



# Contents

Click any topic below for help:

[About movies and MoviePlayer](#)

[Playing a movie](#)

[Copying a movie frame](#)

[Copying and pasting a movie](#)

[Using Object Linking and Embedding \(OLE\)](#)

[Printing a movie frame](#)

[Using the keyboard](#)

[Glossary](#)

For Help on Help, Press F1

## Glossary of terms

Animation

Client application

Control bar

Destination document

Frame

Images

Movie

Play bar

QuickTime movie

Selection

Slider

Video

## Playing a movie

Click any topic below for help:

[Opening and closing a movie](#)

[Playing and stopping a movie](#)

[Controlling the volume](#)

[Working with more than one movie](#)

[Resizing the movie](#)

[Changing the play options](#)

[Playing part of a movie](#)

[Getting information about a movie](#)

[Glossary](#)

## About movies and Movie Player

### **What is a QuickTime movie ?**

A QuickTime movie is a file that can contain video images, animation and sound.

Movies that contain video or animation are made up of a series of still images played in succession. Each image is called a frame.

Many programs let you play QuickTime movies in ordinary documents, such as word-processing files, spreadsheets, and presentations.

### **Use Movie Player to Open and play QuickTime movies.**

You can play QuickTime movies from your hard disk or from a CD-ROM disc. Movies on floppy disks should be copied to your hard disk before you play them.

Glossary

## **QuickTime movie**

A QuickTime movie is a file that can contain video images, animation, and sound.

Movies that contain video or animation are made up of a series of still images played in succession. Each image is called a frame.

QuickTime movies are DOS files with the suffix .MOV (for example, NEWSREEL.MOV).

## **Video**

A series of photographic images that portray an event filmed from life.

## **Animation**

A series of drawn images that portray a moving event.



## **Images**

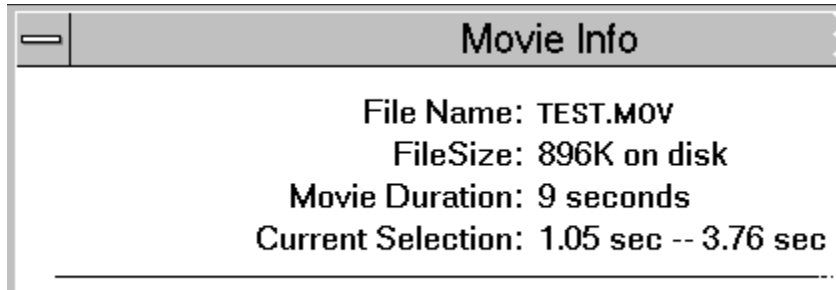
Photographs, drawings, or computer-generated visual renderings.

## Searching for Text in a Movie

If a movie has a text track, you can use "Find" from the Movie menu. Using the standard Windows find dialog, you can enter search text. If Movie Player finds it, the slider moves to the appropriate point in the movie and the text is highlighted.

## Getting information about a movie

To see information about a movie, choose "Get Movie Info" from the Movie menu.



The File Size shown is the storage size of the movie file on disk. The Movie Duration is the running length in seconds.

[Glossary](#)

## Printing a movie frame

1. Click the [pause button](#) to stop the movie.
2. To print the current frame of a movie, choose "Print" from the File menu.

The current frame of the movie prints at its "actual" size, if it will fit on one page. If the printed frame does not fit on one page, it is reduced to fit. To change the settings for page orientation, size and printing options, choose "Print Setup" from the File menu.

