

GETTING STARTED

Before turning on Final Cut Pro, make sure that the TV and tape deck are turned on.

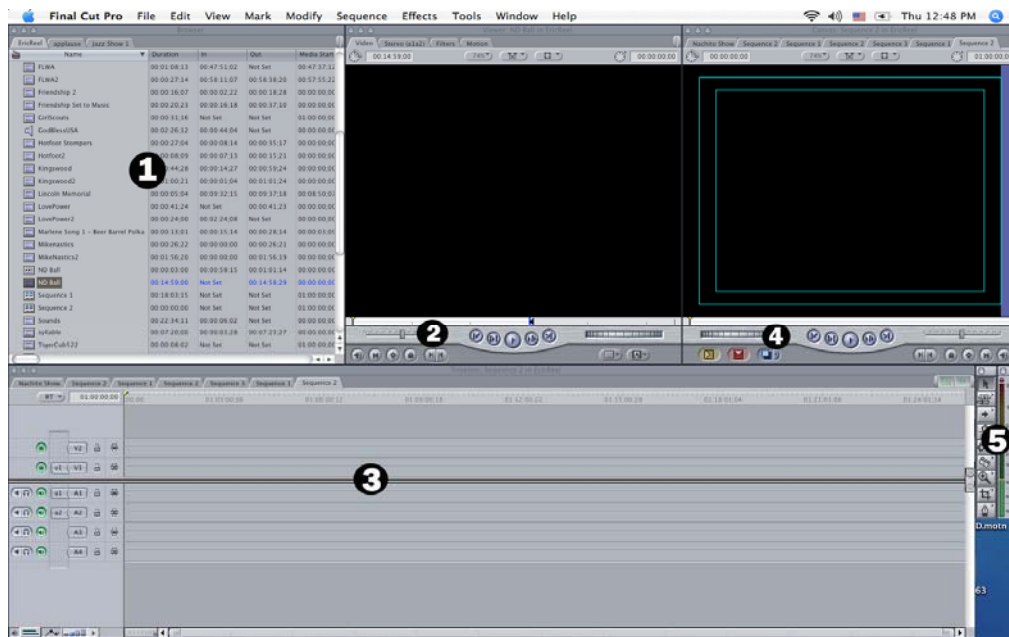
Now, turn on Final Cut Pro. To do this, bring your mouse cursor to the bottom of the monitor screen. A toolbar will pop up, displaying the icons for the different programs on the Mac. You can see the name of each program by moving your cursor over the icon. Find the black, white, and red clapboard and click on it.



The Final Cut Pro icon

The program will now load. Be patient, though, this may take a moment.

When opened, Final Cut Pro will look like this:



These five windows make up Final Cut Pro:

1. **The Browser or Super Bin** - This is where your individual video clips will be stored.
2. **The Preview Window** - In this window, you will preview each video clip from the Super Bin and set your in and out points.
3. **The Timeline** - This is where you will assemble your clips in order.

4. **Timeline Viewer** – This window displays the video as it exists in the timeline.
5. **Toolbar** – Includes a number of commonly used editing tools.

Note: Do not panic if you do not see these windows when you open Final Cut Pro.

For the purposes of this exercise, go to File>Open>NMTV3>Edit Class>Basic Tutorial. This will open the premade tutorial.

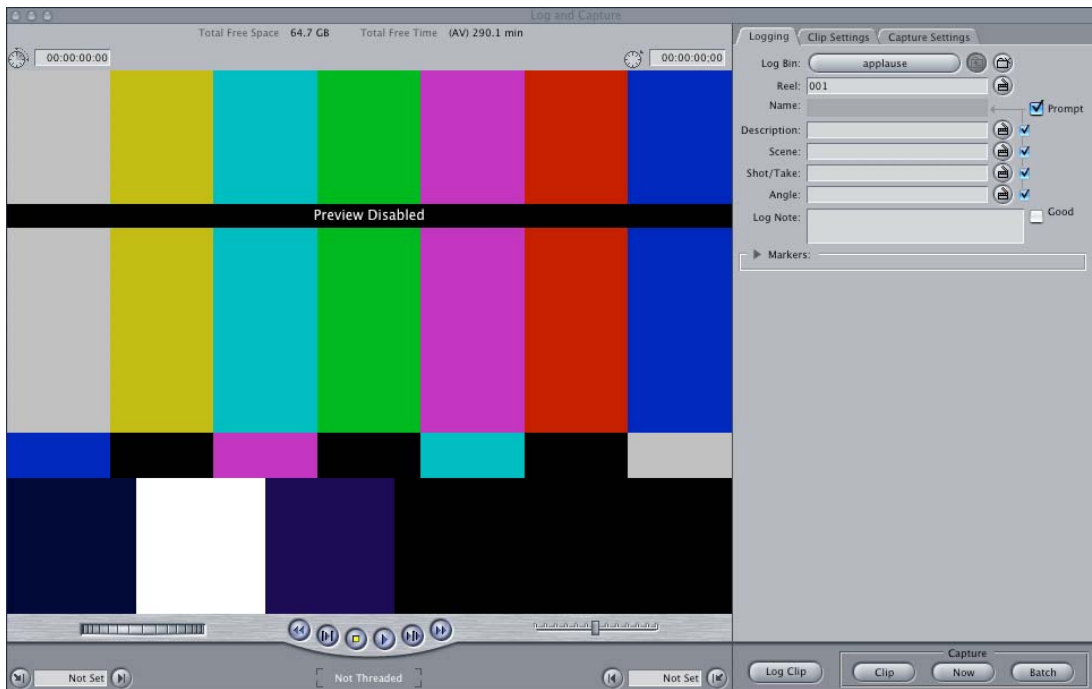
We will, however, need to bring some footage into the computer for us to play with. Besides, bringing footage into the computer, or capturing footage, is one of the basic skills you will need to master in order to use this program.

