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# Project Manager Reference

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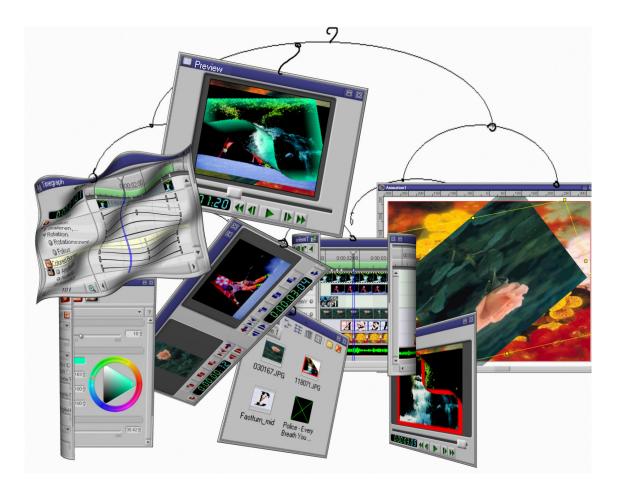
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#### **Project Manager**



Project management in MoviePack is basically the display of the enitre project on one monitor, the program interface. Individual tools are found in every window.

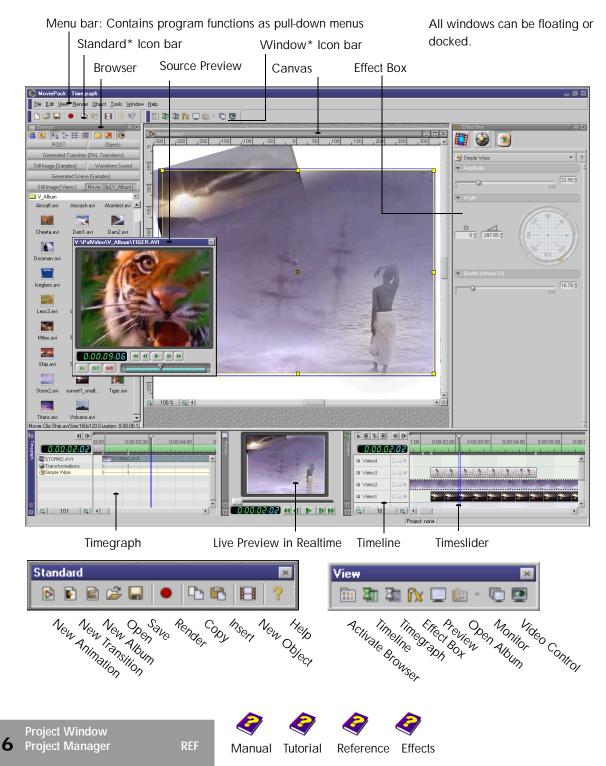
Obviously everyone has their own personal way of working, which is why MoviePack is user-configurable. You can design your own individual workspace to suit your tastes or different projects. The various interfaces can be saved and used later. Project specific interfaces can be easily created and saved for various users (e.g. beginners, more advanced, experts).

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Project Manager Project Manager



# **Project Window**

# Adjusting the Desktop

MoviePack works with Microsoft Windows and behaves just like Windows with regards to the enlarging, reducing and closing of its windows. The same also applies to the use of the right mouse button to change numerical values, and other similiar tasks.

<u>U</u> ndo
Cu <u>t</u>
<u>С</u> ору
Paste
<u>D</u> elete
Select <u>A</u> ll

The contents of numerical input fields can be copied, deleted, cut and inserted. This proves to be quite helpful particularly when the same numbers are repeatedly used. To do this right-click in the number field.

Open a window in MoviePack by clicking one of the icons in the window icon bar or from the Window menu choose the window you want. You can also activate windows by clicking Palette on the View menu.



Tool Tips indicate the windows which are concealed behind the icons.



To close the window click 🐹



The main window in MoviePack is the active window with the blue title bar.

- To alternate between windows, simply click each window in turn.
- 0

Using the shortcuts **Ctrl + Tab** and **Ctrl + Shift + Tab** you can move from one window to the next or to the previous window (animation or transition).

