

RCS Clipper: <http://clippertube.com/rcs/dip/> For best results use the Chrome Browser
Feedback Help – please use the Feedback button

Instructions – After Logging in with an ID and Password of Clipper01 – Clipper30 (ID and password are the same)

NB it is best to register your own account using the ‘Register’ button and provide your own email

Workflow > Create Project > Find Resources > Add Resources to the Project > Create a virtual clip > Clips are added to the project Cliplist > Annotate Clips > Share (URL)

1. **New Project** - Go to Project Dashboard
 - 1) Create new project: give it a name click on the + icon
 - 2) Give the project a description by clicking on the pencil icon bottom right
 - 3) Open the project – using the book icon at the top right

2. **Adding Resources: - There are 2 Collections for you to use: Radio 4 Home Front & YouTube**
 - 1) **Radio 4** - follow the on screen instructions (for IE11) click on the ‘load’ button to load the audio file, then the play button to start playing, you can also use the player controls to move along the timeline. To add an audio to the project click on the + button. NB the Radio 4 site can be slow, be patient.
 - 2) **YouTube** - search YouTube, in the results listed click on an item to load it in the player, to add a video to the project click on the + button

3. **Making a Clip from a Resource - Open the Project Resources Tab**
 - 1) Click on play button to select the audio / video and load it into the player in the player
 - 2) Identify a point of interest, pause the audio / video
 - 3) Click the Create Clip button to reveal the edit controls
 - 4) Select Start and End times
 - 5) Name the Clip
 - 6) Use the description field to describe the clip
 - 7) Click on Save Clip – the clip and its description is added to the Cliplist. Go to the Cliplist Tab, there you will see your Clip.

4. **Adding an Annotation to a Clip**
 - 1) After creating a Clip Go to the Cliplist Tab, there you will see your Clips
 - 2) Play the Clip using the ‘Play Clip button’, pause the clip at a point of interest
 - 3) Click the ‘Create Clip button’ to reveal the edit controls
 - 4) Click on the ‘Annotate’ Button
 - 5) The Annotation editor appears – type your annotation, click on the Set time button to ‘pin’ the annotation to that time, click on the ‘Save’ button, click on the close editor X at the top right

- 6) **Viewing Your Cliplist and Sharing**
 - 1) Go to the Cliplist Tab, there you will see your Clips, if they have annotations the Annotation button will have a number informing you of the number – clicking on it will reveal the annotations in a drop down list
 - 2) You have a lot of control about how much you can share:
 - Whole Cliplist
 - A single Clip
 - A single Annotation
 - 3) You can share an item by clicking on the curving right arrow next to it - this reveals a web address that you can copy and paste into an email or social media tool – this will show a ‘consumer’ view of your Cliplist / Clip / Annotation – without any edit controls

Troubleshooting: This is a prototype, so there may be glitches, it works best on Chrome. If things freeze try clicking on the Project tab and then go back into the project you are working on. To provide feedback / help please use the Feedback button