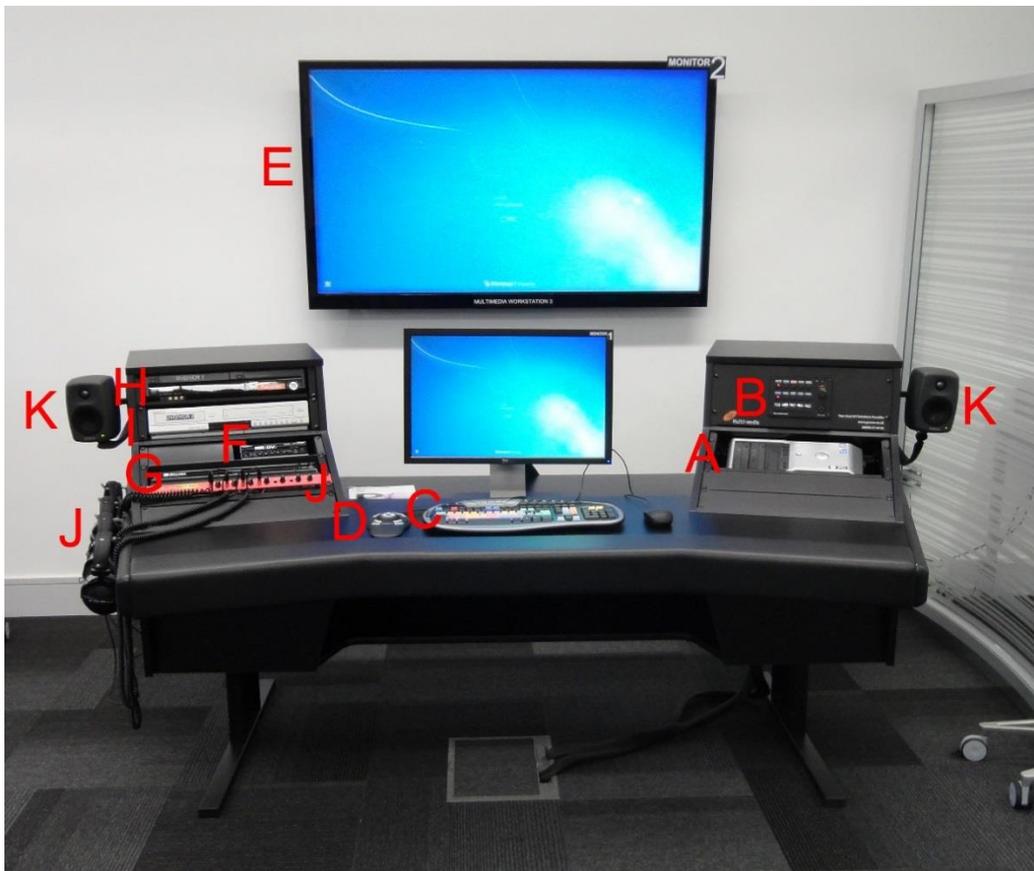


Introduction to the Multimedia Room Workstations

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The University of Exeter has three centrally bookable Multimedia workstations in the Main Library on level -1.



These workstations include:

- A. High Performance PC with Matrox real time video editing graphics adapter
- B. Control panel (Crestron)
- C. Adobe Premiere Pro colour coded keyboard
- D. Digital Shuttle Pro

- E. 60 inch LED wall monitor
- F. HDV/DV/MiniDV player
- G. Blu-ray Player
- H. DVD\VCR 1 recorder
- I. DVD\VCR 2 player
- J. 4 x headphones and amplifier with external level control
- K. External speakers with control panel level control

Before working on a project we advise you purchase an external hard disk to save your work onto. The “Scratch drive” is temporary storage space. All files saved to this space are wiped weekly.

