

# Tech Note - 21

Surveillance Systems that Work!™



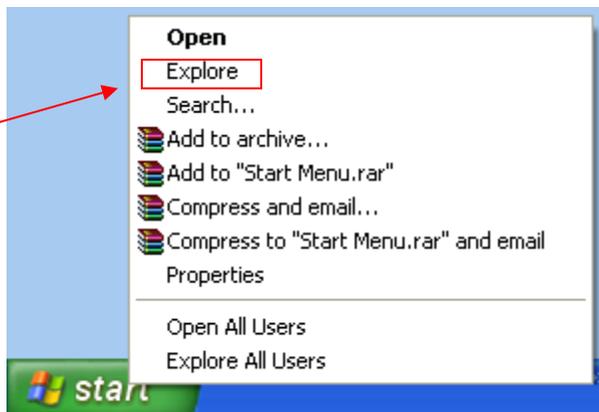
## Copying Video or Still Images (Burning a CD)

Customers, especially new ones, ask us to assist them when the opportunity to copy information (video clips or still pictures) from their **GuardDog Surveillance Systems** PC-Based DVRs to a CD-ROM. The purpose of this short tutorial is to provide a simple to follow technical reference to aid the process.

Let's begin with a brief review of how Window's Operating Systems (XP-Home or XP-Professional) Explorer tool helps to organize data storage.

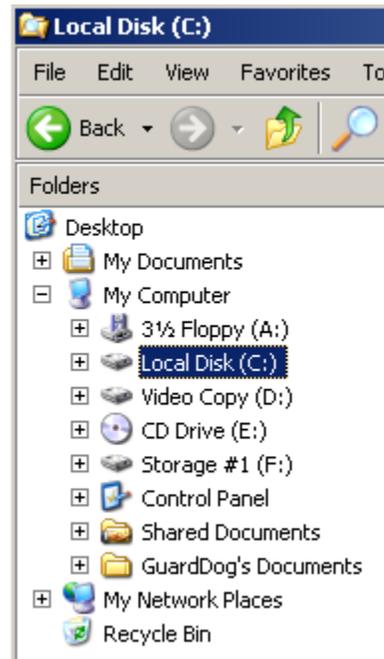
By "RIGHT CLICKING" on the Start Button (lower left had corner of your screen, ) the following popup will appear,,,

Left click on Explore  
(boxed in Red)



Clicking on the "Explore" option will bring up the Windows Operating System Explorer Window...

**NOTE:** Your screen may look slightly different – we've moved some of our Explorer Window data to minimize space in this article.



By clicking on the various (+) signs in front of the computer's storage drives, for example...



