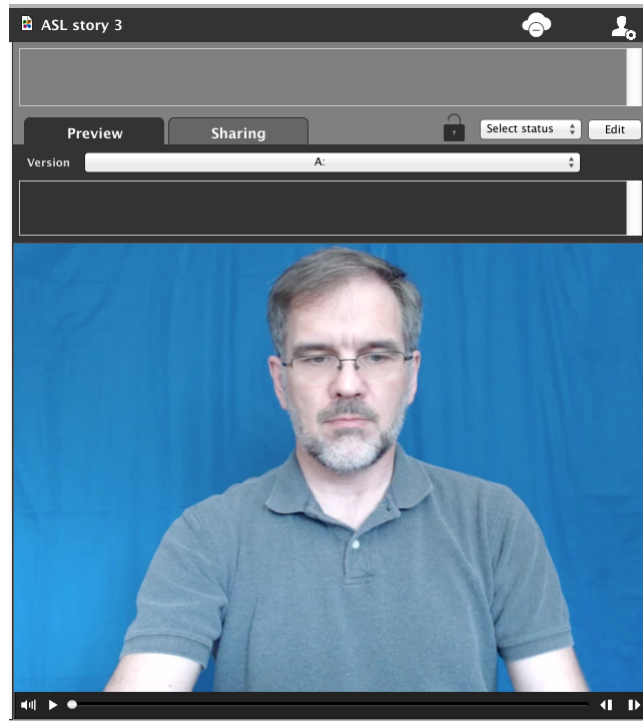


9. The **project accepted** check mark will be filled in with black after the shared user accepts the project.

Sharing a project with a user who is already a contact

Once you share a project with a user or they share a project with you they become one of your contacts. When you share a project with a user it takes one of the project spaces in your VideoLinkwell account. This section explains how to share a project with a user who is already a contact.

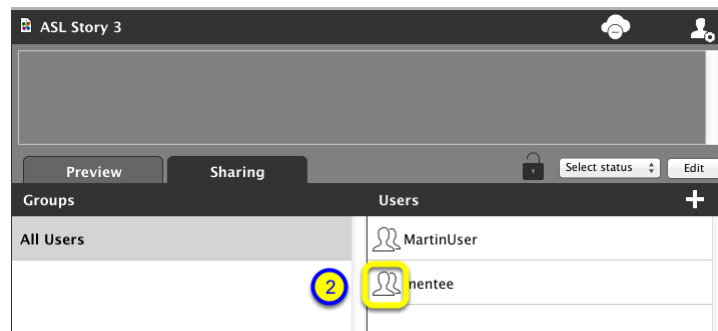
Open sharing tab



With the project you want to share selected in the **Projects list**.

1. Click the **Sharing tab**.

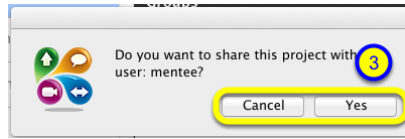
Select user



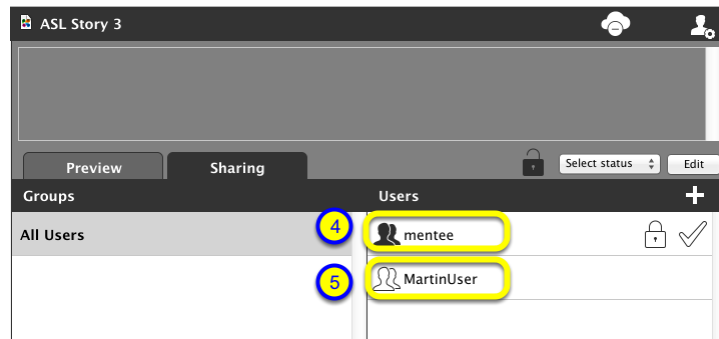
You can see that you have two contacts, **mentee** and **MartinUser**.

2. click the **shared user** icon next to the user's name, **mentee**, in the **Users list**.

Confirm sharing with user



3. Click **Yes** to proceed with sharing with the user **mentee** or click **Cancel** to cancel the sharing.

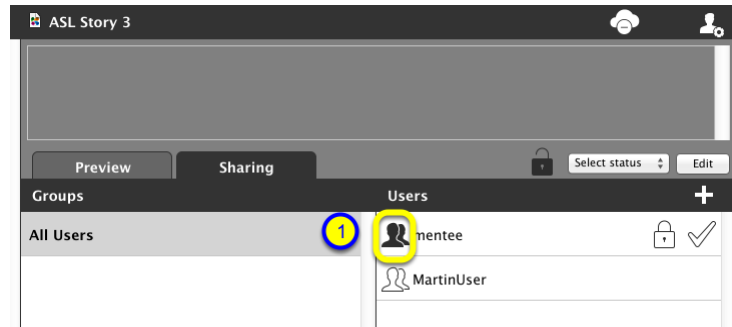


4. The shared user icon for **mentee** is now filled with black indicating the project is shared with that user. It moves to the top of the list.

5. The shared user icon for **MartinUser** is outlined indicating the project is not shared with that user.

Stop sharing a project that you shared with a user

When you stop sharing a project you had shared with a user it is removed from their list of shared projects and frees up a space for other projects in the VideoLinkwell cloud and it will no longer be synced with the copy in the cloud. If the user had downloaded the project they will still have a copy of the project on their computer. This section explains how to stop sharing a project with a user.

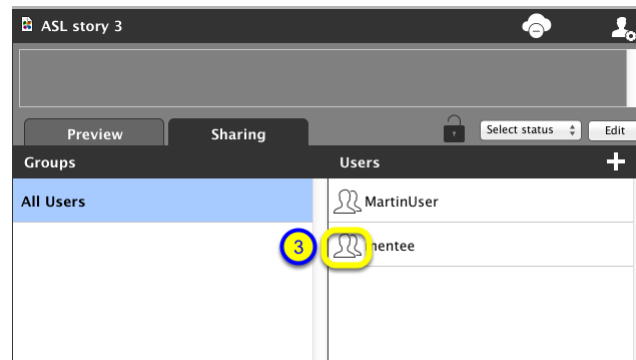


In the **Sharing** tab of the **Project Manager**:

1. Click on the filled **shared user** icon of the user you want to stop sharing with in this case **mentee**.



2. Click **Yes** to stop sharing with the user **mentee** or click **Cancel** to keep sharing with that user.

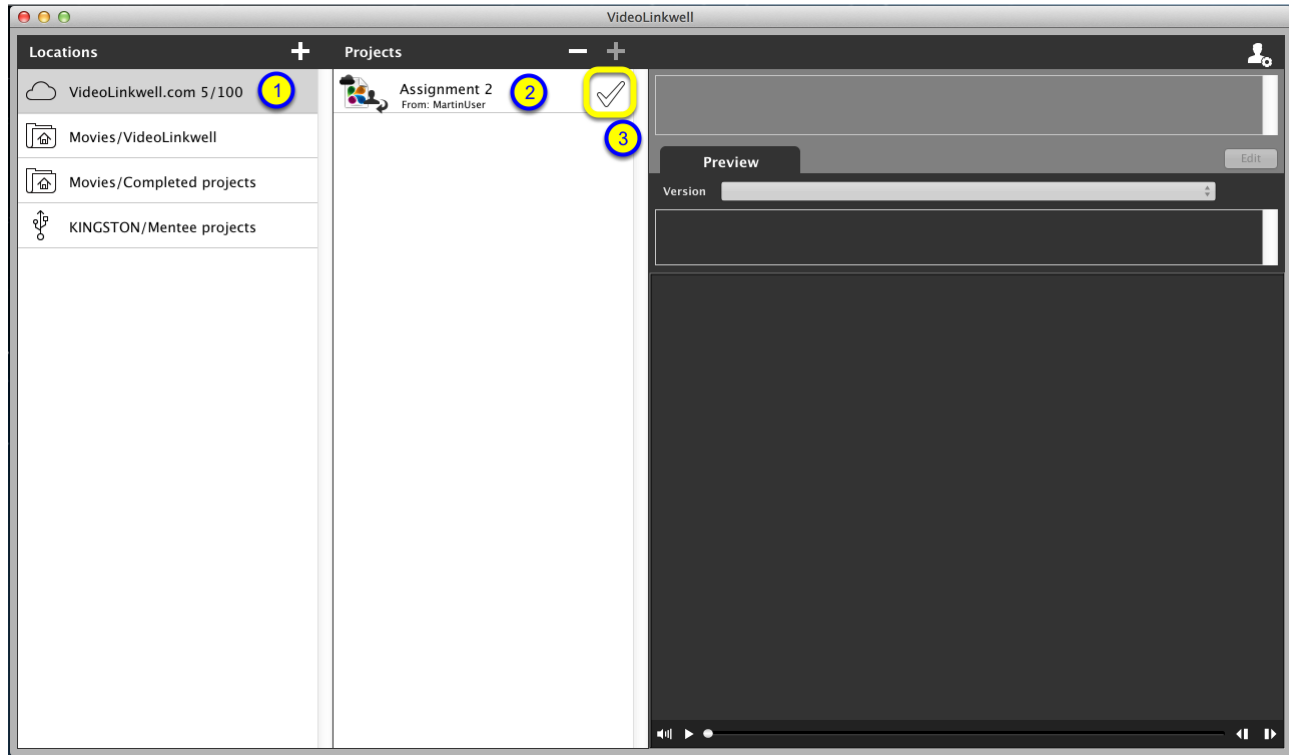


3. Now the user icon of the user **mentee** is outlined indicating the project is not shared with that user.

Accepting a shared project

When a user shares a project with you you have the option to accept it or decline it. When you accept a shared project from another user it takes one of the project spaces in your VideoLinkwell account. This section explains how to accept or decline a project shared with you by another user.

Select and accept the project



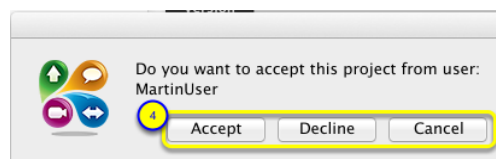
1. Click on the cloud location VideoLinkwell.com in the **Locations** list.

2. Click the project to select it.

Notice that the **checkmark** to the right of the project name is outlined. This means the project has not been accepted yet.

3. Click the outlined **Accept** icon.

Confirm accepting the project



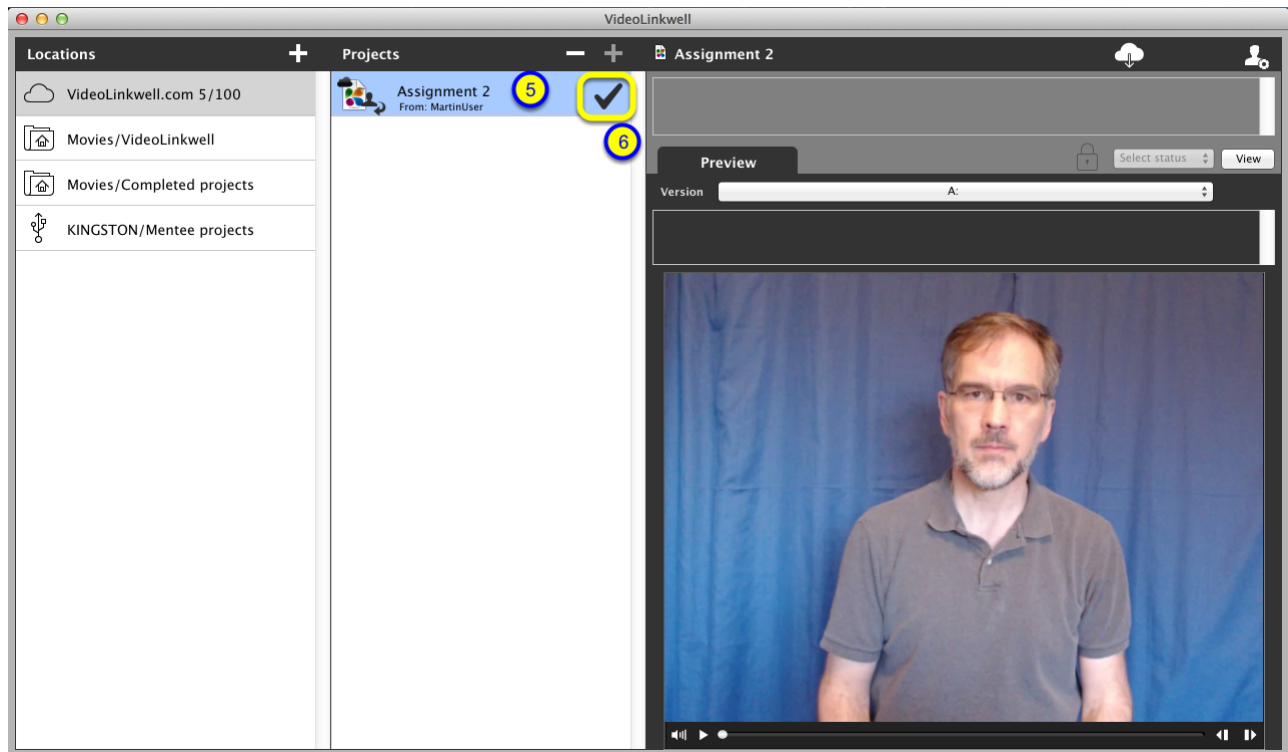
4. In the dialog that appears click **Accept**, **Decline** or **Cancel**.

- Click **Accept** to allow you to view or edit the project.

If you click one of the other two options the result will be:

- **Decline** will stop the sharing of that project with you so you will no longer have access to it,
- **Cancel** will leave the project as not accepted and you still be able to accept it later.