The workstations have three distinct modes of use:-

1. **Viewing** – Used to review media e.g. DVD playback, Blu-ray playback etc.
2. **Recording/Dubbing** – Used to copy audio and video from one format to another i.e. MiniDV to DVD, DVD to DVD, VHS to DVD.
3. **Editing** – Used to capture, manipulate and export audio and/or video.

Viewing Mode



To set up the workstation for viewing DVD, VHS, HDV/DV or Blu-ray follow these instructions:

1. On the control panel, press the **POWER ON** button
2. Wait 30 seconds for all the equipment to “wake up”
3. On the control panel, select the source you wish to view on the wall monitor
4. Insert your source media into the player by pressing **EJECT** on your chosen player
5. Check that the correct drive is selected by pressing **DRIVE SELECT** on DVD/VCR1 Recorder or **DVD/VCR** on DVD/VCR 2 Player
6. Control your chosen player via the control panel directional pad and play controls
7. When you have finished, **EJECT** your source media and press the **POWER OFF** button

Audio will come from both the external speakers and the four fixed headphones. They have independent volume controls (Speakers volume wheel is on the control panel, headphones volume knobs are on the headphone amplifier). You can mute the external speakers by pressing the **MUTE SPEAKERS** button on the control panel.

Note: If there is no sound this may be because the speakers were left “muted” by a previous user. To check this either press the mute speaker button on the control panel or use the PC volume control button.

Recording/Dubbing Mode

Dubbing is the term used for transferring recorded material (audio and/or video) from one format to another (it is commonly known as copying).

You can dub from MiniDV, VHS and DVD to DVD. Follow these instructions to dub from one media to another:

1. On the control panel, press the **POWER ON** button
2. Wait around 30 seconds for the players to switch to the correct channels (you will see the Infrared Buds flash)
3. On the control panel, select the player you are recording from (i.e. DVD/VCR2 player or DV player)

Note: If you are using DVD/VCR2 player, check that the desired drive is selected by pressing DVD/VCR on the device



Note: If you are copying from the DV player, ensure that the 'Display Output' and 'Input Select' switches are set all the way to the left (Display Output should be set to 'OFF' and Input Select should be set to 'HDV/DV').



4. Insert your source material into your chosen player and cue it up using the control panel play controls (press **PAUSE** when you have found your required footage).

5. Insert a blank DVD into DVD/VCR1 recorder

Wait for the blank DVD to load before moving on to step 7

6. On DVD/VCR1 recorder, check that the DVD drive is selected by pressing **DRIVE SELECT** on the device

Note: If you accidentally record onto the Hard disk of the DVD/VCR1 recorder you need to speak to the help desk to assist with recovery of your files.

7. On the control panel, press **RECORD** and then press **PLAY** (this will start your source material where it was paused in step 4)
8. When you have finished, on the control panel press **RECORD** to stop recording and press **STOP** to stop the player

Wait for the data to be written to the disc

9. Press **EJECT** on DVD/VCR1 recorder – You should see a message on screen that asks you if you wish to finalise
10. To finalise, on the control panel press the **RECORD** button
11. When finalising has finished, press the **EJECT** button on DVD/VCR1 recorder and remove your disc
12. Remove your source media
13. Finally, on the control panel press the **POWER OFF** button.

Note: Label your disks with your University username. This allows the disk to be returned if you leave it in the room.

Editing Mode

The third mode available at the workstations is EDITING mode. This utilises specialist software called Adobe Production Premium Creative Suite 5.5 which is available to all users on the PC. This suite contains many applications each with a specific purpose. The video editing application is called Adobe Premiere Pro CS5.5.

