

EDITING WITH AVID XPRESS PRO

1. Creating a **New Project**
 - a.) Name your project first & middle initial + last name + the course (**JRSmithCOM204**). Select the correct format (30i)
 - b.) A “Bin” named for the project is created automatically (to store audio, video & graphic clips)
2. **Bins** hold sequences, video clips, audio clips, sub-clips and titles (The “Fast Menu” button [square hamburger shape] in the lower left corner offers bin options)
 - Clip Icons** indicate
 - a.) Sequences (a group of organized clips on a timeline)
 - b.) Master Video Clip (can contain both audio and video)
 - c.) Audio clip (from a CD or music file)
 - d.) Sub-Clip (portion of a Master Video clip)
 - e.) Title clip (on screen text)
 - Bin Views** (changes how Bin information is displayed):
 - a.) Brief (clip icon, name, TC, duration and A/V track types)
 - b.) Text (Brief plus Creation Date, Sample Rate, Drive, etc.)
 - c.) Frame (Displays first video frame in a clip as the icon)
 - d.) Script (Displays first video frame in a clip as the icon and extensive clip info - notes can be added)
3. **Keyboard Shortcuts** for fast editing (see graphic on last page)
 - a.) **Control + X** keys CUT
 - b.) **Control + C** keys COPY
 - c.) **Control + V** keys PASTE
 - d.) **Control + Z** keys UNDO
 - e.) **J-K-L** (Shuttle-Reverse – Stop/Pause – Shuttle-Forward)
 - f.) **Home - End** (moves position indicator to beginning / end)
 - g.) **H** key – Add Edit (cuts across selected tracks)
 - h.) **N** key – Add key-frame (for audio level adjustments)
 - i.) **I** key – Mark In
 - j.) **O** key – Mark Out
 - k.) **V** key – Splice-In (yellow icon)
 - l.) **B** key – Over Write (red icon)
 - m.) **T** key – Mark Clip
 - n.) **Delete** – Select a clip from a Bin and press the Delete key to remove it from the Bin. Check the box to delete the associated Media Files.

4. **Timeline Edit Modes** (Extract/Splice-in & Lift/Overwrite)
 - a.) “Yellow” arrow icon SPLICE-IN MODE (inserts clip at position indicator location, moves adjacent clips over)
 - b.) “Red” arrow icon LIFT / OVERWRITE MODE (erases-writes over existing clip or leaves a hole)
 - c.) V1/A1/A2 buttons VIDEO / AUDIO SEQUENCE TABS
 - 1.) Selecting middle tab activates track for editing
 - 2.) Selecting left tab turns sync lock on/off
 - 3.) Selecting right tab turns the track on/off (to see or hear V/A)
 - 4.) Timeline tracks are prioritized top-down. Activate top-most track to view all the tracks below

5. Toolset: **Capture** (The Capture Toolset is used to digitize video and audio from the DV deck). Only capture the footage you need, to conserve drive space.
 - a.) Turn on the DV deck BEFORE booting the computer (Capture may not work otherwise.)
 - b.) Select “Capture” from “Toolset” on the Avid tool bar
 - c.) Insert your tape and NAME IT. DO NOT USE “NEW TAPE”
 - d.) Use the transport controls to navigate to the beginning of the video you need from the tape loaded in the DV deck. If you do not see video in the Capture monitor window and see the meters move, the DV deck is not communicating with the Avid software or the Video button and Audio buttons are not selected.
 - e.) ALWAYS type in a clip name (i.e. Master Footage)
 - f.) Select the video and/or the audio track tabs you wish to digitize
 - g.) Clicking the red “Record” button (top left in the Capture Tool) will play the tape and begin Capturing it from that point.
 - h.) Click the red “Record” button or space bar to stop Capturing.
 - i.) Captured footage will be logged to your project Bin with the name you assigned.
 - j.) Repeat as necessary
 - k.) To SAVE the Project, select File on the Avid tool bar and click “Save All Bins”

6. Toolset: **Source/Record Editing** (All timeline editing and sub-clip creation and is done using the Source/Record Editing Toolset.)
 - a.) Select “Toolset” from the Avid tool bar and then click on “**Source/Record Editing**”.
 1. Left monitor window (**Source**) edits/views clips stored in the Project Bin
 2. Right monitor window (**Record**) edits/views clips already placed in the timeline sequence
 - b.) Double-click on the **Master** clip you captured to your Project Bin to open it in the “**Source**” monitor