CAPTURING FOOTAGE

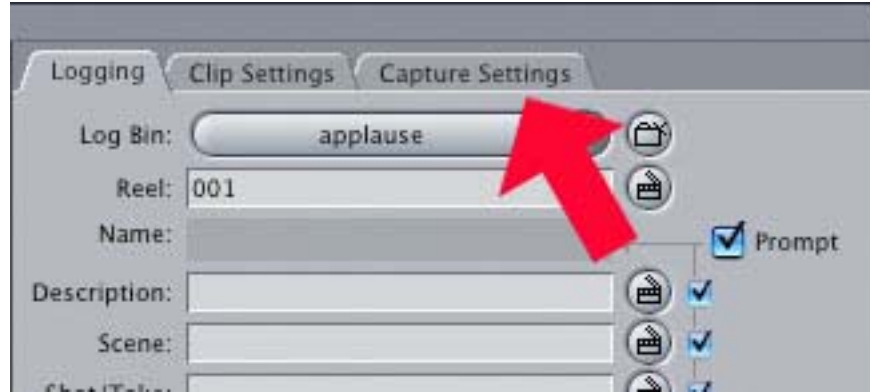
Begin by putting the Editing Tutorial tape in the tape deck. Flip down the black door on the deck and press the tape into the center. Note that you will need to push the tape in further than you would with a traditional VCR before the mechanism takes over.

Now, in the Final Cut Pro program, go to File>Log and Capture.

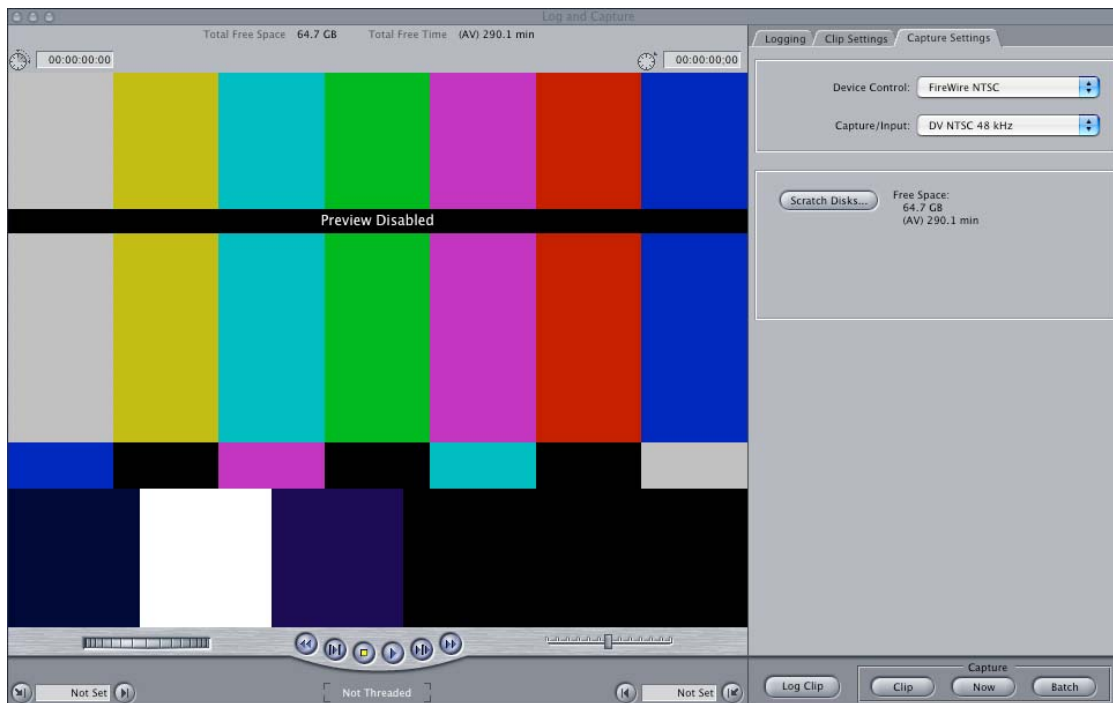
This will open the Log and Capture Tool, which looks like this:



Next, click on the Capture Settings tab in the upper right hand corner of the tool:



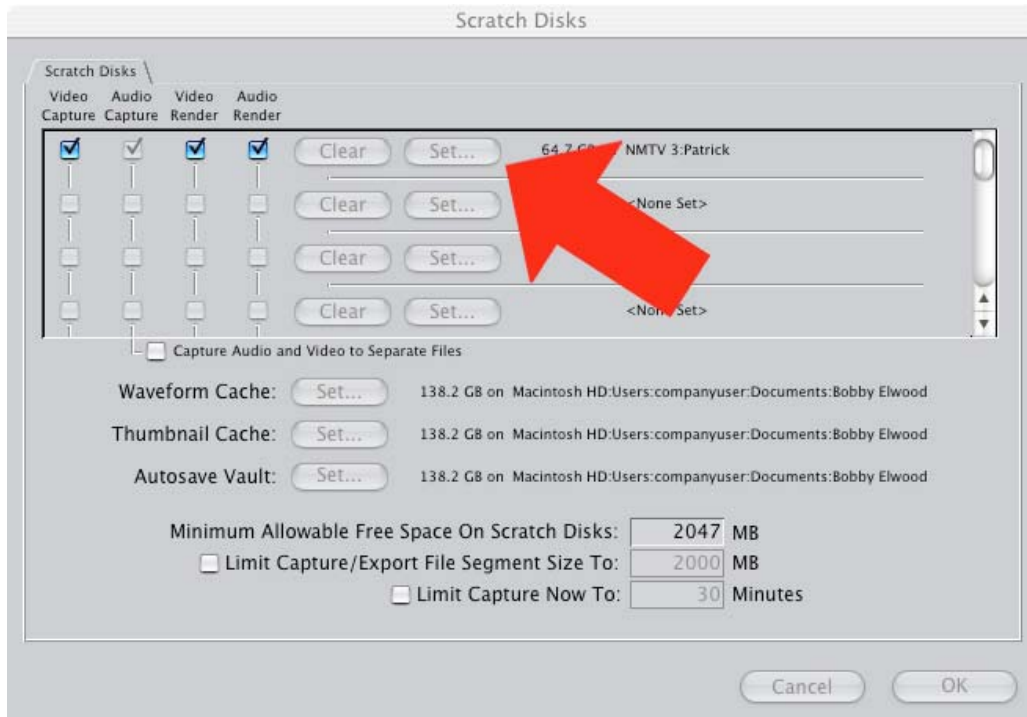
Your window should now look like this:



Click on the Scratch Disks button.

This will allow us to choose where we will save our files. It is imperative to do this at the start of each logging and capturing session. Setting your Scratch Disk tells the computer where you want to save your video files. If not saved properly, your files could accidentally be deleted by another user.

