

Multimedia Module

MEDIA 100 USER MANUAL



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Modules available online at <http://mll.arizona.edu/workshops.shtml?tutorialpdfs>

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INTRODUCTION AND OVERVIEW

In this class, you will learn the basic layout and key terms to using Media 100. You will learn how to open the program and set up the Project Settings, capture video and import files, edit, and export the finished video to tape and QuickTime formats. Once you have successfully completed this course, you will be able to answer most questions dealing with the basics of Media 100.

The following are the key points we will be covering:

1. Intro to Media 100
2. Key words/terms for Media 100
3. How to attach a DV Camera
4. How to open Media 100
5. Basic set up in Media 100
6. Capturing video and importing files
7. Basic Editing
8. Advanced Editing
9. Exporting and Printing to video

ORGANIZATION OF MEDIA 100 DESKTOP

- ◆ The MONITOR is analogous to a source monitor. You use it to watch individual clips and displays the composited results of the edited sequence as you are creating it.
- ◆ The TIMELINE displays a chronological view of a sequence. As you drag the playhead along the Timeline ruler, the current frame of the sequence is updated in the Monitor and vice versa.
- ◆ The BIN is used to organize and locate the source material for your project and the finished product. The BIN is not a collection of files; it is a collection of references to files, which you organize in the context of your project.
- ◆ The MENU BAR is at the top of the screen and offers many options, including HELP
- ◆ The EDIT SUITE contains modes to edit clips, create transitions, work with graphics such as titles, and more.

EXERCISE 1: ORGANIZATION OF MEDIA 100 DESKTOP

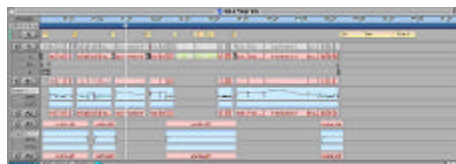
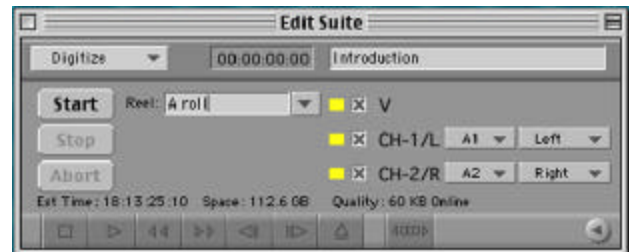
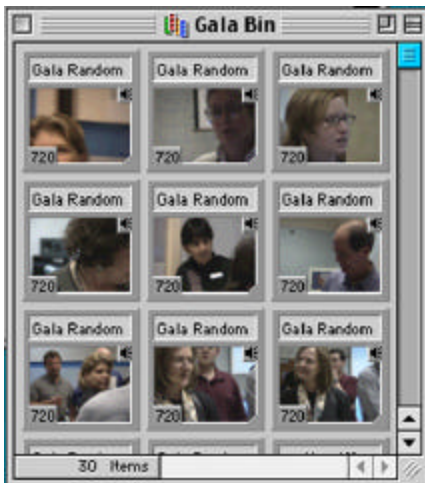
Draw a line from the name to the window that it corresponds to.

Bin

**Timeline
(Program)**

Monitor

Edit Suite



EXERCISE 2: CONNECTING A DV CAM VIA FIREWIRE TO THE COMPUTER

Steps:

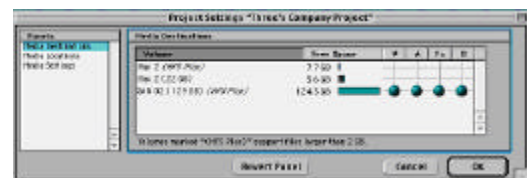
1. Connect firewire cable to **breakout box**
2. Connect firewire cable to **DV Cam**
3. Turn DV Cam on to **VCR/VTR** mode
4. Connecting DV Cam via firewire is the only way to insure device control

EXERCISE 3: OPENING MEDIA 100

Steps:

1. Locate and **Open** Media 100
2. Open a New Project by selecting **File > New Project**
3. **Navigate** to a folder that you have created on the San Cube or desired hard drive and give the Project a name such as Practice Project.

4. Next, you will see a Project Settings window. Select the hard drive for V (video), A (audio), Fx (effects, like transitions), and G (graphics, like titles). These all should be on the same hard drive and preferably the hard drive with the most space available- most likely the San Cube.



