

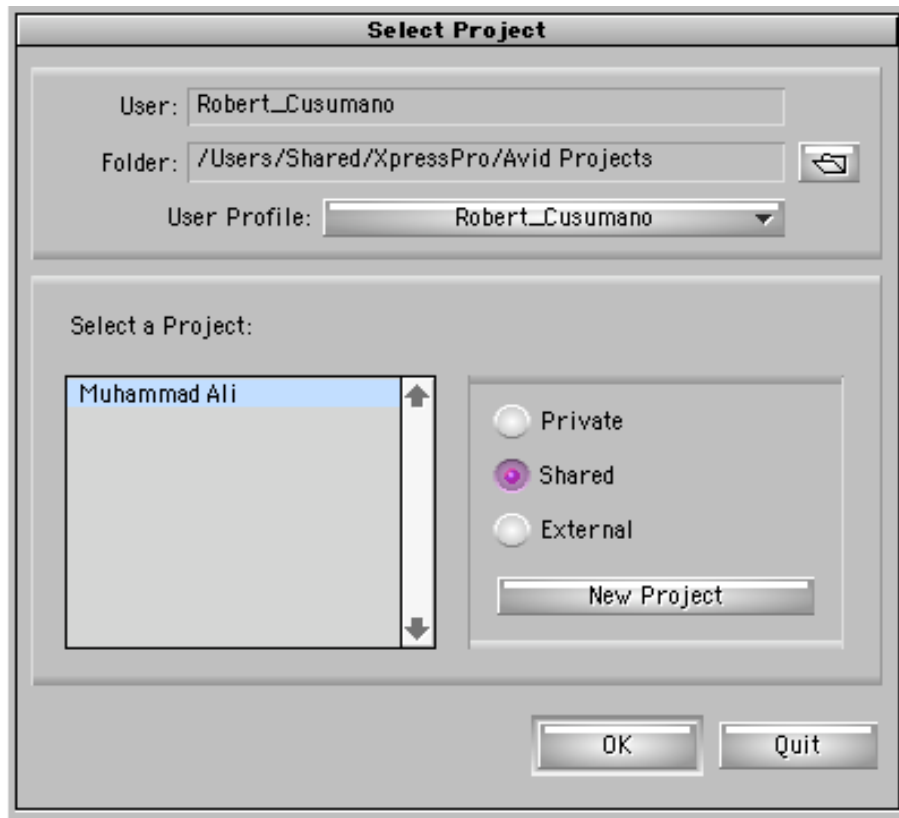
File Management
AVID Media Composer



Look for your Backup Device and your FireWire Drive on the desktop before opening AVID

Open your 1st Backup Device. Create a new folder and name it “backup” Close the window.