### Glossary

## Copying a movie frame

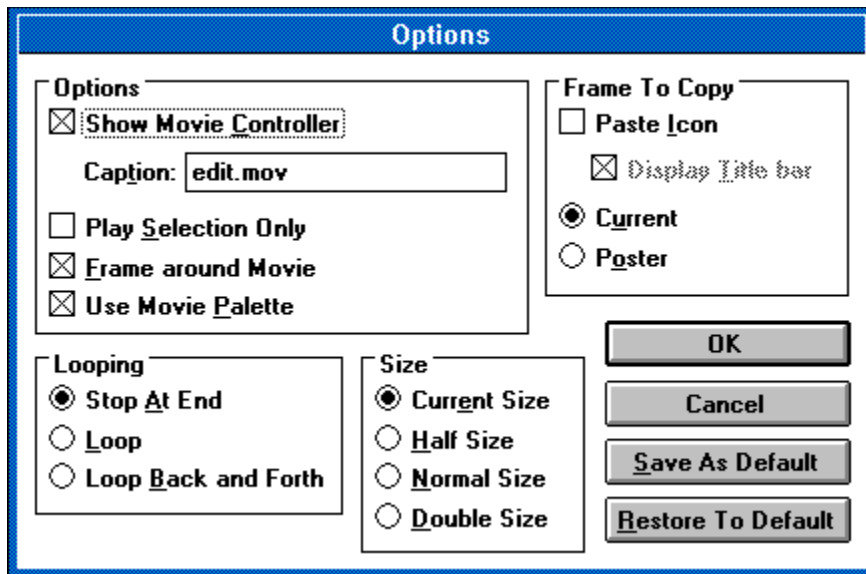
1. Click the [pause button](#) to stop the movie.
2. Choose "Copy" from the Edit menu to copy a frame from the active movie. The current frame is copied to the Clipboard.

[Glossary](#)

## Setting QuickTime movie options

The movie options allow you to control how a movie looks when it is embedded in an OLE [destination document](#). You can reach the Options dialog box from either of two locations:

- In Movie Player, select "Options" from the Edit menu.
- In the destination document, select "QuickTime Movie Options" from the Edit menu.



You can set options to show the control bar, play the selection only, put a frame around the movie, and use the movie palette. You can also set Looping and Size options. Use the Frame To Copy options to control which frame represents the movie in the destination document.

- To use the poster, select Poster.
- To use the current frame, select Current.
- To place the movie into the destination document at the selected size, leave Paste Icon unchecked.
- To place the movie into the destination document as an icon, check Paste Icon. When the movie icon is double-clicked, the movie plays in a stand-alone window.

Use the Save As default button to save a complete set of options as your defaults.

Use the Restore To Default button to restore to your last set of defaults.

[Glossary](#)

## Working with more than one movie

You can open and play more than one movie at a time. To work with more than one movie, use the Window menu or shrink the movies to icons:

- To rearrange the movies, choose an item from the Window menu.
- To bring a movie to the front, choose its filename from the Window menu.
- To shrink a movie to an icon, click the down arrow in the upper right corner of the window. To restore the movie to its normal size, double-click the icon.

Glossary

## Opening and closing a movie

1. Choose "Open" from the File menu in Movie Player.
2. Click a movie in the list of files.
3. Click OK.
4. To close the movie, choose "Close" from the File menu.

[Glossary](#)



## Copying and pasting a movie

Follow these steps to copy a movie and paste it into another document.

1. Open the movie you want to copy.
2. Select "Copy" from the Edit menu.
3. Open the document into which you want to put the movie.
4. Put the cursor where you want to insert the movie.
5. To insert a copy of the movie, select "Paste" from the Edit menu.

[Glossary](#)

# Using Object Linking and Embedding (OLE)

Click any topic below for help:

[About Object Linking and Embedding \(OLE\)](#)

[Documents that accept QuickTime movies](#)

[Embedding a QuickTime movie](#)

[Editing an embedded movie](#)

[Setting QuickTime movie options](#)

[Glossary](#)

## **Destination document**

In Object Linking and Embedding, a document (for example, a word-processing document) into which you place an object.

## About Object Linking and Embedding (OLE)

OLE is a technology that allows you to place "objects" (such as movies, pictures, or spreadsheets) into other documents. For example, you can use OLE to embed a QuickTime movie into a word-processing document.

Readers of your document can double-click the movie to view it just as if they were using Movie Player. OLE also allows you to edit the embedded movie from the [destination document](#).

Your Windows user's guide has more information on using OLE. See the chapter that covers integrating your Windows applications.

[Glossary](#)

## Documents that accept QuickTime movies

You can embed a QuickTime movie into a document created by an OLE [client application](#). Some client applications are:

- Microsoft Excel 4.0

- Microsoft Word for Windows 2.0

- WordPerfect 5.2

- Microsoft Windows 3.1 Write

- Microsoft Multimedia Works for Windows

To find out if an application is an OLE client application, check its user's guide for information on Object Linking and Embedding.

[Glossary](#)

## **Client application**

In Object Linking and Embedding, an application (for example, Microsoft Write) that accepts embedded or linked objects.

