

# 507 Workshop: Package Training 1

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## Introduction

Just as a refresher, “Non-linear” or computer based video editing gives us a great amount of flexibility and control over the elements we are assembling.

In this workshop we step it up a notch. You will be required to record voiceover tracks prior to coming into the Digital Lab to edit your assignments. In this workshop we will go over laying down voice tracks as well as B-roll and SOTs, which you should already be familiar with.

**No Food or Drinks in the Digital Lab. Not on the floor, only inside your bag.**  
*(The lab has a raised floor and a spill could result in an electrical short)*

*Close all programs, FCP demands a great deal of RAM. While editing with FCP, keep open programs to a minimum.*

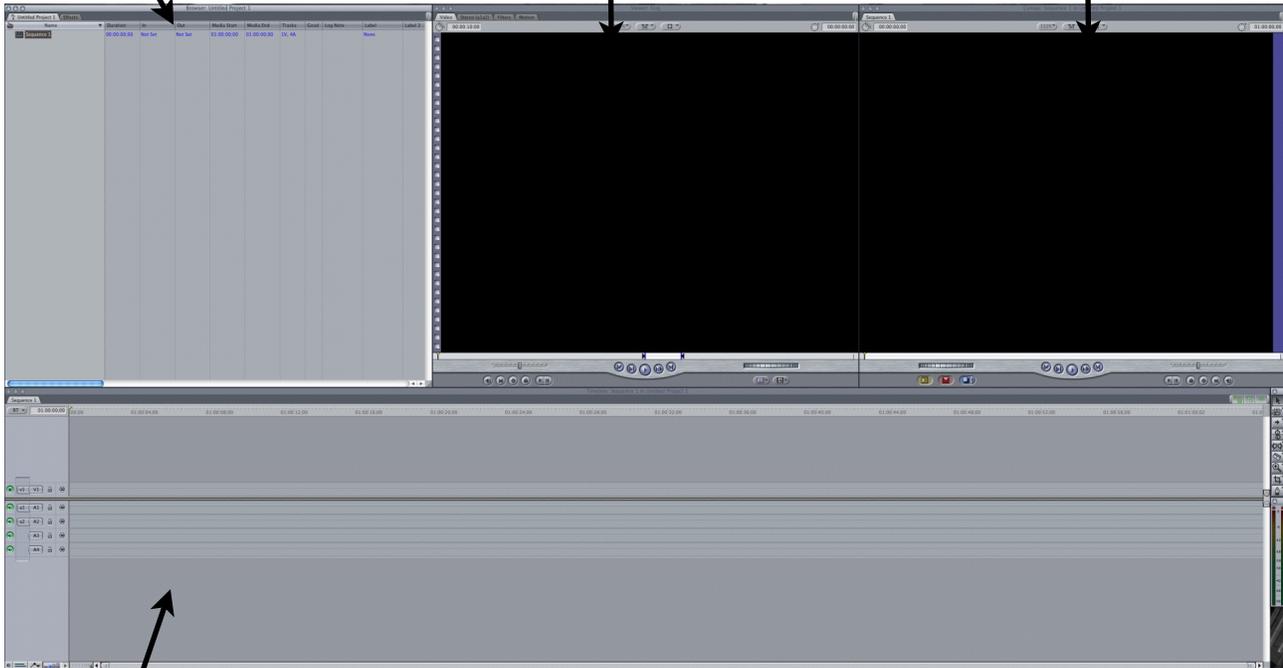
**You can find this tutorial and more at <http://www.dlquestions.com>**

# 507 Final Cut Pro Workshop Package Training 1

Browser Window

Viewer Window

Canvas Window



Tool Palette

Timeline

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- 3.) Editing Your Project
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- 5.) Adding an Audio & Video Transition



Open Final Cut by clicking on the Final Cut Pro icon in the dock at the bottom of the screen.

## Setting Up Your Project

File management is one of the most important aspects of using Final Cut Pro effectively. Whenever sitting down to work in Final Cut it is important that you set your scratch disk location so that you know where your files are/go.

1.) When the “Non-Writable Scratch Disks” dialogue opens, click Reset Scratch Disks.

2.) You will receive the following error: “One or more of your chosen...” Click OK.

3.) Click on the first Set button in the Scratch Disks window.

This will open up the “Choose a Folder” dialog.

4.) Under “DEVICES” select your drive (DLxxx) and click Choose.

Note: You should set your scratch disc **every time** you open Final Cut Pro.

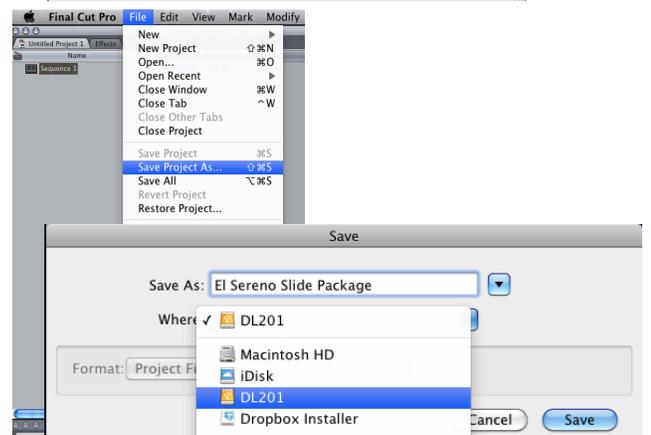
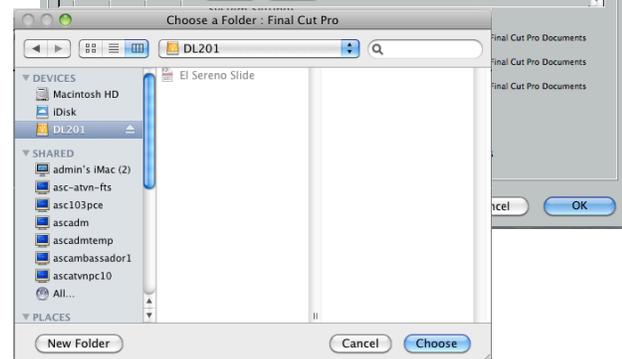
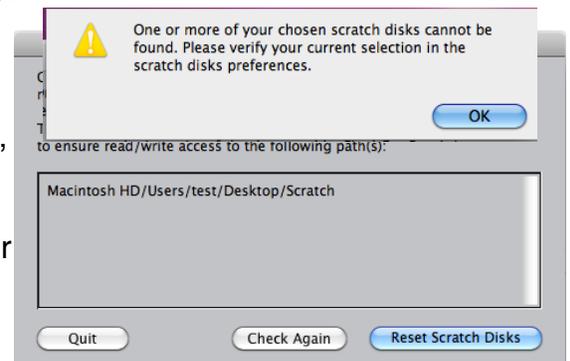
5.) Click OK.

6.) Click Continue.

7.) Select *File* and then *Save Project As...*

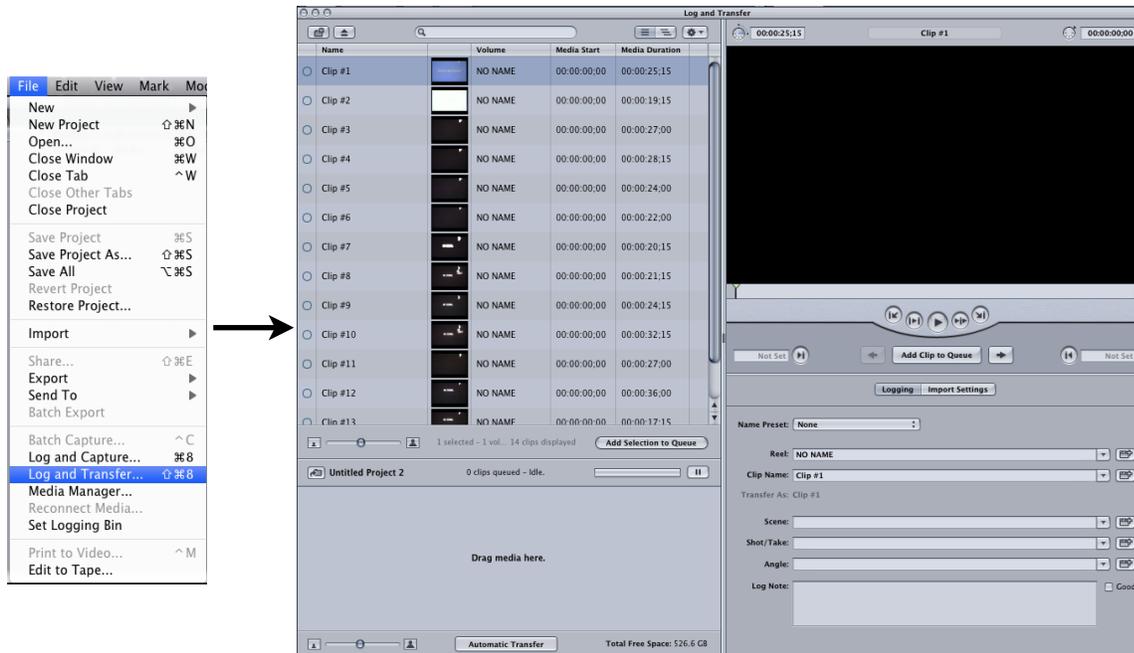
8.) Under “DEVICES” select your Drive.

9.) In “Save As” type “El Sereno Slide Package” and click “Save”.

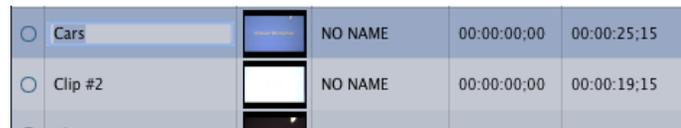


## Importing Clips

1.) Choose *File > Log and Transfer*



2.) Single click on “Clip #1” then press “return” on the keyboard.



3.) Type “Cars” and press return to rename the clip.

