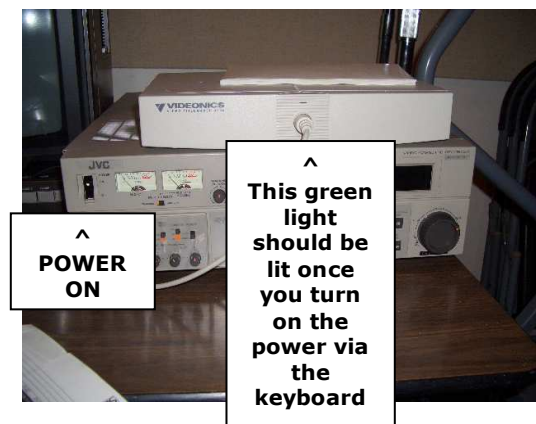


# LINEAR EDITING SYSTEM INSTRUCTIONS



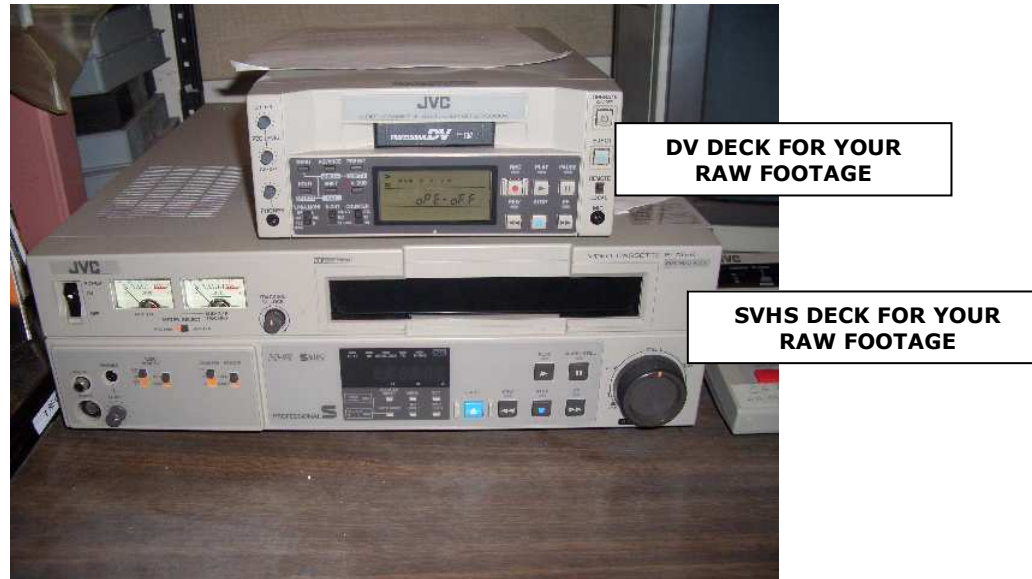
1. Turn on all of the equipment (tape decks, monitors, keyboard power).



2. Make sure the setting of the black box in the middle is on "DV" tape if your footage is on a DV tape. If your footage is on an SVHS tape, the "SVHS" button should be pushed in.



3. Insert the DV tape with your raw footage into the DV tape deck to the left of the monitors.



4. Get an SVHS video tape from Rich McGirr and insert it in the video deck to the right of the monitors.



5. **IMPORTANT:** Before you begin editing, make sure you have chosen whether you want to use only audio, video or both from your rough footage. If you just want the video from your raw footage (without the sound), make sure the blue button is pushed. If you just want both audio tracks from your raw footage, then press the green buttons. If you want both video and audio from your raw footage, then hit both the blue and the green buttons. The red light above each button will light up if selected.



- 6. You can control each tape by switching from DV to SVHS – tell the control board which deck to take control of by hitting the “P” or the “R” buttons.