Clicking on the Scratch Disk button will open a new window, which look like this:



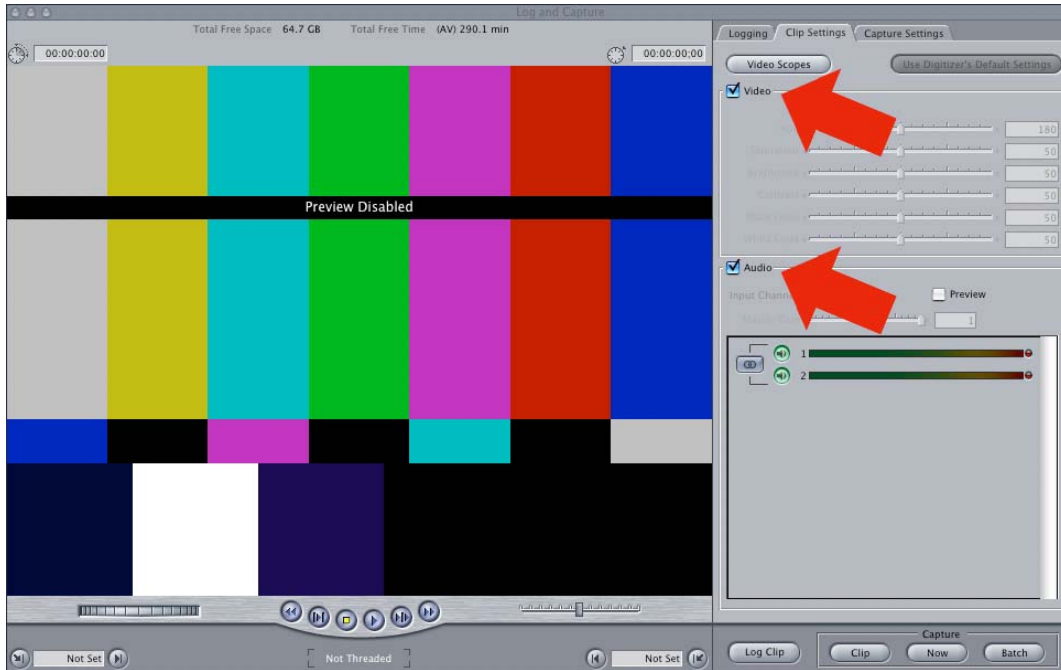
Click on the top Set Button. This will open yet another box that will allow you to save your files. Go into NMTV 3 and choose the folder with your name on it. If you do not yet have a folder, create one by clicking the New Folder button. Note: If you are using this tutorial with others, just pick one name for the folder.

Now, create a second folder inside your personal folder by clicking the New Folder button. Give this folder the name Tutorial 1. With the Tutorial 1 folder selected, click Choose.

This will return you to the Scratch Disks window. Click OK.

This is as good a time as any to save our project, so go to File>Save Project As. Save the project as Tutorial 1 inside your Tutorial 1 folder.

Returning to the Capture Now Tool, click on the Clip Settings tab, which is next to the Capture Settings tab. Make sure that both the audio and video boxes are checked:



As long as both boxes are checked, the capture tool will capture both audio and video. If you were to uncheck the video tab, only audio would be captured. This can be handy if you are capturing a few voice over lines. For the purposes of our exercise today, however, we will need both audio and video selected.

Click on the logging tab to return to the original screen.

There are two basic ways to capture footage: **Capture Now** and **Batch Capture**. We will cover both, beginning with Batch Capture.

To use batch capture, you will need the timecodes for the beginning and end of each video clip you wish to capture. Remember, timecode is the numerical ID assigned to each frame of video you shoot. For example, a frame may be tagged 00:02:53:12, which translates to zero hours, two minutes, fifty-three seconds, and twelve frames, or the twelfth frame of the fifty-third second of the second minute.

One way to make capturing easy for you is to keep a record of your timecodes as you shoot. Before you start recording, take a second to write down the timecode (located at the top of your camera screen) for the beginning of the clip and do the same when you stop recording. Such a list of timecodes is called a field log or a footage log. For the purposes of our exercise today, I will provide you with the footage log for a portion of our tape:

IN	OUT	DESCRIPTION
00:00:42:00	00:01:03:00	Microphone Clip CU
00:03:29:00	00:04:15:00	Master Control
00:04:33:00	00:08:12:00	Dream a Little Dream

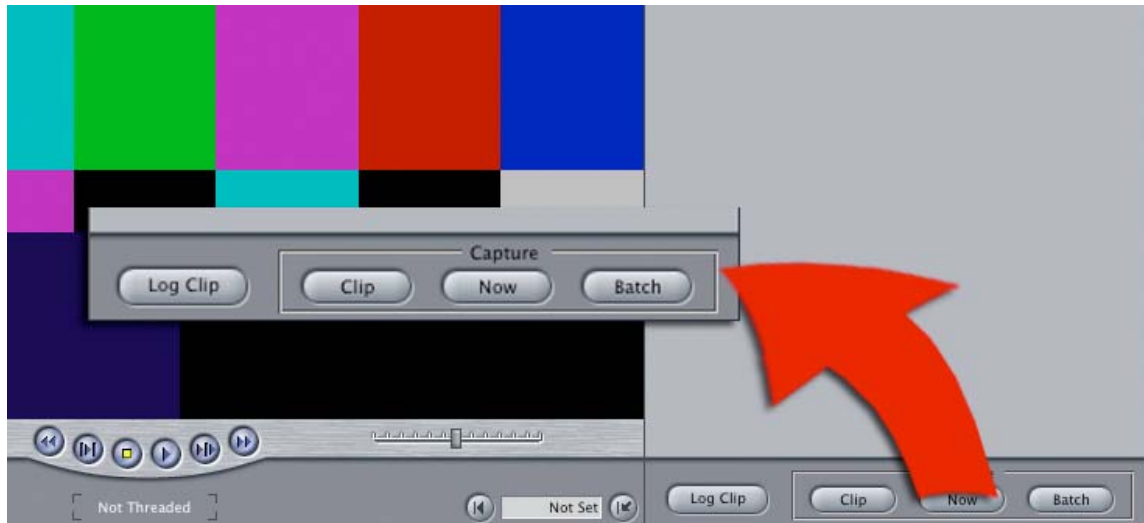
We will now use this footage log to capture these three clips. The first in point on our list is 00:00:42:00. Type this number into the in point box in the lower left hand corner of the log and capture tool. Be sure to press Enter after typing in the number. Note: you do not need to include the colons when typing in the timecode. You may simply type 00004200.



The timecode in and timecode out boxes on the log and capture tool.

Now type the corresponding out number into the timecode out box. In this case, that number is 00:01:03:00. Again, be sure to press Enter.