4.) Rename the rest of the clips the same way following the list below:

- |                              |                     |
|------------------------------|---------------------|
| Clip #2 - Fireman            | Clip #10 - Leaving  |
| Clip #3 - Pan                | Clip #11 - Marta    |
| Clip #4 - Birds              | Clip #12 - Jeanette |
| Clip #5 - Bag                | Clip #13 - Bottle   |
| Clip #6 - Box                | Clip #14 - VO       |
| Clip #7 - Women and Children |                     |
| Clip #8 - Hill               |                     |
| Clip #9 - Beams              |                     |

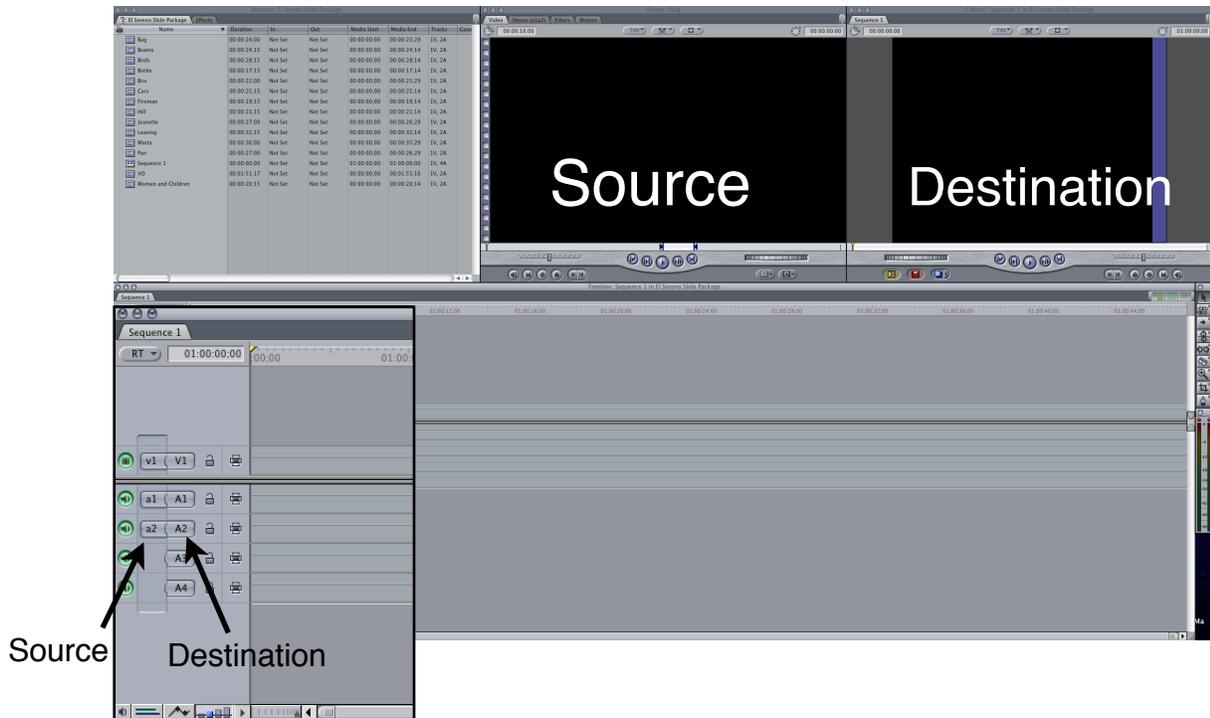
5.) Click on “Cars”.

6.) Press “command-a” on the keyboard to select all of the clips.

A rectangular button with rounded corners, a light gray background, and a thin dark border. The text "Add Selection to Queue" is centered on the button in a dark gray, sans-serif font.

7.) Click the Add Selection to Queue. Your footage will be copied into your Browser Window and placed in your Capture Scratch folder.

It will take around 4 minutes to copy your footage to the workstation.



First, move the playhead two seconds in to account for pad:

1.) In the playhead location box, type “2.” to advance the playhead two seconds. The “.” represents “00”.

Then, lay down all of your VO Tracks onto A2 in the timeline:

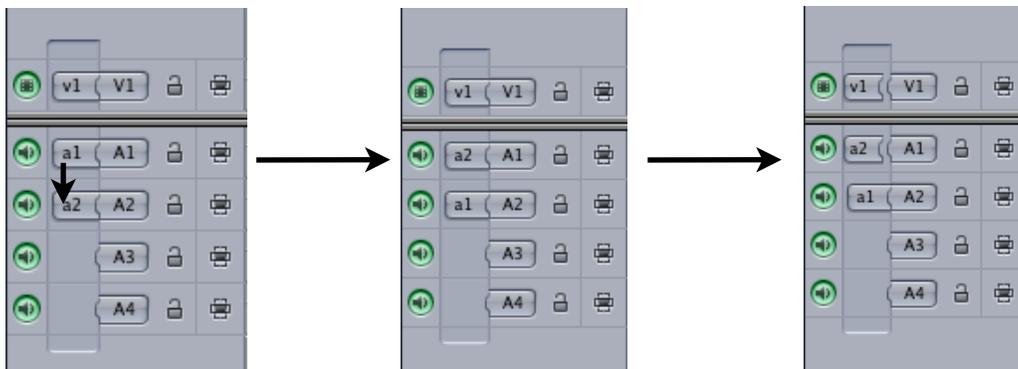
2.) Double-Click on “VO” in the Browser to load into the Viewer.

3.) Using the spacebar and the arrow keys, find “The slide collapsed...” and Mark In.

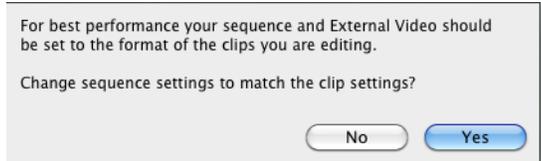
4.) Play “VO” and Mark Out at the end (“...they ordered the evacuation.”).

5.) Drag Source “a1” down to Destination “A2”.

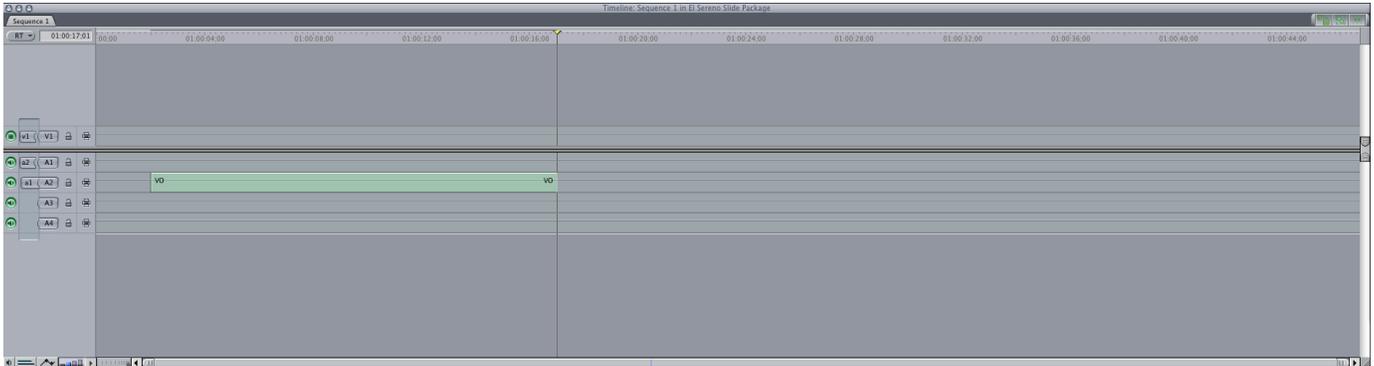
6.) Click on Source “a2” and Source “v1” to turn them off or “break” them.



7.) Click the Insert Edit button  in the canvas window. If a window pops up asking about changing your sequence settings, click Yes.



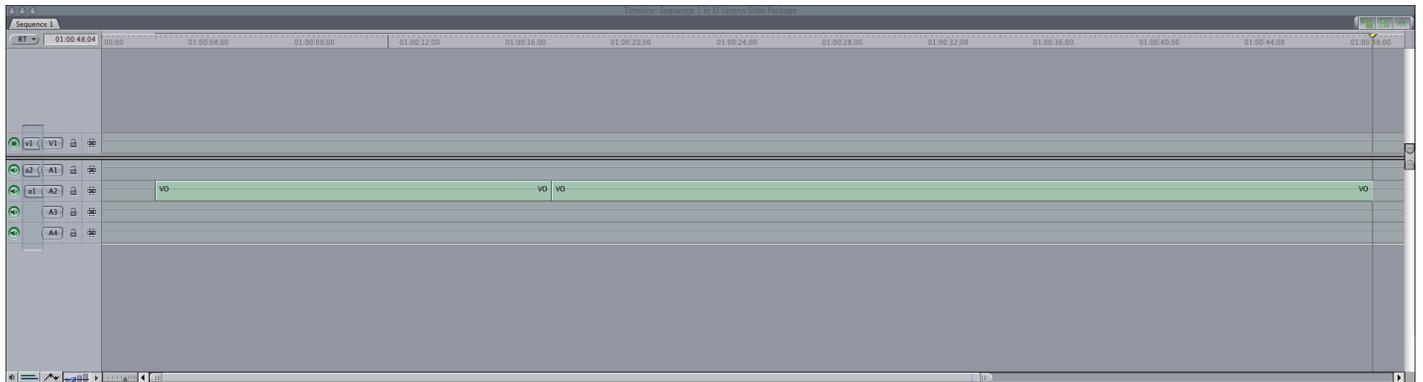
8.) Your Timeline should look like this:



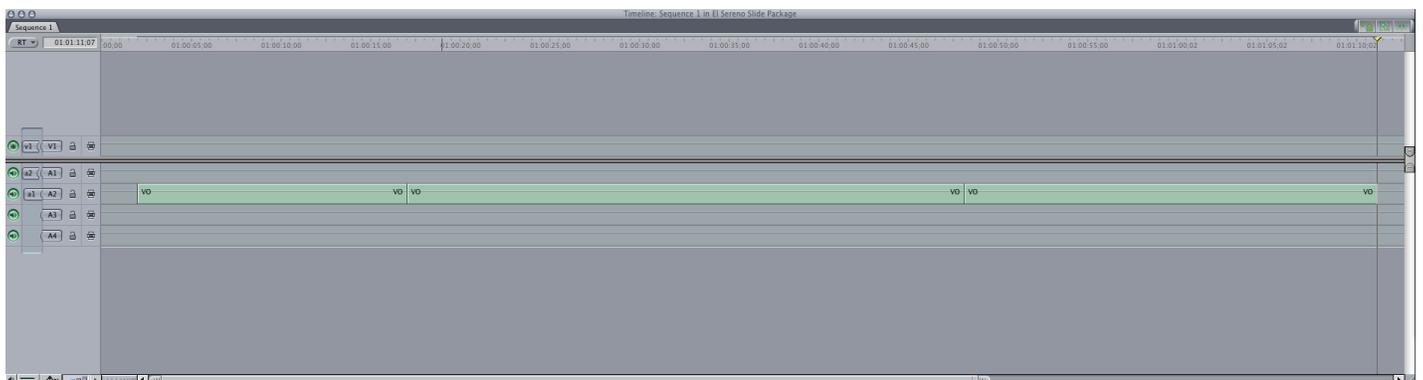
9.) Continue playing “VO” and set your in (“However, a short time...”) and ignoring the NAT SOT, your out (“...return to their homes.”).

10.) Click the Insert Edit button in the Canvas.