View the project

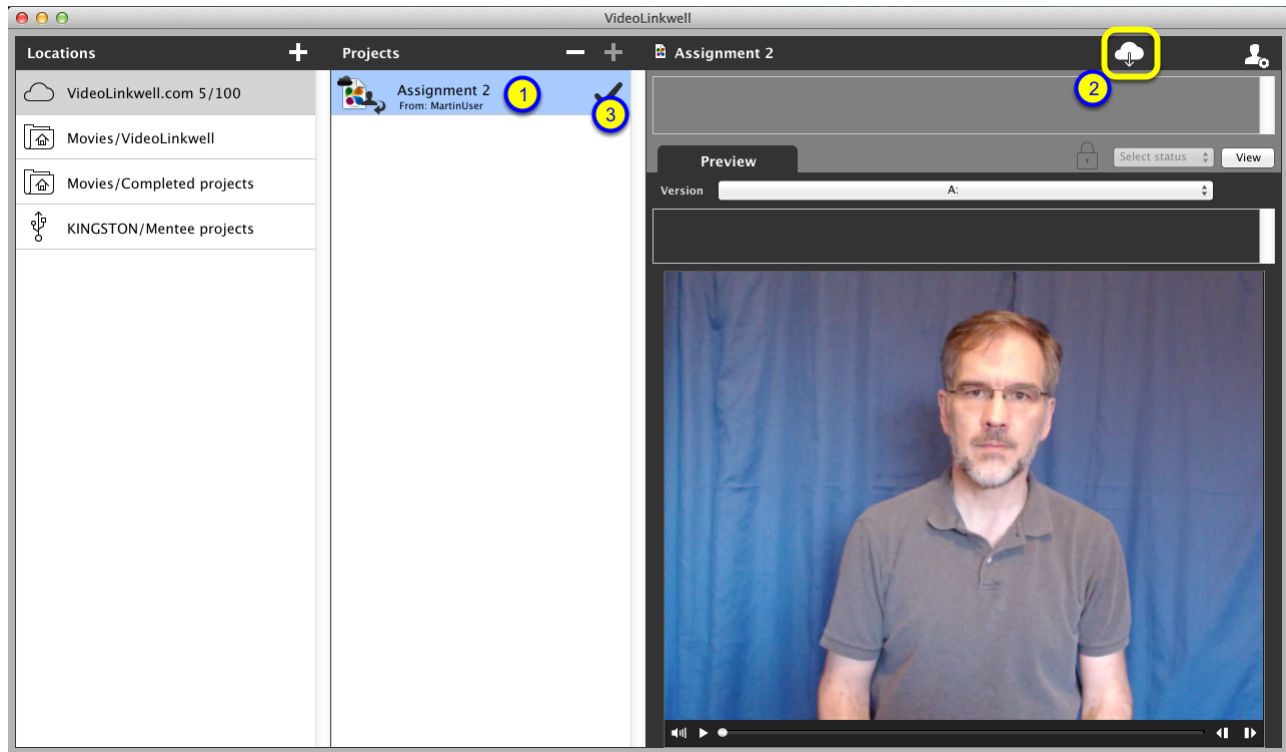


5. Click on the project in the **Projects** list to view the project if it is not visible in the **Preview** tab.
6. Now that you have accepted the project you can see the **checkmark** is filled.

Downloading a project

Once a project has been shared with you and you have accepted it, you have to download it so you can edit it and add text, video and other annotations. This section explains how to download a project to the default **~/Movies/VideoLinkwell** folder.

Download the project



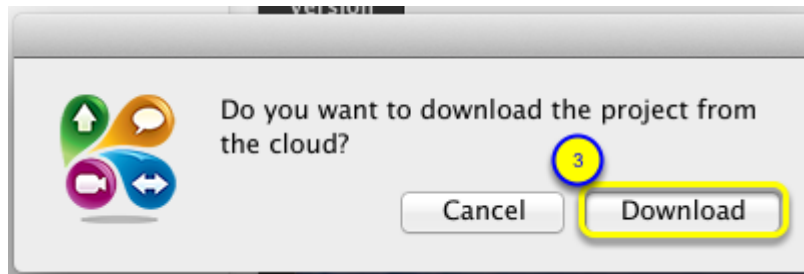
Once you have accepted a shared project you can see the checkmark is filled. Now you can download the project as follows:

1. Click on the project in the **Projects** list to view the project.

The **Download** button will now appear.

2. Click the **Download** button to download the project from the cloud to your computer
 - The project will be saved in the **Movies/VideoLinkwell** location

Confirm Download



3. Click **Download** to confirm that you want to download the project.

Retry or Cancel a download (optional)



Once the project starts downloading:

4. A progress bar will appear to show the download progress.

If the download becomes stalled or you need to stop it you use the following two buttons.

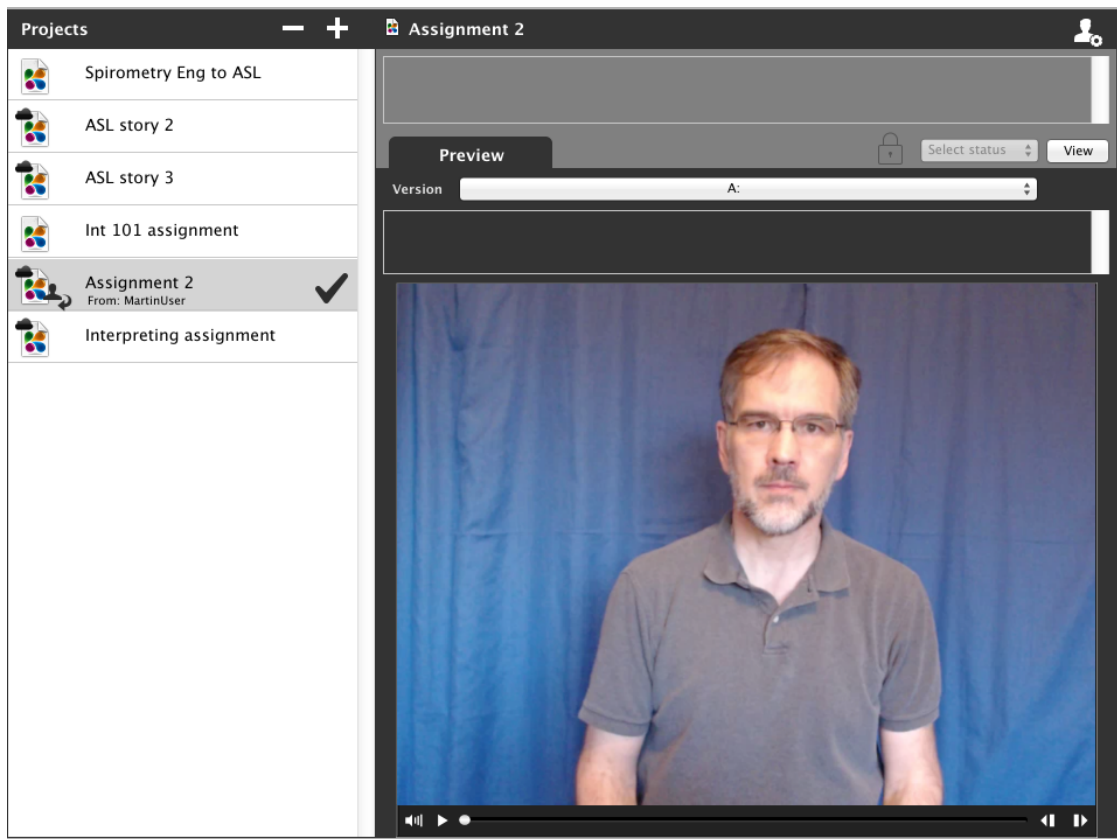
5. **Retry** button (optional)

- This will try to start the download of the movie currently being downloaded over again. Try this if the downloading of the project is stalled.

6. **Cancel** button (optional)

- This will cancel the downloading of the file.
- After you cancel a download a **cloud sync** icon will appear with a red badge on it. You would click this to resume the downloads.

Project downloaded

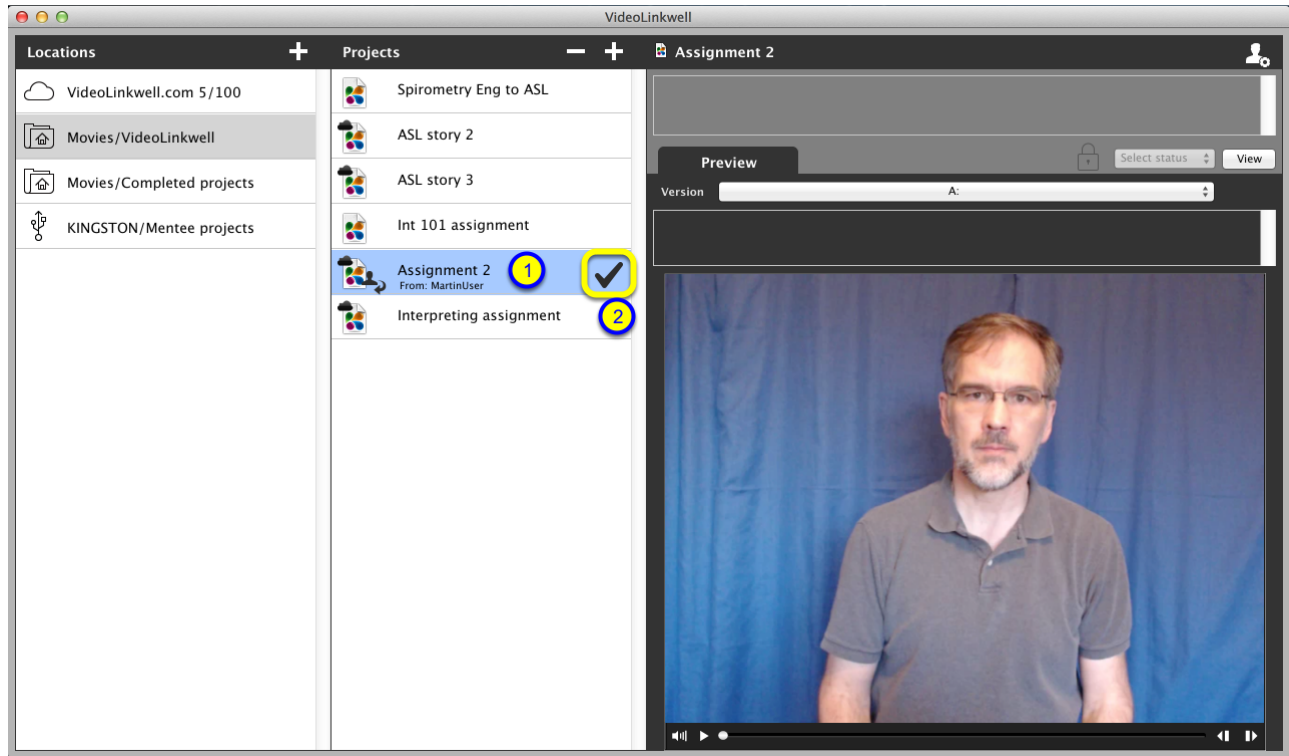


Once the project has downloaded it will be opened in the preview.

Stop sharing a project that was shared with you

If you had a project shared with you are done working with you can remove it from your list of cloud projects. This will free up one of your project spaces in your Videolinkwell account. If you had downloaded a copy of the project you will still have that copy on your computer but it will no longer be synced with the copy that is in the cloud. This section explains how to remove a shared project.

Stop sharing the project



1. Select the project in the **Projects** list.
 - Notice the filled in **checkmark** which means that you have accepted the project.
2. Click the **checkmark**.

Confirm stopping of sharing



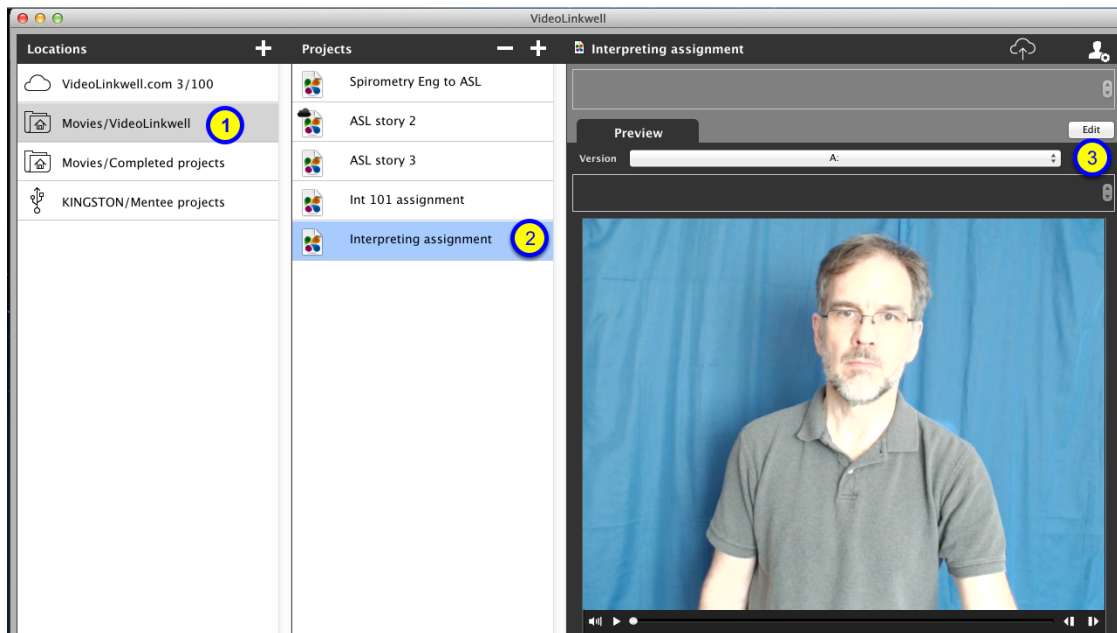
3. Click **Yes** to proceed with stopping the sharing or **No** to cancel this and leave sharing as it is.

**Comment: Adding feedback
to the project using links.**

Opening a project for feedback in Browse mode

Once the video for a project has been recorded or created with an existing video you can open the project in **browse mode** to add links. You use links to annotate the video with a label, text comments, video comments, video selection, actions and color. An instructor can use links to give feedback using text or video in English or ASL. Students can also work in **browse mode** to add links and re-interpret a portion of the video or make their own text or video comments.