The Editing process has five basic stages:

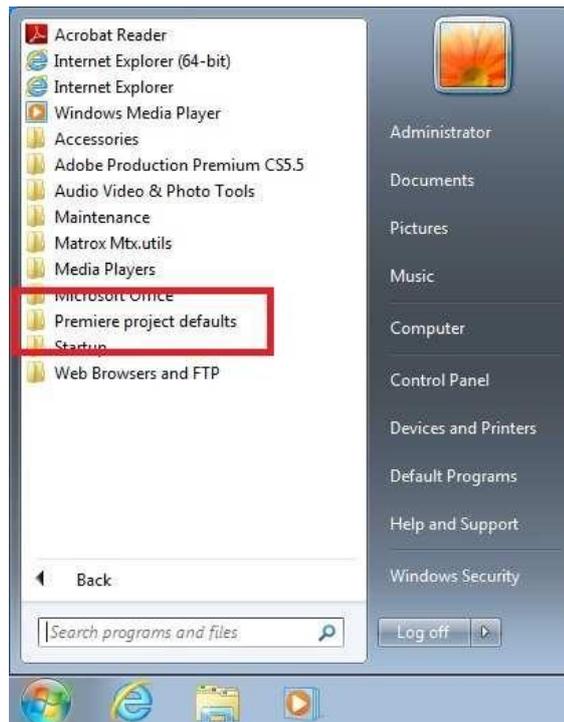
- ***Project Set Up*** – Where you specify your basic setting requirements and open your editing program
- ***Capture*** – The process of taking audio and/or video from an external device (e.g. video camera) and creating a digital copy on the PC
- ***Edit*** – Manipulation of audio and/or video to create a desired sequence of media
- ***Transitions, Effects and Titling*** – refining your media with transitions, effects and title cards
- ***Export*** - saving media in a format usable by another device (e.g. PC, DVD player)

Project Set Up

First you have to create your project. The University systems utilise an external video card called MATROX to handle all video editing from the PC. The MATROX system is integral to editing effectively on the University of Exeter Multimedia workstations as all audio is output through the MATROX.

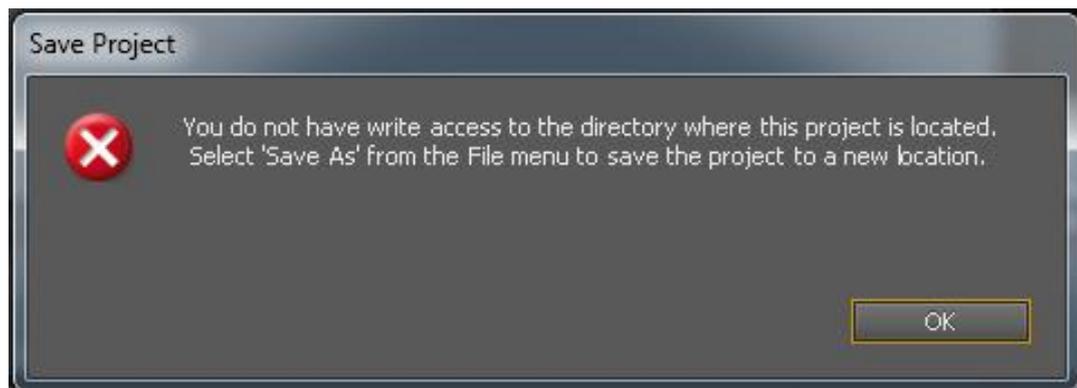
Follow these instructions to set up your MATROX project:

1. On the control panel, press the POWER ON button
2. Log on to the PC (if you haven't already)
3. On the START MENU, select either 'Premiere project defaults' folder OR Adobe Premiere Pro CS5.5