Too many windows opened at the same time can make the interface **Join** look quite confusing. A more user-friendly desktop can (subject to your monitor) be created by attaching the windows to one another.

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Joining Windows



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Adjusting the Desktop Project Manager Attached windows take up only one window on the interface and the user can easily switch between them.

> A right-click on the title bar of your window opens a menu containing the command Attach to.

Docked <u>Floating</u> Collapsed MDI Child Allow Docking Docked to ۲ MDI Child as Þ Attach to Monitor Browser Effect Box Timegraph. Video Control Preview

· After clicking on

Attach to a selection of windows will appear. The active window can be attached to any one of these windows. Simply click the desired window.

alternatively:

►

To join two windows, first click on the window icon (top left) and drag the window - the mouse cursor changes to this icon onto the title bar of another window. When the pointer changes to this symbol release the mouse button and the two windows are joined.



The active window moves onto the position of the other window and hides it.

Dots after the name of the window in the title bar indicate that there are other windows hidden behind it. The icon of the hidden window is shown either to the right of or under the window title.



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Click one of the icons in the title bar to display the corresponding window.



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To detach the windows you have two possibilities:

A right-click on the title bar activates a menu with the new command Detach. This command allows the active window to be detached.

alternatively:

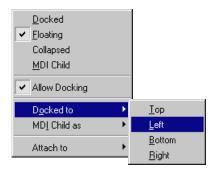
Click on the window icon (right handside of the title bar) and drag the window into a vacant space. The pointer appears like this .

~	<u>D</u> ocked
	<u>F</u> loating
	Collapsed
	<u>M</u> DI Child
V	Allow Docking
	D <u>o</u> cked to
	MD <u>I</u> Child as
	Attach to
	Detach
~	Timeline
	Timegraph

**Detaching Windows** 

Window Setup

Every window can have a fixed position i.e. it can be docked. Docked windows will always try to fill the space between the other windows. This method of joining windows results in a better orientation and uses the limited space on the screen effectively. Docked windows can vary in size but can no longer freely move until the docking is deactivated (floating).



Windows can be arranged in any way you wish. By clicking the icon of the respective window a menu appears containing the command **Dock**. This command docks the window to the borders of the program window. The title bar is vertical when a window is docked.

- Click the title bar of the window and drag it into the desired Moving Windows position.
- Double-click the title bar to free the window from its anchored position. It moves to a central position on the screen or to the position it previously held before being docked.

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Window Setup Project Manager

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Allow Docking is automatically activated when the window is docked. If the window is moved about the screen when Allow Docking is activated, the outline of all available positions is shown. By releasing the mouse button the window stays in the desired position. Only by deactivating Allow Docking can the window once again move freely.

#### **Floating Windows**

**MDI Child** 

 A menu will appear with a right-click on the title bar. Choose the command Floating.

• A floating window is no longer integrated into the project. When moving or minimizing the other windows, they remain inside MoviePack's borders but a floating window on the other hand can move outside MoviePack.

• Double-click the title bar of a window to free it and a further double-click will return it to its docked position.

• The window retains its old position until a new one has been allocated.

<u>D</u> ocked	
<u>F</u> loating	
Collapsed	
MDI Child	
Allow Docking	
D <u>o</u> cked to	→
MD <u>I</u> Child as	►
Attach to	►
	Eloating Collapsed MDI Child Allow Docking Docked to MDI Child as

0

**MDI Child** is an exception. By activating this control the window moves to the middle of the screen and only when activated can it overlap other **MDI** windows. It is subordinate to the other windows. Apart from this peculiarity it behaves like any other floating window. As with docking this allows the screen to be used more efficiently.

An MDI Window has three icons on the top right \_ [] X which can be used to minimize, maximize and close the window.

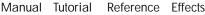
#### Adjusting Window Size

To change the size of the windows use the Windows method:

▶ Position the mouse on a border or corner of a window. The pointer adopts this form ↔. Drag the window to the desired size.