Open Project in Browse Mode



In the **Project Manager**:

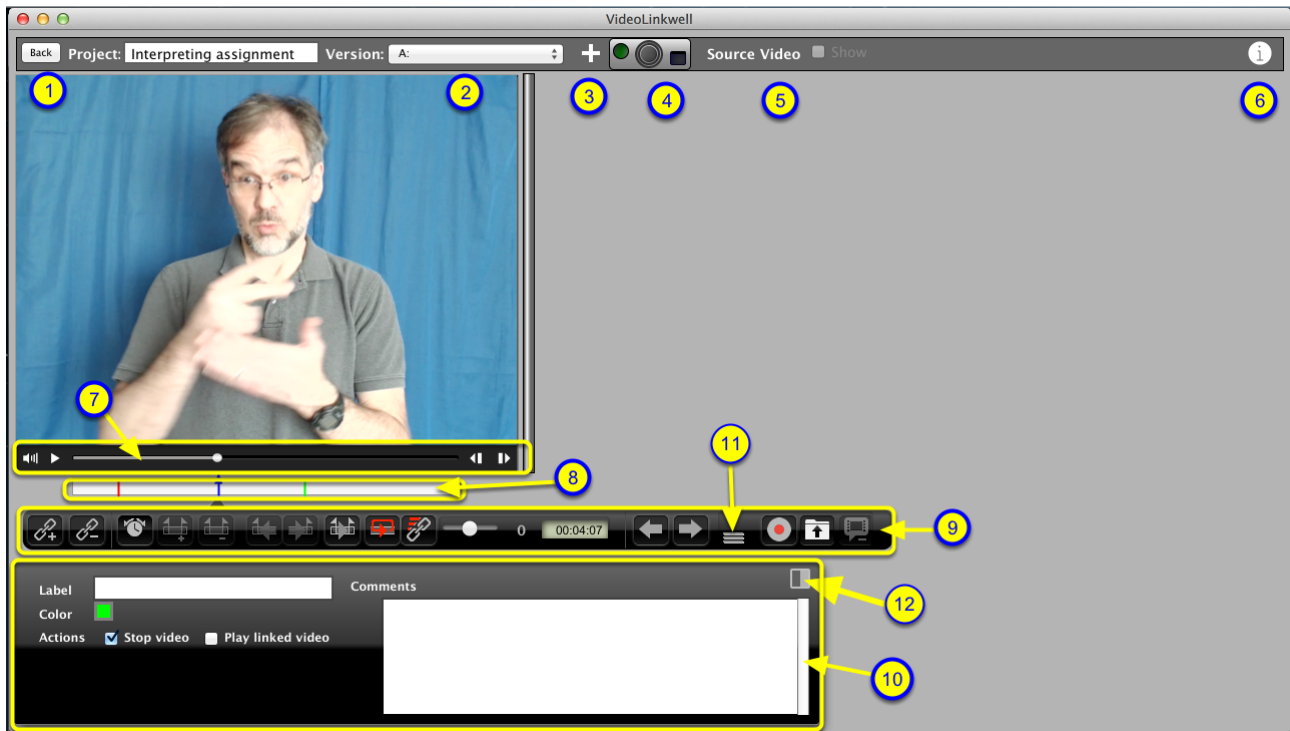
1. Select the location where your project is stored from the **Locations** list.
2. Select the project you want to edit from the **Projects** list.
3. Click the **Edit** button.

*NOTE: you can Edit a project that is not shared, or, that is shared with other users and you have control of that project. If you don't have the ability to edit a project the edit button will say **View**.*

Browse mode controls

You use the controls in browse mode to annotate the video using links.

Project Browse mode



The main components of Browse mode window are:

1. The **Back** button
 - This is to go back to the Project Manager
2. **Version selector** menu
 - Use this to select a version of the project. Each version may have a different target movie and will have a different set of links in the **link bar**(8).
3. **New Version** button
 - Click on this to create a new version of the project. You have the option to create a duplicate version using the same movie or a version with a new movie.
4. **Video Capture** controls
 - Use these to manage the **Video capture window**. For an explanation of how to use these see [Setting up VideoLinkwell Recording](#).
5. **Source Video** controls
 - Use these to display and sync the source video with the target video.
6. **Project Info** button
 - Clicking this will show the [Project Info window](#). In this window you can enter project comments and

version comments.

7. Player controller

- This controls the playback of the target video. See [Video player controls](#) for more information.

8. Link Tool bar

- This contains the links for the video. See [Link tool bar](#) for more information.

9. Link controls bar

- This has the controls for creating, editing and navigating the links.

10. Link Data pane

- This is where you enter and view the data associated with each link.

11. Player resize button

- you can resize the player by dragging this button.

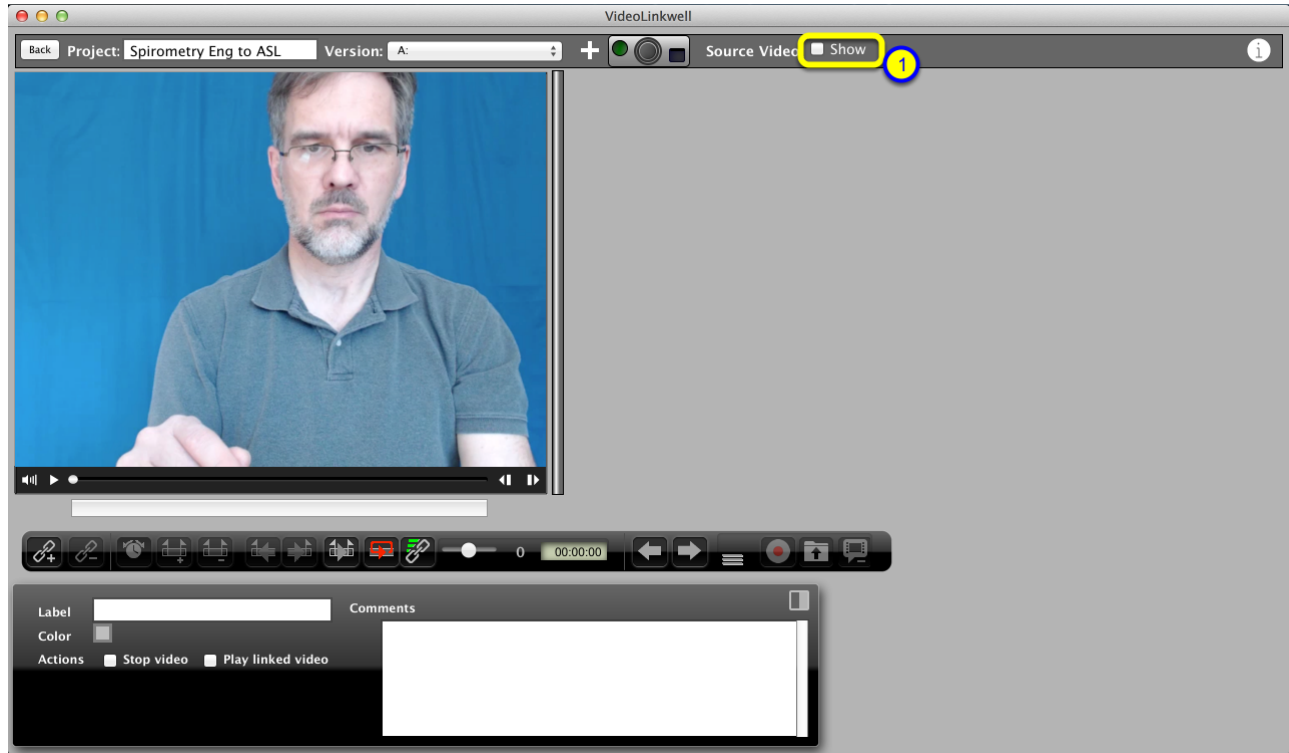
12. Link Data pane orientation button

- use this button to toggle the Link Data Pane between a horizontal and vertical orientation.

Showing and syncing a Source Video

If a project has a source video it can be displayed beside the target move and the playback of the video can be synced.

Show source video

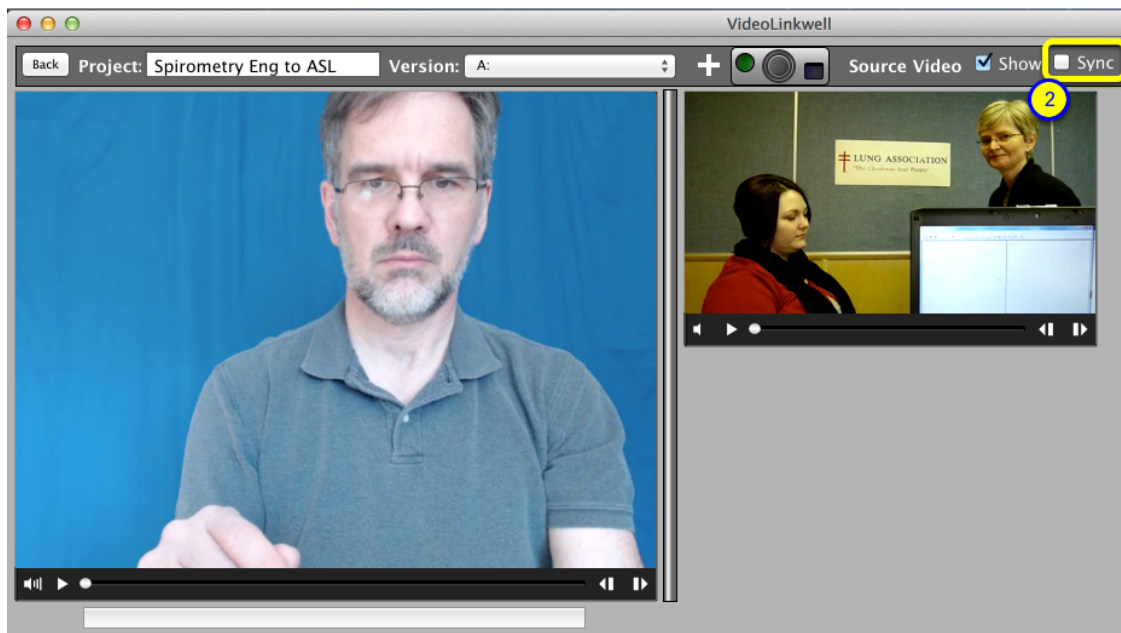


With a project open in **Browse mode**:

1. Click the Show Source Video check box.

The source video will be shown

Sync playback of source video with target video



To sync the playback of the source video with the target video:

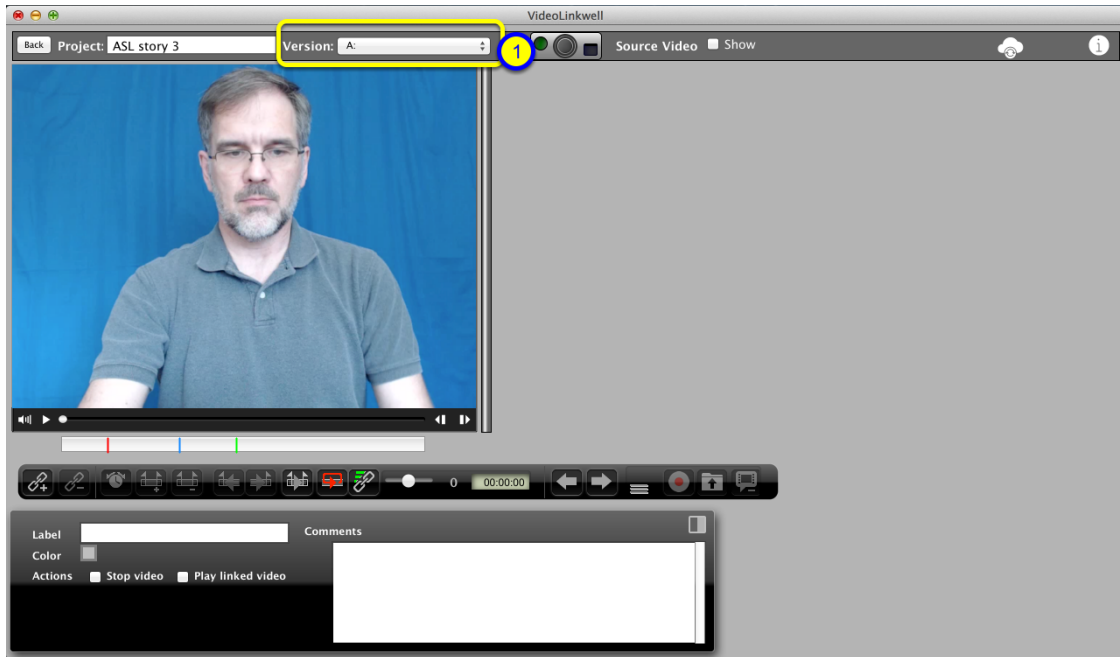
2. click the **Sync** checkbox

Now when the target video is played or the play head is dragged along the timeline in the controller the source video will move to the corresponding point in the video.

Opening a new version in Browse mode

If a project has more than one version you can open the individual versions to work on. Each has its own set of links. This section explains how to change versions.

Change versions



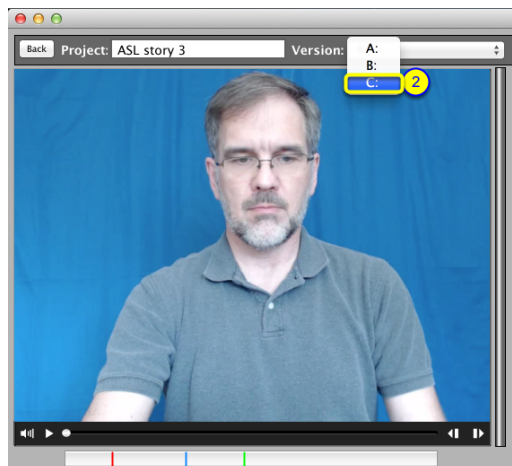
You can see how to create new versions in these sections of the manual

[Creating a new version with a new target movie](#)

[Creating a duplicate version](#)

This project has three versions.

1. Note that when it opens it is opened to version A.



2. Select a different version from the **Version** pop-up menu.



3. Note the version has changed to **C**

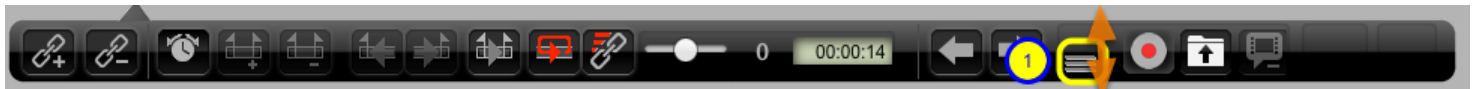
4. Note that there are no links in this new version.

Now you are ready to start adding links to this new version.

Video player controls

There are various controls that allow you to play the target video or selected time ranges of it, play the video at different speeds, jump to various locations in the movie and adjust other video related settings. You can also control the movie and add links using the keyboard. These controls are explained in this section. There also some functions you can perform using swipe actions using the Track Pad or Apple Magic Mouse. When these are available they will be indicated in the instructions.

Resize video



To enlarge or reduce the size of the project's target video:

1. click and drag the **Video resize** button.

Enable keyboard video controls

The video can be controlled by using the buttons at the bottom of the video or by using the keyboard. Keyboard controls are included below when available.

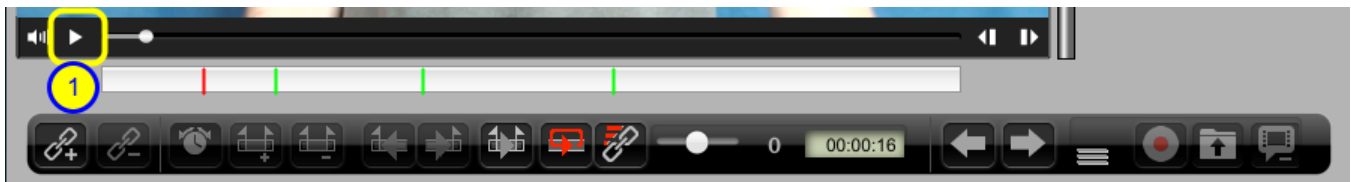
For the keyboard controls to work you have to 'focus' on the video player by clicking on the video. You would have to do this if you were typing on a field or had clicked on another area of the screen. You can also 'focus' on the movie by the following keystroke.