Open AVID



Click → Shared button

Click → New Project and Name it

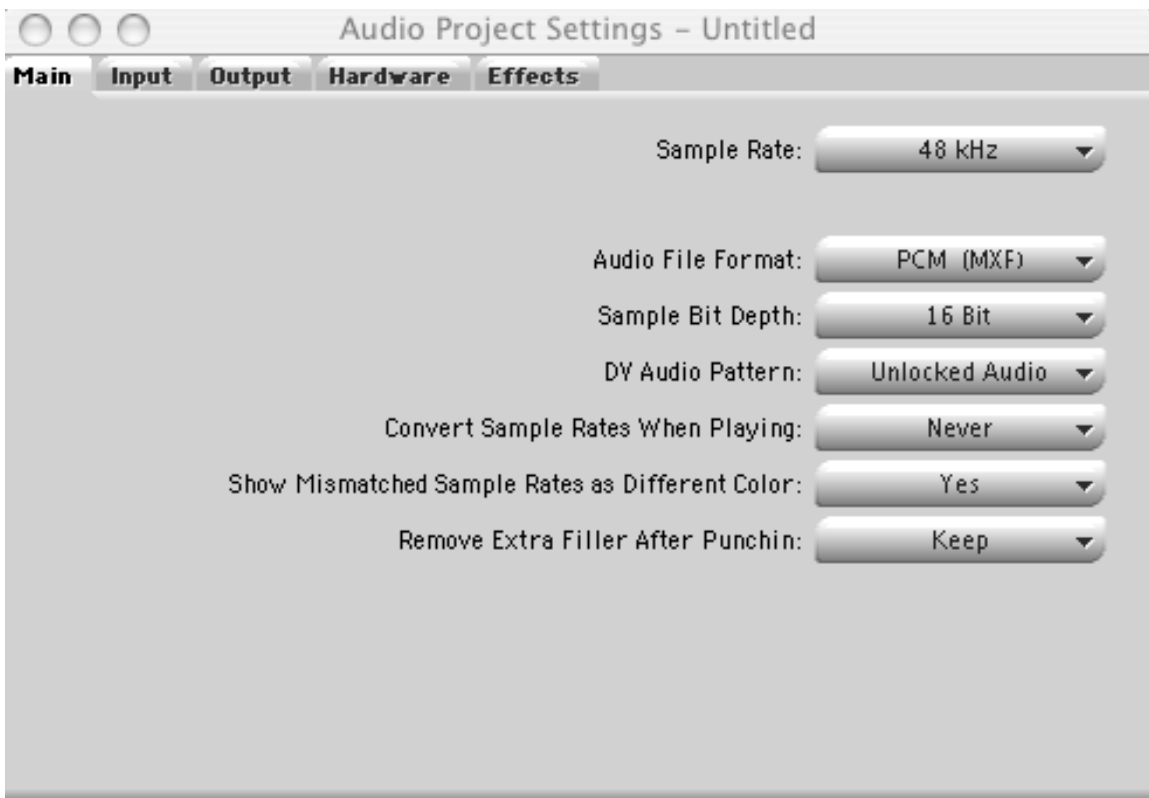


Click on 'Settings' tab

