

# Using Multimedia Software and Hardware



## What is meant by “multimedia”?

Any combination of the following elements: text, image, sound, speech, video and computer programs.

## What is a Podcast?

A very simple explanation is to think of a podcast as a digital broadcast. The word itself was created from Apple’s digital audio device, the iPod and the podcast’s sound wave counterpart, the broadcast.

Both of these terms refer to content. A broadcast is a sound program picked up by a radio. A podcast is a digital audio file picked up on a computer, MP3 player, or Apple’s iPod. A podcast is picked up by a computer when you subscribe to a podcast. By subscribing to a podcast, you are letting the podcaster know where to send the podcast. Receiving podcasts is free, just as receiving a broadcast over the airwaves is free.

Podcast and broadcast also refer to the process of sending out the content. To broadcast refers to the processes required to send an audio program out on the air waves. To podcast refers to the processes required to send digital audio files to computers that request them. This requires special programs and a webserver. Visit <http://en.wikipedia.org/wiki/Podcaster> for more information.

## How do multi-media workstations differ from the usual campus lab workstation?

Multi-media workstations have additional hardware such as speakers, microphone, fire wire port for transferring video from a camera to the computer.

Multi-media workstations have additional software installed to allow you to edit sound and video files.



### For more information, contact:

**Learning and Technology Services**  
Old Library 1106 | Eau Claire, WI 54702-4004

**Help Desk** | 715-836-5711 | e-mail: [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu)  
**BITS** | e-mail: [training@uwec.edu](mailto:training@uwec.edu) | [www.uwec.edu/bits](http://www.uwec.edu/bits)

[www.uwec.edu/lts](http://www.uwec.edu/lts)

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[www.uwec.edu](http://www.uwec.edu)



## Where are multimedia workstations located?

The location of a multimedia workstation may change from year to year. OL1108, OL1108B, and the group study rooms in McIntyre Library have some multimedia workstations. For the location of other stations please ask at the Help Desk or OL1108.

## What do I need to know about storing multimedia files?

- A PowerPoint presentation must have the PowerPoint file and all music, audio and video files saved in the same folder.
- Students working with video files may use 20GB of storage space on a server designated to storing large multimedia files.
- File space for a multimedia project is available by contacting BITS.
- Video files are very large. This makes it important to transfer only the portion of the video needed for the project. Don't store unnecessary video.

## What does it mean to edit video "offline"?

Offline editing refers to the process of deciding what parts of your video tape you want to transfer before you start the transfer process. You may do this by viewing your footage on your camera or on a TV and writing down the beginning and ending time codes for the section you want to transfer. The big advantages of offline editing are:

1. You use less server resources by transferring only what you need.
2. You can edit more quickly, since you have less material to look through.
3. You don't need a multimedia workstation and can offline edit at home.

## What equipment is available to students?

Students may reserve and check out from the library digital cameras, video cameras, tripods, microphones and digital voice recorders. Semi-professional equipment is available by contacting:

Don Schleicher | 836-5088  
Schofield 48 | schleidd@uwec.edu



## Where do I get help if I have more questions?

BITS, Building Information Technology Skills, provides training services and assistance to students, faculty and staff on all aspects of technology and computer software. Group and/or one-on-one instruction is available. To schedule a time for yourself, email [training@uwec.edu](mailto:training@uwec.edu), letting us know when you are available, or call the office at 836-5157.

The Help Desk is open at 7 a.m., Monday through Friday with some daytime hours on Saturday and Sunday. Someone at the Help Desk can answer your question or find the answer for you. E-mail the Help Desk at [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu) or call 836-5711.

**Campus Resources** Training, assistance, video and audio equipment rentals, and multimedia computers with video and audio editing software are available.

### Equipment

#### McIntyre Library

- 24 hour, 48 hour and weekend checkout
- Online reservations:  
[www.uwec.edu/Library/services/laptop.htm](http://www.uwec.edu/Library/services/laptop.htm)

#### LTS Help Desk

- [www.uwec.edu/helpdesk/equipment](http://www.uwec.edu/helpdesk/equipment)  
(instructor's permission required)

#### Ed Tech Equipment Pool

- Brewer/CS Basement CS 6
- Available to education students only

#### Semi-professional Equipment

Contact: Don Schleicher | 836-5088  
Schofield 48 | schleidd@uwec.edu

### Multimedia Computer Workstations

#### Editing Software | Windows and Macintosh

- Adobe Audition
- Adobe Premiere Elements
- Adobe Premiere Pro
- Audacity
- iMovie
- Garageband
- Final Cut Pro

#### Capture Stations

Reserveable Capture Stations for transferring video from a camera, DV tape, VHS\* and DVD are located in OL 1108B, S42 and the library group study rooms.

*\*VHS transfer is only available in S42.*

#### Editing Locations

- OL 1108 – Premiere Elements, iMovie
- OL 1108B – Premiere Elements, Premiere Pro, iMovie and Final Cut Pro
- Library Group Rooms – Premiere Elements
- Schofield 42 (Small studio) – Premiere Pro and Premiere Elements

### Training

Group workshops or one-on-one training are available for Premiere Elements, iMovie, Premiere Pro, Adobe Audition, Audacity and any other university-supported software application.

[www.uwec.edu/BITS](http://www.uwec.edu/BITS)  
[training@uwec.edu](mailto:training@uwec.edu) | 836-5157

#### For more information, contact:

Building Information Technology Skills (BITS)  
836-5157 | OL1106

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