Keyboard

Focus on Video Player

While pressing the '**Command**' key press the '**UP arrow**' key.

Play video



Click **Play** button (1).

Keyboard

Press '**space bar**'

Stop video

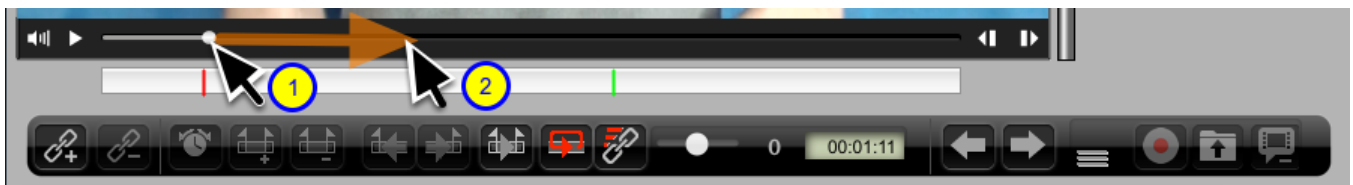


Click **Pause** button (2).

Keyboard

Press 'space bar'

Change video time



Click and drag movie slider to a new location on movie controller.

Forward/reverse



Frame by frame forward and reverse

Click repeatedly on frame forward or reverse buttons.

Keyboard

Press '**right arrow**' key = step forward

Press '**left arrow**' key = step reverse

Rewind and fast forward

Click and hold frame forward or reverse buttons.

Keyboard

Press and hold '**right arrow**' key = slow forward

Press and hold '**left arrow**' key = slow reverse

Track Pad

Using two fingers:

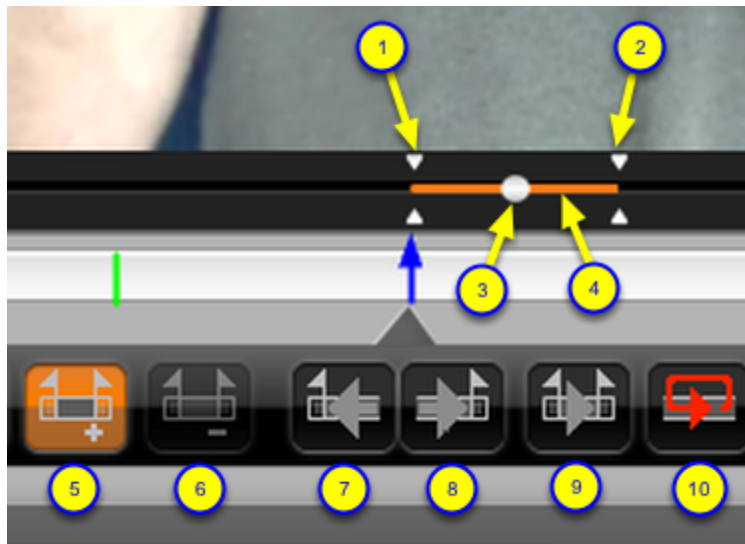
-swipe left to move forward

-swipe right to move backward.

Magic Mouse

Swipe left or right to move forward or backward.

Movie selection controls



1. Selection **In** handle
 - use this to adjust the beginning of the selection
2. Selection **Out** handle
 - Use this to adjust the end of the selection
3. Movie Slider
 - Dragging this with the **Shift** key pressed will create a selection
4. Selection Indicator
 - The selection is indicated by the color in the movie controller well.
 - Orange indicates that the selection has not been saved with a link
 - Selections that have been saved with a link are gray for portions already played and turquoise for portions not yet played.
5. **Save Selection** button
 - Clicking this will save the selection with the currently selected link
6. **Remove Selection** button
 - Clicking this will remove the selection currently saved with the link
7. **Go to Selection Start** button
 - Clicking this will go to the start of the selection
8. **Go to Selection End** button
 - Clicking this will go to the end of the selection

9. **Play selection toggle** button

- Click this to change whether only the selected video is played or the whole video is played.

10. **Loop toggle** button

- Click this to change the looping of the movie player. Red icon means looping is false, green icon means looping is true.

Select a portion of the movie



Select by dragging from left to right

1. Hold down the '**shift**' key.
2. Click on the right hand side of the slider at the beginning of the selection.
3. Drag the slider to the right to the end of the selection you want to make.
4. Release the mouse button.
5. Release the '**shift**' key.

Select by dragging from right to left

1. Hold down the '**shift**' key.
2. Click on the left hand side of the slider at the beginning of the selection.
3. Drag the slider to the left to the beginning of the selection you want to make.
4. Release the mouse button.
5. Release the '**shift**' key.

Select by Playing

1. Hold down the **shift** key.
2. Click the **play** button
3. Play to desired selection end point
4. Click the **pause** button
5. Release the **shift** key.

Select using Keyboard

You can also Select the start and end points of a selection using the keyboard.

1. First click on the movie to ensure the keystrokes are directed to the movie and not a text field.
2. Drag the controller to the new start or end point of the selection.
3. Set the selection point.

- To set the start point or the 'In' point press the '**I**' key.
- To set the selection end point or 'Out' point press the '**O**' key.

Remove selection

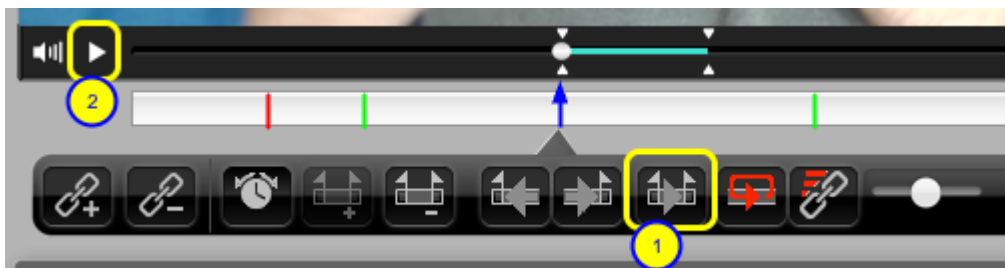
If you click anywhere on the movie controller while a portion of the movie is selected the selection will be removed.

Save Selection to Link



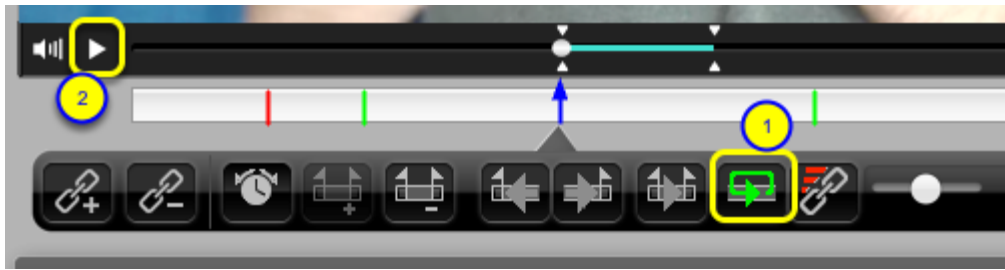
1. Select a portion of the movie as described above.
 - The **add selection** button turns orange indicating that you need to save the selection.
2. Click the **add selection** button to save the selection to the currently selected link.

Play the selected portion of the video



1. Click the **play selection** button.
 - The button's icon will change to that shown, indicating that only selected portion of movie will be played.
2. Click the **Play** button.
 - If the movie slider is before the start of the selection the playback will start at the beginning of the selection
 - The movie will stop when it reaches the end of the selection.

Looping the selected video



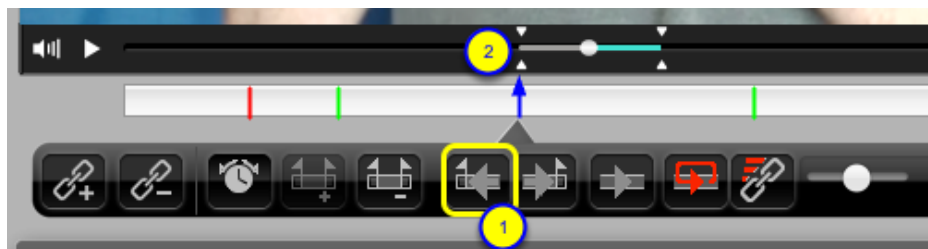
1. Click the **looping** button you turn looping of the movie on or off.
 - The icon will turn green if looping is on
 - The icon will turn red if looping is off.
2. Click the **play** button.
3. When the movie reaches the end of the selection it will loop to the beginning of the selection and play again.

Play all movie ignoring selection



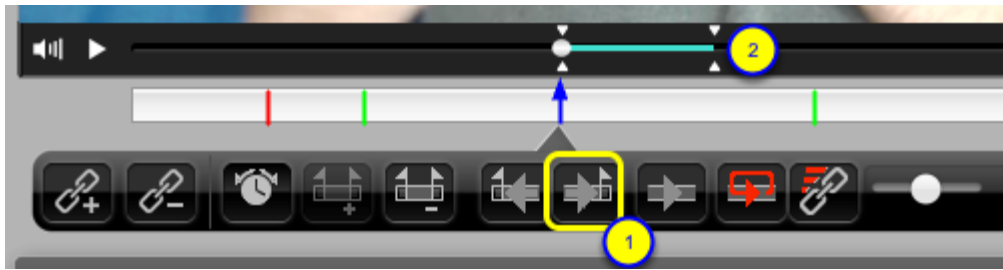
1. Click on the **Play Selection** button
 - The button's icon will change to that shown above.
2. Click the **Play** button.
 - The selection start and end will be ignored and movie will play from wherever the slider is and will continue past the end of the selection.

Go to beginning of selection



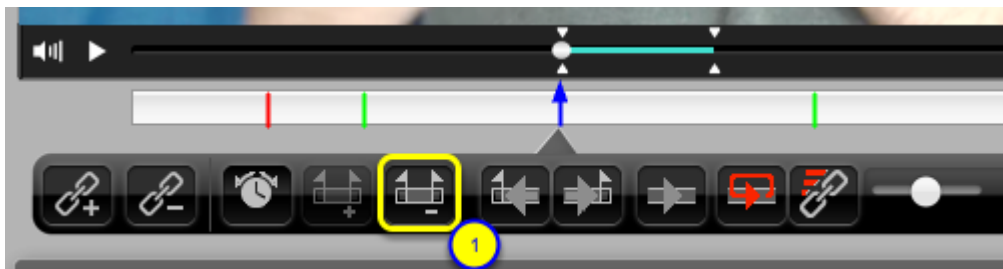
1. Click on the **Go to selection start** button.
2. The slider will move to the beginning of the selection.

Go to the end of a selection



1. Click on the **Go to selection end** button.
2. The slider will move to the end of the selection.

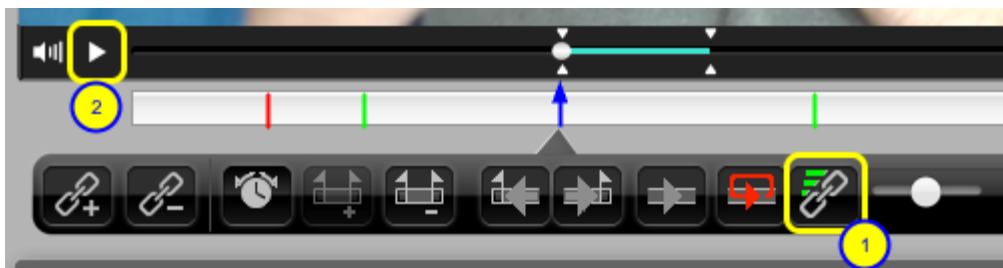
Remove selection from link



To remove the selection that is saved with the link

1. Click the remove selection button.
2. The selection will be removed.

Activate links when playing video



A link can have actions that are triggered when the video is playing and reaches the link's time point in the video. Actions are such as displaying the link data, stopping the video, showing the linked video and playing the linked video. In order for these actions to occur the links have to be activated. To activate the links follow these steps.

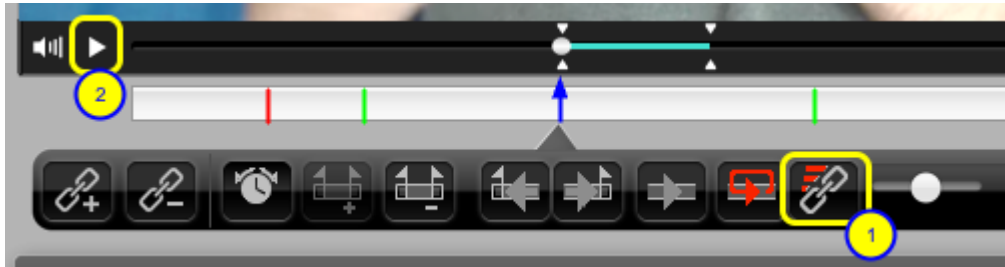
1. Click on the disabled **Activate links** button. *[red with grey link]
(button turns green with grey link to indicate it is now enabled)*

2. Click the **Play** button.

Now when the video encounters a link:

- link data will be displayed when the movie passes each link,
- if the link has the **Stop on link** button checked the video will stop,
- if the link has linked video the **Linked video** window will be displayed,
- if the link has linked video and the **play linked video** option is checked the linked video will start to play.

Deactivate links when playing video



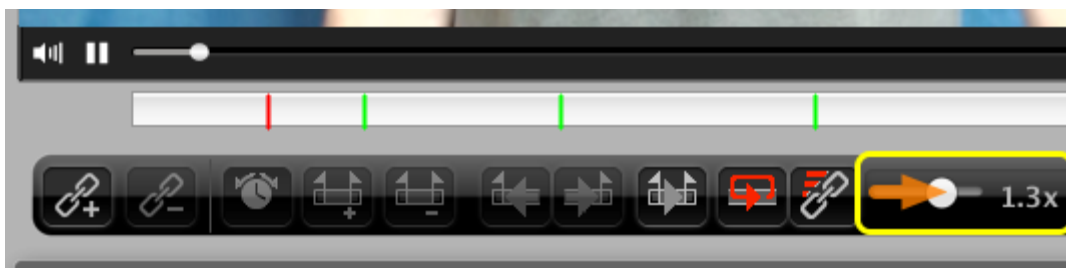
1. Click on the enabled **Activate links button**. *[green with grey link]*
(button turns red with grey link to indicate link actions are now disabled)

2. Click the **Play** button.

Now when the video encounters a link:

- link data will not be displayed,
- the **Stop on link** option will be ignored,
- the **linked video** window will not be displayed,
- the **Play linked video** option will be ignored.

Play movie forward at variable speed



Mouse

Click on speed control and drag to the right.

Magic Mouse

Position the cursor over the speed control then swipe right.