Select Audio

Click on "All tracks centered"

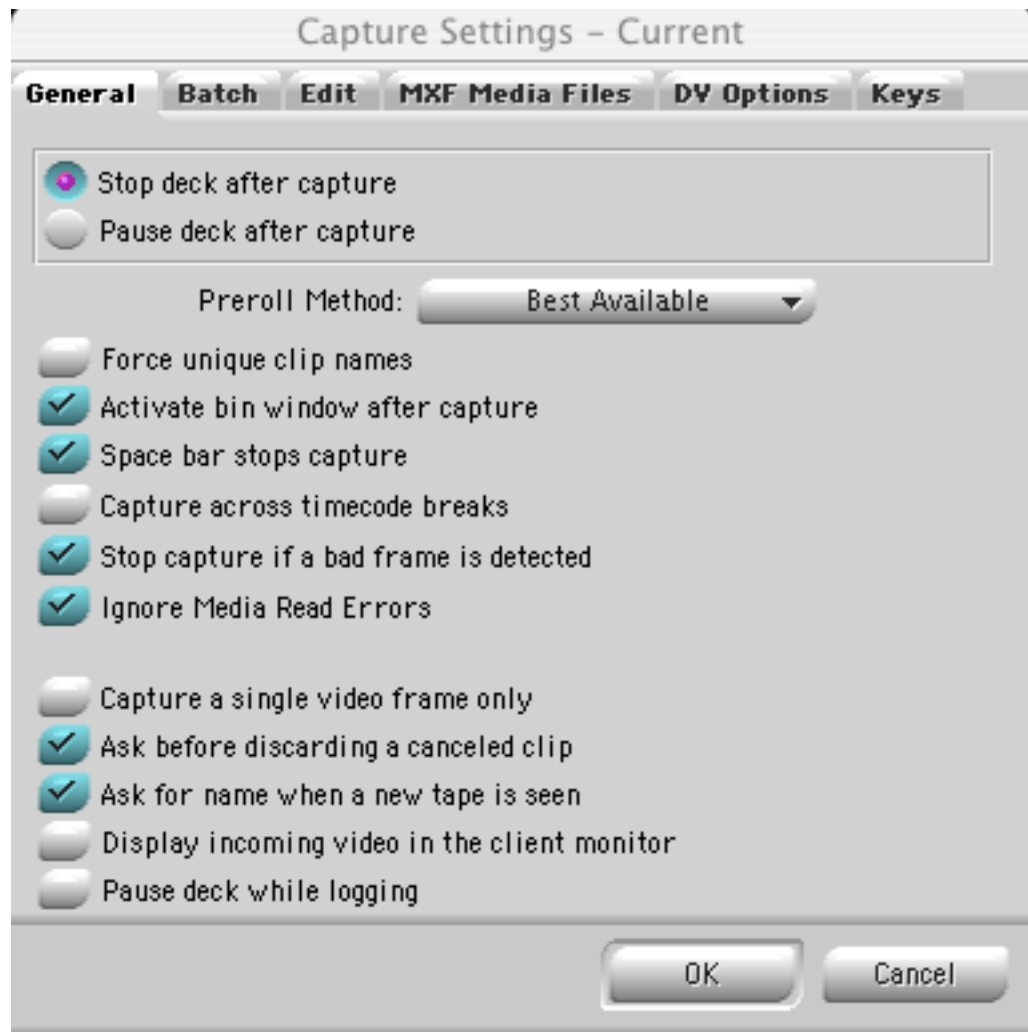
Select - Audio Project Settings Copy these settings