11.) Your Timeline will now look like this:



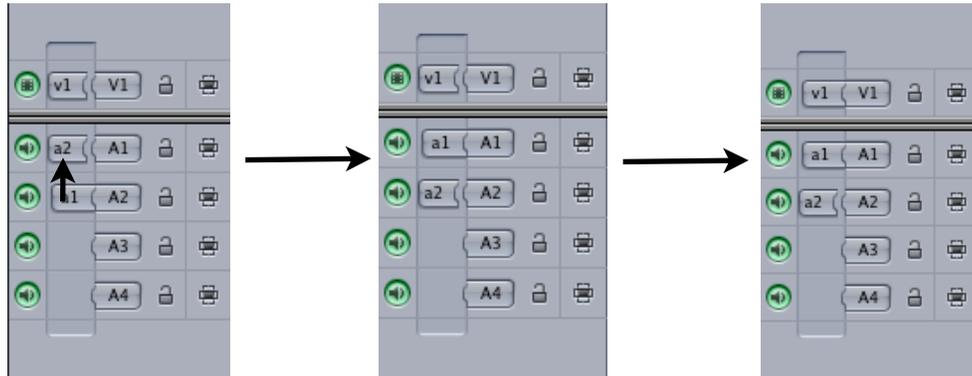
12.) Repeat for the third track from your script then select your timeline and hit “shift+z” to see the whole thing:



We will now insert our SOTs in-between the VO Tracks. We need our video to be on V1 and our audio to be on A1

13.) Drag Source “a1” to Destination “A1”.

14.) Click Source “v1” to relink Destination “V1”



15.) Double-Click on “Jeanette” in the Browser to load the clip into the Viewer.

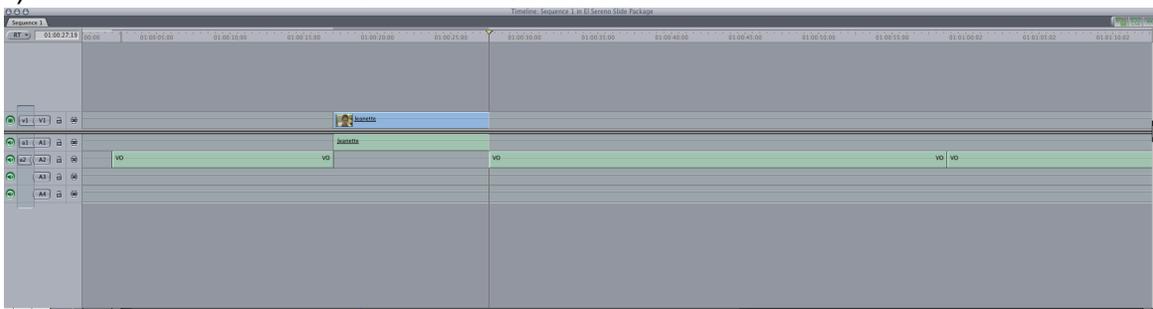
16.) Using the spacebar and the arrow keys, Mark In (“We just grabbed...”) and Out (...we can’t go in there.”) on the clip.

17.) Move the Timeline playhead between The first “VO” clip and the second.. Note: It will snap into place when you get close.

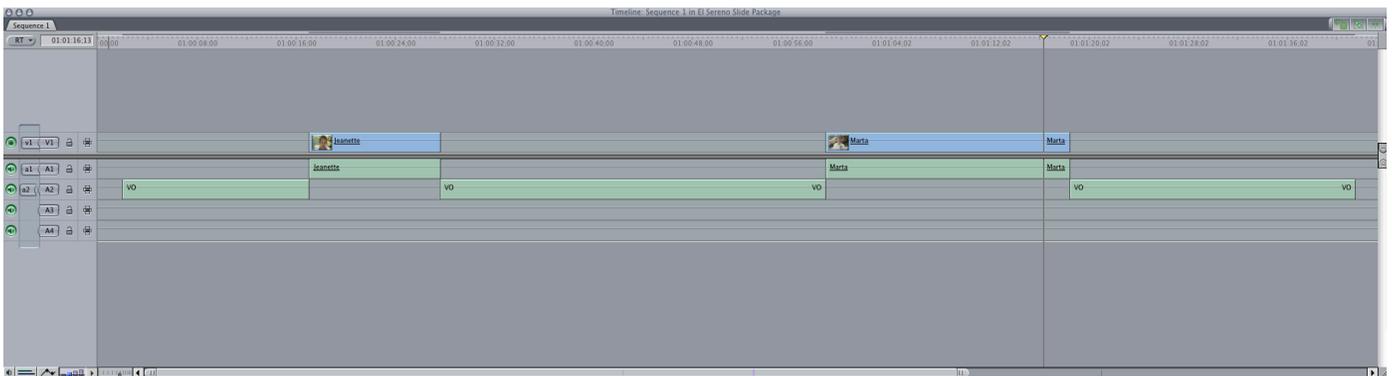


18.) Press the Insert Edit button on the Canvas Window.

19.) Your timeline will now look like this:



- 20.) Double-Click on “Marta” in the Browser to load the clip into the Viewer.
- 21.) Based on the script Mark In (“Do you think...”) Out (“...is broken, everything.”)
- 22.) Move the Timeline Playhead between the second “VO” and the third.
- 23.) Click the Insert Edit button in the Canvas Window.
- 24.) Select the timeline, then press “shift-z”.
- 25.) Your timeline will now look like this:



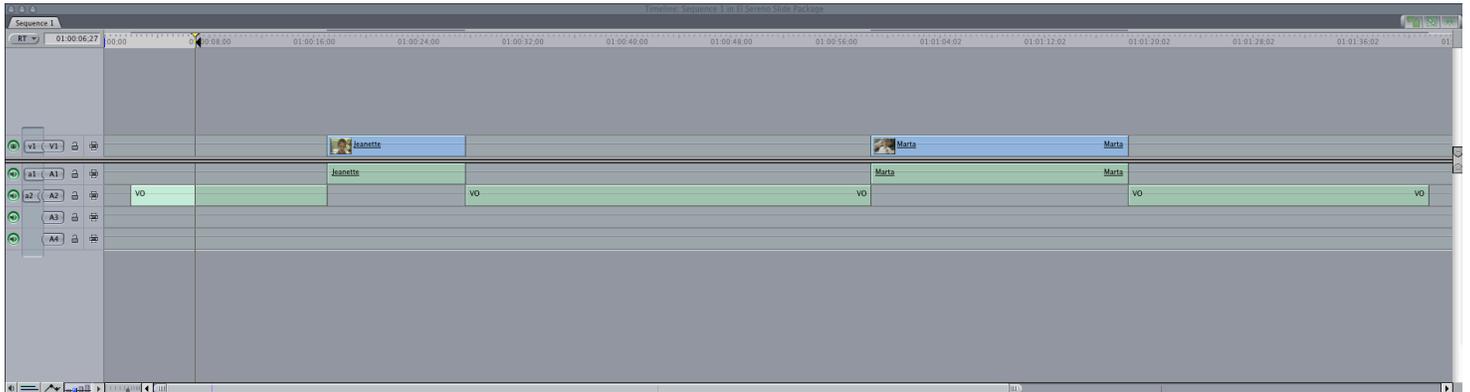
At this point, we begin laying down the b-roll to match the VO.

- 26.) Select the timeline, then press the “home” key. This will jump you to the beginning of the timeline.



- 27.) Mark In on the timeline by pressing the “i” key on the keyboard.
- 28.) Based on the script, our first shot goes from “The slide collapsed...” to “...It created a sinkhole.” Use the spacebar to play the timeline.
- 29.) Hit the spacebar after you hear “...It created a sinkhole” and Mark Out on the timeline by hitting “o” on the keyboard.

30.) Your timeline will now look like this. Notice the area highlighted in the clip “VO.” This is the area you marked in 28.) and 29.)



31.) Double-Click on “Cars” in the Browser.

32.) Use the spacebar or the play button in the Viewer window to play the clip.

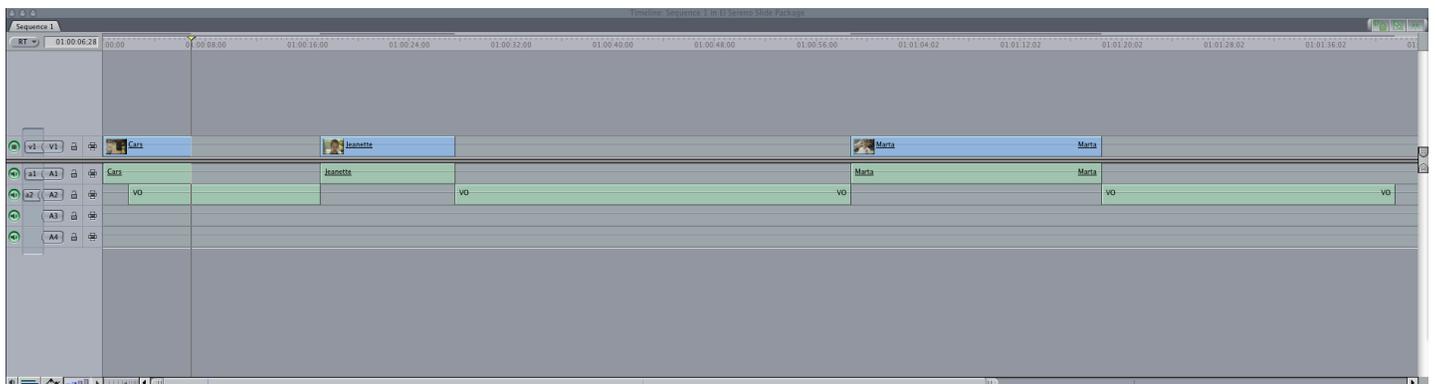
33.) Find the point just before the zoom into the cars begins using the arrow keys.

34.) Mark-in by hitting the “i” key on your keyboard.

35.) Click the Overwrite button on the Canvas window.



36.) Your timeline will now look like this. Notice that the first clip includes the two seconds of pad:



37.) Immediately hit “i” on the keyboard since you want your next shot to go directly after “Cars.” If you move the playhead by accident, you can always move it back. It will snap at the end of “Cars.”

38.) Based on the script, the next shot goes to “...the apartment complex.” Using the spacebar play the timeline until you reach that point.

39.) Mark Out by hitting “o” on the keyboard.

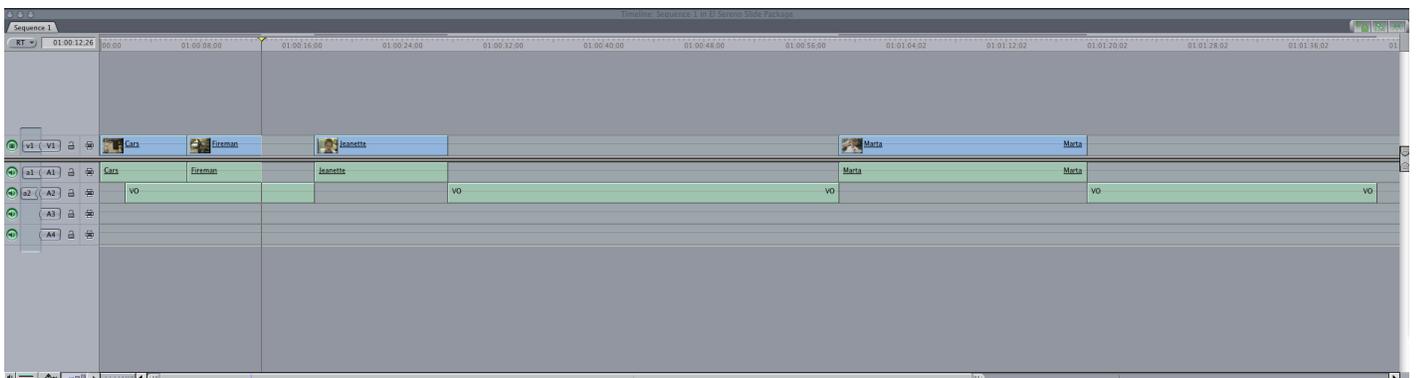
40.) Double Click on “Fireman” in the Browser window.