With both the timecode in and timecode out input into the log and capture tool, press the Log Clip button, seen here on the left:



This will open a new box where you can name your clip. Use the description from the field log to name your clip.

Once finished, your clip will appear in the Super Bin with a red slash through the square icon to the left of its name, like this:

Name	Duration	In	Out	Media Start
FLWA	00:01:08:13	00:47:51:02	Not Set	00:47:37:12
FLWA2	00:00:27:14	00:58:11:07	00:58:38:20	00:57:55:22
Friendship 2	00:00:16:07	00:00:02:22	00:00:18:28	00:00:00:00
Friendship Set to Music	00:00:20:23	00:00:16:18	00:00:37:10	00:00:00:00
GirlScouts	00:00:31:16	Not Set	Not Set	01:00:00:00
GodBlessUSA	00:02:26:12	00:00:44:04	Not Set	00:00:00:00
Hotfoot Stompers	00:00:27:04	00:00:08:14	00:00:35:17	00:00:00:00
Hotfoot2	00:00:08:09	00:00:07:13	00:00:15:21	00:00:00:00
Kingswood	00:00:44:28	00:00:14:27	00:00:59:24	00:00:00:00
Kingswood2	00:01:00:21	00:00:01:04	00:01:01:24	00:00:00:00
Lincoln Memorial	00:00:05:04	00:09:32:15	00:09:37:18	00:08:50:07
LovePower	00:00:41:24	Not Set	00:00:41:23	00:00:00:00
LovePower2	00:00:24:00	00:02:24:08	Not Set	00:00:00:00
Marlene Song 1 - Beer Barrel Polka	00:00:13:01	00:00:15:14	00:00:28:14	00:00:03:05
Mikenastics	00:00:26:22	00:00:00:00	00:00:26:21	00:00:00:00
MikeNastics	00:01:56:20	00:00:00:00	00:01:56:19	00:00:00:00
ND Ball	00:00:03:00	00:00:58:15	00:01:01:14	00:00:00:00
ND Ball	00:14:59:00	Not Set	00:14:58:29	00:00:00:00
Sequence 1	00:18:03:15	Not Set	Not Set	01:00:00:00
Sequence 2	00:00:00:00	Not Set	Not Set	01:00:00:00
Sounds	00:22:34:11	00:00:06:02	Not Set	00:00:00:00
syllable	00:07:20:00	00:00:03:28	00:07:23:27	00:00:00:00
TigerCub522	00:00:08:02	Not Set	Not Set	01:00:00:00

This red slash indicates a file without any associated audio or video. Right now, all the computer knows is an in and an out point.

Repeat this procedure for the remaining timecodes in the field log.

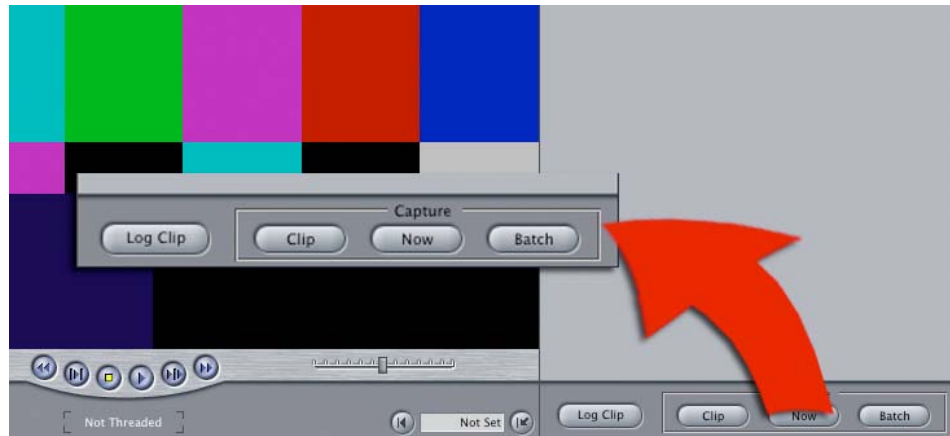
When finished, you should have three file names with red slashes.

You will now need to highlight all three file names. Do this by clicking on each one while pressing the command key.



Macintosh Command Key

Once all four file names are highlighted, click on the Batch Capture command on the Log and Capture Tool.



This will open a dialog box. Click OK.

A second dialog box will now open, which should say, "001 – 00:04:46:03 – 3 clips - Ready." It is important that the number of clips mentioned in the dialog box matches the number of clips that you have highlighted. If those numbers do not match, ask for help. If the numbers do match, click OK.

The computer will now take over, rewinding your tape to the specified timecodes and capturing the video. The computer has to capture footage in real time, so this will take a couple of minutes.

Pay attention to each clip as the computer captures it, especially the last clip. This last clip is of a musician named Jeff Brooks. Notice that we have started capturing video before Jeff starts singing. There are several seconds at the beginning and the end of the clip that we probably wouldn't use in our finished program and that's okay. In fact, when you capture your own footage, it's a good idea to leave this sort of extra footage at the beginning and end of each clip. This will give us more room to play and will help us with things like fades, as you'll see later.