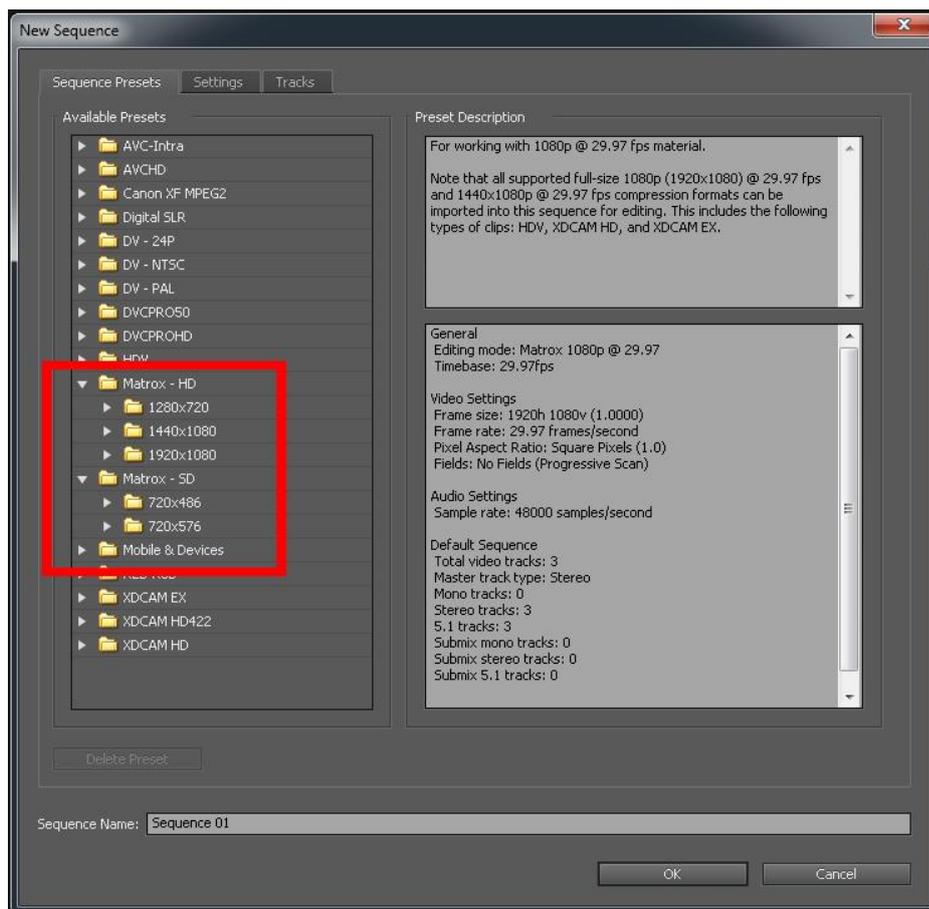
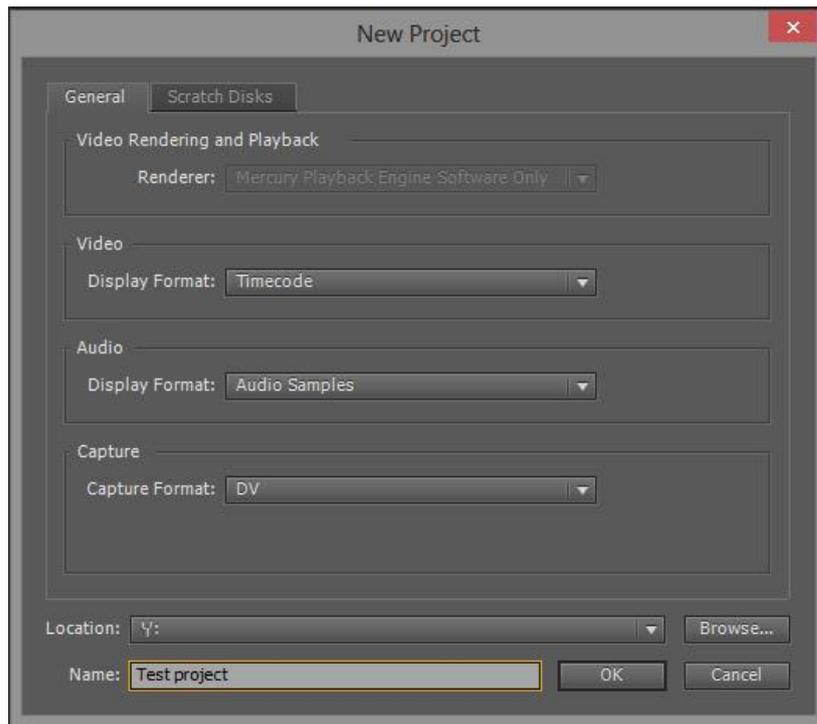


4. If you prefer to use one of the default projects, simply choose the relevant Adobe Premiere project default from the available list. These defaults differ in many ways e.g. video resolution, frame rate, capture inputs etc however they are all named clearly.