If your audio does not play in the timeline, it is not converted, meaning it does not match the project audio settings (48Khz)

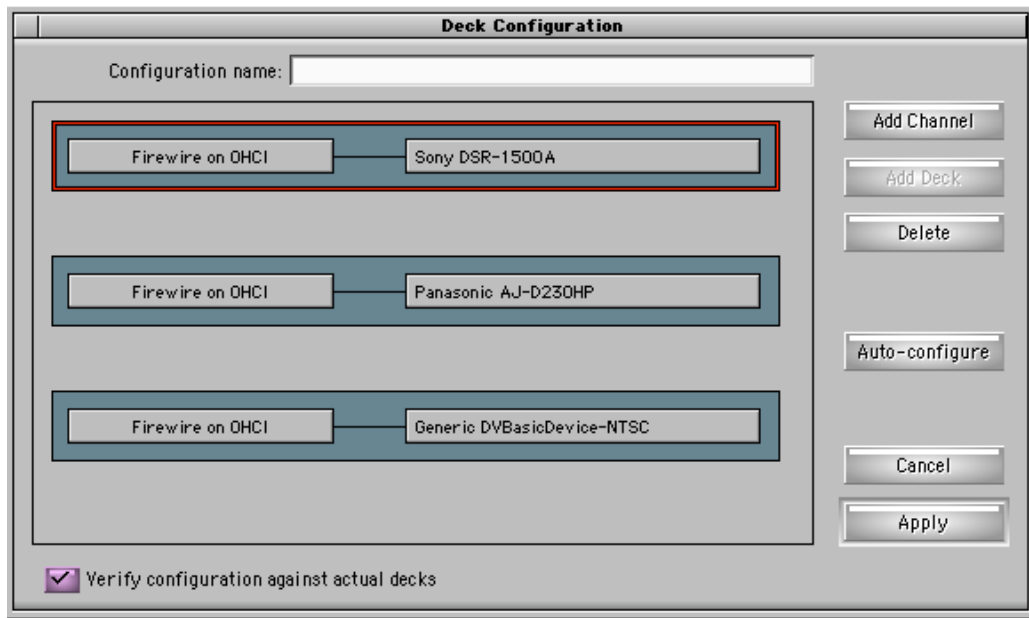
1. Highlight the clip in your bin that needs conversion.
2. Go to 'Bin'-Convert Sample Rate.
3. Change the sample rate to 48k.
4. Select- Delete Original Media, Click 'OK'