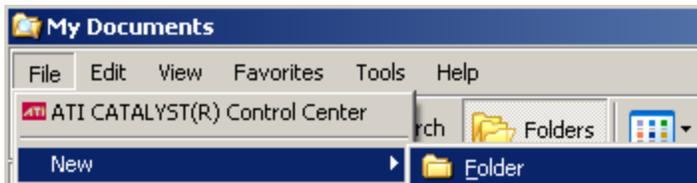
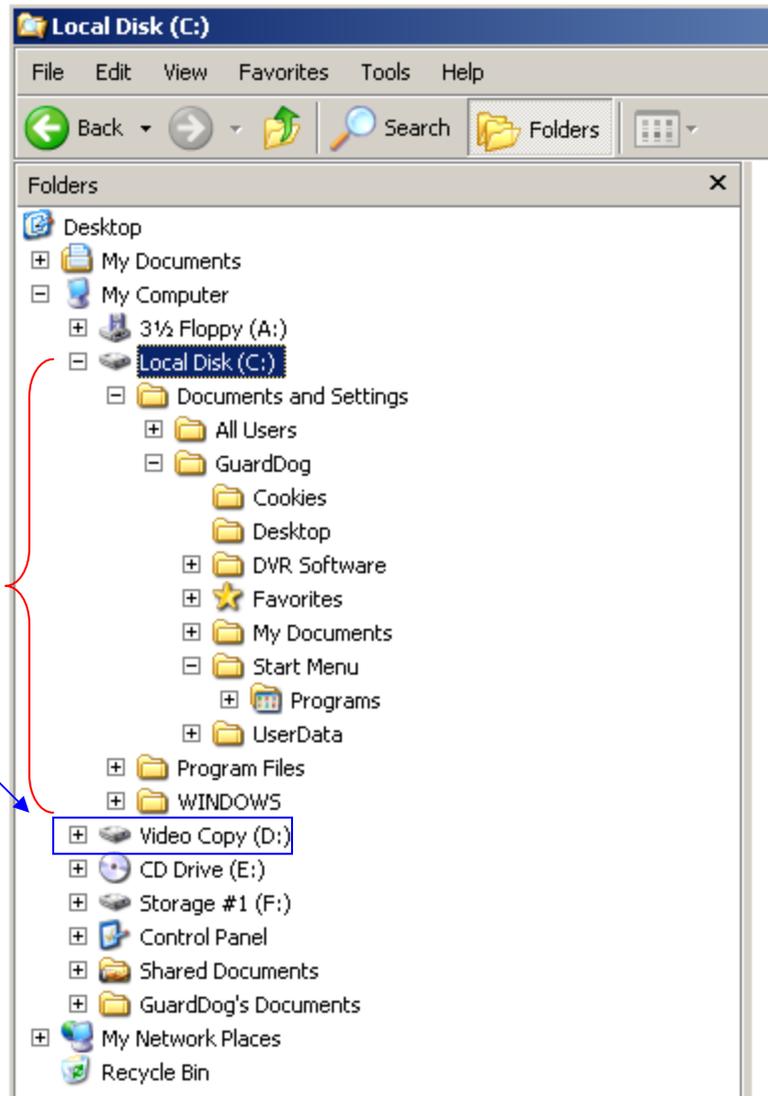
Will result in the opening of that device and a much expanded menu...

Now, some DVR's (like the one shown are built with a dedicated **Video Copy** drive.

If your machine does not have a "video copy" drive, it is a simple task to create a video copy folder.

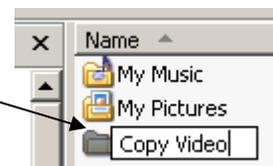
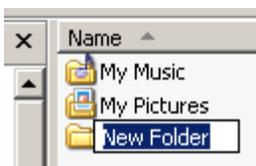
Let's do that now.

By clicking on the "My Documents" folder then selecting (at the top of the window) File – New – Folder,



we'll create a new folder and Windows will automatically make it a subfolder of your "My Documents" folder.

On the right hand side of the page, a new folder appears that Windows aptly titles "New Folder." By typing "Video Copy" (without quotes) we appropriately name the new folder "Video Copy." With our new name, that folder now appears as shown.



Now, regardless if your machine has an entire hard disk devoted to Video Copy or simply a subfolder of your “My Documents” folder you effectively have a place to save video clips and still images (pictures) that you want to save for review or eventually burn to a CD.

With that as a simple “Windows lesson,” in creating and naming new folders, let’s go on to actually copying video clips and still images.

Some may be asking, “All I want to do is burn a CD. Why are you taking me through all these “Windows Procedures” to create folders?” That’s a great question and in order to answer it we need to briefly discuss (our) philosophy regarding the process of saving recorded video.

There are a number of excellent reasons for taking the steps that we’re describing but the best is probably these; first, if you need to burn one (1) CD, you’re likely to need to burn more. Second, if you never need to burn a 2<sup>nd</sup> (or a 3<sup>rd</sup>) copy, if the images are important enough for you to burn them to a CD then it is very likely that they are also important enough to NOT be allowed to be written over. As an interim step to burning a CD, if you first save the valuable video to a section of the system’s hard drive that will not be written over, unless you later delete the saved video (a purposeful action) it will never be destroyed.

OK... so we’re going to save important video (and still images – pictures) first, then were going to burn them to a CD? Exactly.