41.) Using the spacebar, play the clip and stop when you see the fireman.

42.) Mark In by hitting “i” on the keyboard.

43.) Click the Overwrite button on the Canvas.

44.) Your timeline will now look like this:



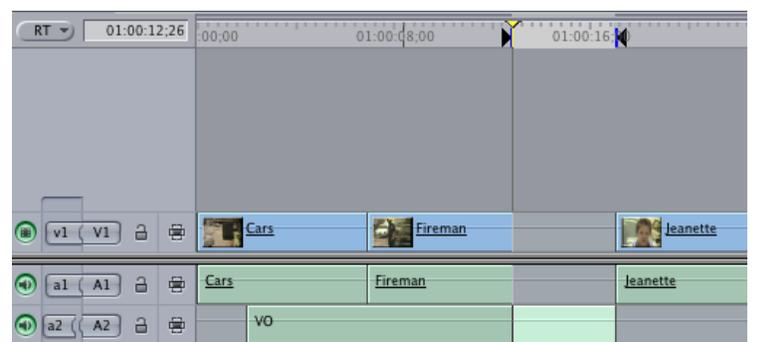
45.) Immediately hit the “x” key on the keyboard. This marks the remainder of the clip automatically.

46.) Double-Click on “Pan” in the Browser.

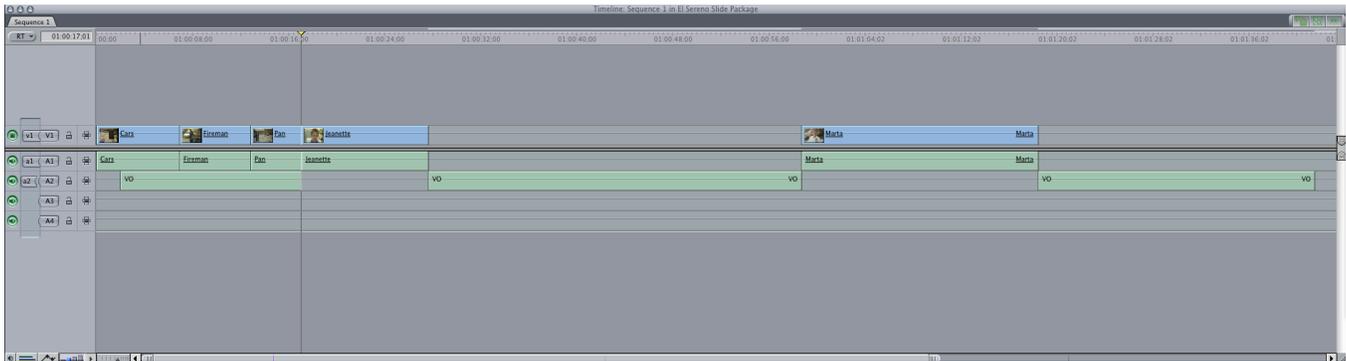
47.) Using the spacebar and arrow keys find a point before the pan begins.

48.) Hit “i” on the keyboard to Mark In.

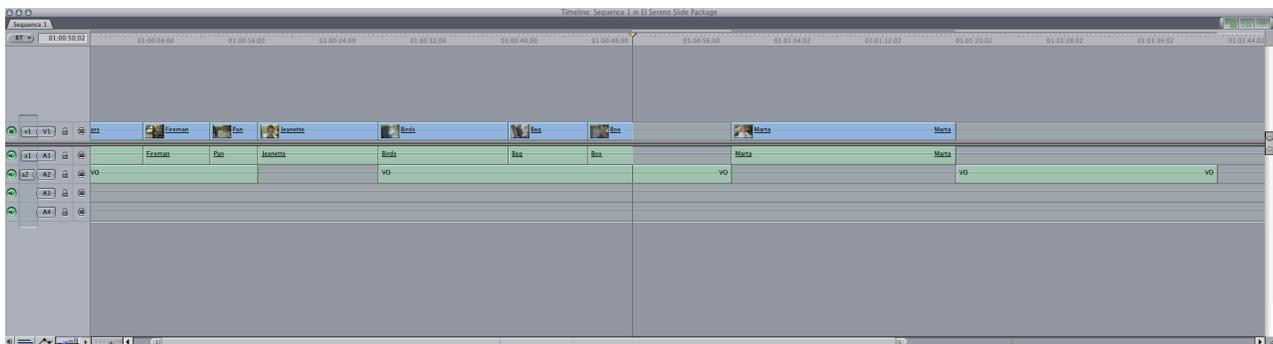
49.) Click the Overwrite button in the Canvas.



50.) Your timeline will now look like this:



51.) Ignoring the NAT SOT, lay down the next three clips: “Birds,” “Bag,” and “Box.”



52.) After you’ve laid down “Box”, hit the “x” key to mark the remainder of the clip.

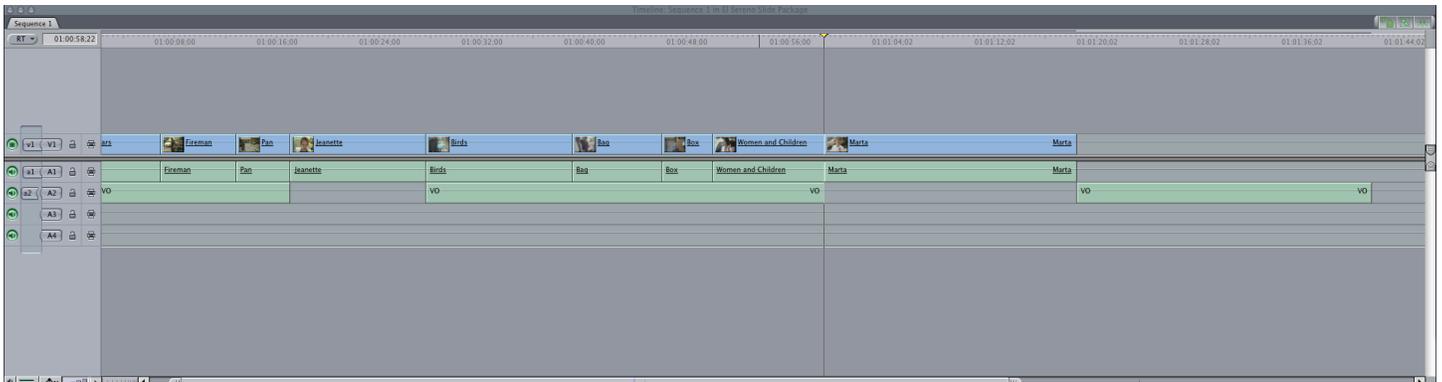
53.) Double-Click on “Women and Children” in the Browser.

54.) In the “Women and Children” shot the ending is better than the beginning. Using the spacebar and the arrow keys, find the last frame of the shot.

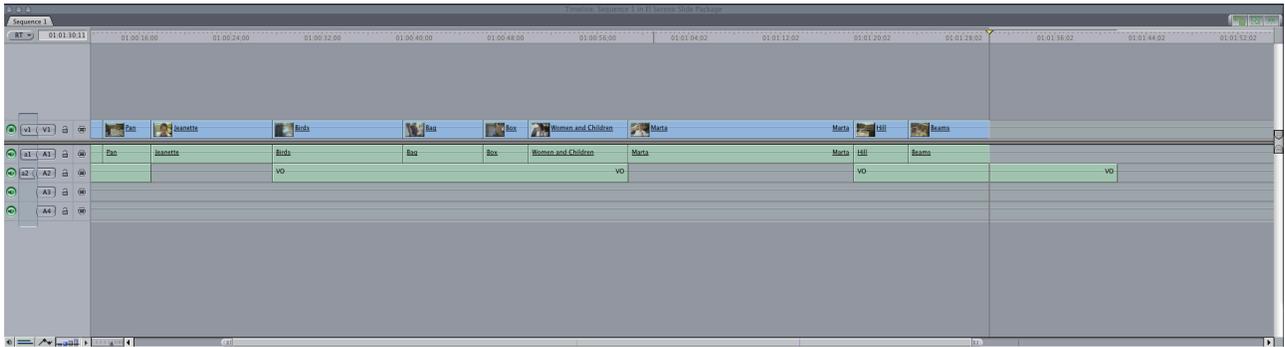
55.) Hit the “o” key on the keyboard to Mark Out.

56.) Click the Overwrite button on the Canvas.

57.) Your timeline will now look like this:

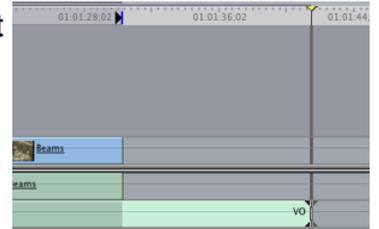


58.) Using the script, lay down the next two shots: “Hill” and “Beams.”



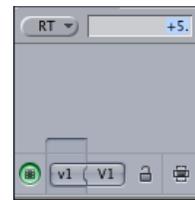
For the last shot, “Leaving,” we need to include 5 seconds of pad at the end.

59.) Immediately press the “i” key on the keyboard to Mark-In directly after “Beams.”



60.) Move the playhead until it snaps at the end of Track 3.

61.) In the playhead location box type “+5.” and hit “return” on the keyboard. This will move the playhead forward five seconds.

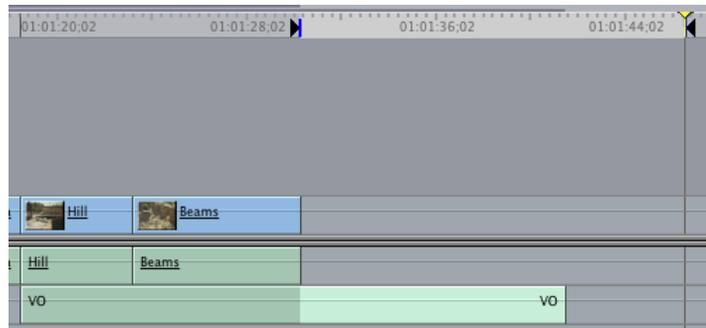


62.) Press the “o” key on the keyboard to Mark Out.

63.) Double Click on “Leaving” in the Browser.