When Premiere opens via this method you will be warned that you cannot save to the default location. This warning means you cannot save over the default projects. You will need to save the project to your SCRATCH Y: drive (the hard drive space that is allocated to each user when they log on to a Multimedia workstation).



If you choose to create your own project, ensure that you save the project on your SCRATCH Y: drive and select one of the MATROX project defaults.



5. On the control panel, press the EDIT button. This will display your sequence monitor on the wall monitor when you are reviewing edits.

Capture

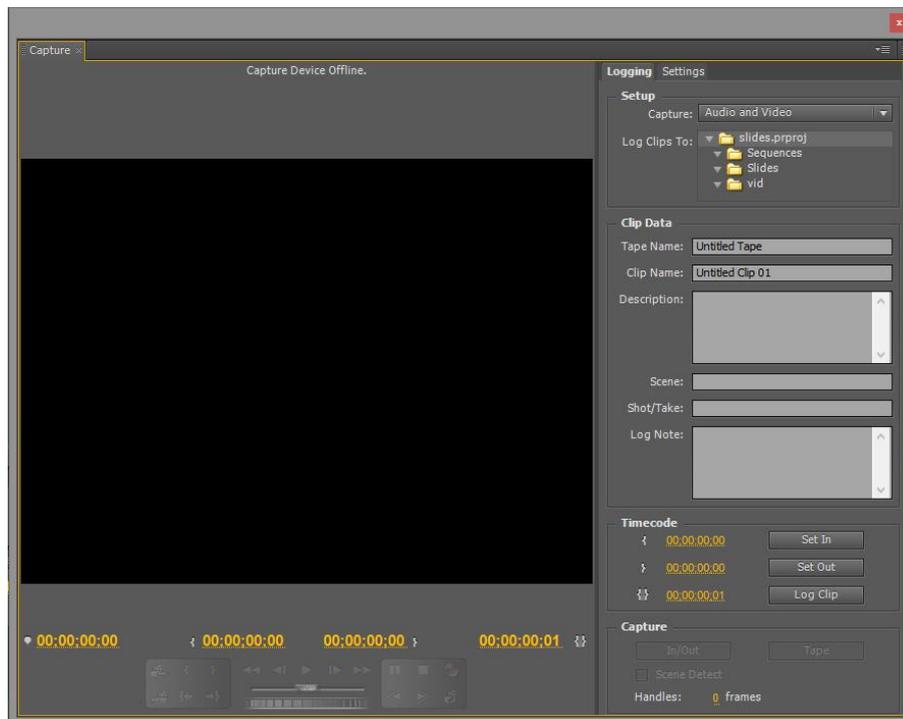
Now you are set up, you will need to begin the capture process. Capturing is the process of taking audio and/or video from an external device (e.g. DVD, VHS tape, video camera) and creating a digital copy on the PC.

There are different ways of capturing, depending on your source material. The University of Exeter workstations have three capture inputs:

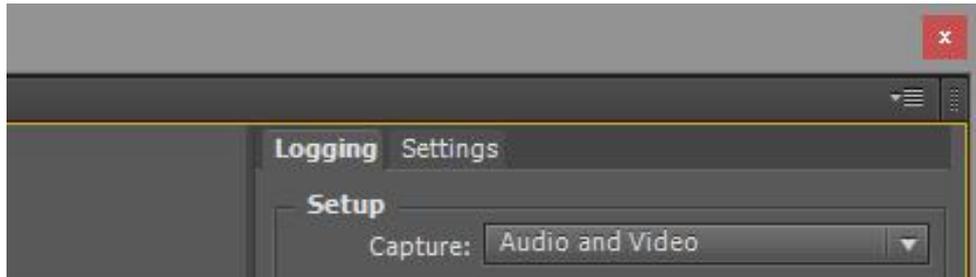
- **Analogue Video** – from DVD or VHS
- **DV** – from the DV deck (including DV, MiniDV and HDV)
- **Hard drive based video** – simple copy and paste of any [supported video format](#).