## Embedding a QuickTime movie

You should follow the detailed instructions for embedding objects in the [client application](#) user's guide. Here is an overview:

1. In the [destination document](#), put the cursor where you want to insert the movie.
2. Choose "Insert Object" from the Insert or Edit menu.
3. In the dialog box, select "QuickTime movie" as the object type. Movie Player opens, and the File Open dialog box appears.
4. Use the dialog box to find and open the movie you want to insert.
5. To set how the embedded movie will look in the destination document, choose "Options" from the Edit menu. See the help topic [Setting QuickTime movie options](#) for more information on setting display options.
6. Choose "Close" from the File menu to close the movie. A message asks if you want to update the document before proceeding.
7. Click Yes to embed the movie and return to the destination document.

[Glossary](#)

## Editing an embedded movie

You should follow the detailed instructions for editing embedded objects in the [client application](#) user's guide. The steps below provide an overview.

When you edit an embedded movie, only the movie in the [destination document](#) changes. The original movie does not change.

1. In the destination document, click the movie once to select it.
2. Choose "QuickTime movie object" from the Edit menu. Movie Player opens. The movie may open automatically, or you may have to open it.
3. In Movie Player, choose "Options" from the Edit menu.
4. Make your changes in the Options dialog box. See the help topic [Setting QuickTime movie options](#) for more information on setting display options.
5. When you finish, choose "Close" from the File menu to close the movie. A message asks if you want to update the document before proceeding.
6. Click Yes to update and return to the destination document.

[Glossary](#)



## Changing the play options

To change how a movie plays and looks in Movie Player, choose items from the Movie menu:

- To change how the movie plays, choose "Stop at end," "Loop" (play continuously), or "Loop back and forth."
- To play only a selected part of the movie, choose "Play selection only."
- To change the movie's size, choose "Half size," "Normal," or "Double Size."
- To see the movie poster (a single frame that represents the movie), choose "Show poster."

[Glossary](#)



## Movie Controller Index

Click any topic below for help:

[Playing and stopping a movie](#)

[Controlling the volume](#)

[Resizing the movie](#)

[Playing part of a movie](#)

[Using the keyboard](#)

[Glossary of Movie Controller terms](#)

For Help on Help, press F1.

## **Glossary of Movie Controller terms**

Backward step button

Control bar

Fader

Forward step button

Frame

Frame rate

Interesting Times

Inactive

Inactive control bar

Movie

Pause button

Play bar

Selection

Slider

Start button

Step buttons

Volume control button

## Controlling the volume

The volume control button on the [control bar](#) tells you if the movie has sound. If the button is grayed, the movie has no sound. If the button is grayed with a bar through it, your computer is not capable of producing sound.

If you click the volume control button, you can adjust the volume using the [fader](#). You can also use the up and down arrow keys on the keyboard to adjust the volume. To increase the volume, press the up arrow key. To decrease the volume, press the down arrow key.

The volume control icon changes to show how loud you have set the movie sound.



### ***The volume control button***

#### Volume control icon values

#### Glossary of Movie Controller terms

## Using the keyboard

Use the following keys operate the movie control bar:

Press	To
F1	Bring up the help menu
Return/Space	Toggle the Play/Pause state of the <u>movie</u>
Ctrl+Right Arrow	Play the movie forward
Ctrl+Left Arrow	Play the movie backward
Home	Go to the first <u>frame</u> in the movie
End	Go to the last frame in the movie
Right Arrow	Step forward one frame (repeats)
Left Arrow	Step backward one frame (repeats)
Up Arrow	Increase the volume (if the movie has sound)
Down Arrow	Decrease the volume (if the movie has sound)
Shift+Return or Shift+Space	Select <u>select</u> while playing the movie (only while the Shift key is pressed)
Shift+Right Arrow	Select while stepping forward (repeats)
Shift+Left Arrow	Select while stepping backward (repeats)
Shift+Down Arrow	Clear the selection
Shift+Home	Go to the first frame and extend the selection
Shift+End	Go to the last frame and extend the selection
Ctrl+Shift+Home	Go to the previous <u>interesting time</u> and extend the selection
Ctrl+Shift+End	Go to the next interesting time and extend the selection
Ctrl+Home	Go to the previous interesting time
Ctrl+End	Go to the next interesting time

Glossary of Movie Controller terms

## Movie

A collection of video and audio data.

## Selection

A portion of a movie you wish to play.



The play bar turns black to show  
the portion you have selected



## The start button

The button on the control bar that starts the movie playing.