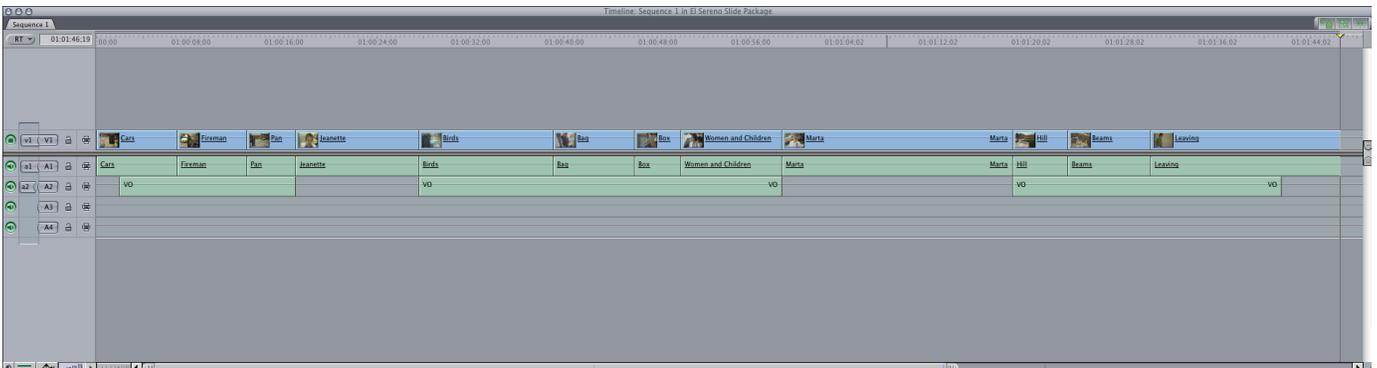
64.) Using the spacebar and the arrow keys, find the end of the “Leaving” clip.

65.) Mark in right after the man comes into focus.



66.) Click the Overwrite Button on the Canvas.

67.) Select the timeline and Press “shift+z” on the keyboard to see the whole timeline:

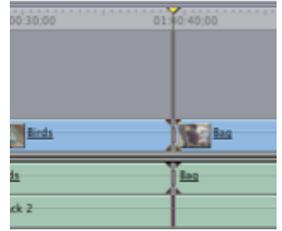


We will now Insert the NAT SOT.

68.) Move the Playhead until it snaps between “Birds” and “Bag”.

69.) Double-Click on “Bottle” in the browser.

70.) Using the spacebar and arrow keys find the moment before the man begins to turn his head.



71.) Press “i” on the keyboard to Mark In.

72.) Play the clip until after the man speaks.

73.) Press “o” on the keyboard to Mark Out.

74.) Click the Insert Edit button on the Canvas.



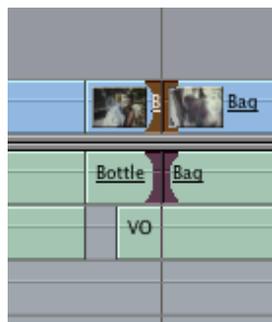
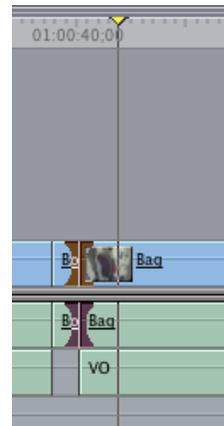
75.) Select the edit point between “Bottle” and “Bag” by clicking on the intersection of the clips.



76.) Move the playhead a bit after the edit point.

77.) Press the “e” key on the keyboard to extend “Bottle”.

Notice how “Bottle” now overlaps part of “VO”.



78.) Press “shift+z” on the keyboard to view your whole timeline:

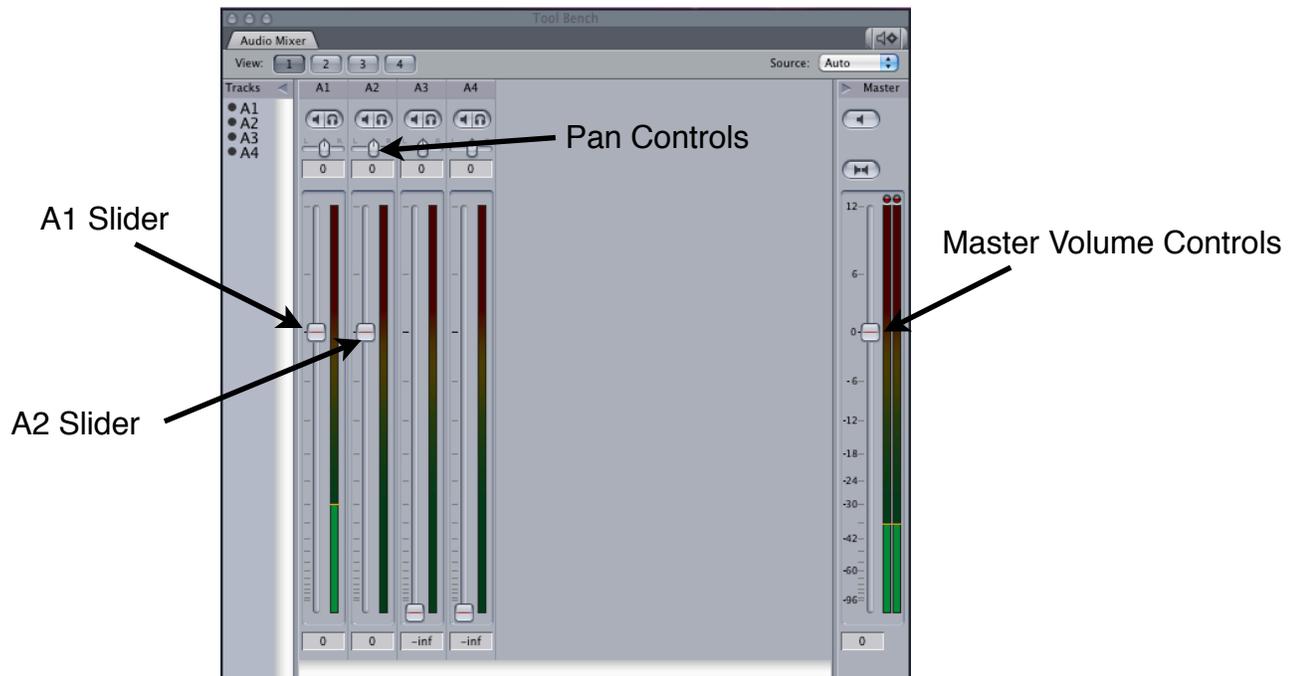
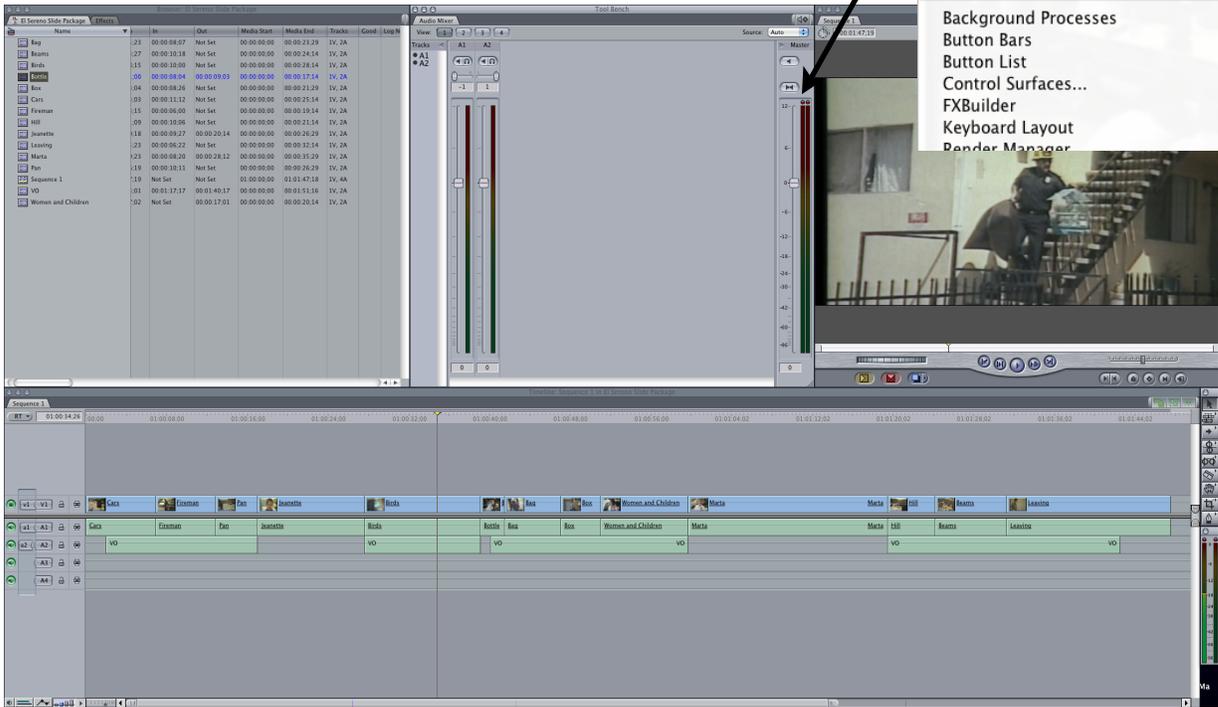
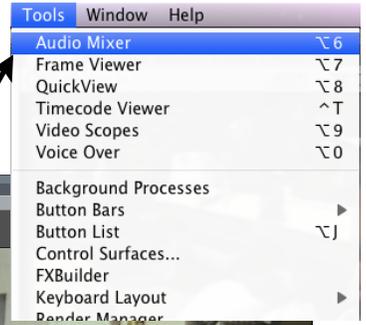


Now that you have finished editing your project it is time to move onto adjusting your audio levels.

# Adjusting Your Audio Levels

1.) Open the Audio Mixer by choosing *Tools > Audio Mixer*.

A new window will appear over your Canvas Window.



2.) Select your Timeline and press the spacebar to play your project.

3.) Watch the audio mixer as your project plays. You can see A1 and A2 in your Timeline are represented in the Audio Mixer.

4.) You want your VO on A2 to bounce at approximately the midway point on the VU meter.

5.) Press “home” on your keyboard to return to the beginning of your timeline.

6.) Press the spacebar to begin playing.

7.) As your project is playing adjust the slider for A2 so that the level bounces at the correct volume.

8.) Continue to play your timeline and adjust the levels of the other 3 tracks on A2 to the appropriate level.

9.) Press “home” on your keyboard to return to the beginning of your timeline.

10.) Press the spacebar to begin playing.

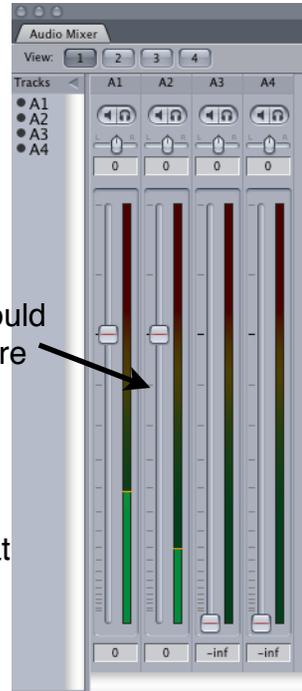
11.) Adjust the A1 slider so that the clips “Jeanette” and “Marta” bounce at the same level as the VO tracks on A2.

12.) Press “home” on your keyboard to return to the beginning of your timeline.