Click on Capture Settings



Copy these settings

Choose Deck Configurations



FOR VEL

Fire Wire Decks

Click “Add Channel”

Always Choose Firewire on OHCI

Click “Add Deck”

Choose either (Sony DSR 1500A or Panasonic AJ- D230 HP)

Non-Firewire deck

VHS deck, Cassette, CD Player

Click “Add Channel”

Always Choose Firewire on OHCI

Always Choose Generic

**Only create and have the setup that is applicable.
Delete any others!!!!**

Choose Deck Preferences

Deck Preferences - Current

When the deck contains no tape

Log As:

Allow assemble edit & crash record for digital cut

Stop key pauses deck

Shuttle holds speed

Stop any paused decks when quitting

Poll deck during digital cut

DY Capture Offset & Digital Cut Offset

Capture Offset (frames)

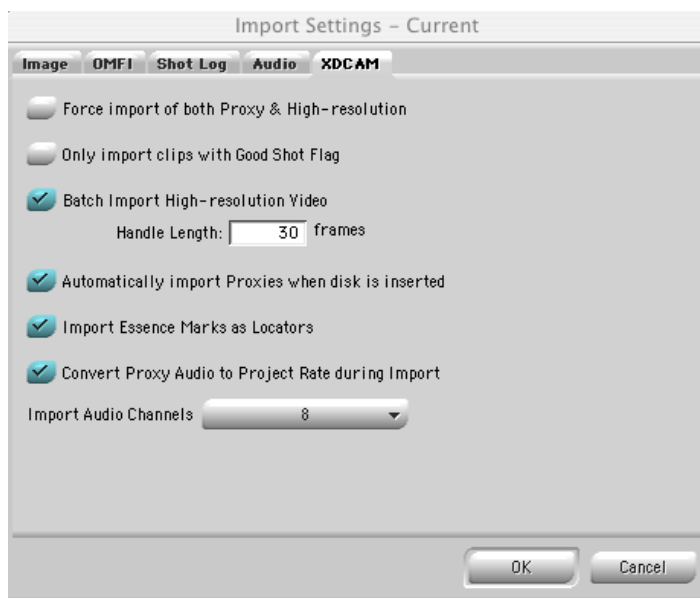
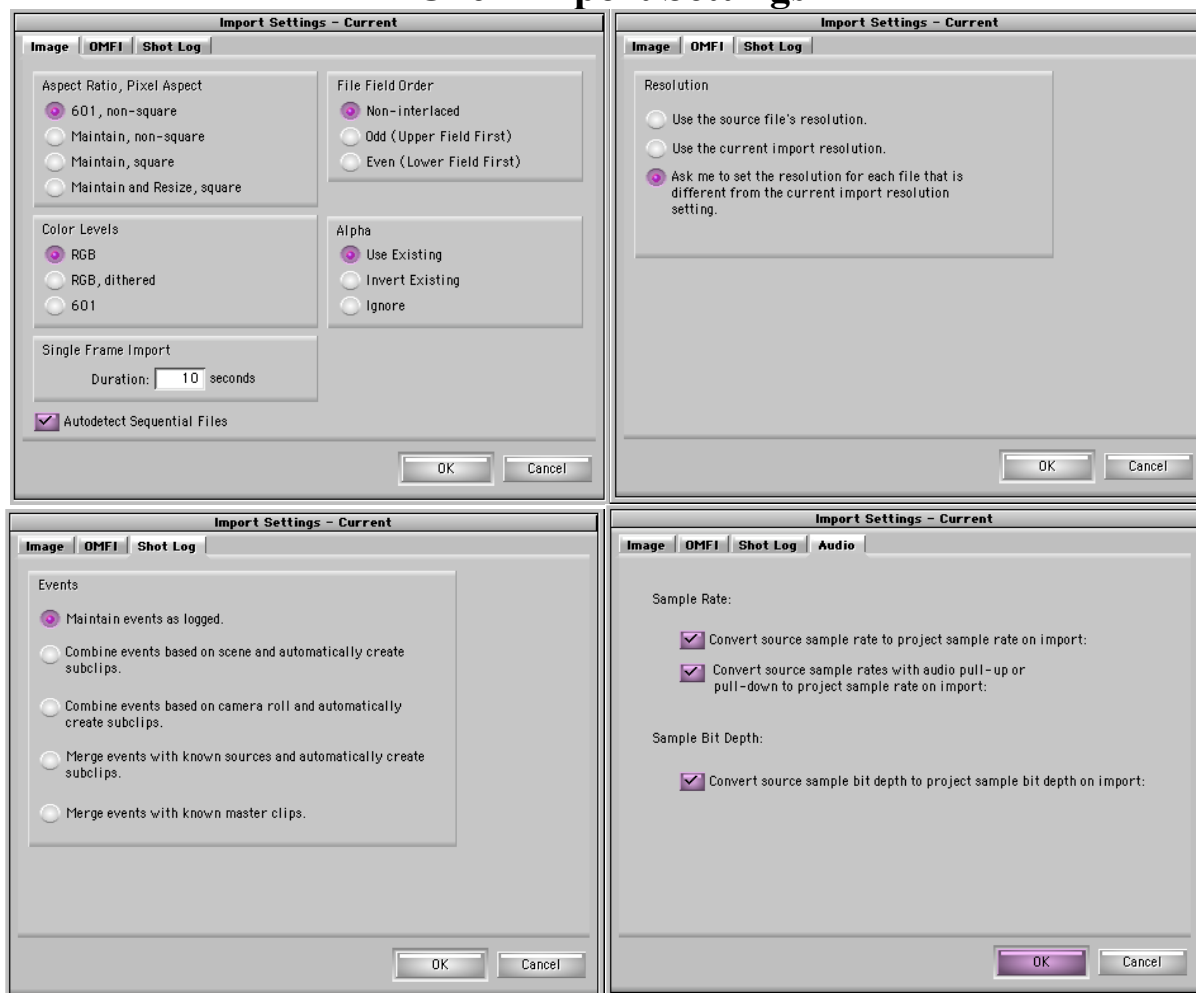
Override Recommended Digital Cut Offset