- ► The width and height of docked windows can also be altered. Position the pointer on a border of the window and it will appear like this + . Drag to the desired size.
- If several windows are docked to the one edge you can move all of them inwards using one border line. For example, if you want to enlarge a window which is positioned at the bottom edge you can move the common border line upwards making the entire row higher. Adjoining windows behave depending on the mode.
  - I Docked windows are moved higher or apart.
  - I Floating windows overlap the row.
- ) 🖉 🖬 🔎 🖪 🕙 日 ? 🕫 🛅 🗃 🏦 🏠 🕞 🕤 🖻 1 🗈 🕒 🔭 🕮 🔟 🙆 😕 💿 🗊 🎲 0 10 -4660 Change. 031106.jpg 069001.jpg 069066.jpg ۲ .At 069100.jpg oeking 📷 40. 095089 ipg 11-1 auge.bi 1956 M Baum7.jpg Canvas hms Carryas n inc -N E X E 4 P 0:00:00:00 0.00.00.00 Row 0.00.00.00 44 4 e, 101 e, 4 DB G. 10f 🔍 4
- I MDI windows move under the row.

- ► Docked windows which overlap each other can be minimized and then restored by clicking on ▼. Maximizing reduces the neighboring windows to title bars.
- ▶ In floating windows this button appears **★** . It minimizes the window to a title bar. The icon then changes to **★** which restores the window to its original size.

A double-click on the title bar also minimizes the window and a further double click will restore it to its original size.



Window Setup Project Manager

# Configuring MoviePack

#### Setting up Image Format

The image format in the **Canvas** does not influence the video output, rather it acts as a control. For the output either PAL for TV or 320x 240 for Multimedia CDs can be used. Irrespective of this you can also output your animations in different resolutions.

You can access Animation setup either from File / Animation setup or right-click on the Canvas. Here you can choose the resolution and the background color and save this data as readily available Schemes.

Animation Setup ? 🗙
Schemes Page Time Objects Guidelines
Multimedia Medium, 320x240 💌 320 🗄 x 240 🖨
Pixel aspect
Square Pixels 19
Zero coordinates at
X: 0 9 Y: 0 9
Background color
OK Cancel

A large format (e.g. 800 x 600 or PAL) means the composition is displayed precisely and with a high resolution but it might cause playback on a PC monitor to be slightly jumpy. Small formats will create a smooth playback as there is not so much data to move.

The only relationship with the final output is the ratio setting.

Whether the setting is 800 x 600, 768 x 576 or 320 x 240, the 4:3 ratio is always the same. To process PAL or NTSC videos you must only heed the ratio.

If you set the **Canvas** to 500 x 200 and use images and videos to their full size, your video will appear distorted. If you select the render setting PAL or NTSC, 500 x 200 will have a ratio of 5:2. It is better to maintain the default settings for PAL and NTSC.





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**Trick** Do you want to create a video full of effects, for example having several videos running and filming them with an virtual camera moving from left to right?



While the five clips are played back the camera moves from left to right. The output shows a video in PAL or NTSC (4:3) which has been generated by a virtual camera.

It now makes sense to choose a totally different **Canvas** setting but still use PAL or NTSC.

The individual objects have to be moved to their positions respectively. They will then run parallel to each other.

Try to use the settings you would also like to use in your video. The **PAL or HDTV** selected image format does not effect the render quality, however object ratios are not judged optimal if the wrong image format is used.





Canvas in 16:9 HDTV Wide Format



If you are satisfied with the layout and design of your monitor, save it **Saving Projects** as a project.

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Configuring MoviePack Project Manager Click the Save Project command on the File menu.

►



Loading a Project An existing working environment can be found under File / Open Project. Ð If you want to reuse a recently used project, click Recent Projects on the File menu. A list of the last 8 projects will appear. Capture To process video footage your computer needs a capture card. The

external cable of the source must be connected to this card. Further details can be found in the 'Reference - Capture & Render' booklet.

From the Tools menu select Capture. ►



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# **Determining Storage Location**

If you are happy with your project, search for and save all MoviePack files on hard disk. Choose the location where MoviePack is to access the objects. This way the workflow can be optimized while at the same time fragmentation and a capacity overload of the disk drive can be avoided.

Open the Options dialog box from the Tools menu. Select the Select Storage Location File Locations tab.