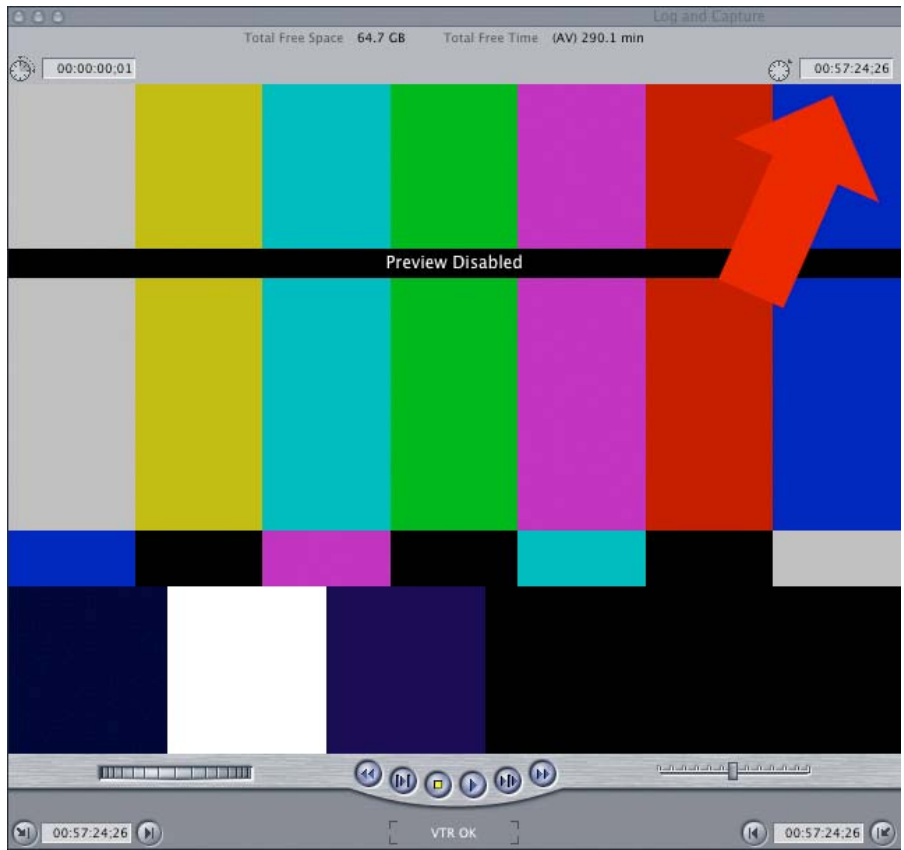
When the computer finishes capturing footage, a dialog box will open. It should now say, "001 – 00:00:00:00 – 0 clips- Done." Click Finished.

Notice that the red slashes have disappeared on the clips in your Super Bin.

Now, we're going to try capturing some footage without the benefit of a field log. You will find three more clips of Jeff Brooks on your tape. These are what we will capture.

Shuttle your tape to the beginning of the first new song. Again, remember to leave some a few seconds of unwanted footage before Jeff actually begins singing.

Notice the timecode reader near the top of the Log and Capture Tool:



This is the timecode for this frame of video.

We are going to transfer it to the lower timecode window where we typed in the in point last time, by pressing this button:



After pressing this button, you should see the timecode from the upper timecode window copied into this one.

Now, shuttle the tape to the end of the song, making sure to leave some room after Jeff finishes singing.

Click on the timecode out button.



With both the in and out point set, click on the Log Clip button and name your clip as before.

As before, the clip will appear in your Super Bin with a red slash through it.

Repeat this procedure for the next two songs.

When done, highlight all three new clips and capture them with the Batch Capture command as before. If you have trouble remember how, refer back to the earlier Batch Capture instructions in this tutorial.

CAPTURE NOW

We will now learn how to use the Capture Now option.

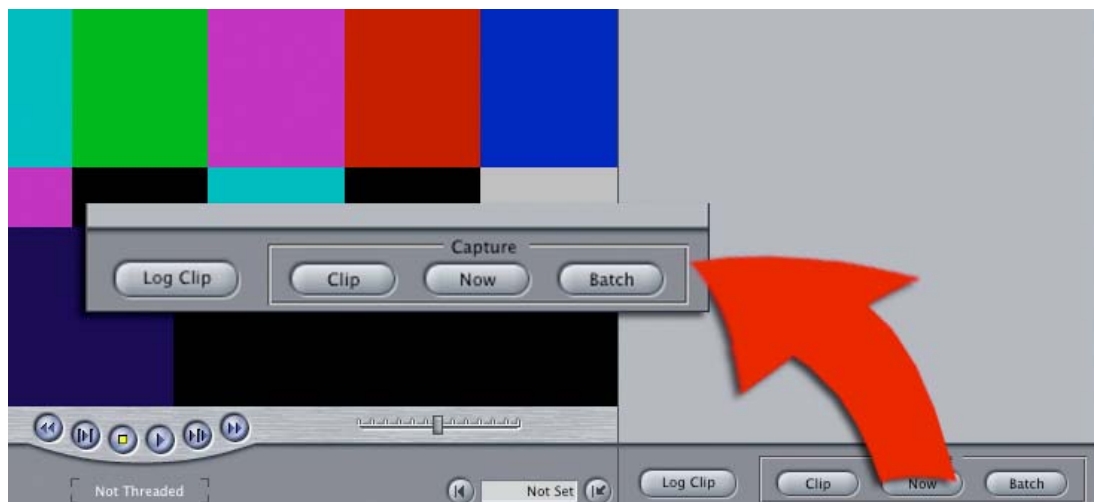
Capture Now is best used when there is only one or two clips we need to capture.

After the Jeff Brooks songs on your tape you will find some footage of some local cub scouts. The cub scouts are supposed to say, “We’re cub scout pack 387 and you’re watching North Metro TV,” but it is going to take them a few tries to get it right.

Watch the clip, looking out for the best take.

When you have found the best take, shuttle your tape back to the start of that tape. Again, be sure to leave several seconds of video before the cub scouts actually start talking.

Press play on the Log and Capture Tool and then immediately press Capture Now:



Let the video play on your computer to screen until the scouts have finished. Then press the ESC key on your keyboard. This will end Capture Now.

The clip now appears in your Super Bin and should already be highlighted. Rename the clip by clicking twice (but not double clicking) on the name of the clip.

Notice that there is no red slash across the clip. This is because, with Capture Now, we do not need to go back and get the video for the clip. It is already there.

This completes the Footage Capturing portion of the tutorial. If there is anything you did not understand, either try working through the tutorial again or asking Eric.

EDITING

Alright, let's start editing. Let's begin by double clicking on the scout video clip in the Super Bin.

This will open the clip in the Preview Window.

To play this video, you can either click on the play button at the bottom of the Preview Window or you can hit the space bar on your keyboard. The space bar will both play and pause video.

Play the clip, looking for the exact moment you want it start, ideally just a fraction of a second before the scouts begin talking.

Notice that as your clip plays, a small indicator line moves along the bottom of the window, showing your location in the clip.



You can also move through your clip by clicking and dragging this indicator line to wherever you want to be in the clip. Try that now.

One more thing. You might find it a little difficult to stop your video at the exact moment you want. That's okay. Just stop the video as close to that point as possible. Now, use your left and right arrow keys to move forwards or backwards one frame at a time.

In any case, you need to find exactly where you would want this clip to start in a finished project that we were going to put on TV.

Once you have found that point, type "I" on your keyboard. This will set the in point for the clip.

Notice that a small blue triangle has now appeared next to your indicator line. This blue triangle denotes the in point.



One of the "blue triangles." In this case, it is an out point, but you get the idea.