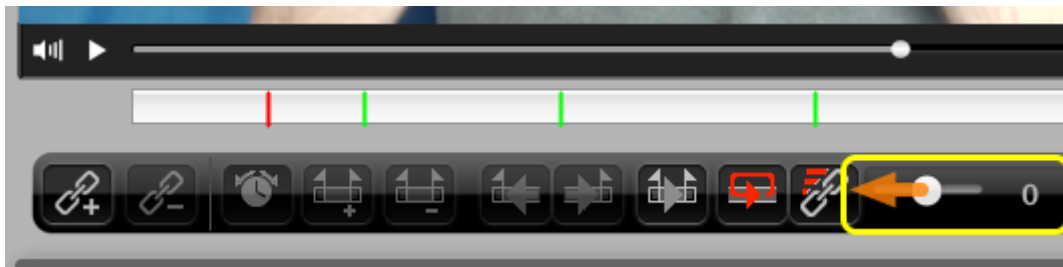
Track pad

Position the cursor over the speed control then with two fingers swipe left.

Speed can be set to slow motion from 0.1 to 0.9 times; or to fast forward from 1.1 to 3.0 times

Using the Magic Mouse or Track Pad gives you much finer control on the speed.

Play movie in reverse at variable speed



Mouse

Click on speed control and drag to the left.

Magic Mouse

Position the cursor over the speed control then swipe right.

Track pad

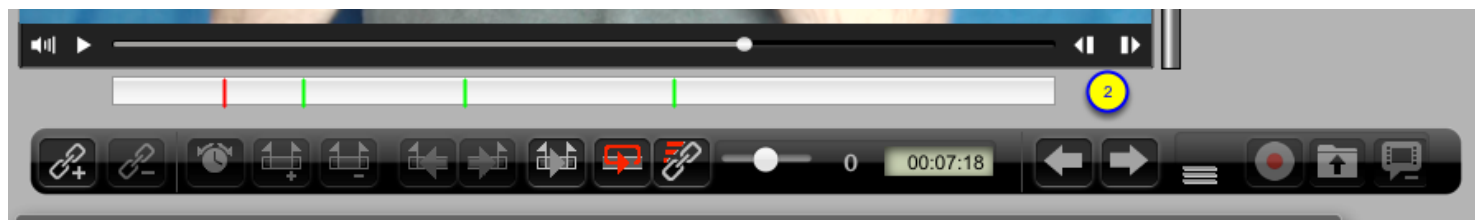
Position the cursor over the speed control then with two fingers swipe right.

Speed can be set to slow rewind from 0.1 to 0.9 times; or to fast rewind from 1.1 to 3.0 times

Using the Magic Mouse or Track Pad gives you much finer control on the speed.

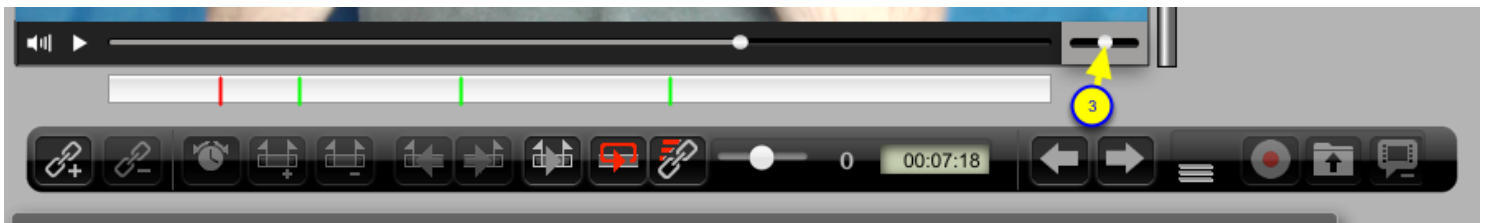
In version 3.03b193 the video control does not adjust the speed of reverse playback correctly.

Movie scrubber forward and reverse playback



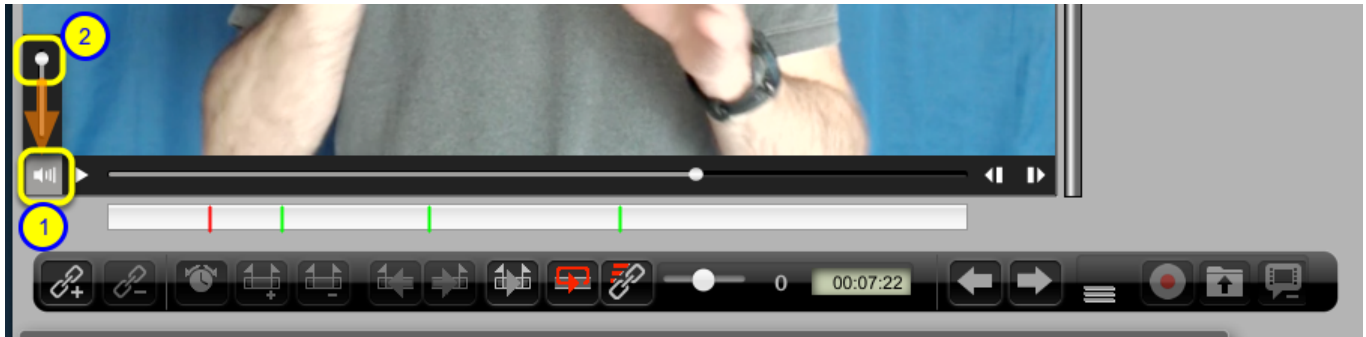
Another option for playing the movie at variable speed is to use the scrubber button in the player controller

1. press and hold down the **shift** key.
2. click the **Forward/Reverse** buttons in the player controller.



3. Drag the scrubber to the right or left to change the play forward or reverse speed.

Adjust volume

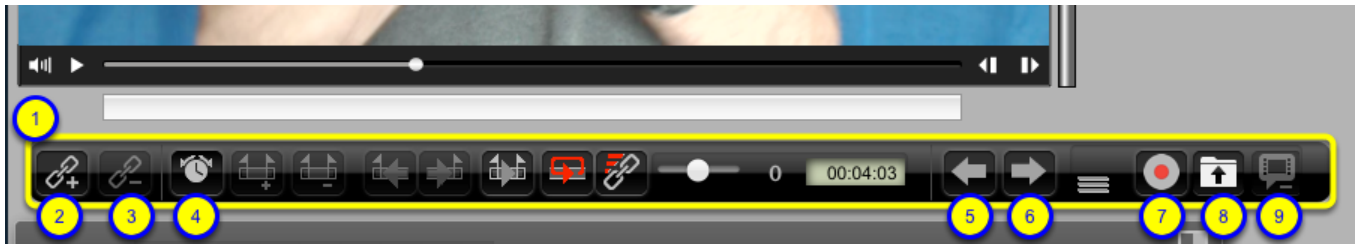


1. Click on the **Volume** button.

2. Drag volume slider to the desired level.

Link tool bar

The link tool bar has the controls that you use to create, edit and delete links; navigate links; and add or delete linked videos.



The following buttons are used to create, modify and navigate links:

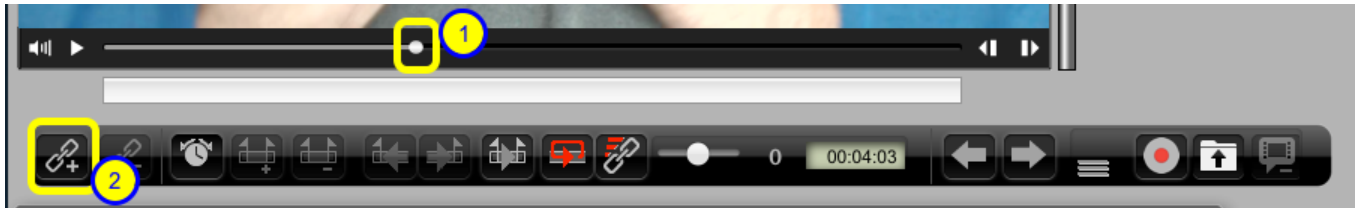
1. Link Tool bar
2. Add link button
3. Delete link button
4. Change link time button
5. Previous Link button
6. Next Link button
7. Record/stop record linked video
8. Import linked video
9. Delete linked video.

The use of these controls is explained in the sections [Links: Adding, navigating and editing](#) and [Links: annotating with text, video, actions, color and time range.](#)

Links: Adding, navigating and editing

You annotate the video by adding links to the video that relate to a specific timepoint in the movie. You can use the links to navigate to and play the movie from set time points and for set time ranges or selections. This section explains how to add, edit and navigate links.

Add Link



To create a link

1. Drag the movie slider to the point in the movie you want to create a link.

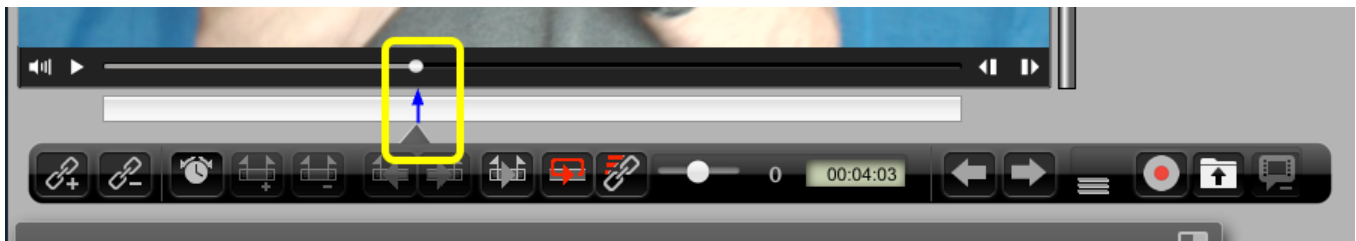
Mouse

2. Click the add link button

or

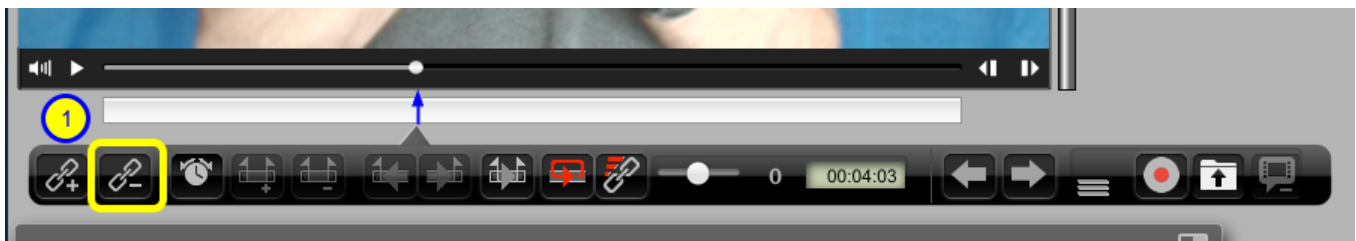
Keyboard

2. While pressing and holding the '**Command**' key, press the '**down arrow**' key



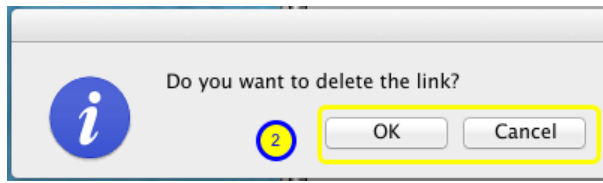
This will create a link, shown as a blue arrow above, at the corresponding time point in the movie.

Remove Link



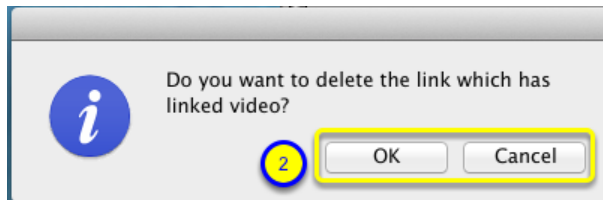
When a link is selected you can remove it

1. Click remove link button



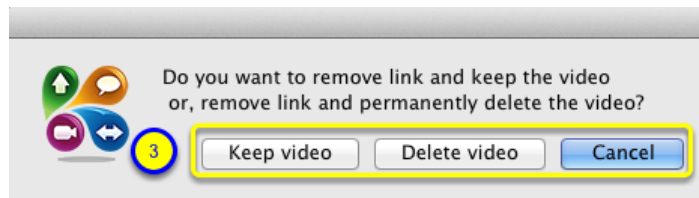
If the link does not have linked video you will see the dialog above.

2 a. Click the OK button to proceed with deleting the link or cancel button to keep the link.



If your link has linked video you will see the dialog above.

2 b. Click the OK button to proceed with deleting the link or cancel button to keep the link.

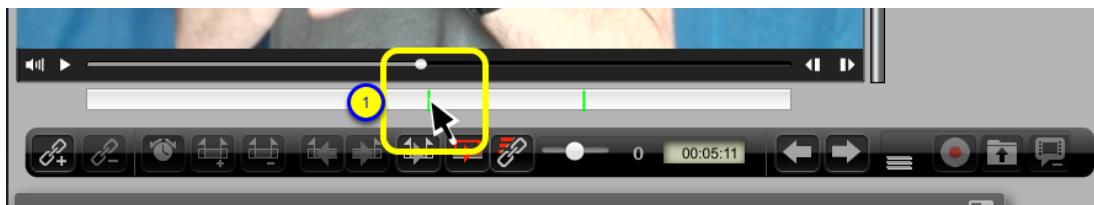


If you have a video attached to the link there is another step to choose whether to keep the linked video or delete it.

3. Click button to **Keep Video** or **Delete Video**

- Keeping the Video will move your video to a folder called 'VideoBin' in your project folder
- Deleting the video will immediately delete it. It will not be moved to the Trash.

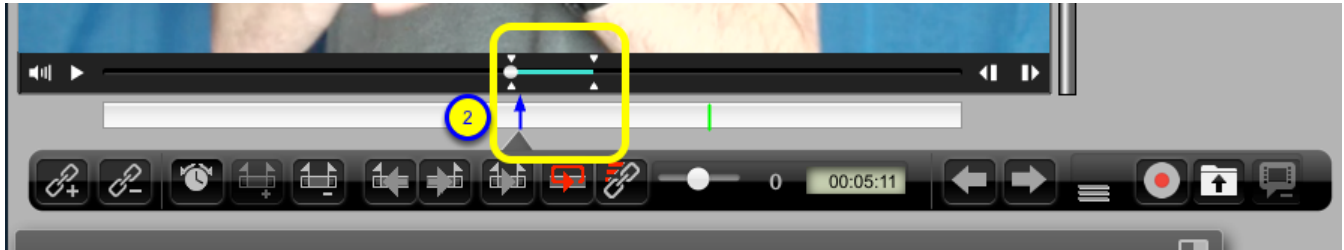
Select a link



The selected link has an arrow at the top and is blue. Unselected links do not have an arrow and are dark blue.