Options		? ×
Schemes General File Locations File	Canvas Renderer   File Management	Page View   User Info
Directories for Additional Footage Additional plug-ins Captured files Temporary video files	d.\TEMP	×+
	OK	Cancel

The available folders are listed on the left-hand side of the window. On the right the current storage location is displayed.

Captured files: In the Tools menu MoviePack offers its own Capturer. If nothing else is specified the captured footage is saved in Captured Files.

**Temporary video files:** While working with MoviePack video data is constantly being added. This data needs to be temporarily saved and for this there is a temporary video folder.

Additional plug-ins: Here additional plug-ins from AIST or from third party manufacturers are stored.

Additional Footage: Here you will find further image and video footage.

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**Changing Storage Location** 

►

In the dialog box click the **New (Insert)** icon . A new folder is created. If you know the file path you can insert it. Otherwise click on the three dots ••• situated next to the insert bar. This calls up the next folder which enables you to determine the path.



► The Select Directory dialog box appears.

► As in Windows Explorer select the new folder and click **OK**. The new target folder has been chosen.

For each folder it is possible to select several different storage locations.

#### **Deleting Target Directory**



¥\* |

To delete a target directory, click the button with the red cross in the **Options** dialog box

The two arrows enable you to move the pointer up and down the rows of the target directory.



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## **Configuring Icon Bars**

MoviePack offers you the possibility to reconfigure or newly define existing icon bars. As a result frequently needed functions can be combined and you can create your own individual **Canvas**.





functions are represented by an icon. These can be found, together with a short description of their function, in the Tools menu under Customize. Three categories exist in the default setting: the Menu command bar and the two icon bars Standard and View.

MoviePack

Standard Icon bar

Many

#### **Opening Customize**

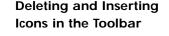
- Click the **Commands** tab; a list of the current icon and menu bars appears. When you choose one, the appropriate icon or menu name will appear on the right-hand side.
- Icons or menus from the existing icon and menu bars can be dragged and inserted into other bars.
- To delete, drag the icon out of the icon bar and then release the mouse button.

In Toolbars in the Customize box select Reset.

A

In the **Toolbar** tab it is possible to change the size of the icons and also to choose either raised or flat buttons (Cool Look option).

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#### **Restore Default Setting**



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Configuring Icon Bars Project Manager

#### **Creating a New Toolbar**

Drag one of the icons out of the **Customize** box and a new unnamed toolbar will appear. Add as many icons as you want and give the new toolbar a suitable name.

►



Customize 2 ×	
Toolbars Commands Windows position	(
Symbolieisten: Vitroiect, seaworld Vitroiect, sea	C  - 
project_seaworld	ر ا
Toolbar name: project_seaworld	k
OK Cancel	) r

► Under Tools/ Customize open the Customize dialog box. Here you will find a list of toolbars.

If you want to create your own toolbar click New.

In the New dialog box type in a name.

Click OK and the new name appears in the list.

#### **Deleting Toolbars**

- Highlight the toolbar in Customize/Toolbars and click Delete.
   Only user-defined toolbars can be deleted. Menu, Standard and View are maintained.
- A click on the cross in the top right corner conceals the toolbar.
- With a double-click, or by moving with the mouse, the icon bar moves to the second top bar or moves into a new row. A double-click on the remaining View, Standard and Menu bars changes them into freely moving toolbars.

#### **User Defined Commands**

User Defined Commands on the Tools menu allows you to create new commands with their own names and whatever commands or program call ups you desire.



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• Open the User Defined Commands menu and then click Add. Enter a chosen name and click on the button with three dots in the Command bar to select the desired application on your mass storage.