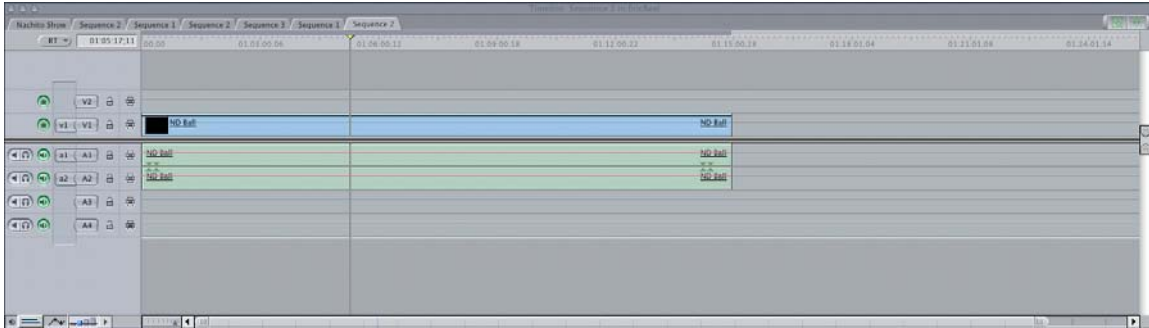
Now we will set the out point.

Find the point in the clip where you want the video to end. Some of you may want it to end immediately after the scouts have said their line.

Type "O" on your keyboard to set your out point.

Again, a blue triangle will appear next to your indicator.

Let's try to move this clip into the timeline. Move your mouse cursor over the video screen of the Preview Window. Click on the video and drag it down into the timeline. Ultimately, you want your clip in the bottom most video track and the upper most audio tracks, like this:



Note that as you bring your clip close to the left side of the timeline that the clip will sort of snap into place.

Notice also that the clip now appears in your Timeline Preview Window. If you press play in the timeline window, you will be able to see the clip, but only from the in to the out point that you have set. The rest of the video is missing.

This timeline, then, is where we will build our finished projects.

Now, click on the clip in the timeline. This will highlight both the video and the audio track

Type Backspace on your keyboard. This will delete the clip.

Now we'll work with one of the songs we captured. Double click on the clip that contains the song Dream a Little Dream, which should have been the 1st song you captured.

Set an in and an out point for the clip and move it into the timeline, but this time, instead of dragging the clip into the timeline, try clicking on the yellow envelope button below the Timeline Preview Window. This is the insert command. Notice that when you click on the yellow envelope that it immediately places the clip in your timeline.



Open the clip containing the song Comin' Home, the 3rd song you captured. Set your ins and outs and place it in the timeline.

Open the clip containing the song The Simple Life, this is the 4th song you captured.

I want to put this clip between the first two.

To do this we, of course, need to first set an in and out point.

Now, notice that the timeline has an indicator line much like that in the Preview Window and the Timeline Preview Window. You can move this line around in the timeline by clicking and dragging the yellow triangle at the top of the indicator line. Move the line to the point directly between the two clips already in the timeline.

Press the red envelope button. Note that this has not placed the clip between the two previous clips but has overwritten our second clip. This is because the red envelope is the overwrite command.

To undo what we have just done, type the Command Key and the Z key simultaneously.

This will return the second clip to the timeline and leave our indicator line where we had previously placed it.

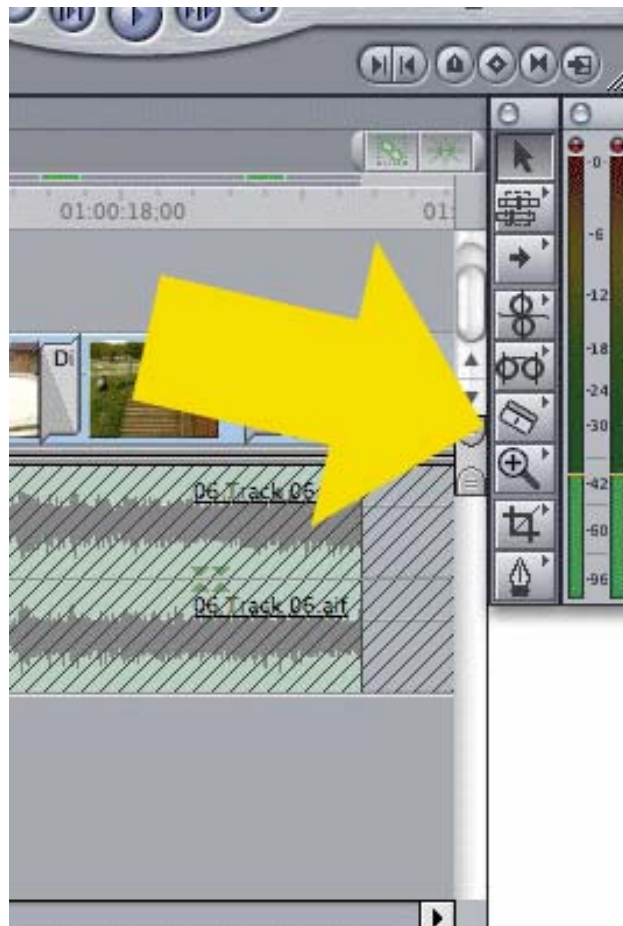
Click on the yellow envelope. This will place the new clip directly between the first two.

We will now take a look at how to lengthen a clip once it's in the timeline.

Place your mouse cursor over the end of the last clip in your timeline. If you put your cursor immediately over this point, it will turn into a sort of sandwich with an arrow on either side, sort of like this <-II->. When you see this symbol, click and then drag your mouse to the right. This will lengthen your clip. Dragging to the left will shorten it.

You may notice that it is difficult to adjust the length to a specific point in this way. Here is how we'll handle that. Go ahead and adjust the clip so that it is longer than you think it needs to be. Now, move your timeline indicator line to the exact moment you want the clip to stop.

Move your mouse cursor over to the tool box and select the razor blade tool.



Notice that your mouse cursor has now turned into a razor blade. Bring the razor blade over to the indicator line in your timeline and click the mouse. This will divide the clip into two pieces.

Return your cursor to the tool box and select the arrow at the top. This will turn your mouse cursor back into an arrow.

Click on the piece of your original clip that you want to delete, highlight it, and hit backspace.