^ Hit the "P" button to control the left tape deck (with your raw footage)

^ Hit the "R" button to control the right tape deck (your final edited tape)

CB must be on (Power/Standby button on VCR or keyboard) + operate with 2nd Video Deck for DV Deck to do on Record mode

- 7. Take control of your DV tape by hitting the "P" button. Using the wheel, cue your DV tape to the clip you want to transfer onto your final edit (your SVHS tape). Once you are at the beginning of the clip you want, set an "in" point on the DV tape by hitting the "IN" AND "ENTRY" BUTTONS AT THE SAME TIME. A light at the top will light up to indicate you did this successfully. Using the wheel, fast forward your clip to the point you want it to end. Once at the end of the clip, set an "out" point on the DV tape by hitting the "OUT" AND "ENTRY" BUTTONS AT THE SAME TIME. A light at the top will light up to indicate you did this successfully.

**NOTE:** If you messed up and need to re-set an "in" or "out" point, hit "CANCEL" AND "IN" AT THE SAME TIME OR "CANCEL" AND "OUT" AT THE SAME TIME and then reset your "in" or "out" points. You can also re-set an "in" or "out" point by simply hitting the "IN" AND "ENTRY" BUTTONS again or the "OUT" AND "ENTRY" buttons again. The computer will automatically use whatever points you last inputted.