Customize		
Options	Select Program	2 ×
 Capture/Playback <u>H</u> ardware	Look jn: 🛛 🙀 Winnt	
Make <u>S</u> creen Saver	🙀 dooflop.exe 📃 lextract.exe	😵 setdebug.exe
Capture <u>M</u> ovie Clip	Explorer.exe 📷 IsUninst.exe	Taskman.exe
User defined commands	Extrac32.exe 🖵 jview.exe	📕 Twunk_16.exe
	Extract.exe 🖉 Notepad.exe	📓 Twunk_32.exe
	😭 Hh.exe 🎯 Regedit.exe	🍘 unvise32qt.exe
	Tehelp.exe Regtlib.exe	👋 welcome.exe
		Þ
	File name: Explorer.exe	<u>O</u> pen
	Files of type: Programs	Cancel
	Customize	×
	Menu <u>C</u> ontents	ок 1
	Capture Ex	
	Ex	Cancel
<u>C</u> ustomize 4		
Options		
Capture/Playback <u>H</u> ardware	Menu Text:	Add
Make Screen Saver	Menu Text: Ex	<u>R</u> emove
Capture <u>M</u> ovie Clip	Command: C:\WINNT\EXPLORER.EXE	
User defined commands	Arguments:	Move Up
Capture	Initial Directory:	Move Down
Ex		There Ferry

In this example two tools have been created under **Tools** which can now call up programs from MoviePack.



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User Defined Commands Project Manager



# M3 Import Export System

In the Windows taskbar you will find an icon with the MoviePack logo. To the left is a small bar which shows the activity of your MoviePack project.

Double-click the small bar and the following statistics appear as well as...

Data Requests:	63	Data Responses	
Info Requests:	84	Info Responses:	84
Write Requests:	7	Write Responses	s: 7
Total Requests:	147	Total Responses:	147
Receved from Proxy:	3	In All Queues:	0
Sent to Proxy:	62	Traffic:	11 Mb
Loaded Directly:	60	Cached:	1 МБ
Errors: C	)	Enable Proxy	Settings

Se	ttings Proxy			×
	Proxy directory: d:\PR0XY_M3	3	_	
	Cache Size:	2000	мв	
	Maximum file co	ount 2000		
	OK		ancel	J

... the Settings for memory management.

MoviePack temporarily saves data for the preview.

The Proxy file directory acts as a temporary storage. The more proxy you have, by entering an appropriate drive with a lot of memory, the faster the Preview

and other memory dependent functions will run. The default 1000 MB is normally sufficient.

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M3 Import Export System REF Manual Tutorial

Project Manager

# Windows in MoviePack

After starting up MoviePack, the standard windows or a **Standard project** appear if you selected **Open Project**.

I Canvas window

Creative area in which compositing takes place.

I Browser

Here you will find all sources such as effects, movie clips, still images, image sequences, transitions and audio etc.

I Preview

This provides you with a preview in real-time of the chosen scenes.

I Timeline

This provides you with a temporal overview of the project, video transition and audio tracks.

I Timegraph

With its keyframes this enables each effect to be manipulated over time.

These are the most important functions that are needed for the processing of an animation. To start with we recommend that you keep the default configuration. In the following pages you will receive a short introduction to these windows, more details can be obtained from the specific booklets.



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Windows in MoviePack Project Manager



#### **Canvas Window**

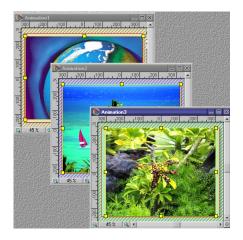
0

The **Canvas** window is the main window in MoviePack. Each **Canvas** contains an animation which consists of still images, movie clips, audio, transitions or effects.

#### **Opening Canvas Window**

After starting up MoviePack a dialog box always appears in which you can insert the data for your **Canvas**. To open a new window click on **New Animation**.

Several animations can be worked on simultaneously depending on the memory available. Each animation has its own **Canvas** window. To activate simply click the window and the activated window will appear in the foreground.



- To insert an object onto the Canvas, double-click it in the Browser. The object will then simultaneously appear in the Timeline, Timegraph and the Effect Box.
- Frames can only be seen in the **Canvas** and the **Effect Box** if the Timeslider is positioned on them.
  - Active objects have a stripey border in the Timeline and appear on the Canvas with borders and handles. They can be deleted using the Del key or under Edit / Delete.



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**Inserting Objects** 

**Deleting Objects** 

When you insert a new object such as a Movie Clip, Still Image, Titler etc. into your project, the Transformations icon is automatically shown in the Effect Box.

MoviePack enables you to position, scale and rotate the objects. These movements are carried out directly on the **Canvas**.