- c.) Using the mouse to drag the blue Position Indicator (below the monitor) or the keyboard shortcuts to play the clip, find the “IN-POINT” of your first shot
 - d.) Click on the “IN-POINT” icon (black ½ moon facing left) or press the “I” key to select the beginning of the sub-clip
 - e.) Using the mouse to drag the blue Position Indicator (below the monitor) or the keyboard shortcuts to play the clip, find the “OUT-POINT” of your shot
 - f.) Click on the “OUT-POINT” icon (black ½ moon facing right) or press the “O” key to select the end-point of the sub-clip
 - g.) Using the “Fast Menu” button (square hamburger shape) between the Source / Record monitors, click on the “**Make Sub-Clip**” icon (a small filmstrip with in-point & out-points pictured in its center)
 - h.) A **Sub-Clip** (designated by those points) will be logged into your Project Bin (note the new icon designation)
 - i.) For reference, always rename the sub-clip with an appropriate, descriptive name (i.e. WS_truck)
7. **Import Bars & Tones from the Desktop into your Bin**
- a.) Right click inside of the project Bin and select “**Import**”
 - b.) Set “File Type” to **Graphic Files**
 - c.) Navigate to the corresponding folder (Desktop) where the “barsandtone.mov” file is located
 - d.) Confirm the selected Video and Audio Drive is “Media M:”
 - e.) Select the “barsandtone.mov” file from the list and click “Open”
 - f.) File will be imported into the project Bin
 - g.) Some “barsandtone.mov” files are :60 seconds long and will need to be cut down to :30 seconds
8. **Import Audio from a CD**
- a.) Place CD in computer drive, right click inside of the project Bin and select “**Import**”
 - b.) Set “File Type” to Audio (*.wav, aiff, cdda)**
 - c.) Navigate to the corresponding drive where the CD is located
 - d.) Confirm the selected Video and Audio Drive is “Media M:”
 - e.) Select a track from the list and click “Open”
 - f.) If asked to convert the audio Sample Rate to 48K -16bit, click “Yes”
 - g.) File will be imported into the active Bin with a generic name (i.e. Track-1). Always rename for easy identification (i.e. music_bed1).
9. **Creating / Editing a Sequence on the Timeline**
- a.) To the left of the timeline, activate the center and right tabs of V1, A1 and A2
 - b.) Double-click on the sub-clip you created in your Project Bin to open it in the Source monitor

- c.) Using the Mark Clip button or **T** on the keyboard, select the sub-clip. On the Sequence timeline, navigate to the spot where the selected sub-clip should start and click on the **Mark In** button or press **I** on the keyboard. Then click on **Splice In** (or **V** on the keyboard) to insert, or **Overwrite** (or **B** on the keyboard) to replace. That clip will appear on the sequence timeline and the blue Position Indicator on the Record side will be positioned at the end of the clip.
- d.) Do the same for each succeeding clip so that all are adjacent to each other on the timeline.
- e.) Alternately, you can load your Master Clip into the Source monitor, mark **In** points and **Out** points, mark the **IN** point on the timeline and click the **Splice In** or **Overwrite** buttons to edit without **Sub-Clips**.
- f.) To “Splice” a clip in between adjacent clips on the timeline, activate all “Sync” tabs to the far left of all occupied tracks. Arm only the video / audio tracks you wish to edit (select or deselect the center tab of all appropriate tracks), select the sub-clip in the Source window, Mark the **In** Point on the sequence timeline and click **Splice In** or press **V** on the keyboard. Clips will move to accommodate the insert.
- g.) To split a clip on the timeline, drag the blue Position Indicator to the point within the clip where you want to make a cut. Click the “Add Edit” icon or press **H** on the keyboard to make the cut. Remember to activate only the tracks you wish to edit (by selecting or deselecting the center track tab). Otherwise, a cut-line will appear through all active tracks.
- h.) To move a clip already on the timeline, select the Yellow arrow “**Extract/Splice-In**” icon below the timeline. Activate all “Sync lock” tabs of all occupied tracks. Arm only the video / audio tracks you wish to edit (select or deselect the center tab of all appropriate tracks), click on the clip in the sequence to select it and press **CONTROL-X** to cut the clip from the sequence. Move the timeline’s blue Position Indicator to the destination **In** point and press **Control-V** to paste the clip. All other clips will move around this moved clip. To select multiple tracks at a time (i.e. two audio and one video) hold down the SHIFT key while clicking on the additional tracks to select them.

10. Audio Settings (at the bottom of the timeline)

- a.) Click the timeline Fast Menu button (square hamburger shape)
- b.) Check Audio Auto Gain and Sample Plot
- c.) To edit audio levels manually on the timeline, activate only the audio tracks you wish to edit (select or deselect center track tab).
- d.) Drag the blue Position Indicator to the point on the audio clip where you wish to add a **Key-Frame**.

