

This handout outlines what to expect when borrowing computers from the EPICentre, the requirements of the loan and the way in which we would like you to prepare all video files.

Requirements of a loan...

1. The EPICentre only loans computer equipment to staff and so you must have a member of staff to either sign out the computer from the office on your behalf or email info@bowerashton.com vouchsafing the request.
2. Before collecting the computer from the EPICentre office, come and talk to an EPICentre technical instructor about your specific needs and dates etc.
3. Before we will release a computer to a student we ask that they can demonstrate they have considered security. For example, they have a plinth, or table that the computer can be secured to, usually by drilling a hole into the top of the plinth/table. (Just saying "There will always be someone invigilating" is not good enough).
4. Consider power and network if you need it. The EPICentre does not supply power extension cables and WiFi is not yet available in all areas of Bower Ashton.
5. If you are supplying your own power extension cable, be sure to have it PAT tested.
6. You must come and pick up the computer in person and return it to us in person. It is not acceptable to leave it to another student to return your computer or to leave it in your studio or exhibition space.

What you can expect from us...

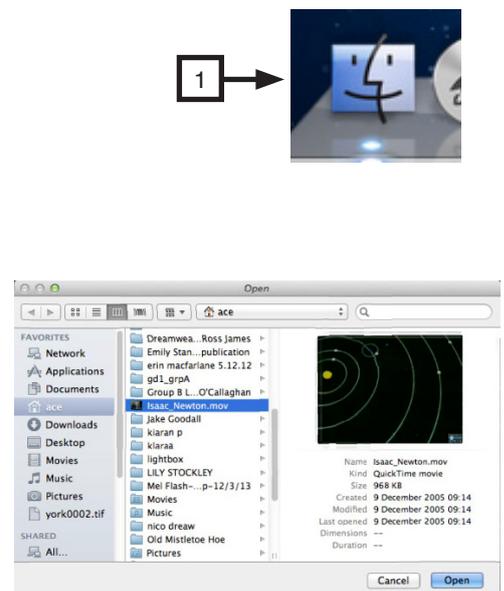
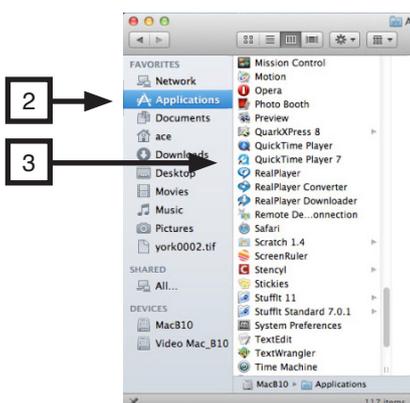
1. Once you have fulfilled the requirements stated above we will do all we can to help you have a successful show.
2. We generally loan out older machines, white iMacs. If you specifically need something else please come to the EPICentre to discuss.
3. Where bolting the computer down is not possible, or practical, we can provide security cables and a padlock. If you are showing off campus but *you* must supply a good quality padlock.
4. The computer will be supplied in an original box for ease of carrying and to protect the computer in transit. We expect the computer to be returned in the same box.
5. We will help you set up your files on the computer and prepare them to automatically start and shutdown for the duration of the exhibition.

Preparing your video files for exhibition

Please for ease of fullscreen playback and automatic startup supply your files in a QuickTime file format, not as an authored DVD. Once you have the files in the correct format you can use QuickTime Pro 7 in the EPICentre Magenta/Blue or Red rooms to prepare you video file for exhibition. The following steps will explain this process.