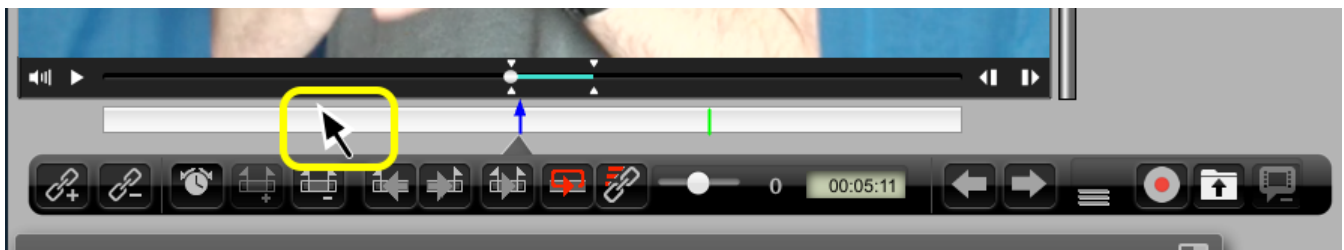
To select a link:

1. Click on an unselected link link in link bar.



2. The link will turn blue and will change to an arrow. The video will go to the time point associated with the link and if there is a selection associated with the link it will be shown.

Deselect a link



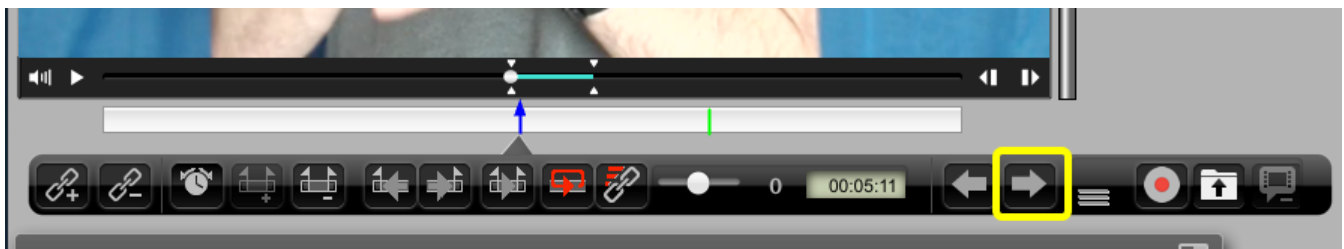
Deselect link and remove movie selection

click on link bar

Deselect link and keep movie selection

Press 'option' key + click on link bar

Go to next link



To go to the next link

This goes to the next link relative to the current time in the movie controller:

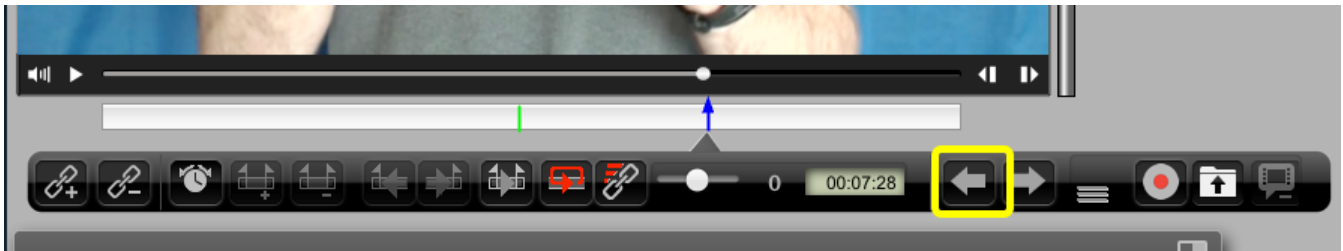
Mouse

Click on the **Next Link** button.

Keyboard

Press and hold the '**Command**' key
+ press the '**right arrow**' key.

Go to previous link



To go to the previous link

This will go to the previous link relative to the current time in the movie controller.

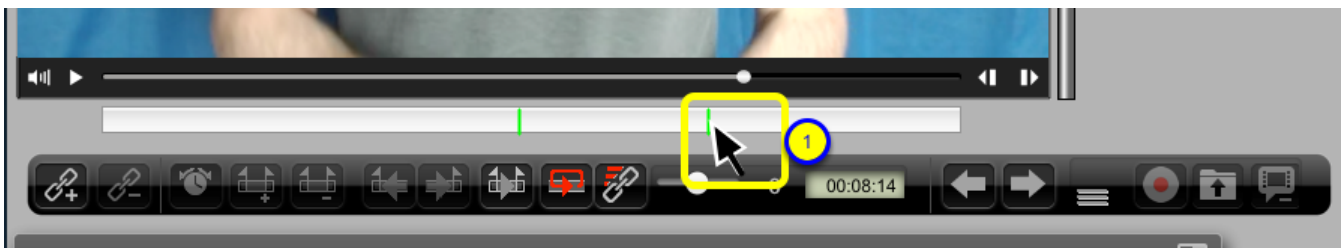
Mouse

Click on the **Previous Link** button.

Keyboard

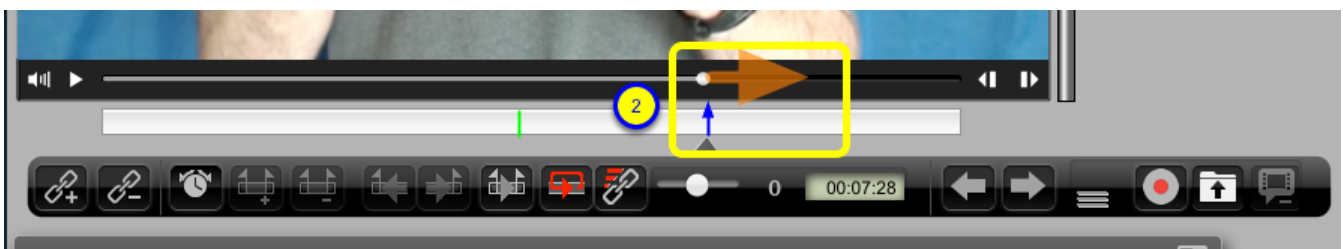
Press and hold the '**Command**' key
+ press the '**left arrow**' key.

Change Link time

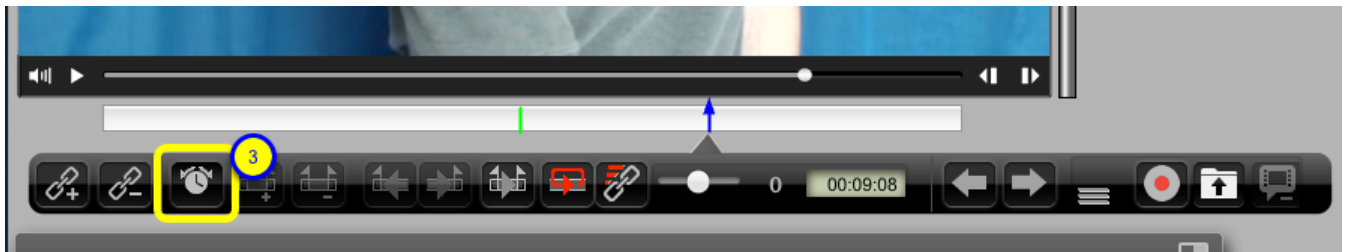


After you create a link you can change the time point in the video it corresponds to.

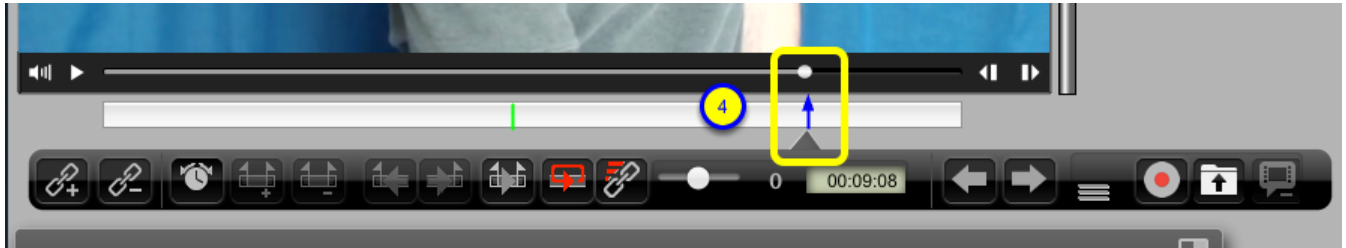
1. Select the link by clicking on it.



2. Drag the movie controller to a new time point.

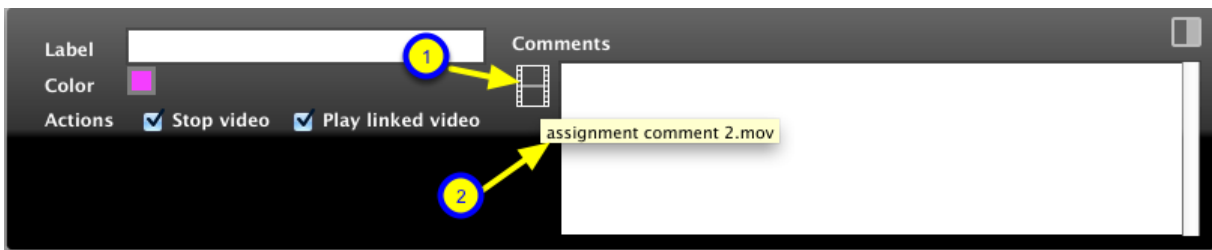


3. Click the **Change Link Time** button



4. The link is moved to the new time point.

Show linked video

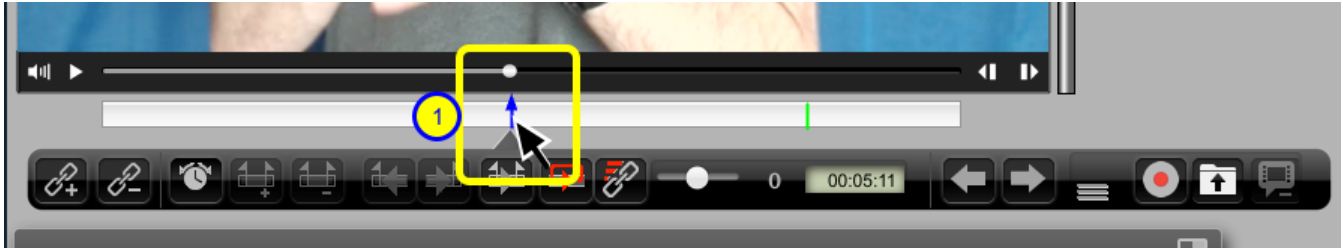


1. If the link has a video then the **Show linked video** button is visible.
 - If the linked video window is not visible you can click on this button to show it.
2. When the mouse is hovering over the button it will show the file name of the linked video in a tooltip.

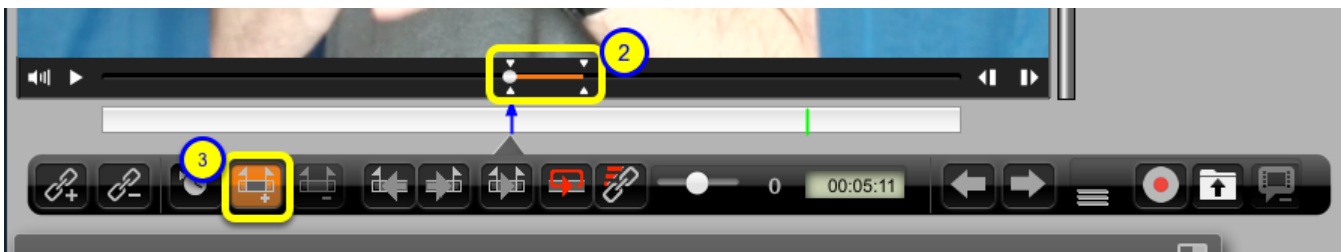
Links: annotating with text, video, actions, color and time range

You can annotate the video by adding data to the links. The types of data you can annotate with are: a label, text comments, video comments, a selection of a time range of the video, color and actions.

Add selection of target video to link



1. Select a link by clicking on it.



2. Select a portion of the video.

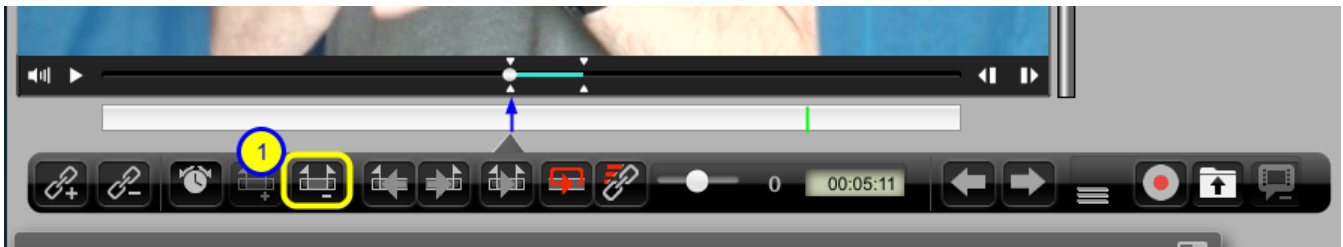
(see the [Video Player Controls](#) for an explanation of how to make a selection.)

The selection is indicated by the orange line in the movie controller well with selection handles at the start and end.

The **Add Selection** button turns orange with the selection for a link is changed.

3. Click the **Add Selection** button to save the selection.

Remove selection of target video



1. Click the **Remove Selection** button.

NOTE: There will not be a dialog asking to confirm the deletion of a selection. The selection will be deleted immediately and you can't undo this action.

Add text comments



1. Add Label

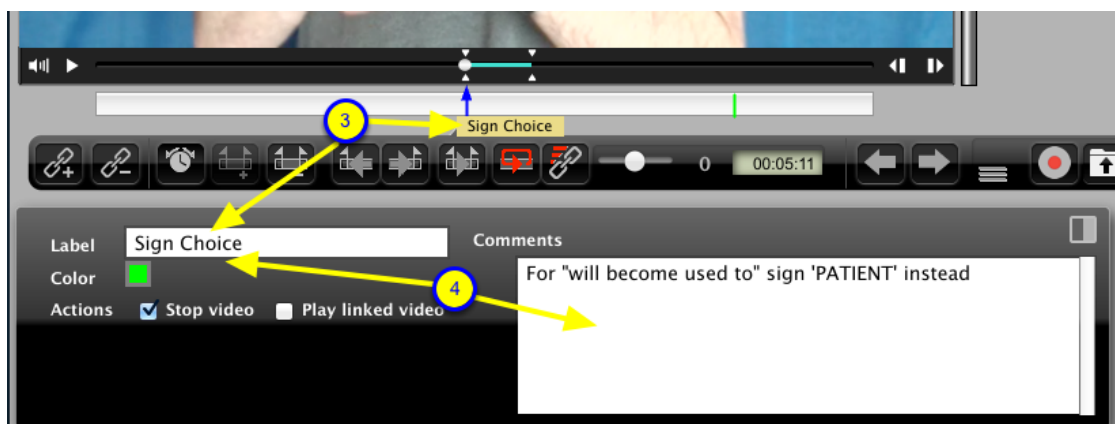
click in label field
start typing label

2. Add Comment

click in Comment field
start typing label

Keyboard

The **Tab** key will jump from field to field.