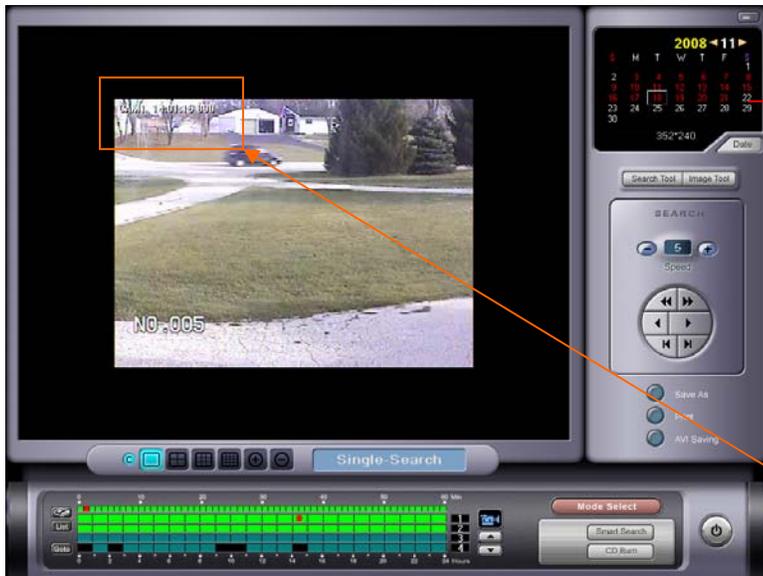
## Copying Video Clips and Still Images

Begin by moving back to your DVR’s Main screen.



Selecting **Search** to find the video we want to copy, brings up the screen shown on the top of the next page.

The video we want is from CAM-1, 2:01:00 to 2:05:00 PM on November 18<sup>th</sup> 2008.

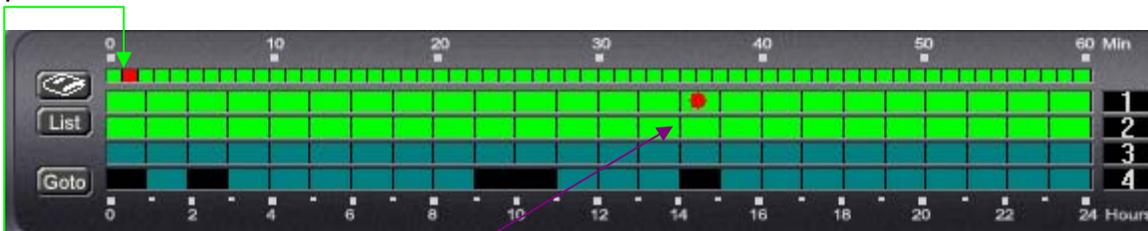


To select the search Date click [here](#).

We've chosen 11 - 18 - 2008.

CAM1 14:01:00 062

2:01 PM is 2 hours and 1 minute past noon or 12:00:00 + 2:01:00 = 14:01:00. To select that precise time, let's take a closer look at the Camera - Hour - Minute selection chart.



By placing our selection arrow at 14:00:00 on camera #1 (right side) and clicking, a RED dot appears in the 14:00:00 to 15:00:00 block of CAM-1.

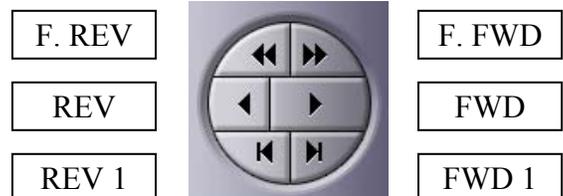
Above CAM-1's 24 hour blocks, all the stored video during the hour between 14:00:00 and 15:00:00 appears. By selecting the second block in the 0 to 60 minute chart...

...our desired time of 14:01:00 appears in the frame of the captured video clip on the screen.



Before we move on to copying our video let's take a moment to discuss the control button located on the middle-right side of the screen above (expanded slightly to our left).