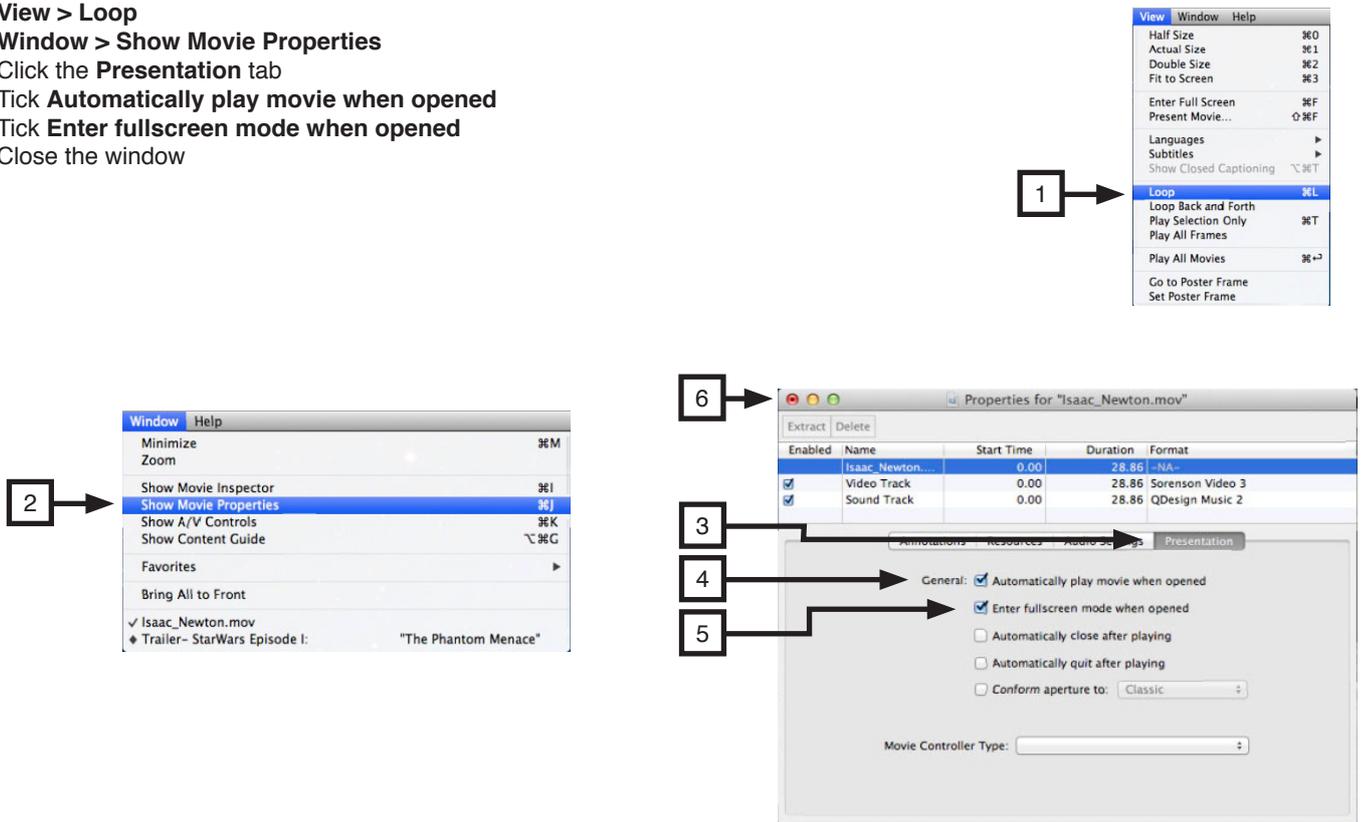
Step 1 : Open QuickTime Player 7

1. **Click on the Finder icon in the dock**
2. **Choose Applications**
3. Find **QuickTime Player 7** in the list of applications and double click to launch it
4. **File > Open File...**
5. **Navigate to your video file**
6. **Click Open**



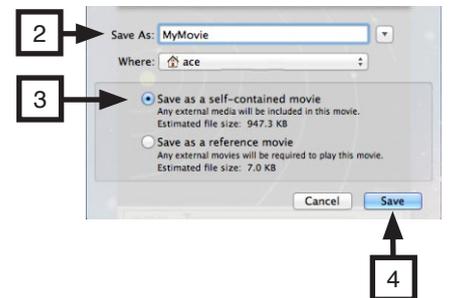
Step 2 : Set up your file to loop and play fullscreen

1. **View > Loop**
2. **Window > Show Movie Properties**
3. Click the **Presentation** tab
4. Tick **Automatically play movie when opened**
5. Tick **Enter fullscreen mode when opened**
6. Close the window



Step 3 : Save the movie file with the new settings

1. **File > Save As**
2. Name the new version of your movie and navigate to where you wish to save your it
3. **Save as self contained movie**
4. Click **Save**



Step 4 : Test your movie!

1. Close your movie and quit QuickTime: **QuickTime Player 7 > Quit QuickTime Player 7**
2. **Open the new version of your movie**
3. **Watch it all the way through and check it opens fullscreen and loops back to the start at the end.** Also check the quality of the playback is acceptable.

Now take your movie to the EPICentre for loading onto your loan computer.