Digital Cut Offset (frames) *

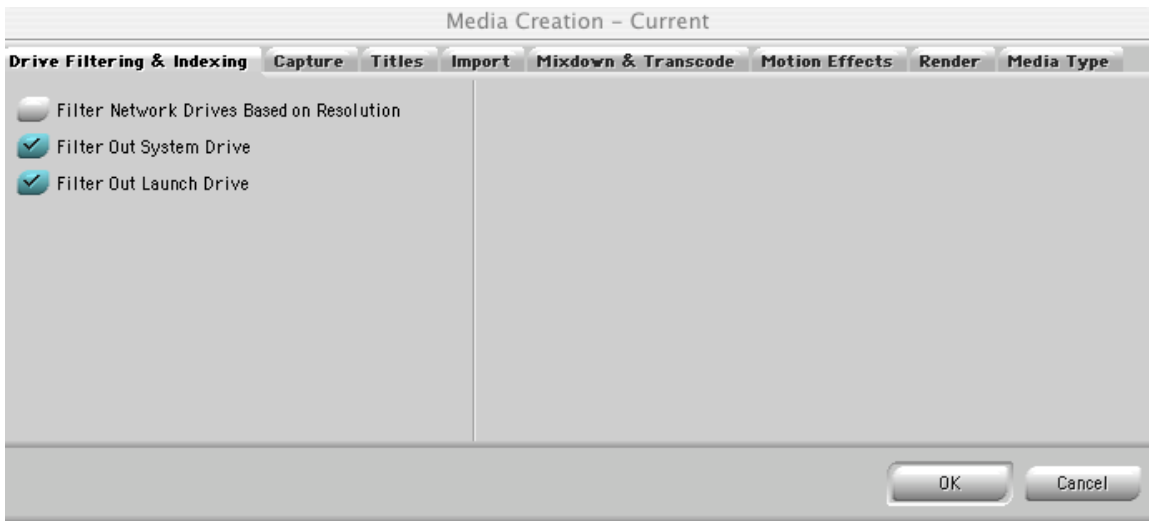
*Recommended: 8

Click Drop Frame
Click OK
Close Window

Click Import Settings

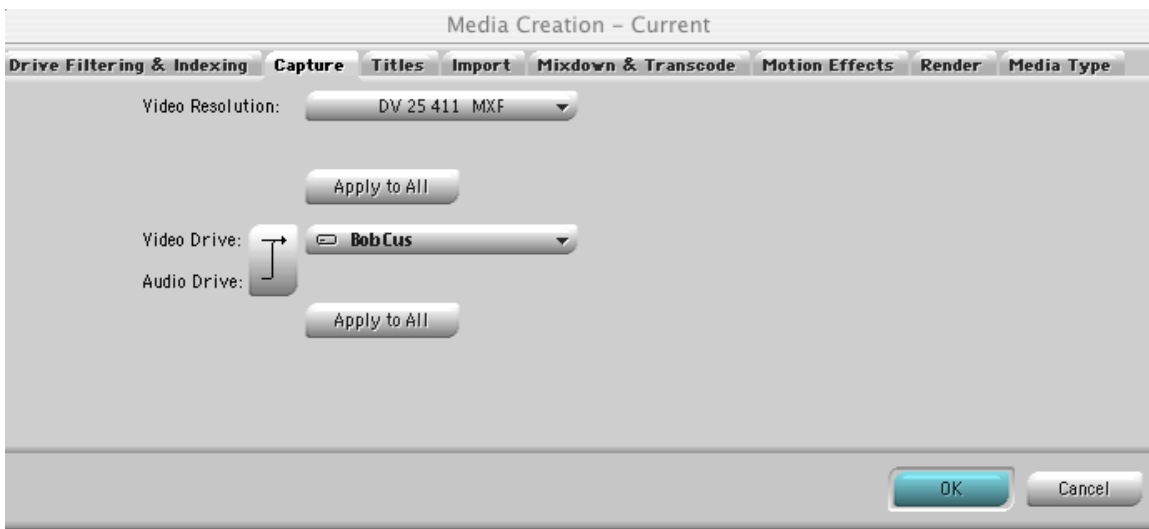


Click on – Media Creation



Choose – Filter Out System Drive
Choose – Filter Out Launch Drive

Click – Capture
Select your FireWire Drive



Select your Firewire drive here
Click on ‘Apply to All’.
Click OK

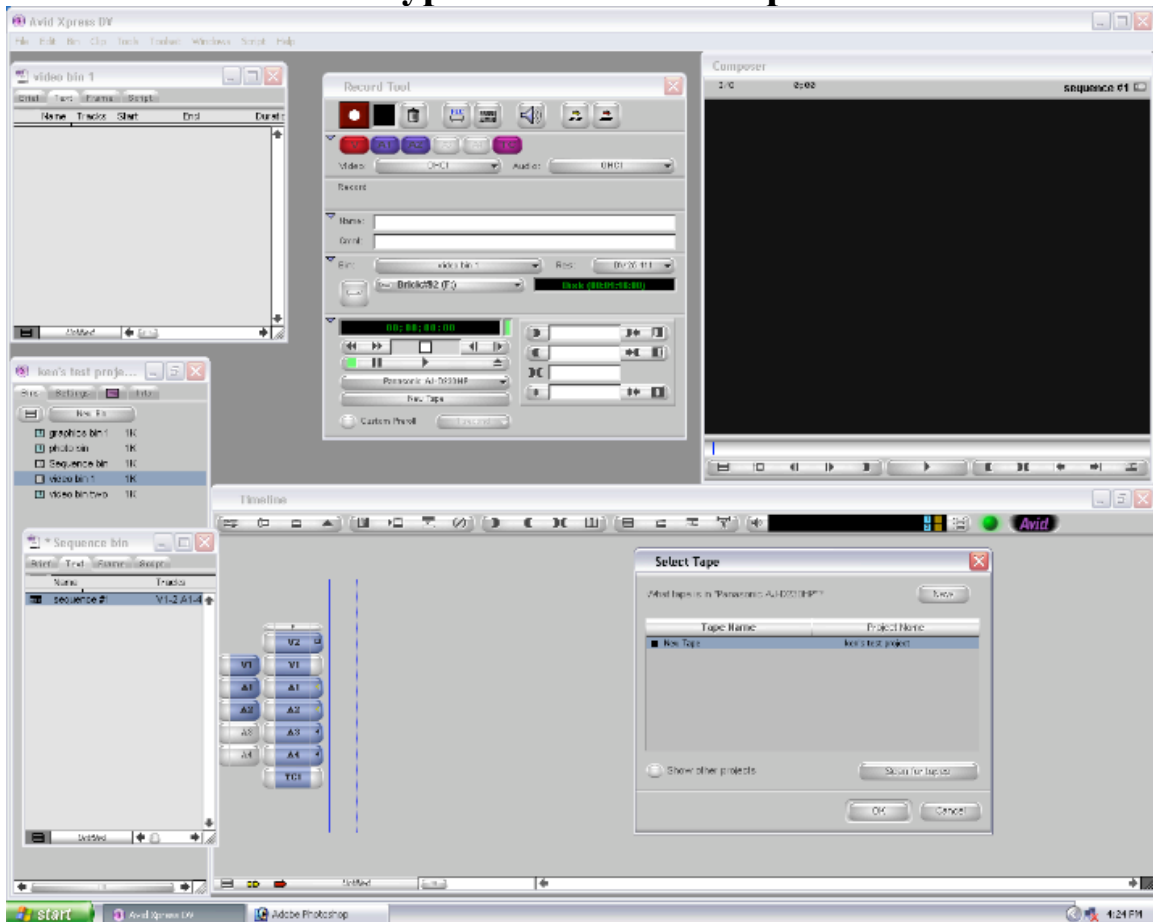
Choose –Timeline



Copy these settings

Press Command/Apple Key and the 7 key

Typical AVID Desktop



(MAC) Apple key & 7 will reveal Record Tool



A closer inspection of the Record Tool will reveal

- 1. Audio / Video tracks selected for input**
- 2. Clip name with comments**
- 3. The Bin where the clip will be stored**
- 4. FW drive ID for Media ingestion**
- 5. Type of Deck**
- 6. Name of tape**

To back up your program files when you are finished editing

Install 1st backup device. (Flash Drive)

**Open 'Avid Shared Projects' folder
Find your project.**

**Copy and paste your project to your 1st backup device.
Close 'Avid projects' folder**

**Open 1st Backup Device
You should now see your project.
Create a backup folder**

**Copy your project into 'Backup Folder'
Open 'Backup Folder'
Change the name of your project here by adding Version 'V1'
Every time you save to your 'Backup Folder' rename your
project adding V2, V3 and so on.**

**The original project is always outside the backup folder.
Its name will NEVER change. This is the folder you move back
and forth into the Shared Projects folder.**

Repeat this process to include other backup devices

**Next editing session insert 1st backup device
Open your Backup Device.**

**Drag the project from your Backup Device that is outside your
backup folder to the “Avid Shared Projects Folder.”**

Its name has not and will never change.

**If you get a notice that this file name already exists when you
try to put it in your Avid Shared Projects folder, click to allow
the file to go in. This will override your older version.**

Close your Backup Device and close Avid projects folder

Open Avid from the Apple Desktop

**When Avid opens your updated program file will appear in the
projects window.**

**Make sure you update all your backup devices when you finish
editing each day. We recommend three backups.**