## The pause button

The button on the control bar that pauses a playing movie.



## The slider

The slider is used to move to a particular frame in the movie.



## Step buttons

Step buttons allow you to step forward or backward in the movie one frame at a time. These buttons repeat if held down.



***Forward***



***Backward***

## Forward step button

The forward step button allows you to step forward in the movie one frame at a time. This button repeats if held down.



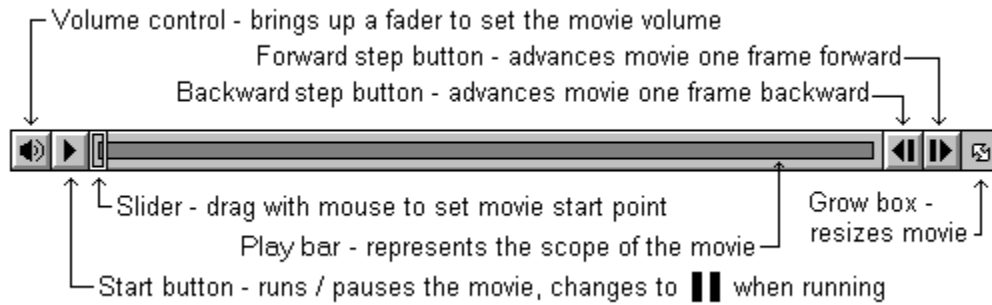
## Backward step button

The backward step button allows you to step backward in the movie one frame at a time. This button repeats if held down.



## Control bar

The movie control bar allows you to play a movie, move to any part of the movie, and control the volume.



## Volume control button

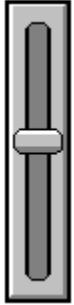
The button that controls movie sound volume. It also shows the volume level and shows if the movie has sound. Click the volume control button to bring up the volume fader. If your computer cannot produce sound, the volume control button is gray with a bar through it.





## Fader

The fader controls the sound level of a movie. Click and drag the fader up to increase the movie sound volume. Click and drag the fader down to decrease the movie sound volume.



## Resizing a movie

Click and drag the grow box on the [control bar](#) to resize the movie rectangle. The grow box is at the extreme right side of the control bar and has a double-headed arrow.



***The grow box***

[Glossary of Movie Controller terms](#)

## The volume control icon values

The volume control button has several different icons it may display:



The volume is loudest



The volume is medium



The volume is softest



The volume is off



The movie has no sound or there is no sound card

Glossary of Movie Controller terms

## Inactive

When the control bar or a pushbutton is inactive, it appears light gray and does not respond to mouse clicks or keystrokes.

## Playing part of a movie

You can select and play a portion of a movie. The selected portion of the movie appears darkened on the control bar.



1. To select, hold down the keyboard Shift key and step forward or backward in the movie.
2. To play the selection, choose "Play selection only" from the Movie menu, then press the start button.
3. To clear the selection, choose "Cancel selection" from the Edit menu.

Glossary of Movie Controller terms

## Frame

One still image in a movie. Movies containing motion video and animation are made up of a series of frames, played in succession. See also: [Frame rate](#).

## **Frame rate**

The number of frames per second at which a movie is played or recorded. Frame rate does not affect a movie's playing time.

For example, a QuickTime movie recorded at 30 frames per second might play back at 15 frames per second on a slower machine but the movie's total playing time would not change.

## Interesting Times

There are four "interesting" times in a movie, the first frame, the last frame and (if there is a selection ) the beginning of a selection and the end of a selection. Some keystrokes go to interesting times in the movie. See the help topic Using the keyboard for details.





## Playing and stopping a movie

Use the control bar to play a movie or move to any part of the movie. If the control bar does not respond to mouse clicks, it may be inactive.



### ***The control bar***

- To play a movie, press the start button. To stop, press the pause button. When a movie is playing, the pause button is in the same place as the start button.
- To move frame-by-frame, use the forward step button or the backward step button. (You can also use the right and left arrow keys on the keyboard.)
- To play the movie manually, click and drag the slider on the control bar.

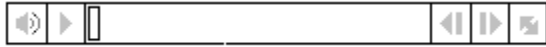
### Glossary of Movie Controller terms

**Play bar**



## Inactive control bar

The control bar is inactive when it is no longer available to you. An inactive control bar does not respond to mouse clicks or keystrokes.



***Inactive control bar***