As soon as an object on the **Canvas**, and therefore also in the **Timeline**, **Timegraph** and **Effect Box**, becomes active, it is framed with the standard yellow border. Handles are fixed to the corner and middle points of each border. With these handles you can move and scale the object.

- A frame with square handles appears after one click on the object. The object is now activated and its size and proportions can be changed.
- A second click on the object changes the squared handles to round ones and the object can now be rotated using these handles.
- Using the green center point the object can be moved around the Canvas. A line indicates the path the object takes when moving from one position to another. A trajectory is created.

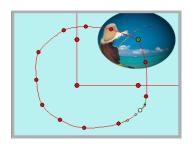




Moving, Rotating and Scaling Objects



**Motion Curve** 



If the object has to move back, the time must also be adjusted for each step.

As a default setting the object is positioned in the center of the **Canvas**. Now adjust the Timeslider in the **Timeline** or the **Timegraph** using the triangle at the top of the Timeslider.

Finally return to the **Canvas**, move your object and adjust the time once more.

Detailed information can be found in the 'Reference - Canvas' booklet.



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Canvas Window Project Manager



#### **Browser Window**

All objects (sources) whether they are still images, movie clips, effects, transitions or audios etc. can be selected in the **Browser** 

Using the file directory on the **Desktop**, you can select whatever file you desire. The MoviePack **Browser** is able to independently access files of the chosen object type thanks to a filter.

Alternatively you can access the object through the object groups. If you want to insert an image (e.g. a TIFF file) and are in a folder which contains only sound or AVI sources, the **Browser** will not be able to offer you a selection.

MoviePack objects (artificially generated by MoviePack, such as **Procedural Images** or **Titler**) can also be found and selected in the **Browser** but they do not physically exist on the hard disk.

#### Source Viewer



As sources cannot be adequately judged using the thumbnails a **Source Preview** is provided.



Position the pointer over a thumbnail. A preview of a clip or an enlarged view of the still image appears.

More details can be found in the 'Reference - Preview' booklet.

To become better acquainted with the **Browser** refer to the 'Reference -Browser' booklet.



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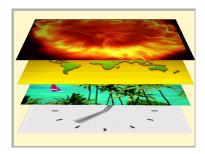
**24** Browser Window Project Manager

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# **Timeline Window**



In the **Timeline** you can manage your object over time. On the **Canvas** you see the image of your animation at the point in time where the Timeslider is positioned. The display of objects on the **Canvas** follows the sequence of how the objects are arranged in the **Timeline**.



The head of the Timeslider is a virtual camera which 'sees' objects as layers which have been placed on top of each other.

The **Timeslider** can be moved by either dragging or by using the arrow keys.

🌆 Timeline		2 2
* * •	<□.00 0:00	0.00.01100 0.00.02.00 0.00.03.00 Omnidirectional Light
Light1	090	Omnidirectional Light
	090	
Video3	090	an an an an an an an a an
Video2	090	de site the site site site
Video1	090	
Q Video 10 f	•	▼ ▼



#### The Timeline

consists of three areas:

I the compositing or animation area

(Track Video 1 to unlimited amount, pastel green)

- I the editing or cutting area (Track Video A - Transition Track - Track Video B, pastel blue)
- I the sound or audio area (Track Audio1 to unlimited amount, pastel brown).



An unlimited number of still images, movie clips, transitions, audio clips and titles etc. can be inserted into each track.

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Further information can be found in the 'Reference - Timeline' booklet.



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Timeline Window Project Manager



# **Timegraph Window**

The **Timegraph** provides you with an overview of the temporal behaviour of the effects. As you can move images and videos in various ways and apply a multitude of effects to them, you would quickly lose control of the animations and the changes made if you did not have the **Timegraph**.

Each track represents the editable parameter of an effect while each keyframe (short vertical lines) represents an alteration of the parameter. MoviePack automatically calculates the interpolation between the keyframes.