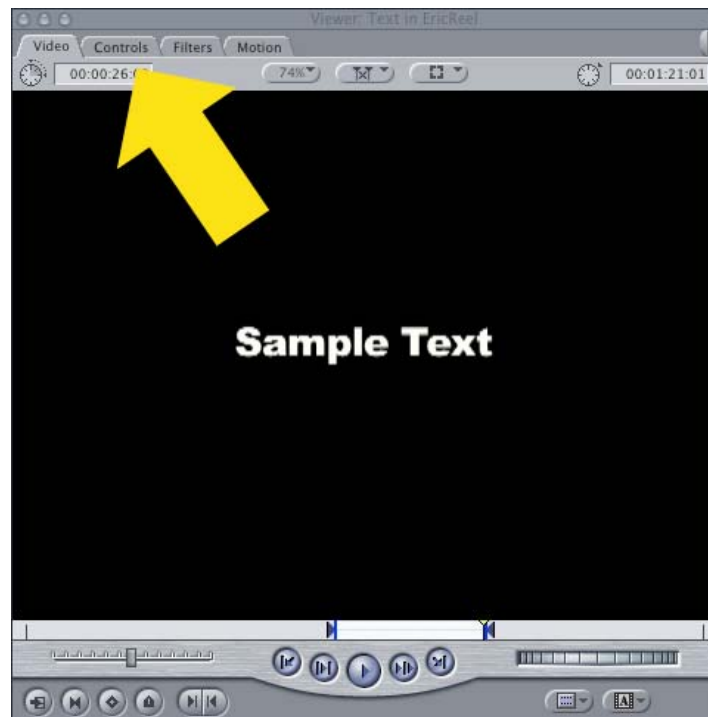
I would now like to add the song titles to each song clip.

To do this, we will first find the Helpful Effects folder in the Super Bin. Click on the arrow to the left of the folder, this will “twirl down” the effects folder.

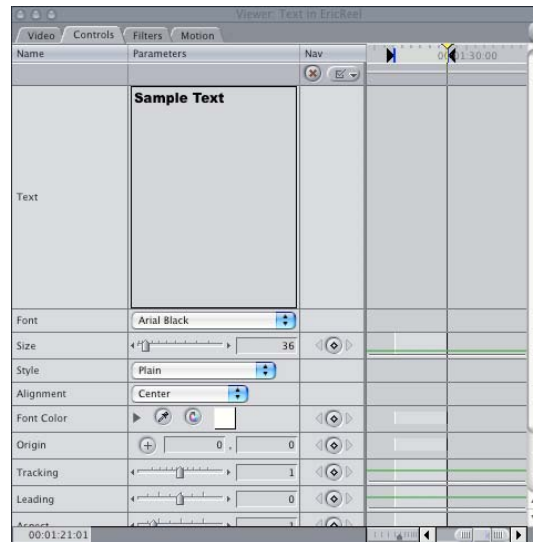
Double click on Text, which is under Video Effects. This will open the text tool in the Preview Window.

You may or may not see some white text over black when you open the text tool.

Click on the controls tab at the top of the text tool.



Hitting the controls tab will open a control panel, allowing you to customize the text.



Use the large text box at the top of the control panel to write whatever you want the text to say. In this case, let's type in the title of the song and the artist, kind of like in a music video.

For example, the first song should have the title:

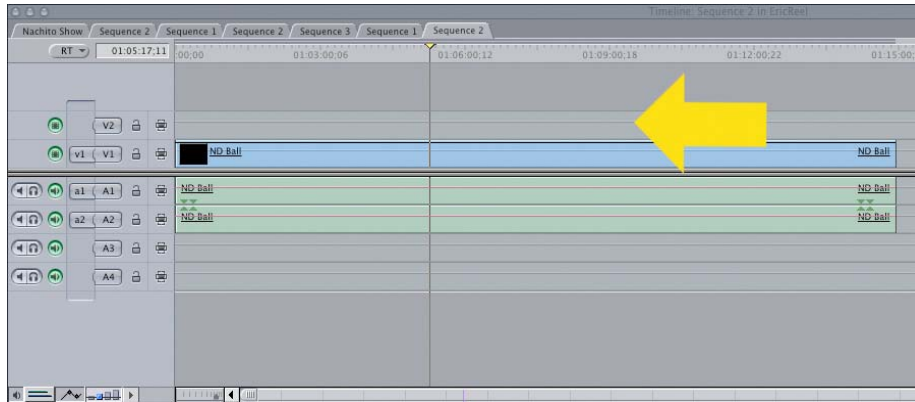
Dream a Little Dream
Jeff Brooks

Use the controls to alter the font, color, justification, etc to your liking.

Now, click on the video tab to see what the text will look like.

If your text continues off the screen, go back into the control panel and make the appropriate adjustments.

Once finished, click and drag the title into position near the beginning of the Dream a Little Dream clip. Use your timeline indicator line if necessary to help you get the title in the exact place you want it. Note: you will need to put your title card in the second video track, the empty one above the current clips.



Reopen the text tool and create a title for the next song.

This time, we're going to put the title into the timeline in a different way.

Move your timeline indicator line to exactly where you want the title to begin.

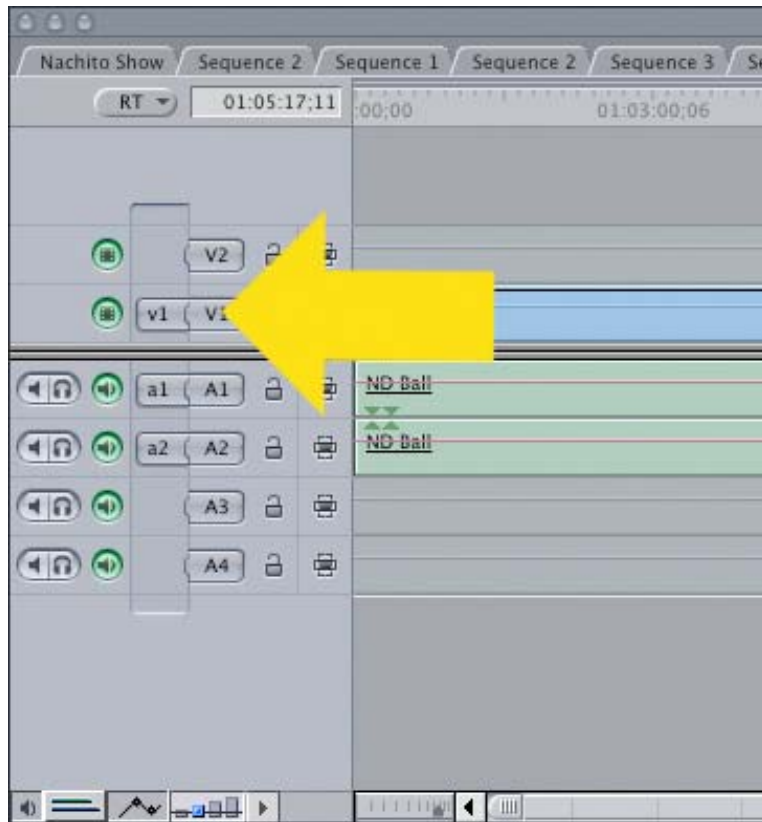
Now, hit the yellow envelope key.

