

POLK COUNTY SCHOOLS

INSTRUCTIONAL TELEVISION

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ITV Intermediate Final Cut Pro 7 Workshop

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1. Before You Launch FCP

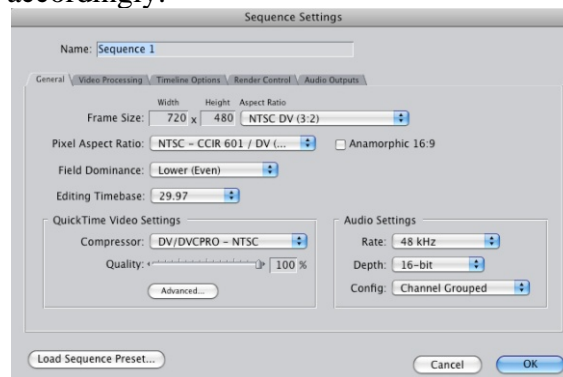
- a. Always set up a folder for each project on the Media Drive. Put all the parts of your project there, including music, photos, animations, LiveType movies, Photoshop graphics, etc. Import elements into your project only from this folder, not CDs or other folders.

2. Set Up Preferences

- a. Match all of the settings provided in the *FCP Quick Reference Guide*.
- b. Go to *Final Cut Pro > User Preferences > Editing tab*.
 - i. Auto conform sequence: *Never*
 - ii. Always scale clips to sequence size: *Unchecked*

3. Setting up a New Project

- a. Setup Scratch Disk
 - i. Go to *Final Cut Pro > System Settings*.
 - ii. Set your scratch disk to the project folder. Every time you open a project, make sure that the scratch disk is set to the correct project folder.
- b. Check Sequence Settings
 - i. If ANY of your settings do not match below, change them accordingly.



ii.

4. Things Every FCP Editor Should Know

- a. Toolbar Tools
 - i. Selection (Shortcut: a)

- ii. Edit Selection (Shortcut: g)
 - iii. Select Track (Shortcut: t)
 - iv. Multiple Track Selection (Shortcut: tttt)
 - v. Roll (Shortcut: r)
 - vi. Ripple (Shortcut: rr)
 - vii. Slip (Shortcut: s)
 - viii. Slide (Shortcut: ss)
 - ix. Razor Blade (Shortcut: b)
 - x. Zoom (Shortcut:)
 - xi. Hand (Shortcut: h)
 - xii. Pen (Shortcut: p)
- b. Audio Meters
 - i. Levels should be between -6db and -12db (decibels)
 - c. Keyboard Shortcuts
 - i. Shortcuts can be found in the *FCP Quick Reference Guide* on page 39.

5. Trimming Clips

- a. Through Viewer Window
- b. Timeline
 - i. Razorblade Tool
 - ii. Changing the ins/outs

6. Working with the Timeline

- a. Creating new tracks
 - i. Drag clip to empty space, or
 - ii. *Sequence > Insert Tracks*
- b. Shortcuts Make Your Editing Life Easier!
 - i. Navigation
 - 1. **Play:** Spacebar
 - 2. **Move playhead one frame Forward:** Right Arrow
 - 3. **Move playhead one frame Backward:** Left Arrow
 - 4. **Jump to Next Edit Point:** Down Arrow
 - 5. **Jump to Previous Edit Point:** Up Arrow
 - 6. **“J, K, L” Navigation** - Can be used in the Viewer, Program, Timeline, or Log and Capture windows.
 - a. **J:** Plays timeline in reverse. The more times you hit the letter “J,” the faster it goes.
 - b. **K:** Stops playback
 - c. **L:** Plays timeline forward. The more times you hit the letter “L,” the faster it goes.
 - 7. **Zoom In on the Timeline:** APPLE and +
 - 8. **Zoom Out of the Timeline:** APPLE and -
 - 9. **Automatically Resize Timeline to fit all clips:** SHIFT+Z
- c. Audio Tools
 - i. Quick Adjusting Volume (SHIFT+OPT+L)
 - 1. Relative Audio Change
 - a. If you were to input "3" as the value to adjust your gain by, pressing OK will add +3db to each clip selected relative to what is already applied. What this means is that if you had a clip in your sequence that was already at +8db, the clip would now be at

+11db. This is an extremely handy feature to use to quickly adjust the levels of a group of audio clips.