3. The text in the label field will pop up when you mouse over the link.

4. The text in the comments field and label will appear when the link is selected.

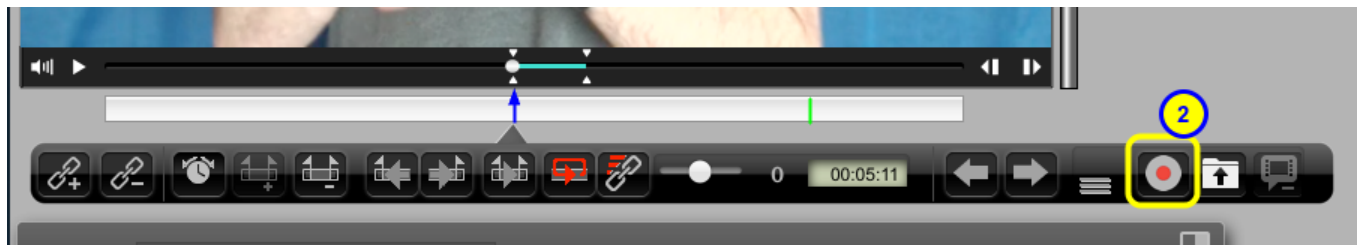
Recording a linked video



You can record a video to be associated with a link. To do that:

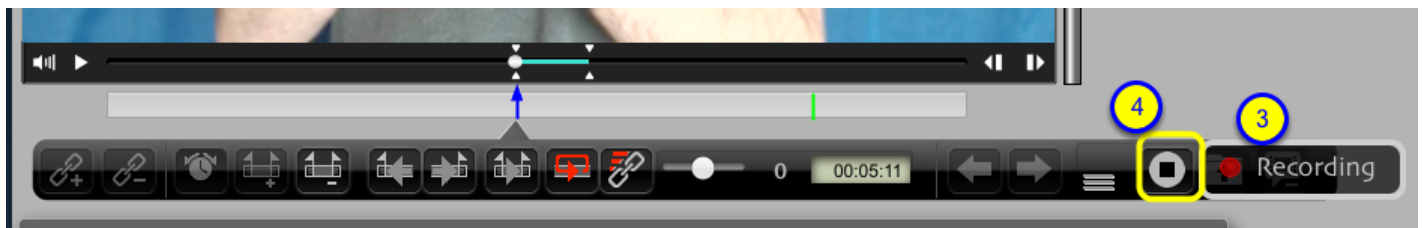
1. Check that the camera indicator light is green to ensure the Camera is on.

(for instructions on turning on the camera see [Setting up VideoLinkwell recording.](#))



2. Click the **Record Start** button.

Recording will take place in the background.

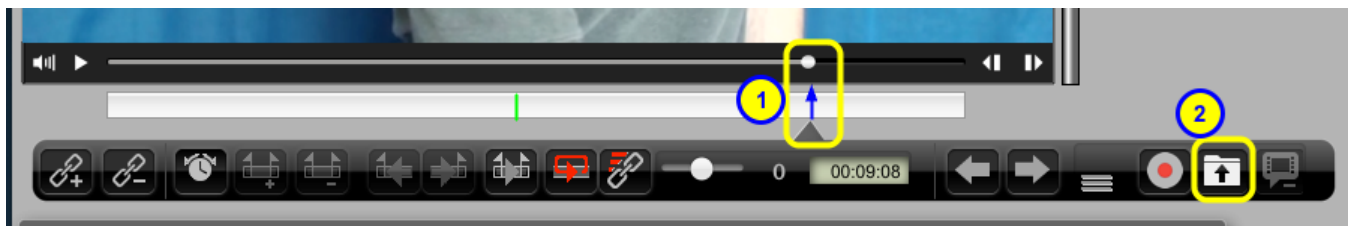


3. The record indicator displayed to the right of the **Record Start** button to let you know that you are recording.

When you have finished your recording:

4. Click **Record Stop** button.

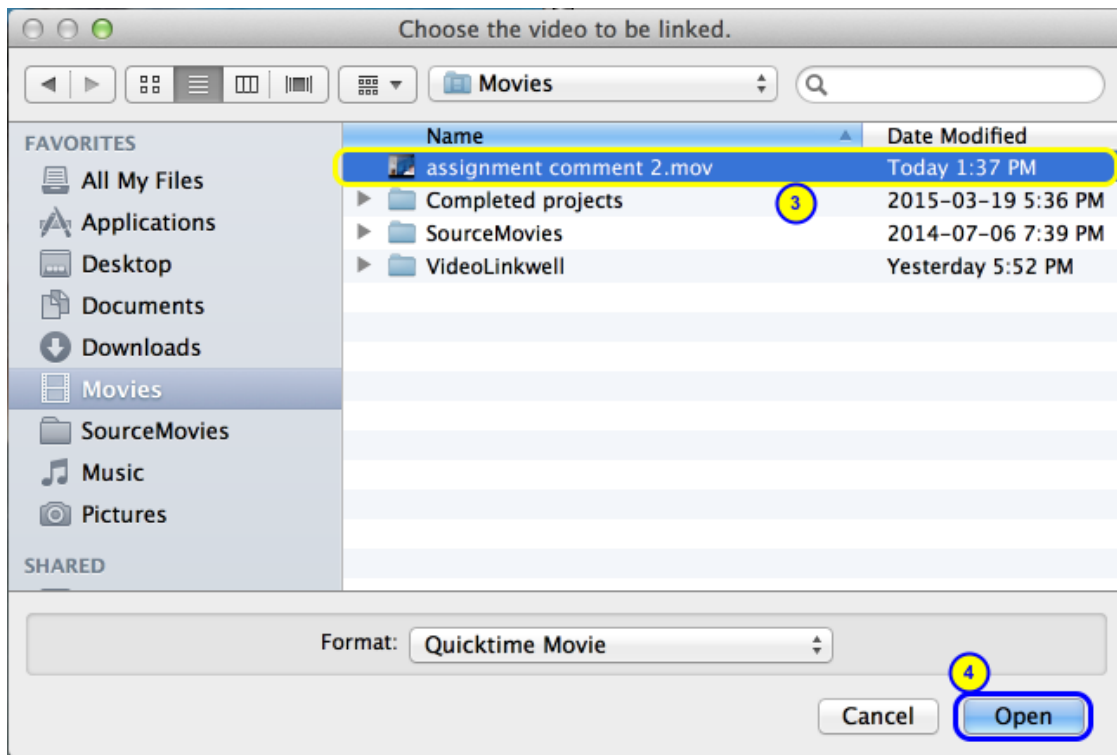
Select existing video as linked video



You can also select an existing movie to be associated with the link.

1. Select the link you want the video added to by clicking on it.

2. Click the **Import Linked video** button.

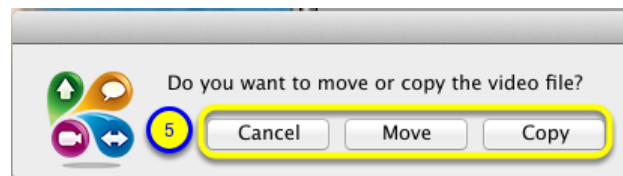


3. Select the movie that you want to associate with the link.

You can open either Quicktime movies or MPEG 4 movies. See the section [Enable selection of MPEG 4 movies](#) for more information.

4. Click the **Open** button.

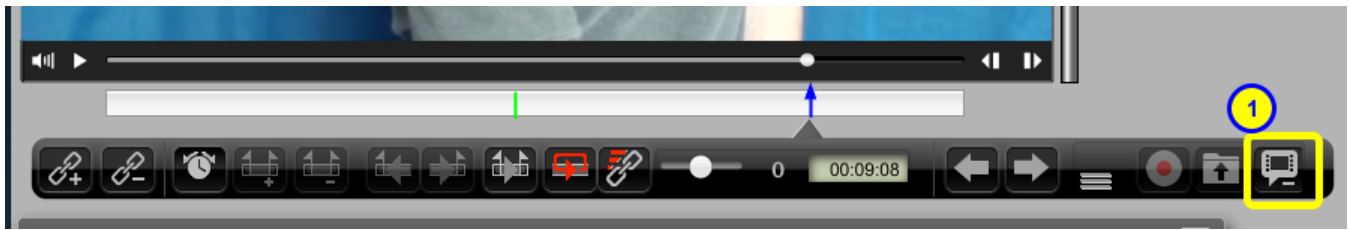
If you select a video from the '**videobin**' folder of the project folder you are working on it will move it into the main project folder.



5. Select how you want to put the video into the project folder

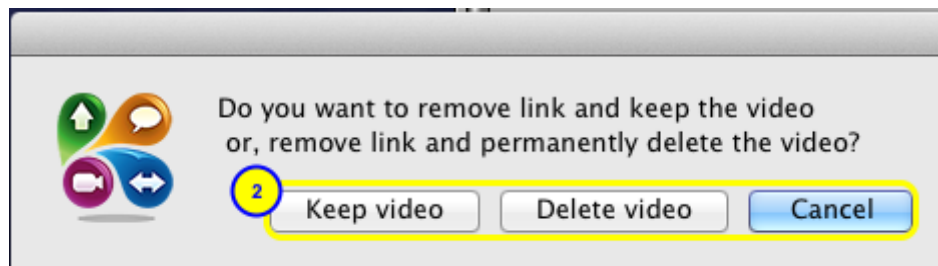
- **Move** will move the video file from its original location to the project folder.
- **Copy** will leave the video file in its original location and make a copy in the project folder.
- **Cancel** will cancel the adding of the existing video to the link

Delete Linked video



To remove a video from a selected link:

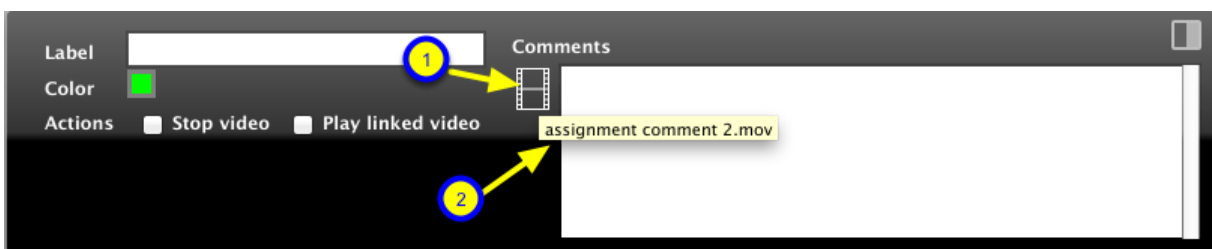
1. Click the **Remove Linked Video** button.



2. Choose whether you want to keep the video, or permanently delete the video;

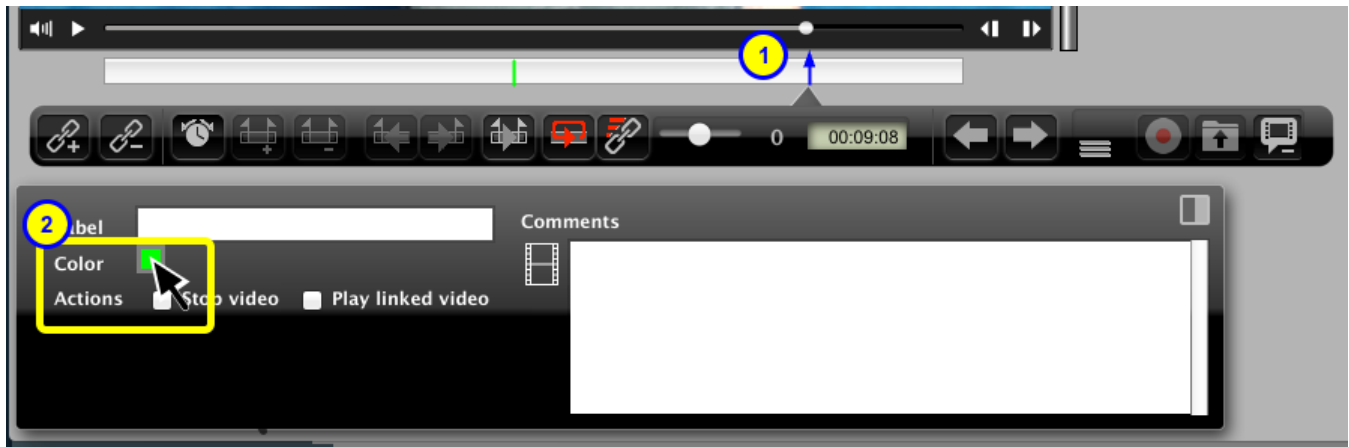
- If you click **Keep video** the video it will be stored in a folder called '**videobin**' in the project's folder,
- If you click **Delete video** it is not stored in trash, it is permanently deleted.
- If you click **Cancel** the video will not be removed from the link nor deleted.

Show linked video



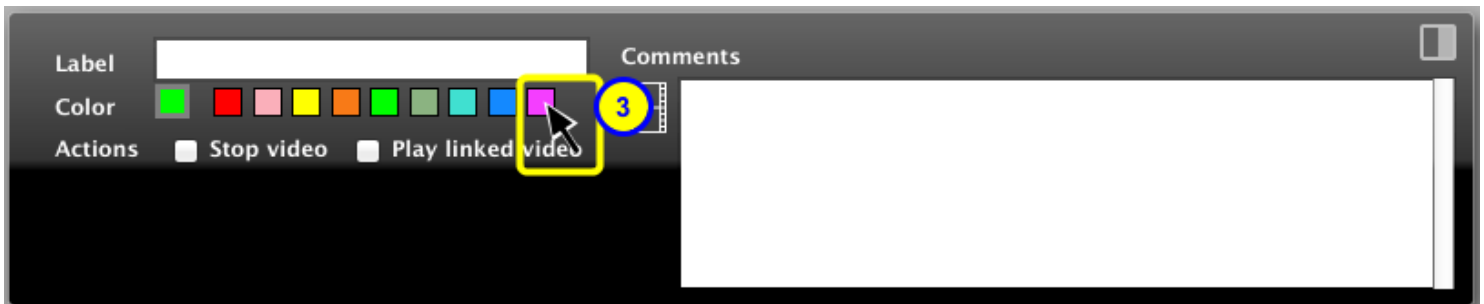
1. If a link has a video then the **Show linked video** button is visible.
 - If the linked video window is not visible you can click on this button to show it.
2. When the mouse is hovering over the button it will show the file name of the linked video in a tooltip.