5. Click **OK**

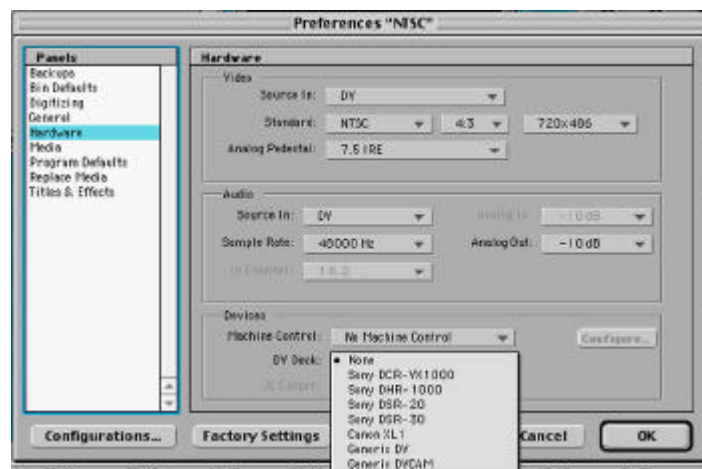
Once you press OK, a project window will open and possibly the monitor and edit suite as well.

6. Select **File > New Bin** to create a bin. The bin is where the media files references are stored. Save the bin to the folder on the hard drive and give it a name such as Practice Bin
7. Select **File > New Program**. The program is the timeline with all of the titles, transitions, and cuts. Save the program to the folder on the hard drive and give it a name such as Practice Program

EXERCISE 4: SET UP HARDWARE PREFERENCES FOR DV

Steps:

1. Choose **EDIT > Preferences > Hardware**
2. **Source In** for video and audio should be set to **DV**
3. The size of digital video is **720x486** and the sample rate is **48000 Hz**
4. Choose Machine Control –**Media 100 DV** if desired
5. Select the **DV Deck**: either the preset camera types or if the camera is not listed here Generic DV Cam OR if the MiniDV deck is being used –Generic DV
6. Click **OK** to save settings



EXERCISE 5: SET UP HARDWARE PREFERENCES FOR VHS

Steps:

1. Choose **EDIT > Preferences > Hardware**
2. **Source In** for video is **S-video** and audio is **Analog**
3. The size of the video should be **640 x 480** and the audio sample rate should be **32000 Hz**
4. Choose Machine Control – **DQ Timecoder** if desired
5. **DV deck** should be **None**.
6. Click **OK** to save settings

IMPORTING FILES INTO MEDIA 100

The following are the file formats can be imported into Premiere:

- ◆ Video formats: MOV, AVI, SDP, DV, MPEG, and OpenDML
- ◆ Audio formats: AIFF, WAV, AVI, MOV, this includes an Audio CD, AU, General and Standard MIDI, Karaoke, Sound Designer II, and System 7 Sound.
- ◆ Still image formats: TIFF, PICT, Photo JPEG, JPEG, TGA, and also PSD, GIF, SGI, PNG, PNTG, QTIF, Quicktake, Photo CD, PCX, FLC/FLI, BMP, PICS animations

EXERCISE 6: IMPORTING FILES INTO MEDIA 100

Steps:

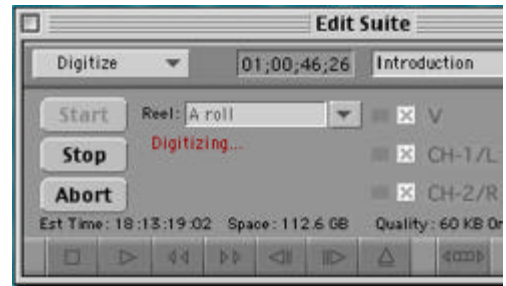
1. Choose **FILE** from the menu bar
2. Choose **Import > Import File**
3. Select desired file from hard drive
4. Click **Open** to import file. Imported files will appear in the Bin

EXERCISE 7: CAPTURING/DIGITIZING VIDEO INTO MEDIA 100

Steps:

1. Make sure DV Cam is **connected** and turned **on**
2. Choose **Digitize** from the upper left of the **Edit Suite window**
3. Give the tape a name in the **"Reel"** space and give the first clip a name in the upper right space.
4. Control camera from VCR type buttons on the bottom of blank screen if device control is active
5. Press triangular **"play"** button (looks like VCR play button) to begin playing using device control of camera, press the double arrows to Fast Forward and Reverse OR press Play on camera.

6. Choose **Start** to digitize/ capture now
7. "Digitizing" appears in red if it is digitizing. The computer is capturing or digitizing this footage.
8. Press **Stop** to stop
9. If any frames were dropped it will alert you at this time, click **OK**. The clip is now in the Bin

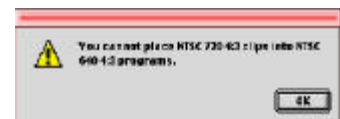


EXERCISE 8: ADDING CLIPS TO TIMELINE

Steps:

1. Drag desired clip from bin to timeline, drop it into the V (video) row of the timeline
2. Drag the next clip (or the same clip if desired) into timeline, placing it either next to the first clip, or in another video track

Note: If the clip in the Bin is not the same audio and video type as the program, you will get a warning like the one to the right. You may have to create a new program. One way of avoiding this is to open a Bin, capture media, THEN open a new program.