Notice that the title has appeared in video track one, breaking your song into two clips.

Obviously, that's not what we want. Hit undo.

So here's what we're going to do.

Find the v1 button on the first video track.



This button tells the program where to put the video when you hit the yellow or red envelope.

Click and drag that button up so that it is next to V2.

Hit the red envelope command.

This will place the title in the second video track without breaking up the video below it.

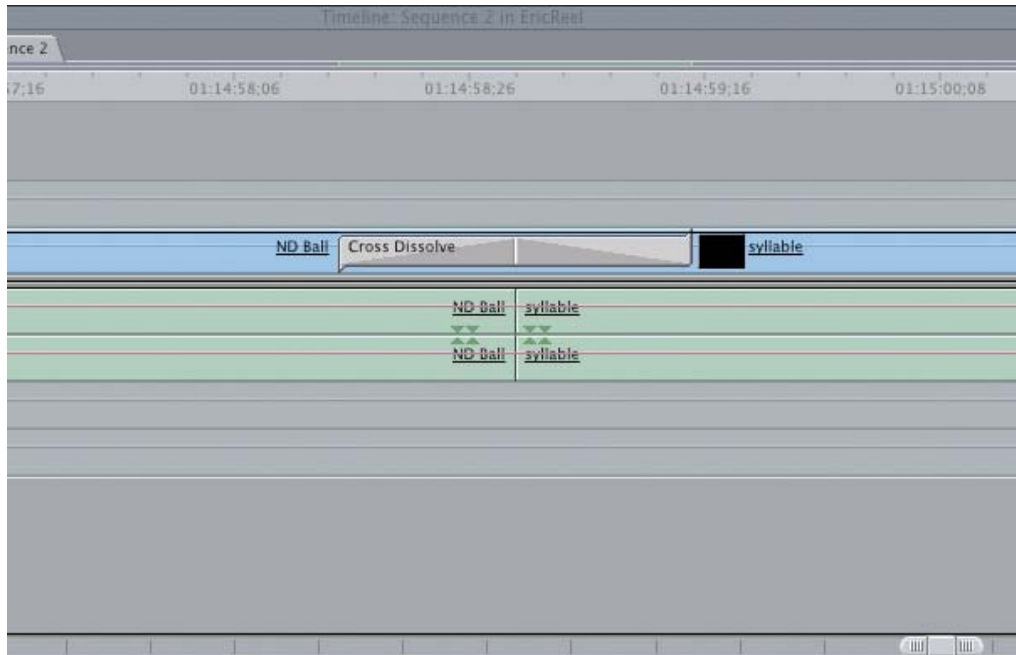
When finished, remember to return the v1 button the V1 track.

Now, make your title for the final song clip and put it in the timeline in whichever way you find easiest.

We will now put some fades on our video.

You will find the fade in your helpful effects folder. It is called a Cross Dissolve.

What you're going to do is grab the Cross Dissolve and tow it down into the timeline. Place it directly over the seam between the second and third clips. It should look like this:



If you have trouble seeing the dissolve once you place (or have trouble seeing to place it in the first place), feel free to use your magnifying glass tool from your tool box to zoom in a little bit.

Move your indicator back a bit and play the video so that you can see what it looks like.

Note, though, that you will need a separate dissolve for the audio track. You'll find an audio fade in the Helpful Effects folder. Tow it into place below the video dissolve. You will only need one fade for both audio tracks.

Try adding dissolves to the beginning and end of your title. You'll want the dissolve to saddle the beginning edge of the text and the empty space to the left. You'll want another one saddling the back edge of the text and the empty space to the right.

Go ahead and add fades to the other titles and the spaces between the other video clips.

You'll probably have trouble placing a fade at the beginning of the first song, since it is right up against the beginning of the timeline.

To fix this, we'll add a little black to the beginning of our video.

Find the Slug option in Helpful Effects.

Double click it to open it into the preview window.

As you can now see, Slug is simply pure black video.

Move your indicator line to the start of the timeline and hit the yellow envelope to insert it.

Now, place a dissolve on the seam between the Slug and the song.

Slug's default is to add ten seconds of black. This is probably more than we want, so you'll want to use the razor blade tool to trim it down.

Add your fade between the Slug and the beginning of the first song.

Now, I want you to use the text tool to add credits to the end of the project.

List the following people in the credits:

Directed by
Rick Bostrom

Produced by
Linda Davis

Camera
Mark Steensgard
Kristi Soli

Edited by
(Your Names)

Copyright 2009 Linda Davis

Note that you will not be able to fit all of the credits on one screen. As such, you will need to use the text tool to create several different titles. Remember to use either the razor blade tool or in and out marks to adjust the length of these titles since the text tool default is 10 seconds. Try adding fades between each title for a better look.

You may think it looks strange to fade from the last song into the text of credits. In that case, try inserting a little slug between the end of the final song and the beginning of the credits.

A note about copyright, in order to copyright your program, all you need to do is put that simple copyright notice at the end. You will commonly want to use the name of the producer, but you may work out whatever you would like with your crew, including multiple copyright holders. That said, do not take this as the final word on copyright. If it is something you are seriously interested in, I would encourage you to research copyright law.

Getting back to the credits, they may see kind of boring without any sound.

Go ahead and pick your favorite of Jeff's songs and open it in the preview window, setting an in point at the start of the song.

Now, lock off your video track and move your timeline indicator to the beginning of the credits and press the red envelope. This should insert only the audio from the clip, allowing the music to play under the credits.

Note that you do not always need to steal music from video clips like this. You can also bring in music on CD and import them using File>Import>Files. Just try and be aware of any copyrights attached to the music. Using a recording of Frank Sinatra would be a violation of copyright, for instance. We do have a library of copyright-free music that you may use if you wish.

That concludes this tutorial. An Advanced Editing Tutorial will be available soon and will explain advanced audio editing and the use of complex graphics. In the meantime, always feel free to ask Eric if you have any questions.