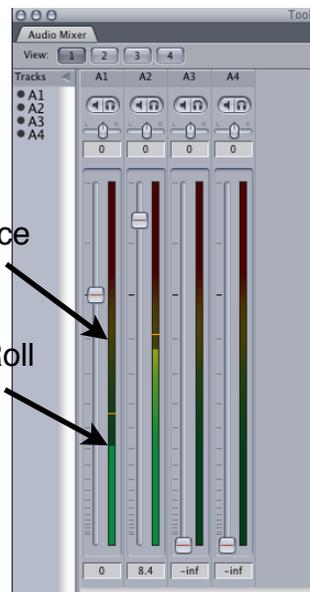
13.) Press the spacebar to begin playing.

14.) Drag the A1 slider down so that the audio hits the correct level. Then repeat adjusting levels for the rest of the b-roll.

15.) Drag your playhead to the beginning of the third “VO” clip.

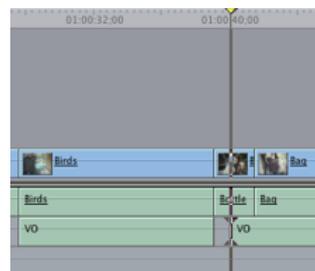


A2 VO should bounce here

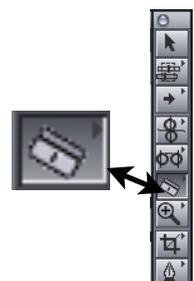


Correct Voice Level

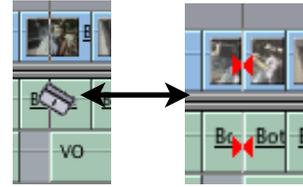
Correct B-Roll Level



16.) Press “b” on the keyboard to select the “blade tool” or select the “blade tool” from the tool pallet.



17.) Place your mouse over the clip “Bottle” in your timeline.



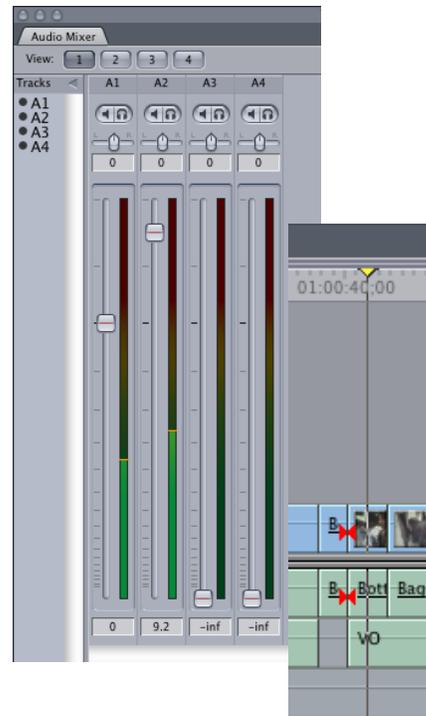
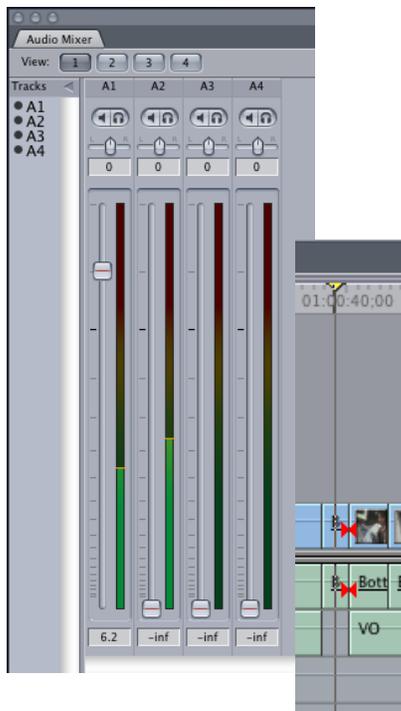
18.) Click to cut the clip.

19.) Press “a” on the keyboard to return to the “selection tool” or select the “selection tool” from the tool pallet.

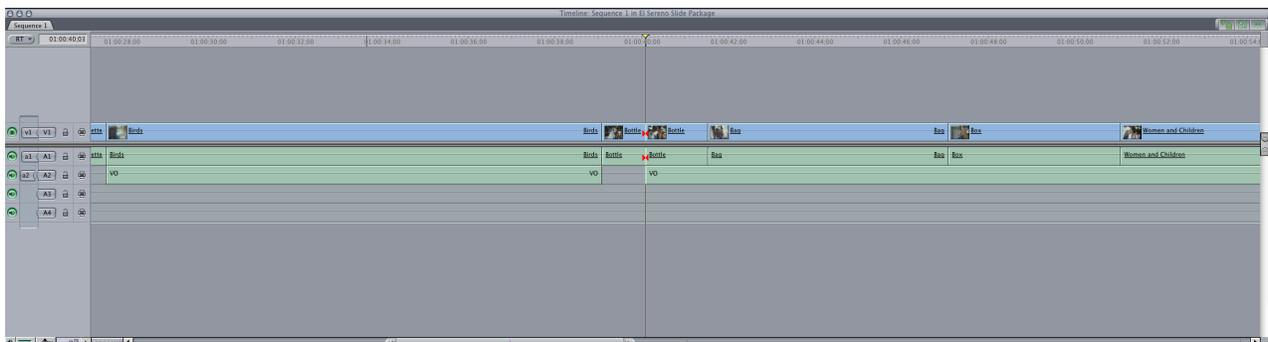


20.) Drag your playhead so that it is over the first half of the cut clip “Bottle”.

21.) Drag your A1 Slider up to make the first half of “Bottle” at the same volume level as your voice clips.

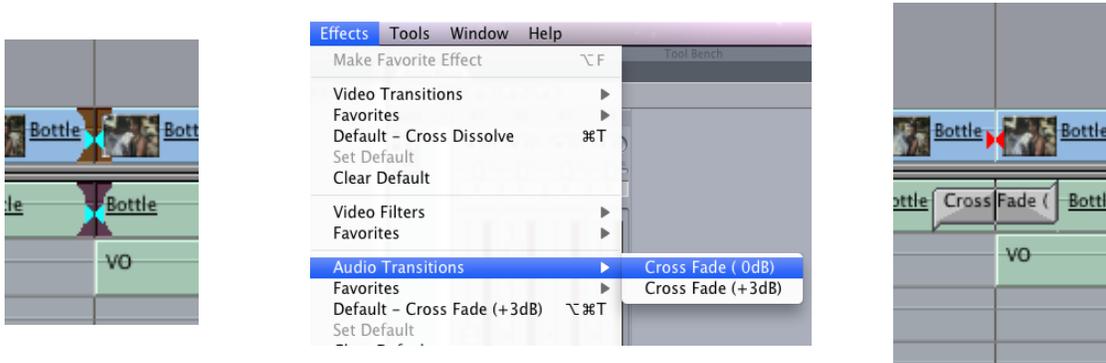


22.) Hold the “Command” key on the keyboard and press the “+” key twice to zoom in on your Timeline. Your Timeline will now look like this:

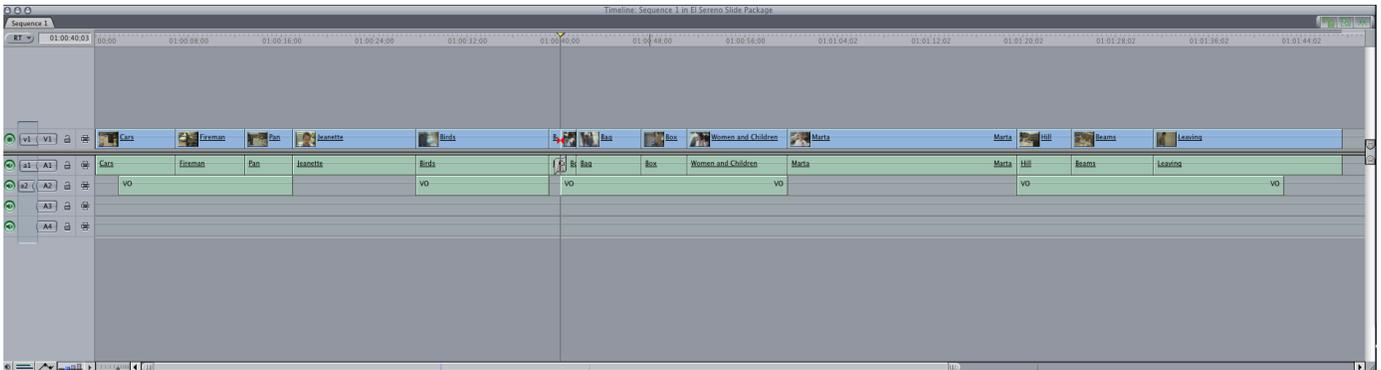


23.) Select the edit point in the middle of “Bottle”.

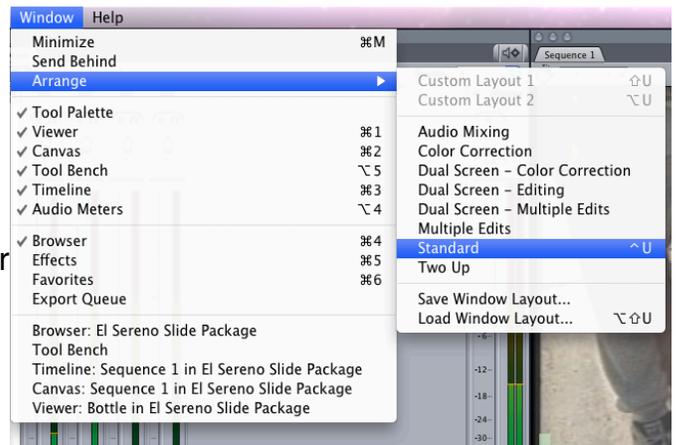
24.) Click *Effects > Audio Transitions > Cross Fade (0dB)*



25.) Press “shift-z” on the keyboard. Your timeline will now look like this:

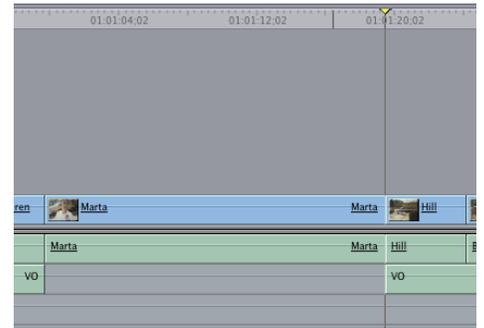


26.) Click *Window > Arrange > Standard* (or press “control-u” on the keyboard) to reset your interface and close the Audio Mixer.