3. Accessing the other video track is achieved by opening the track by pressing the triangle button to expose an A and B roll and a row for transitions -Fx
4. To play the Timeline, position the playhead at the beginning of the clip by clicking the mouse there and press the **space bar**



EXERCISE 9: SHORTENING AND SPLICING CLIPS

Steps:

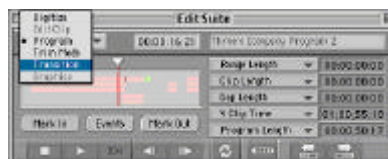
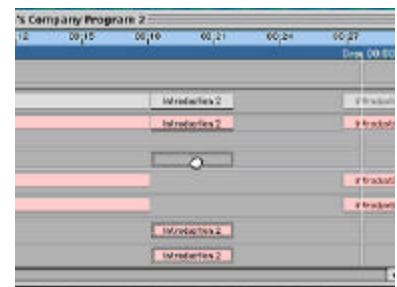
1. Position the mouse and the end of a clip in the Timeline, the cursor changes to a vertical line with a little arrow- **click and drag** the ends of clips in the timeline to shorten them
2. Trim the end of the first clip and trim the beginning of the second clip and position them next to each other in the same video track **Remember that trimming the clip does not get rid of the footage- to extend the clip just drag it back out.
3. You can only extend the clip to as long as the clip that was digitized/captured.
4. **Splice** clips by positioning playhead in the location that you desire to split clip.
5. Choose **Program > Split Clip** from the Menu Bar



EXERCISE 10: ADDING TRANSITIONS BETWEEN CLIPS

Steps:

1. Place first clip in **track A** of the video track
2. Place second clip in **track B** of the video track
3. Position so that there is **overlap**
4. You can add more audio tracks by selecting **Track > Track Setup** and then clicking the A3 and A4 audio boxes.
5. Choose a transition from the transitions window located in the Edit Suite by selecting the **Transitions**, navigate to desired transition in the **upper right hand corner**.



6. **Fast FX** will appear by transitions that take a short time to render. Select between the three types of transitions and pick individual transitions in the box next to buttons.

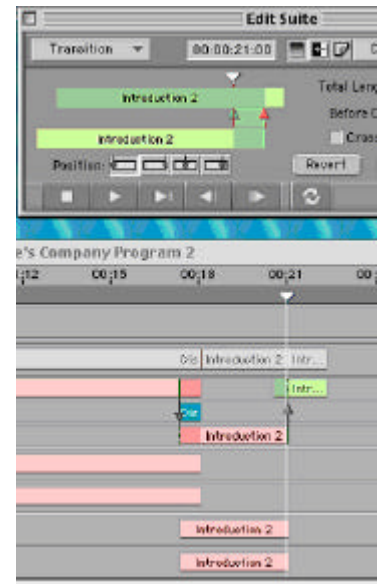


Dissolve-Fast FX is a simple fade, choose that transition

8. Next look at the **green and red triangles** associated with the overlapping clips in the transition layer. If the desire is to create a transition between the whole length of the overlap- it may be necessary to drag the triangles out or shorten them if this is not desired.

9. To see the transition in the Timeline press **Apply**. Sometimes it is possible to view the transition at this time. To **preview** a transition do either a scrub render or press the space bar before the transition

10. Click **RENDER**

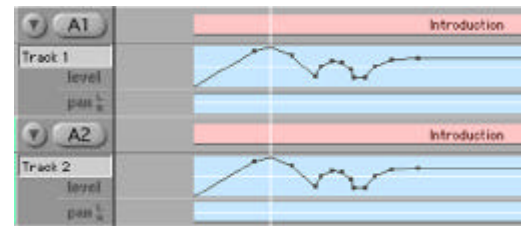


Note: **Fade to Black** Fade to black is a transition that goes between a video clip and black clip. Put a black clip in the Timeline by selecting **Program > Add Black Clip**. This is the same exact process as a regular transition.