<u> </u>	0:00:00:00	0:00:02:00	0:00:04:00	0:00:06:00	0:00:08:00
0:00:05:15					
RIOT.AVI		RIOT.AVI			
O Time	D				
🍪 🛛 Position	I	-0		0	
▼Scale	D				
Stretch	I				
✓ Rotation	I			0	
Rotation Center	I				
Focus	I -			(	

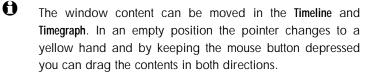
- The **Timegraph** shows the object which is highlighted in the Timeline. As soon as you click on one of the icons or parameters in the Timegraph you will automatically see the effect with its parameters in the Effect Box and vice versa.
- 0 An effect is always applied to the entire object (e.g. on a Movie Clip in the Timeline). A keyframe is automatically assigned to the beginning and end of the effect. Under Tools/ Options/General you can determine whether zero values should be applied to the beginning and end or whether the effect should begin immediately.

Effects

The



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Further information can be found in the 'Reference-Timegraph' booklet.

#### **Preview Window**

OpenGL or Direct3D Support is necessary if you want to use the Live Preview in Realtime. OpenGL and Direct3D are standards for image display acceleration on a computer screen. Although many graphics cards already offer OpenGL acceleration, some do not support all OpenGL commands and these are often limited to game applications. Furthermore, acceleration depends on screen resolution and on the amount of RAM available.



The **Preview Window** is freely scalable and both the effect calculation as well as the output happens in real-time. Please ensure that you highlight a preview area in the **Timeline** (green bar). The better the OpenGL or Direct3D support the quicker the **Preview**.

Live Preview in Realtime should only be used for displays of up to 10 seconds as longer sequences will run better on Video Control.

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## **Effect Box Window**

All effects which have been applied to an object (movie clips, still images, audio etc.) can be adjusted here in the **Effect Box**.

Select the effect you want from either the Browser or an Album and apply it to an object in the Timeline or Canvas. Move the Timeslider to the point in time where you want the parameter values to be changed.



The desired object must be activated before you apply an effect from the **Browser**.

The order in which effects have been applied to an object can greatly influence the final results.

• Select a different object in the **Timeline** or on the **Canvas** and the effect parameters will be immediately shown in the **Effect Box**.

• Keyframes are automatically set to these effect parameters on the **Timegraph** irrespective of whether it is open or not. All frames between keyframes are rendered automatically.

Further information can be found in the 'Reference - Effect Box' booklet.



## **Monitor Window**



The Monitor window consists of two monitors which display the two frames that are represented in the Timeline by a red and a blue marker.

Clever maneuvering of the clips with the help of these markers enables you to find the exact optimal position in which the clips, using the cutting tools in the monitor, can be processed. The markers can be freely positioned and can also rest on the same track.(see the 'Reference -Monitor' booklet).

#### **Album Window**

The **Album** is a container for images, videos, transitions, effects, settings and behaviour and also helps to organize your project. Everything necessary for a project can be collected and stored in an **Album**.

Click the **Album** icon and a new album with first of all one group will appear. Sources from the **Browser**, **Timeline** or **Effect Box** ican be dragged into an album.

Sources can be found in various folders. The **Album** guarantees you easy access.

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# Video Control Window

**Video Control** is recommended for rendering longer animations which are then output onto a TV monitor. Click on the **Monitor** button and the current content of the **Canvas** is displayed on the TV monitor depending on the video board. The data is entered once at the beginning and is then valid.

The **S** button enables you to determine the video and rendering settings.

The **Video Control** renderer is a special Intelli-Renderer which only re-renders frames that have been modified since the last rendering. Unaltered rendered frames are stored in the cache.

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This menu appears with a right-click in the **Video Control** window and allows you to set up the window whichever way you desire.

To activate the rendering, click the red button. All tracks including audio tracks are rendered apart from those tracks in

the **Timeline** which have been locked. When the rendering process is finished you can then playback the clip by clicking the **Play** button **>**.

The Monitor icon activates the playback on a connected TV (see the 'Reference - Preview' booklet).



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► Either click the small cross on the right-hand side of the top Closing your Animation line or use the shortcut Ctrl + F4.

You can quit MoviePack in three ways:

**Quitting MoviePack** 

- Click the symbol in the top right-hand corner of the window.
- From the **File** menu select **Close**.
- Or use the shortcut Alt + F4.



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