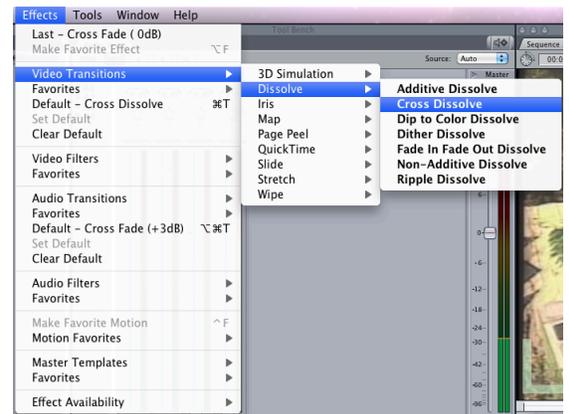


## Adding A Video Transition

1.) Drag your timeline playhead to the end of the clip “Marta”



2.) Click *Effects > Video Transitions > Dissolve > Cross Dissolve*



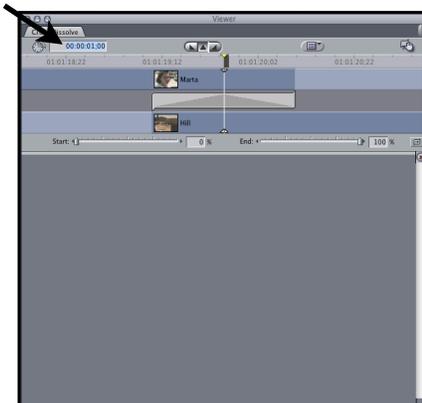
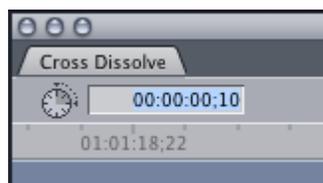
3.) Double-click on the transition which is now in your timeline at the intersection of “Marta” and “Hill” to load it in the Viewer.



4.) Click in the “Transition Duration” box in the Viewer Window.

### Transition Duration

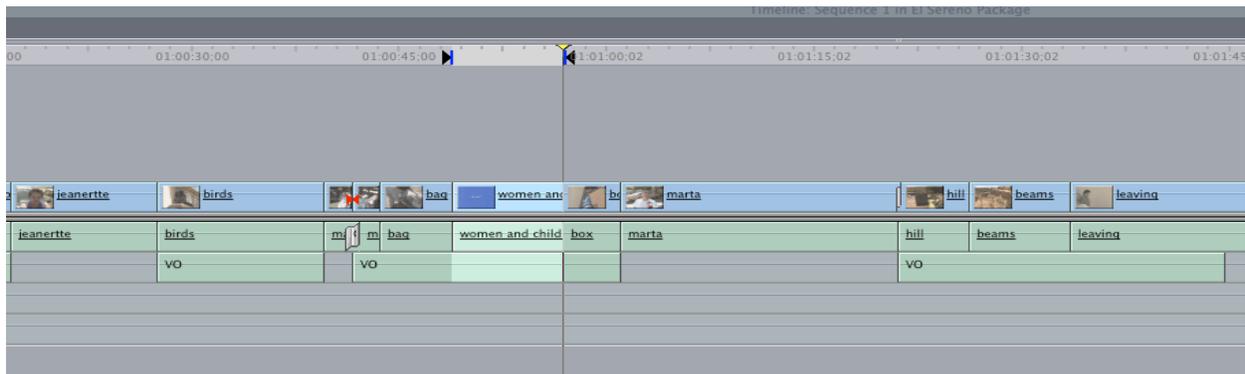
5.) Type “10” and press return.



# Exporting a Quicktime from Final Cut Pro

This document is step-by-step instructions on how to turn your Final Cut Pro project into a Quicktime or .mov. The procedure is called exporting and you can use the end file to upload to YouTube.

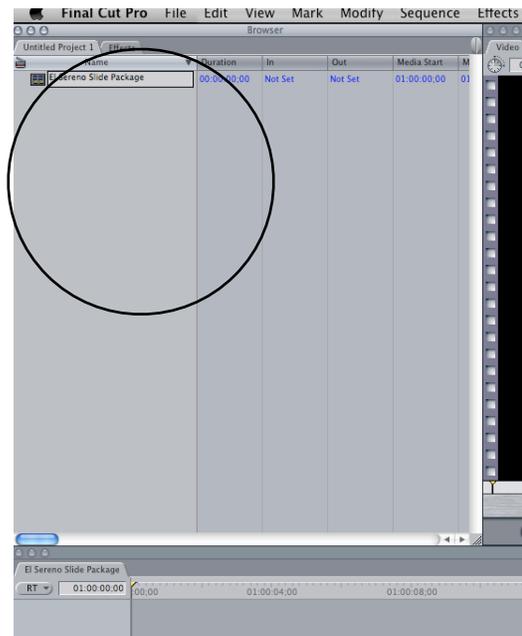
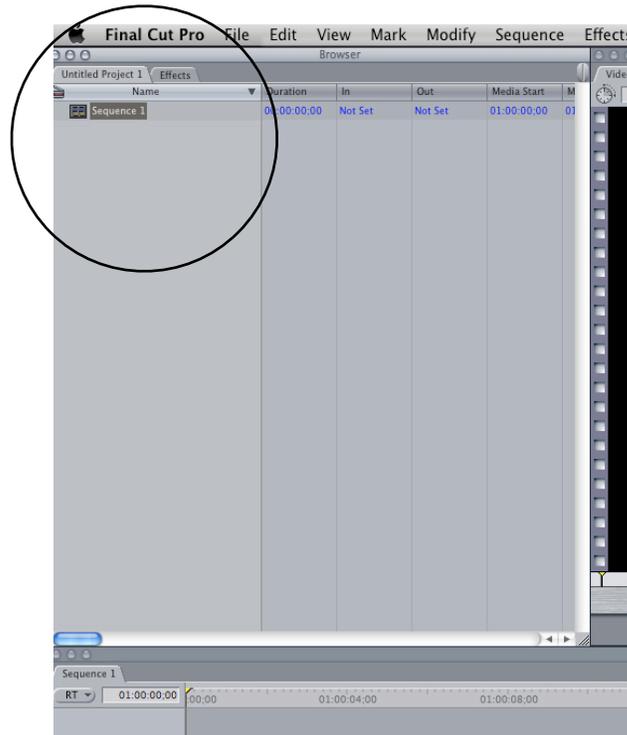
First, look in your timeline for **In Marks** and/or **Out Marks** and clear them out. Below is what a timeline with In Marks and Out Marks will look like.



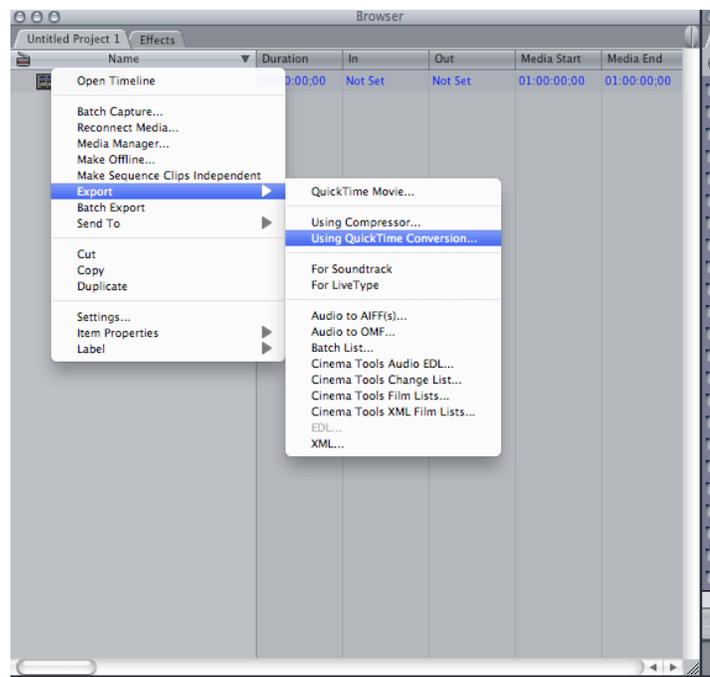
To clear these In Marks and Out Marks simply click on the Timeline activation bar to activate it, then press **Option + X** on the keyboard. This will clear out both marks. If your sequence contains marks in your timeline, it will only export what is between them.

After you have checked for marks, single click on the sequence file you want to export. This file is located in your Browser window and will be labeled "Sequence 1" (unless you previously changed the name). This file's icon will not look like the rest of the Browser files. Rename it then right click on the sequence icon.

Find the sequence you want to export and single-click it to highlight it.



Then name the file by double clicking on the actual text next to the sequence icon. NOT the icon itself. Only the text. Rename your sequence to something appropriate such as your slug.



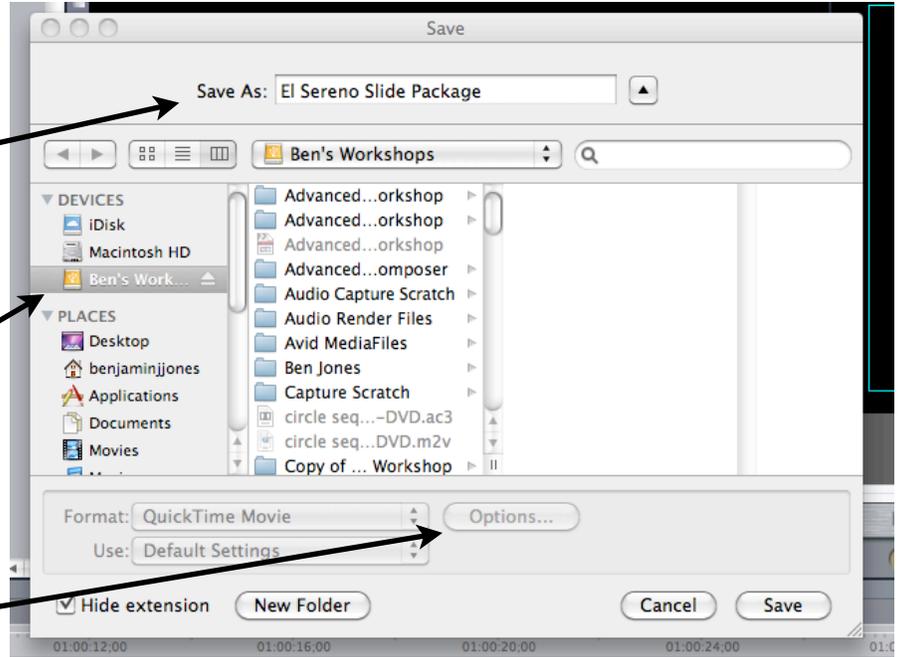
Once you have named the sequence file, reselect the "Sequence" file by single clicking on its icon on the left hand side of the name.

Then right-click on the sequence file>Export>Using Quicktime Conversion.