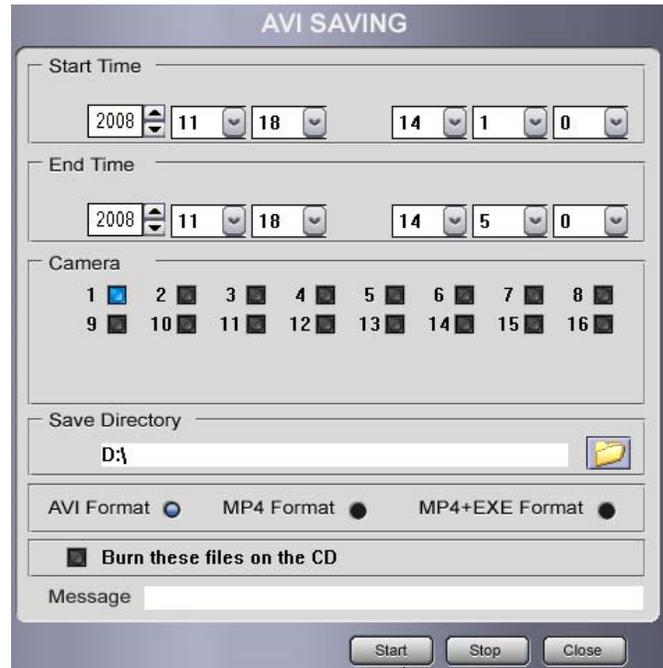
Clicking "+" and "-" increases and decreases the fast forward and fast reverse function.



Now that we've learned how to locate the desired section of stored video, let's learn how to copy our stored video to a safe area prior to burning a CD. So that your video will play on any computer that runs Microsoft Media Player or Real Player (another readily available player tool), your DVR saves video in the common **Audio Video Interleave** or AVI file format.

Select "AVI Saving" located just below the FWD-REV tool button described above. The screen at the right comes up. Remember... we want to save video from CAM-1, 2:01:00 to 2:05:00 PM on November 18<sup>th</sup> 2008. The screen at the right details that we've selected the desired Start Time, End Time, chosen Camera #1, (**NOTE**: If we had wanted video from additional cameras we could select additional cameras and the DVR would save the video from all selected cameras at the same time) and we've selected our "D:\\" directory (which on our DVR is our Video Copy hard drive).

**NOTE**: We have NOT selected "Burn these files on the CD." We have NOT made this choice because we WANT to save the files to a SAFE area of our computer first.



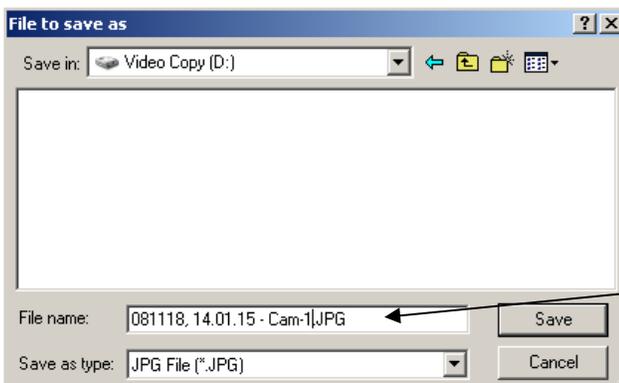
To begin the video saving process all that's left to do is click the **Start** button.

As the DVR saves the file the Message line will read: Message      cam=1, time =2008-11-18 14:1:15 281

When complete the Message line will say: Message      AVI Save End

We've just saved our video clip to a safe area of our DVR's hard drive so our important data will NOT be written over and will "forever available" until we choose to delete it.

Now that we know how to save video clips as AVI files, let's move on to saving still images.

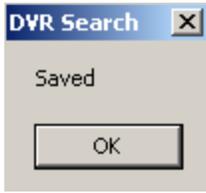
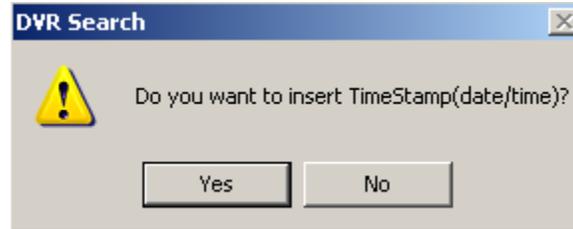


Located just below the FWD-REV tool button you'll find another button marked "Save As." Selecting the "Save As" button brings up the screen at the left. We "played" the video FWD for a few seconds until we got the exact "shot" (14:01:15) we were looking for.