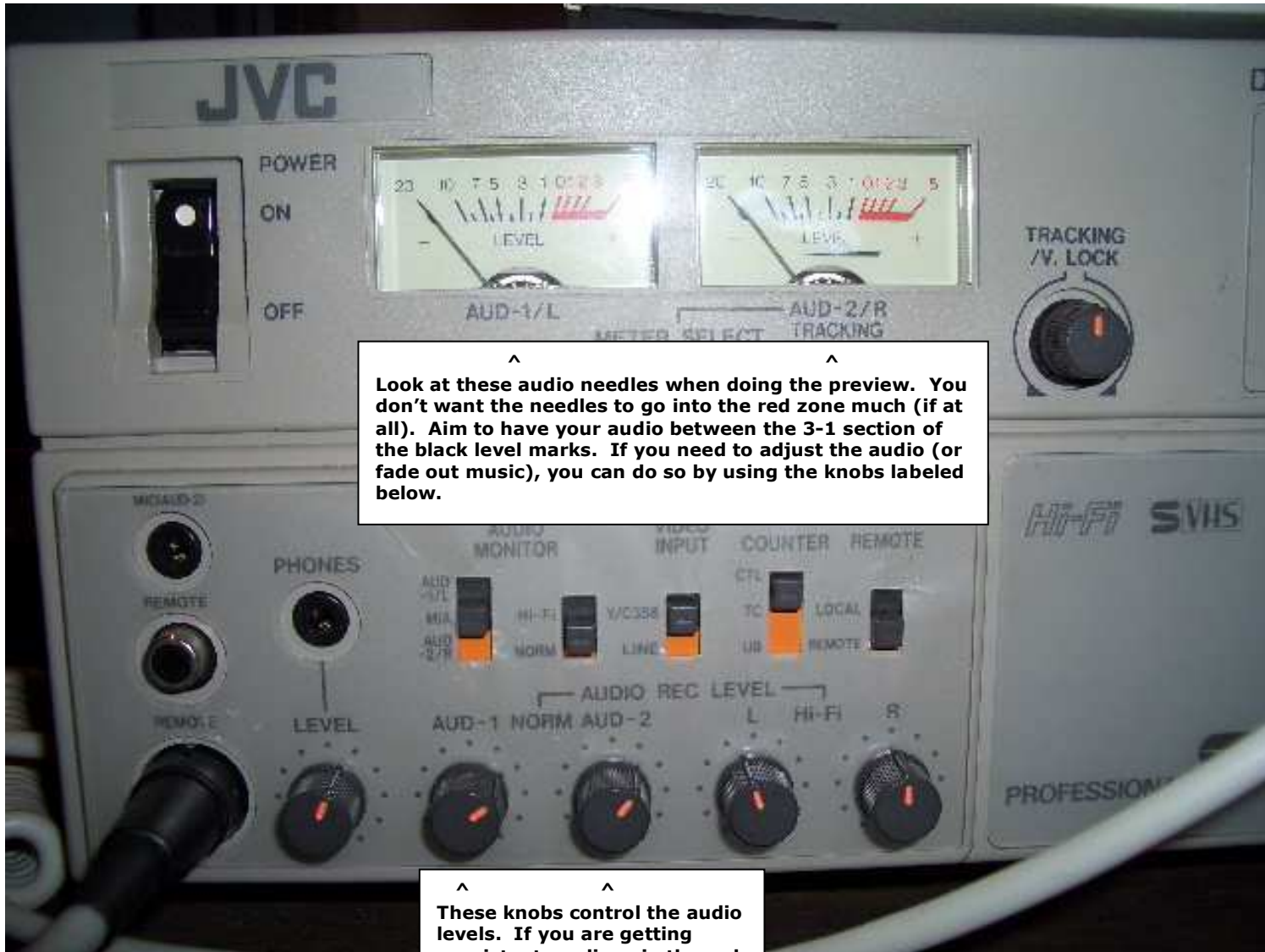


- 8. Take control of your SVHS tape by hitting the "R" button. Using the wheel, cue your SVHS tape (in the deck to the right) to where you want to place an edit. Once at the point on the tape, register an "in" point on the SVHS tape by hitting the "IN" AND "ENTRY" BUTTONS AT THE SAME TIME. A light at the top will light up to indicate you did this successfully.

9. Once you have done this, you should hit the "PREVIEW" button – the machine will go through the motions and show you what the clip looks like inserted where you want it on your final tape – if you don't like it, you will need to go through steps 7 and 8 again. Also, make sure the audio levels on the tape decks are at the proper levels when you do the preview (see step #10 on the next page).



10. When you are doing the preview, make sure that the audio levels on the tape deck to the right of the monitors (where your "master" SVHS tape is) are at proper levels.



Look at these audio needles when doing the preview. You don't want the needles to go into the red zone much (if at all). Aim to have your audio between the 3-1 section of the black level marks. If you need to adjust the audio (or fade out music), you can do so by using the knobs labeled below.

These knobs control the audio levels. If you are getting consistent readings in the red, adjust the knobs accordingly until the needles read in the black. To fade music, when you are doing the "audio edit" slowly turn these knobs down at the point where the music should fade down.

11. If you like the way the preview looked, then **DON'T FORGET TO DO THE REAL EDIT BY HITTING THE RED "AUTO EDIT" BUTTON.** It's easy to think you have done the edit when you have only done the preview.



12. Turn off all of the equipment when you are finished editing. In addition to turning off the tape decks, make sure you hit the "power" button on the keyboard once to turn off the green light (refer to step number 1 for button and light locations).

## **COMMON PROBLEMS YOU MAY ENCOUNTER**

**Q: I followed step number 2 and set the black box to indicate I'm using footage from a DV tape. I still can't control the DV tape though. What's wrong?**

The cables connecting the machines may have been temporarily changed by Rich McGirr if he had an editing project he needed to do using a different format. Ask Rich to switch the cables so that it will work correctly.

**Q: My edit isn't "taking" – I've set all my "in" and "out" points and it isn't working. What's wrong?**

You need to make sure you have **AT LEAST 5 SECONDS** of footage present on the raw footage tape **PRIOR** to the point you want to start your clip. When you set "in" points, the editing system automatically goes back 5 seconds before your in point in order to properly place your edit. If you don't have 5 seconds of extra video prior to the clip you want, the machine won't be able to place the edit on your master tape. **THIS IS WHY IT IS IMPORTANT TO ALWAYS ALLOW THE CAMERA TO RUN 5 SECONDS BEFORE AND AFTER A SHOT YOU WANT WHEN YOU ARE A CAMERAPERSON.**

**Q: My tape isn't playing correctly. I know I have footage on there, but it's just not working. What's wrong?**

You may need to clean the "heads" that read the tape. To do this there are special "cleaning tapes" that Rich McGirr has in his office. Ask Rich to assist you if you suspect this is the problem.

**Q: I'm having a problem and don't know what is wrong. What should I do?**

Always try to locate Rich McGirr to troubleshoot any equipment problems you may be encountering. In most cases, Rich will have an idea of what might be wrong. Don't take it upon yourself to start touching buttons or cables on the video players – always ask for help.