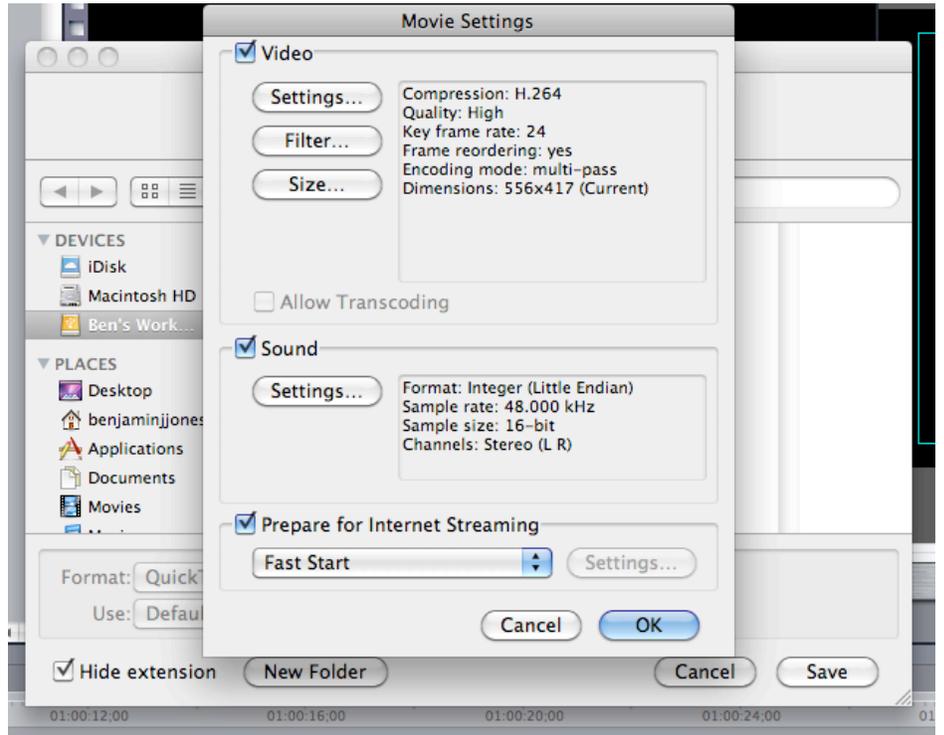
Next, the “Save As” export window will appear. Here, verify that the name displayed in the “Save As” bar is the same name you gave the “Sequence” file.

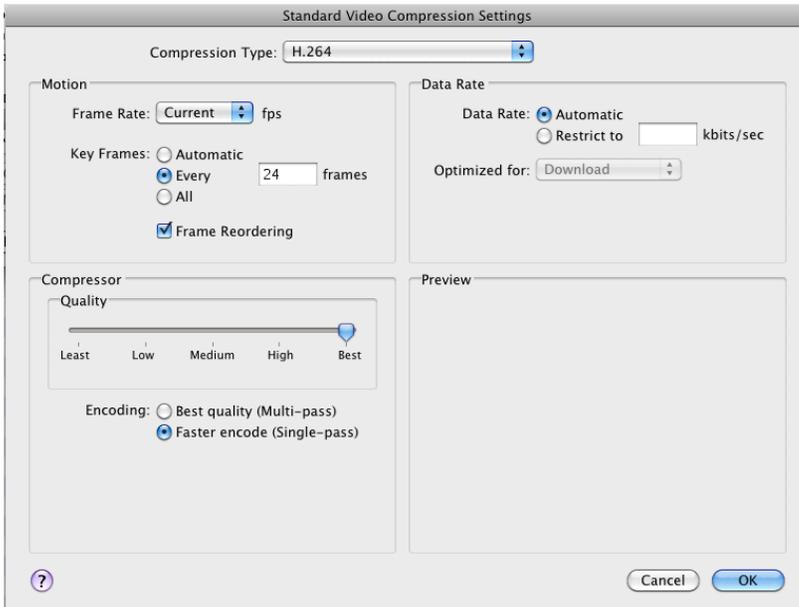
Then, select your external hard drive on the left hand column.

Lastly, click the “Options” button.



The “Options” button will bring up the “Movie Settings” window. Under Video, click on the Settings button.





In the “Standard Video Compression Settings” dialogue, make sure the Compression type is set to H.264.

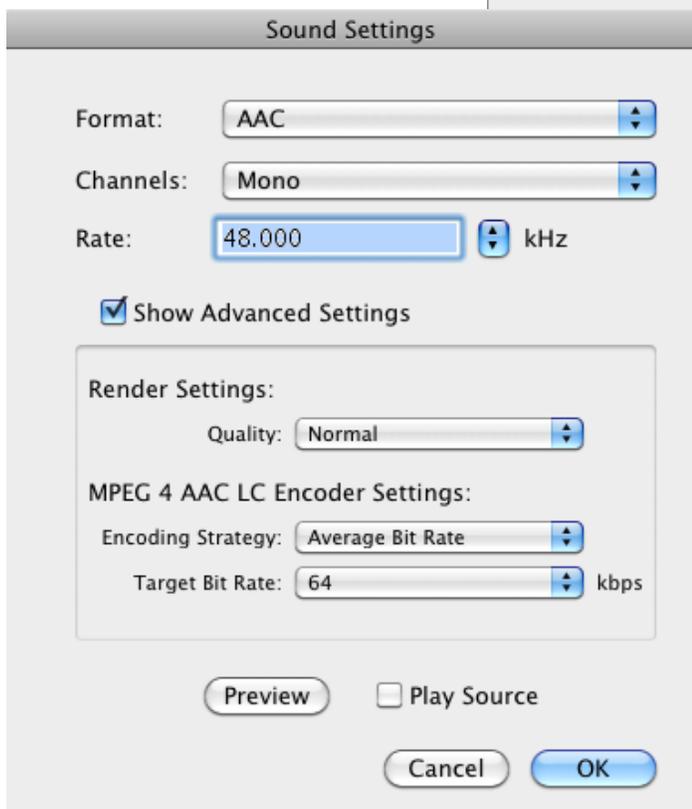
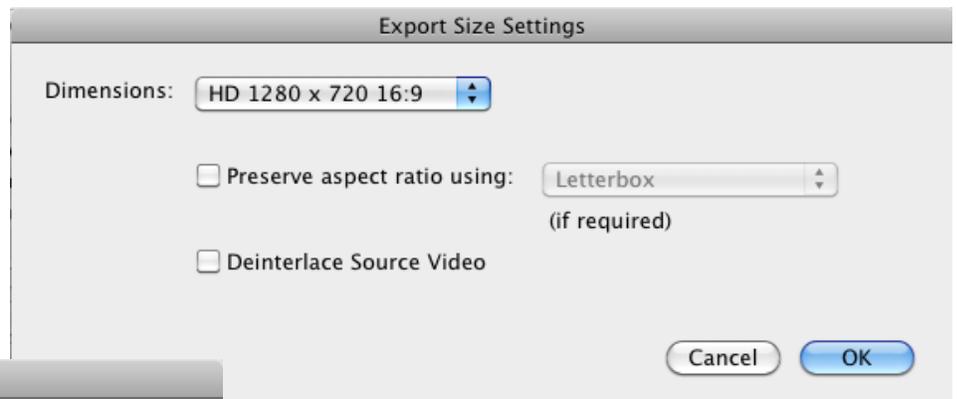
Also, make sure that the Compressor Quality is set to “Best”.

Lastly, make sure that Encoding is set to “Faster encode (Single pass)” and click OK.

In Movie settings click on *Size*.

Go to dimensions and choose *HD 1280 x 720 16:9*.

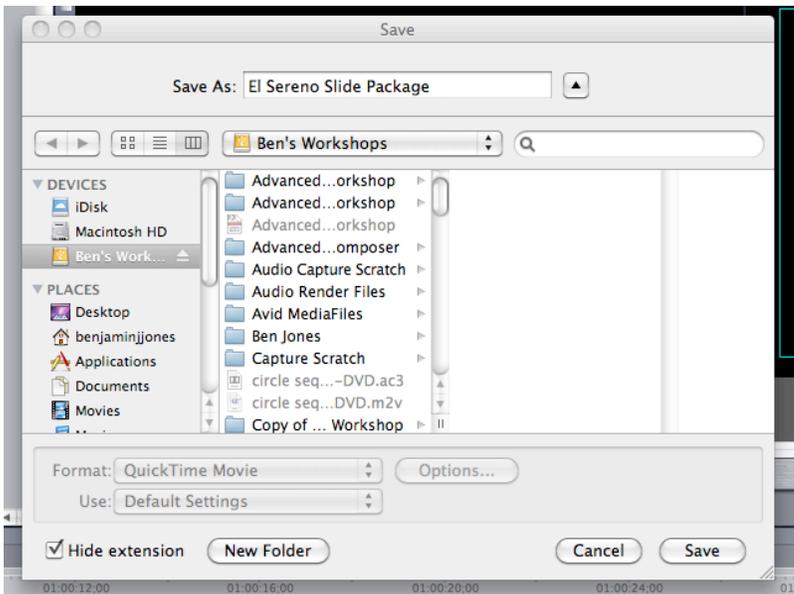
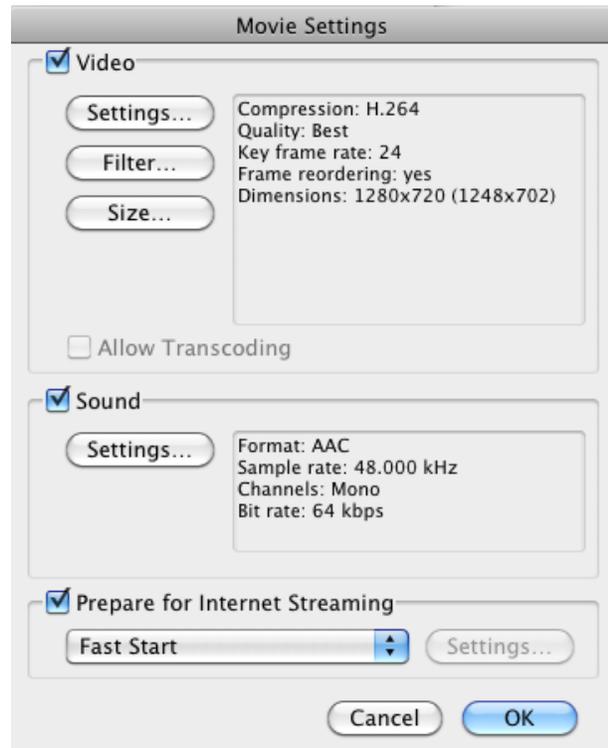
Then click OK.



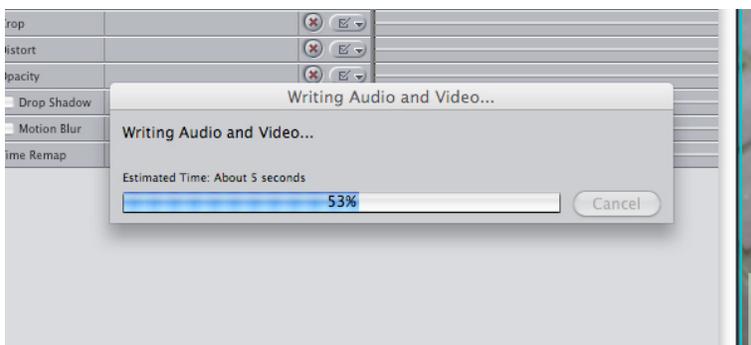
Make sure “Sound” is chosen and then click on “Settings”.

In Sound settings, change the Format to *AAC*. Change channels to Mono. Confirm your other settings match this picture. Click “OK”.

The Movie settings window should match this. If it does, click “OK”.



Click *Save* on the Save window.



When you see the “Writing Audio and Video...” bar, your export has begun.