On the "File Name" line, we added 081118, 14.01.15 – Cam-1.JPG to name the still image something that would make sense.

Click the “Save” button (right side of the above screen) and the following screen pops up.

We recommend you always select **Yes**. This will record the precise date and time the picture was captured.



When complete, the small “Saved” screen pops up – select “OK” to close.

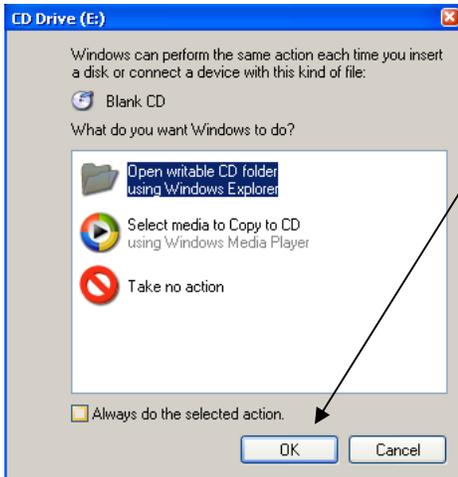
We’ve saved the imaged pictured on our screen to the file name 081118, 14.01.15 – Cam-1.JPG. The picture we saved is noted at the right.



The above two procedures can be duplicated as many times as you need to in order to save all the critical information you need to save. Once you’re finished saving all your video and still images, it’s time to transfer your files to a CD.

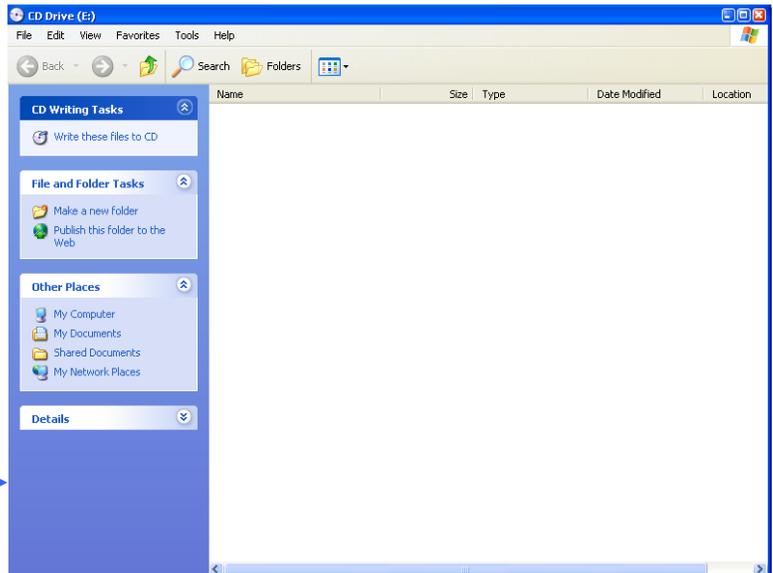
### Writing Saved Files to a CD (Burning a CD-ROM)

When you place an empty CD-R/W into your CD ROM drive, after a few moments, Windows recognizes your CD as an unwritten CD-ROM and the following screen automatically pops up.



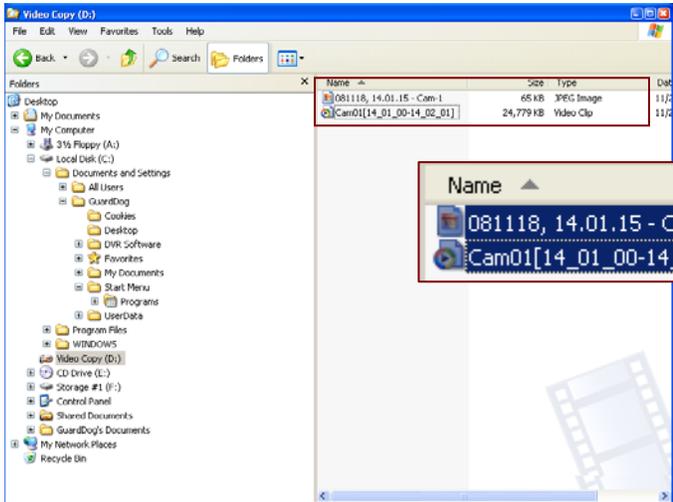
When you see this screen, select (Left Click on) **OK**.