- e.) Click on the mauve/pink triangle “Add Key-frame” icon (described above) or press **N** on the keyboard to add a key-frame on to the audio clip. Add as many as necessary.
- f.) As the cursor passes over each key-frame, its arrow transforms into a small hand. By clicking and dragging the hand up or down the track’s audio level can be increased or attenuated.
- g.) Holding the ALT key while selecting the key-frame with the mouse, allows one to reposition the key-frame left or right along the audio clip (moving the time-position of the key-frame).
- h.) Pass the cursor over the key-frame, click it once to activate it (the key-frame will briefly turn pink) then press the “DELETE” key to remove it from the audio clip.
- i.) Turn off Sample Plot to speed screen rewrites

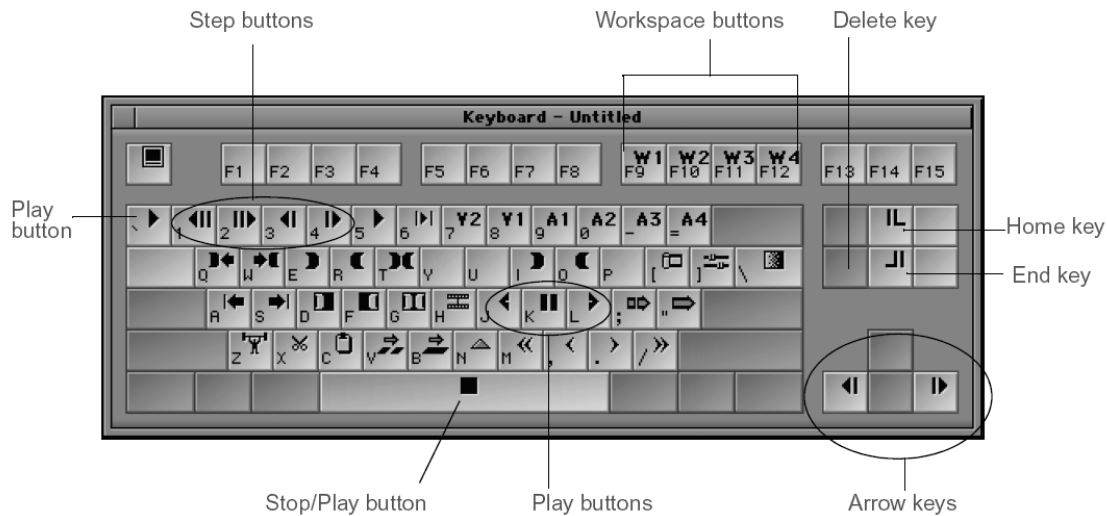
11. **Title Tool** (creates text titles, credits, lower thirds, etc.)

- a.) From the Avid Main Menu, select “Tools” then click on “Title Tool”. Do not use the Marquee Tool.
- b.) Text formatting buttons are pictured below the title screen
- c.) Make sure the background (BG) is set to video (the V is green)
- d.) Click the **Text tool** (T) to type text on to the palette
- e.) Click the **Selection Tool** (black arrow) to reposition a text box
- f.) Keep all text within the “Safe Title Area” box (the inner white rectangle)
- g.) Right click in the Title Tool window and select “Save As” to save the title to active bin. Use a unique name. Title clip length defaults to 2:00 minutes
- h.) Close Title Tool window.
- i.) Add a new video track (Right click on timeline, select Add New Video Track), **Patch** the Source V1 button to the new V2 track (click and drag the source button to the track button) and place title on the sequence as any other clip.

12. **Output to tape** (manual)

- a.) Turn-on the DV deck BEFORE booting the computer; put a tape in the deck
- b.) Confirm the Avid software is communicating with DV deck by watching some of your sequence on the external NTSC monitor.
- c.) Put DV deck in “Record-Ready” mode by pressing Pause & Record
- d.) Place the blue Position Indicator at beginning of the sequence timeline.
- e.) Release “Pause” on DV deck to begin recording then press the play button or spacebar to play the timeline
- f.) Record additional “video black” at the end of tape, stop the DV deck, play back tape to verify.
- g.) ALWAYS go back and “SAVE” your Project.

For a copy of AVID FREE DV
http://download.chip.eu/en/Avid-Free-DV-1.6.1_101934.html



The J-K-L keys on the keyboard allow you to play, step (jog), and shuttle through footage at varying speeds. This feature, also referred to as *three-button* or *variable-speed* play, allows you to use three fingers to manipulate the speed of playback for greater control.

Importing Graphic into Widescreen If your video was recorded on a camera set to widescreen (anamorphic) or letterbox (matted), you will need to adjust the size of any graphic images that you want to import into AVID beforehand. Otherwise these images may appear stretched or skewed. You can use Photoshop or any other graphics-editing program to adjust the setting to 960 x 540 pixels.