

# Work Flow for 3504 Students

## If You Shot with a JVC Camera

Plug your hard drive in to one of the Mac editing computers and turn on the drive.

Turn on the computer and log in to the SUTV account.

Double click the icon for your hard drive and create a folder for your new project by right clicking in an empty area of the hard drive window you just opened and from the list that appears, choose **New Folder**. When the new folder appears, give it a name and hit **Return**.

Insert your card in the SD card slot of the card reader attached to your computer.

When the icon **No Name** or **Untitled** appears on the desktop, open it by double clicking on it.

Inside there is a folder marked **Private**, double click on **Private**, then **JVC**, then **CQAV**. Inside **CQAV** is a folder named **CLIP**. Rename this folder the name of the story you are working and **clips**. For example **Fire clips** or **SUUSA clips**. Then drag that folder to the folder you just created for the same project on YOUR hard drive.

In a few minutes all of your clips will have been copied to your hard drive. When this has finished, click on one of the new clips on your hard drive and tap the space bar. The clip should start playing back in a window that will pop up. You can use the up and down arrow keys to move between clips. Check as many as you want to be sure they will play back.

Once you have checked a few (or all) of the clips you copied to your hard drive, go back to the window for the card and drag the **Private** folder to the trash. That will erase all of the clips and you will be ready to use the card to shoot again.

Eject the card by dragging its icon to the trash icon (which will change to an Eject icon).

Open Final Cut Pro. It should tell you that your scratch disk is missing, unless you were the last person to use Final Cut Pro on that machine. Just follow the prompts and set the scratch disk as the folder you just created for this video on YOUR hard drive.

After setting your scratch disk, if an empty, new project appears, go to **File>Save Project As** and give the project a name and save it to the folder you created for this story on YOUR hard drive. Otherwise go to **File>New Project** and create a new project, then save it as described in the steps above.

In Final Cut Pro, in the menu bar at the top of the screen, click on **File>Import>Folder**. Using the window that opens, go to the folder you just copied to your hard drive (ex: Fire clips). Select the folder and then click **Choose**. In a few seconds all of the clips you just copied to your hard drive will be in the browser window of Final Cut Pro in a Bin with the same name as your folder.

Start editing.

## If You Shot with a Canon Camera

Plug your hard drive in to one of the Mac editing computers and turn on the drive.

Turn on the computer and log in to the SUTV account.

Double click the icon for your hard drive and create a folder for your new project by right clicking in an empty area of the hard drive window you just opened and from the list that appears, choose **New Folder**. When the new folder appears, give it a name and hit **Return**.

Insert your card in the SD card slot of the card reader attached to your computer.

When the icon **No Name** or **Untitled** appears on the desktop, open Final Cut Pro.

Final Cut Pro should tell you that your scratch disk is missing, unless you were the last person to use Final Cut Pro on that machine. Just follow the prompts and set the scratch disk as the folder you just created for this video on YOUR hard drive.

After setting your scratch disk, if an empty, new project appears, go to **File>Save Project As** and give the project a name and save it to the folder you created for this story on YOUR hard drive. Otherwise go to **File>New Project** and create a new project, then save it as described in the steps above.

In Final Cut Pro, in the menu bar at the top of the screen, click on **File>Log and Transfer**. In the window that opens, all of the clips on your card should appear in the upper left. Click on a clip and the video will be in the window on the upper right. Use the controls to play back the clip if you wish. You may also use the **I** and **O** keys on the keyboard to set **In** and **Out** points if you only want to use part of the clip. Then click **Add Clip to Queue**.

If you have been careful shooting and know you will want to use all of each clip you shot, you can just drag each clip you want to use to the lower left window where it says **Drag Media Here**. Either way, your clips will transfer to your hard drive and appear in the browser. I would suggest creating a Bin for them (**File>New>Bin**). Then drag them to the bin to keep things tidy.

Start editing.

After you have transferred your video, you will need to double-click on the icon for the SD card on the desktop. Click on the folder in the window and drag it to the trash. Then drag the SD card icon to the trash (the trash can will change to an eject icon). Remove your erased card from the reader and you are ready to shoot your next assignment.

## **To Prepare your Video for On-Air**

Be sure to rename the sequence you are editing from **Sequence 1** to the name of your story according to the SUTV format (ex: VO Fire). Also remember that if you are editing a VO-SOT to create two sequences and export the VO as one file and the SOT as a second file.

When you have finished editing your story for the news or Coach's Show, in Final Cut Pro go to **File>Export>QuickTime Movie**.

In the window that opens, click on **Current Setting** and scroll down the list that appears to "**DV NTSC 48 kHz Anamorphic**". Make sure you include audio and video (that shouldn't ever be changed) and make sure the box that says **Make Movie Self -Contained** is checked.

Make sure you tell Final Cut Pro where to save your file (on YOUR hard drive) before you click **Save**.

Then copy the file from wherever you saved it to the **sutv\_share** drive in the folder for whatever show that will use it.