Change link color

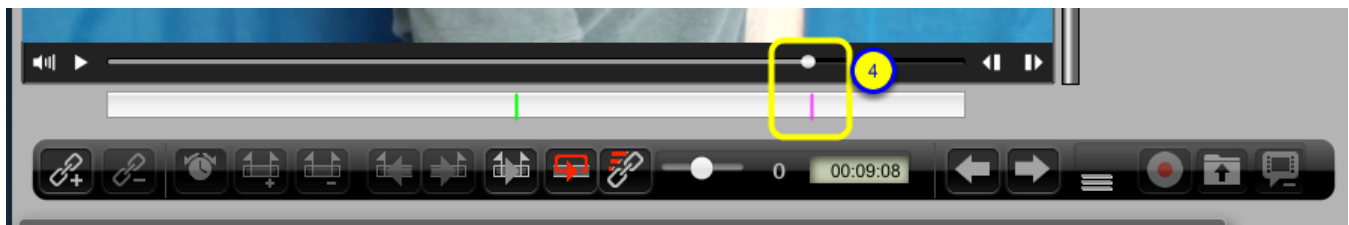


To change the color of a link:

1. Select the link by clicking on it.
2. Click on the Color button.



3. Select the new color for the link.



4. Now the link will have the new color.

Link actions

Link actions are performed while playing the main target movie. If link actions are enabled the actions you select for the link will occur.

There are two link actions that are explained below.

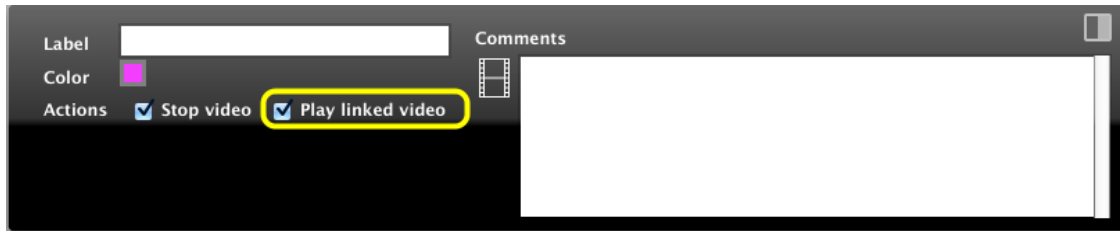
Stop video on link



If **Stop Video** is checked the main movie will stop playing when it hits the link's time point.

NOTE: for this to take effect the **Activate Links** button in the video controls must be enabled. See the [Video Player controls](#) lesson for more info.

Play linked video



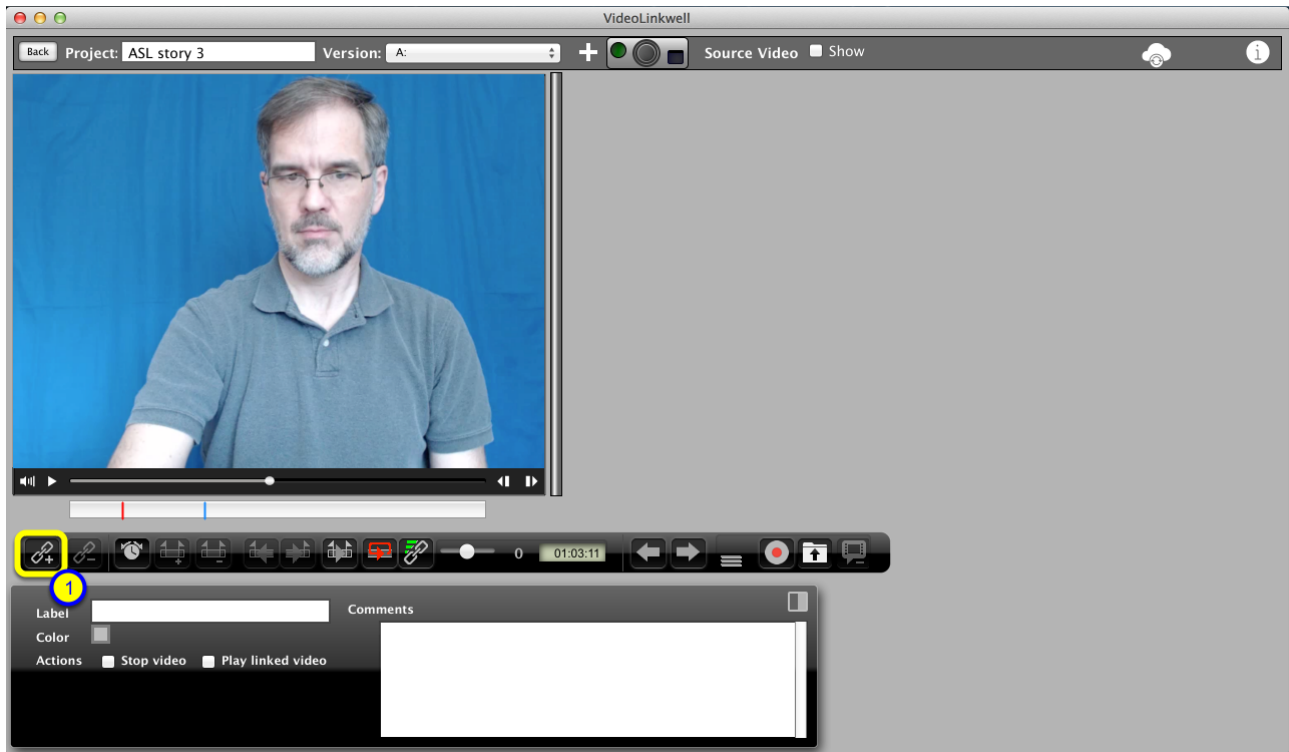
If **Play linked video** is checked the linked video will start playing when link is selected or when main movie hits the link time.

NOTE: for this to take effect the **Activate Links** button in the video controls must be enabled. See the [Video Player controls](#) lesson for more info.

Syncing project changes with the cloud

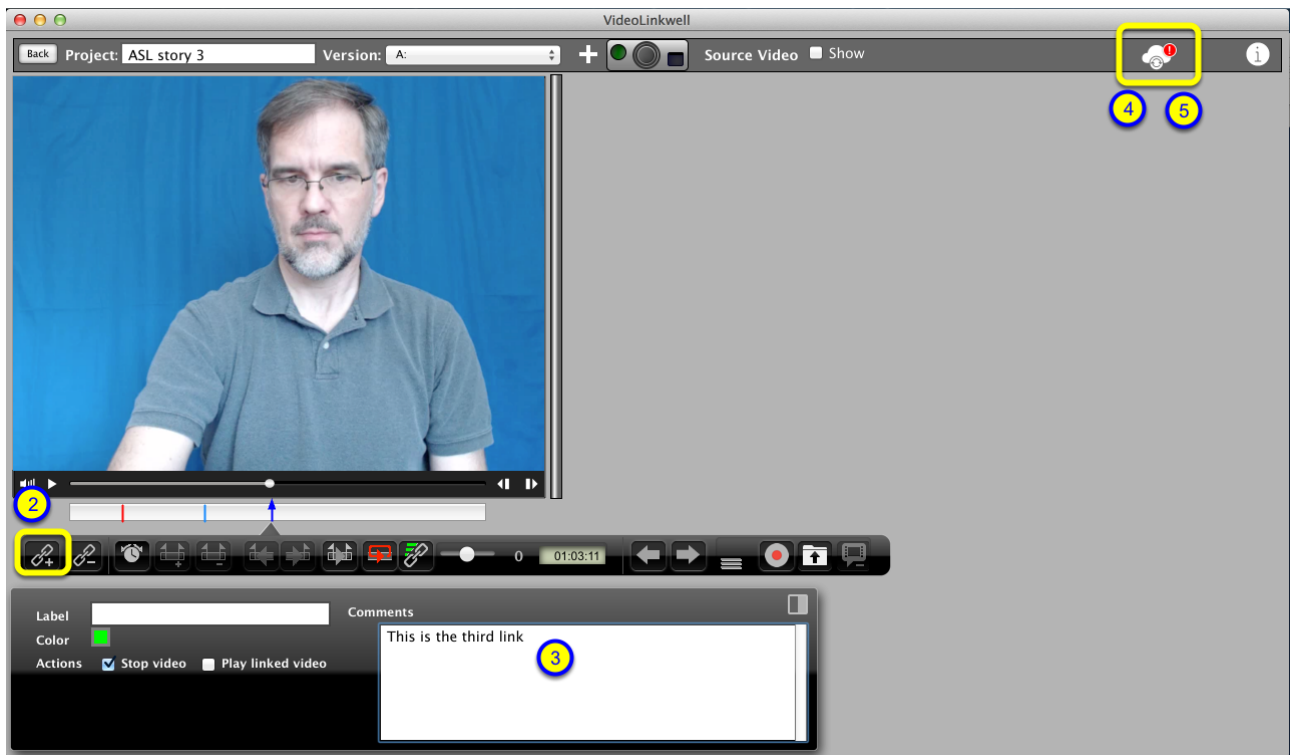
If you are editing and adding comments to a project that is in the cloud the changes are saved to your local location such as your hard drive automatically, however, you need to manually sync the changes with the cloud.

Change a cloud project



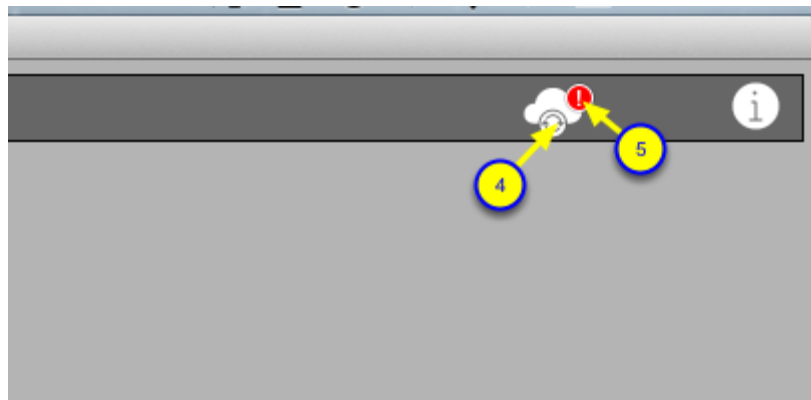
Change the project by adding a link with some text.

1. Click the add link to create a new link.



2. Click the **Add Link** button

3. Add text to the text field.



The two changes above have been saved but not synced with the cloud.

4. You can see there are changes because a new red badge is on the top right corner of the **cloud sync** button.

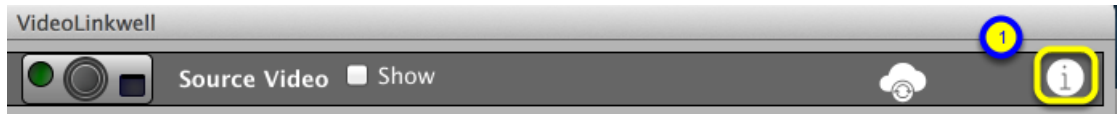
- Both changes to the annotations and movies that have been created will cause the red badge to be shown.

5. click the **cloud sync** button to start syncing the changes with the cloud. This will sync the changes and upload any videos that have been created.

While videos are uploading you will see the progress bar to the left of the cloud sync button. You can **retry** or **cancel** the upload.

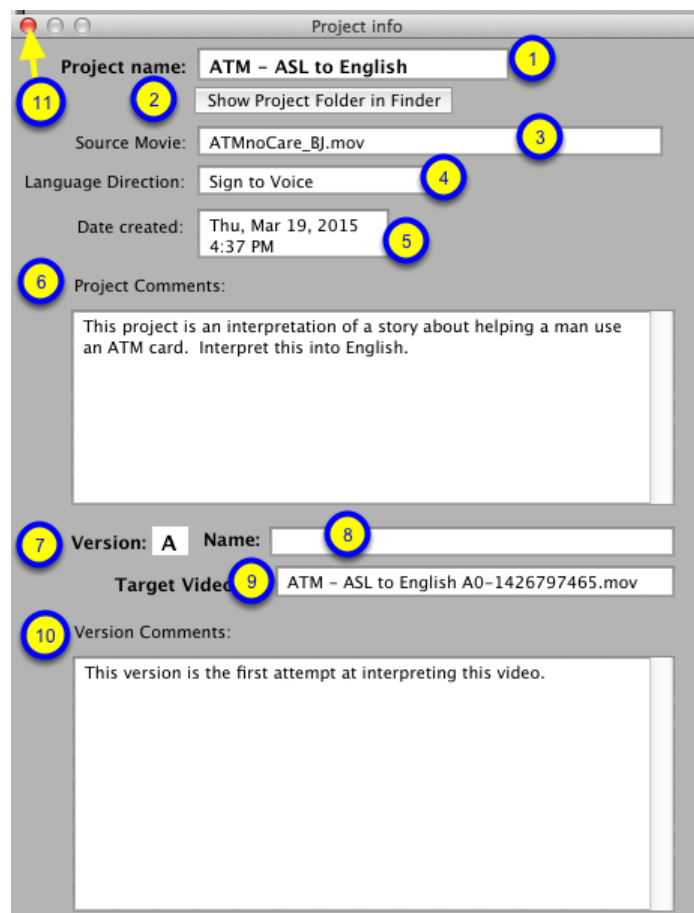
Project Info window

The Project Info window has meta data about the project and its versions. Some of this data can be edited in this window.



To open the Project Info window:

1. Click on the Project Info icon.



The elements of the project info window are:

1. Project Name
2. Reveal Project Folder in Finder button
 - clicking on this will open the project folder in the finder.
3. Source movie name
 - if the project has a source movie the file name will be shown here.

4. Language direction

- this will be one of: 'sign to voice', 'voice to sign' or 'interactive'.

5. Project Comments

- Here you can enter comments regarding the project as a whole. These comments are shown in the [Project Preview Tab](#) of the **Project Manager**.

6. Date created

7. Version letter

- This shows the letter that is assigned to that version.

8. Version name

- Here you can enter a name for the version. This name will show up in the version selector in the **project manager** and in **browse mode**.

9. Target Video Name

- This is the file name of the target video that was recorded or that was added as an existing movie.

10. Version comments

- Here you can enter comments for the currently selected version. These comments are shown in the [Project Preview Tab](#) of the **Project Manager**.

11. Close window button

- click this to close the **Project Info** window.