EXERCISE 11: ADJUSTING AUDIO LEVELS AND PANNING

Steps:

1. Place an audio clip in any audio track on the Timeline
2. **Expand** the Audio track by pressing arrow on track
3. The volume is represented by the black line (called **rubberbands**) in the middle of the track labeled **Level**
4. **Drag line** to desired levels for desired volume
5. For panning, there can be audio in two different tracks. If the tracks were imported as stereo tracks, they should be linked. One all the way up (to the left) and one all the way down (to the right)
6. **Drag to adjust** these levels. Click on the lines to add handles (black dots that you can grab) and adjust



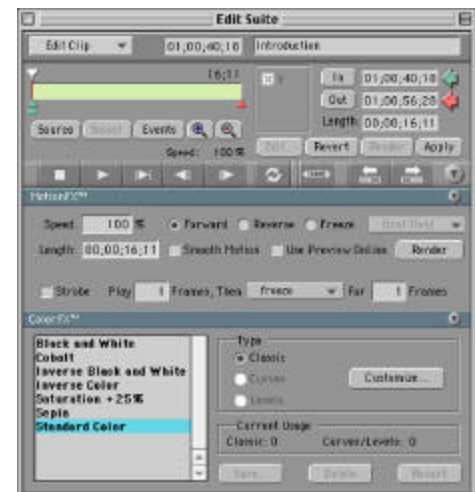
Note: To separate tracks so that they are edited independently: Select clip and then **Select-Program > Un-sync Clips** from the Menu Bar

EXERCISE 12: CHANGING THE SPEED OF A CLIP

Steps:

1. Select desired clip from the Timeline by **double clicking**- The Edit Clip mode of the Edit Suite opens with the desired clip inside
2. **Expand** the window
3. Reverse clip by checking the **Reverse** box or slow down by typing in desired speed in the **Motion Fx panel**
4. Change color to things like Black and White by selecting choice in the **Color Fx panel**.

This can not make black and white footage from a clip into full realistic color. Nothing can.



EXERCISE 13: CREATING TEXT TITLES IN MEDIA 100

Steps:

1. Select **Tools > New Title**
2. **Double click** on the title that was created in the G (graphics) track of the Timeline. The title is now opened into the **Graphics mode** in the Edit Suite
3. Press the **Edit** button. A new interface shows up with its own set of windows
4. The Text Window should be open and in front. **Type** the text into this window. Place the text using the window behind in the upper right hand corner.
5. When done, press **Apply** in the lower right hand corner.



EXERCISE 14: RENDERING THE WORK AREA

Steps:

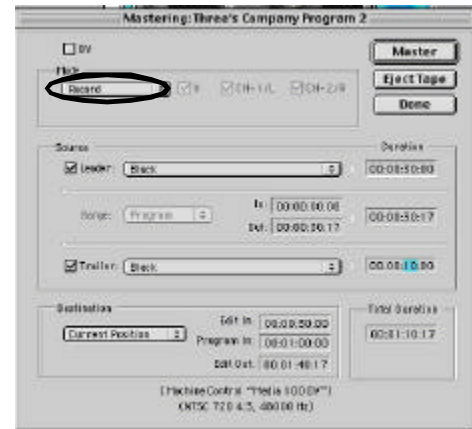
1. Select **Media > Render All**
2. Wait for rendering to finish (length of wait determined by length of movie and complexity of edits, number of transitions and titles)

Rendering **MUST** be done to export and print to tape

EXERCISE 15: PRINTING TO VIDEO

Steps:

1. Make sure DV Cam is connected and turned on to **VCR** mode and the Hardware settings are set to Digital settings OR VHS deck is on, cued and Hardware setting are set to S-video Analog settings
2. Select **File > Master to Video**
3. Make selections for Leader and Trailer if desired and the Mode should be **Record**
4. If printing to DV, make sure DV box is selected
5. Click **Master**



EXERCISE 16: EXPORTING TO QUICKTIME

Steps:

1. Select **File** from the menu bar and go to **Export from Edit Suite** (or Export to After Effects, Cleaner, etc.)
2. Select the **Other** box, select **Quicktime Movie** and then press **Options** to access compression, frame rate, etc. if the end user has specific specifications
3. For all options, navigate to the folder in which you wish it to be saved to, make sure that you name file with the proper file extension (.mov) and of course name it



CRITERION TEST: 25 min

This is the criterion test for the Media 100 module. It is going to test your comprehension of the module you just participated in or allow you to test out of the Media 100 module.

1. Capture several video clips onto the Bin in Media 100.
2. Place them in the Timeline.
3. Trim and split clips so that there are 7 different clips of about 4-5 seconds each.
4. Put a text title at the beginning that has a short lines of text such as:
 - ◆ My Movie
5. Put a Cross Dissolve Transition between the first two clips about 1-2 seconds long.
6. Make the third clip play in reverse.
7. Make the fourth clip play is slow motion.
8. Make the last clip fade to black.
9. Put another text title of your choice at the end with one line of text such as:
 - ◆ Year
10. Adjust the fifth clip so that the audio is very soft.
11. Export movie to QuickTime (using settings of your choice-make it small)
12. Export movie again back onto the camera at the end of the footage.