|  |  |  |  |
| --- | --- | --- | --- |
| screen shot of main page | | Go to [www.tveyes.com](http://www.tveyes.com/)  Sign in (see blue square upper left):  Login: nccnews@syr.edu  Password: natpop  *Only 2 people can log in at the same time.* | |
| screen shot of naviagation bar | | Click **Date/Time search** in Blue Bar | |
| screen shot of setting date and station and city | | **Select the date** in the calendar (click under Date Time) to get it  **Select the time** with the slider bars **Pick the market & station** (be sure to distinguish between radio and TV) | |
| Screenshot of transcript and video (or audio play button | | TV: Click the window, not the link to play the clip  Radio: Click the play button | |
| RADIO | TV | |  |
| radio clip editor | Tv Clip editor | | Next a Clip Editor should show up |
| clip player | screen shot of video player | | Play to find the portion you want to record  (clips must be less than 10 minutes) |
| screen shot of how to set in and out point | | | Type in/out time.  Click “Save to Media Center”. Select format (high def is too big a file)  Click **Continue** |
| **TO FIND YOUR EMAILED CLIP:**  Look in Microsoft TEAMS in the Group-NCC News channel (or in your class TEAMS account if you have one) | | | |

|  |  |
| --- | --- |
|  |  |

Click the clip editor link)and you should see the following for radio or TV:

|  |  |
| --- | --- |
| RADIO | TV |
|  |  |

Type in an in and out time on your clip (clips can only be up to ten minutes long )

|  |  |
| --- | --- |
| RADIO | TV |
| player with clips | ../../../Screen%20shots%20tv%20eyes/Screen%20Shot%202016-03-03%20at%204.37.52%20PM.pn |

Choose “save it” and select the format for radio or quality of the video clip (don’t choose High Definition as it makes for a bigger file to download).