2. Absolute Audio Change

- a. Entering +3db will put the audio level of the selected clips at +3db, regardless of what the clip was.

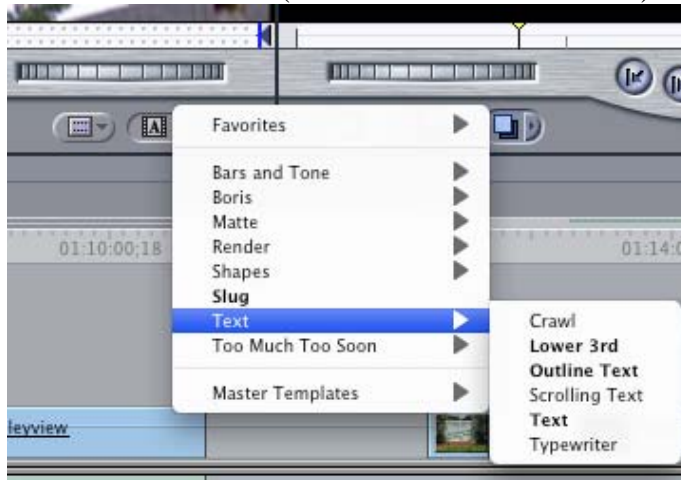
ii. Detect Audio Peaks

1. Double-click a clip to load it into the Viewer Window
2. Go to Mark > Audio Peaks
3. Peaks will be represented by red marks in the Viewer scrubber bar.

iii. Built-in Voice Over Tool

1. Mark an In and Out point in the timeline using shortcuts “I” and “O.” MAKE SURE not to have a clip selected.
2. Go to *Tools > Voice Over*.
3. Change the Rate to *48000 Hz*
4. Hit red button to record. The voice over tool will count down from 5, then start recording straight to the timeline between your In and Out points previously set.
5. If the volume is too loud or soft, you can adjust the gain in the Voice Over tool and rerecord your audio.

7. FCP’s Built-In Generators (Bottom of Viewer Window)



- a.
- b. Matte Generators – Creates a solid color of your choosing as a clip so that you can use it in the Timeline
- c. Slug Generator – Creates a black solid color for use in Timelines.
- d. Text Generators
 - i. Crawl – Scrolls text horizontally
 - ii. Lower 3rd – Static text at the bottom-left of the frame
 - iii. Scrolling Text – Scrolls text vertically
 - iv. Text – Static text in the center of the frame

8. Exporting/Outputting FCP Projects

- a. Output to tape or to CCTV
- b. Export to QuickTime Movie (.mov)
 - i. For DVD Studio Pro with Chapter Markers

9. Optimizing the Mac Operating System to Work Smoothly with FCP

- a. Reset Expose so that keyboard shortcuts in it do not conflict with FCP keyboard shortcuts
- b. Turn off File Vault in Security

- c. Displays: CRTs need 75 Hz or faster; turn off screensavers
- d. Energy Saver: Never allow the system to put itself or its hard drive to sleep
- e. On laptops, set Processor Performance to *Highest* (under Energy Saver)

10. Trashing FCP Preferences – For when FCP Starts to Misbehave

- a. Quit Final Cut Pro.
- b. Go to *Main Hard Drive > User Name > Library > Preferences* folder.
- c. Find the file named “com.apple.FinalCutPro.plist”
- d. Drag it to the trash
- e. Find the folder “Final Cut Pro User Data”
- f. Drag it to the trash.
- g. Empty the trash
- h. Start Final Cut Pro, and match these settings:



i.