After selecting OK this screen appears.



The next step is to open the Windows Explorer Tool Window – see page 1 of this Tech Note if you forgot how to do this.

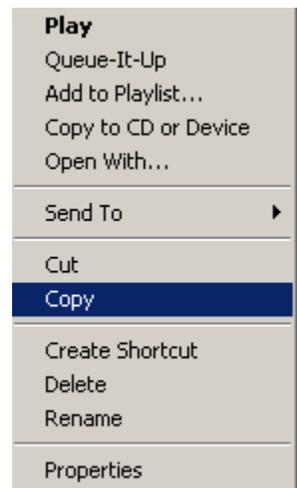
Move to the folder you created earlier and saved your AVI video files and your PDF stills to. When you select (Left Click On) this folder, this screen pops up. On the left side of the screen, you'll find your saved AVI and JPG files.



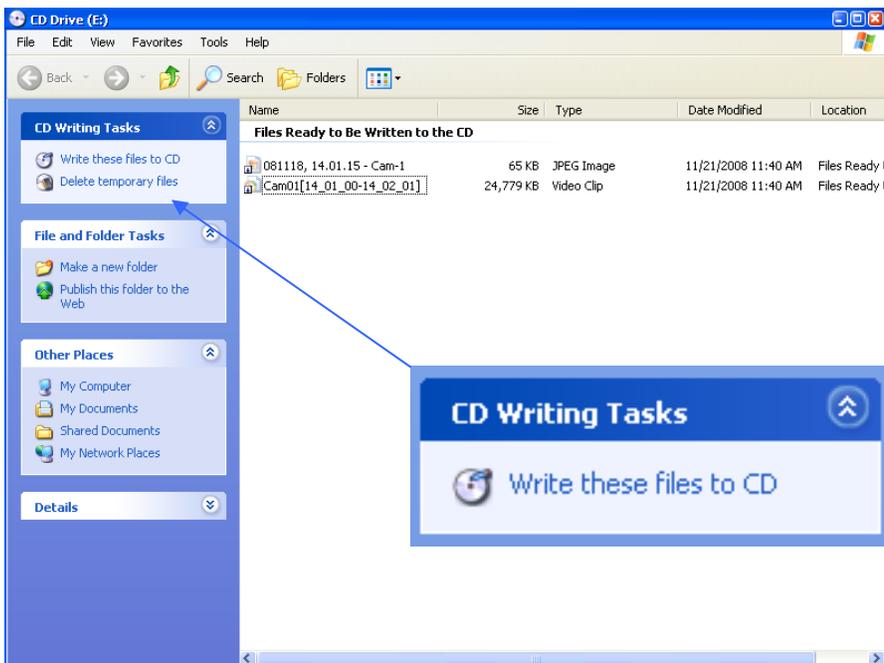
We've selected the two files (1 – JPEG Image and the Video Clip) by left clicking the first file then (while holding the Shift key down), left clicking the second file.

Now, place your mouse pointer inside the dark blue selection and **right** click.

The screen (right) pops up – we've moved the cursor down to Copy.



Select Copy and move to your already open CD-ROM Window (shown below), **RIGHT** click in the open “white space” and select **PASTE**. Your copied files will now “show up” on the right side of the open CD Drive window. If you look carefully, they will appear “different” than on other screens – sort of translucent – this is because they are ready to be (but have not yet been) written to the CD-ROM.



The last remaining step is to write your files to the CD.

To do this, **LEFT** click on “Write these file to CD.”

When Windows had completed writing your CD, the CD Rom drive will open.

Take the CD out, place it in its case and label (a Sharpie works great) the CD – your done!

We trust the above tutorial works well for you – if you have any suggestions regarding how we might be able to improve any of the above steps, please let us know.

In closing, we certainly appreciate and thank you for your business – if there is anything we can do to provide additional service to you, please contact us at your first convenience.

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