

# KMVT How-To Guide

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How to Create a DVD with Encore – Oct 26<sup>th</sup> 2011

You will need:

- A computer with Encore Installed
- A video in a standard format
- A blank DVD
- Basic Computer Proficiency

1. Start Encore on your Computer
2. A start screen will appear. Choose New Project.
3. Enter a name for your project
4. Choose a location for your project to be saved
5. Set Authoring Mode to DVD and Television Standard to NTSC
6. Click OK
7. Set and reset the default layout.
  - a. This guide follows the default layout.
  - b. Select Window>Workspace>Default
  - c. Select Window>Workspace>Reset “default”...
8. The top left panel should now be your Project window
9. Import your File
  - a. Go to File>Import As>Timeline...
  - b. Navigate to and select your video
  - c. Click Open
10. A timeline and a video file should now appear in your project window
11. Switch to the Timelines tab near the tab for the Project window
12. Select the timeline you see there
13. Confirm that it is set as first play
  - a. Right-Click on it
  - b. If the timeline is **not set** as first play you will have the option to “Set as First Play”
  - c. If the timeline is **set** as first play you will have the option to “Clear First Play”
14. A Properties window will have changed on the right side of the screen
15. Find the end action property and change it to “stop”
16. Now deselect the timeline in the timelines window
17. The properties panel will have changed again
18. Find the Property “Title Button:” and set it to “stop”
19. Locate the Build Window
  - a. Its tab is located next to the timelines tab
20. You may not see the entire window due to monitor size
21. Maximize this window by hitting the ~ key
  - a. The ~ key is located to the left of the 1 on your keyboard.
  - b. No need to use shift. ~ is easier to spot than `
  - c. Relax. This is a toggle function and can be reversed by hitting the key again
22. From Top to Bottom

- a. Confirm that the format is DVD
  - b. Confirm that the output is DVD Disc
  - c. The destination is the drive with your blank DVD
  - d. Name Your Project
  - e. Size should be 4.7GB
  - f. Side should be 1
  - g. Regions should be all
  - h. CGMS should be "Unlimited copies are allowed"
23. Return to the top
24. Near the top right should be a check project button
- a. Press it
  - b. This brings up a new window
  - c. Press the start button in the new window
  - d. If anything shows up, read through this guide again to see if you missed anything
  - e. Selecting any errors will bring the tab where the fix is required to the top of its window
  - f. Be sure to un-maximize your build menu so you can see the results
  - g. If nothing shows up you can close the window
25. Back in the Build window
- a. Look for the build button in the top right.
  - b. Press it
  - c. Encore will now encode and then burn your video to the disc
  - d. When it is finished the DVD will pop out of the drive.
26. Be sure to label your new disc

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.