To Capture **Analogue Video** and **DV** in Premiere follow these instructions:

1. With your project opened in Premiere, select FILE and then CAPTURE (or tap F5). This will open the capture window.
2. Fill in the TAPE NAME, CLIP NAME and other description details as are appropriate.



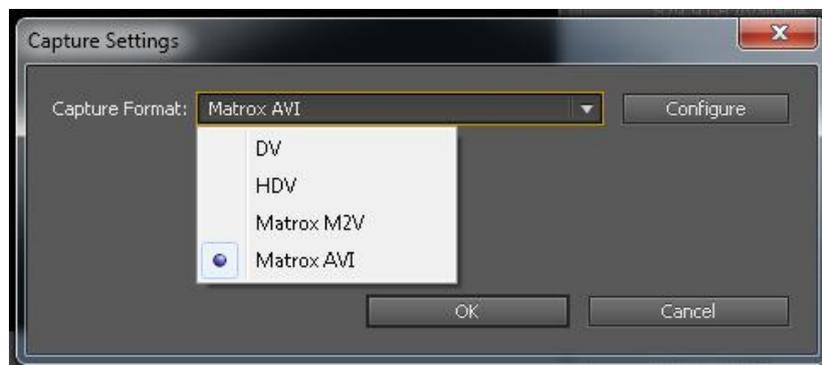
3. Select the SETTINGS tab in the top right hand corner



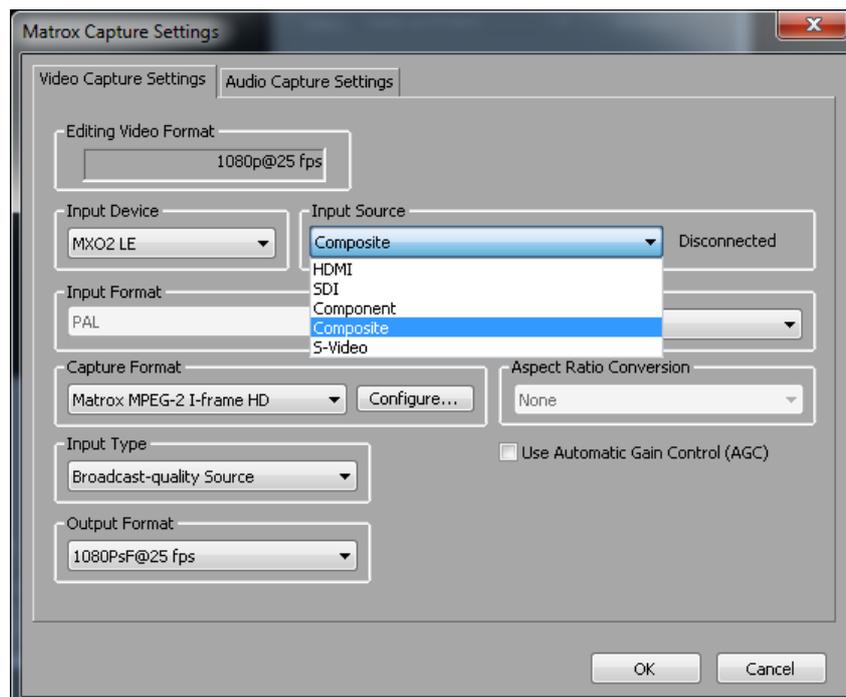
4. Select the EDIT button

For *Analogue Capture*:

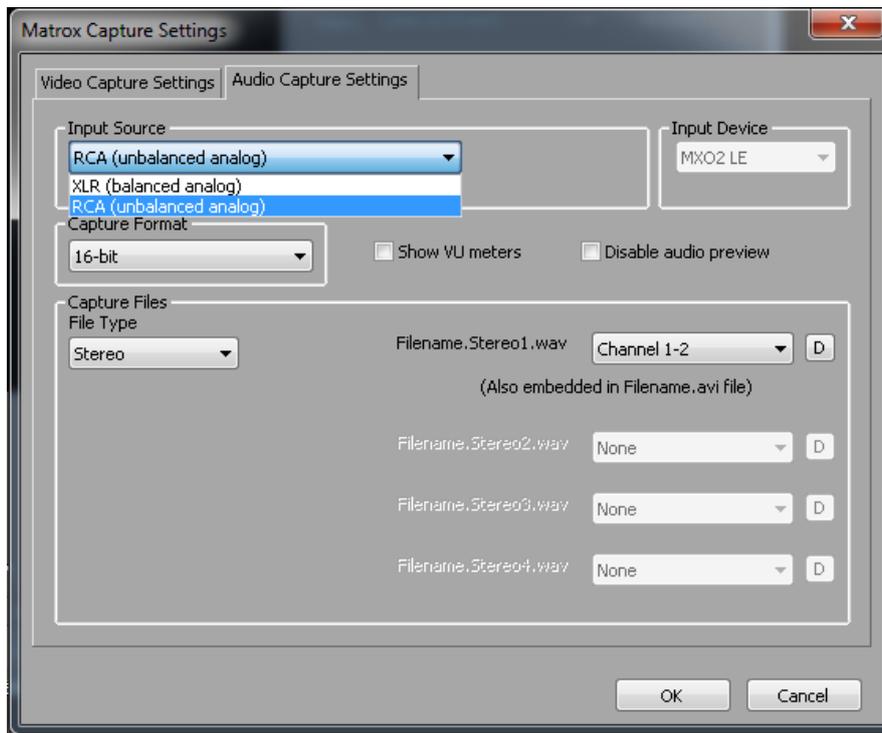
5. Select MATROX AVI from the drop down box



6. Next, Select CONFIGURE. In the Matrox Capture settings window, select the VIDEO CAPTURE SETTINGS tab and ensure COMPOSITE is selected in the INPUT SOURCE drop down box.



7. Select the AUDIO CAPTURE SETTINGS tab and ensure that RCA is selected from the Input source.



For **DV Capture**:

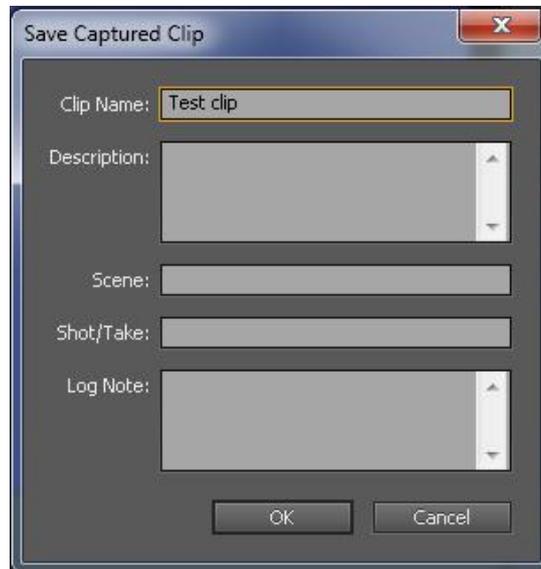
5. Choose either DV or HDV from the drop down box (depending on whether you have recorded footage in DV or HDV)
6. On the control panel, select the appropriate player for your source media
7. Now, insert your source media into your chosen player and cue up the media using the control panel buttons.
8. Press the red RECORD button on the capture window



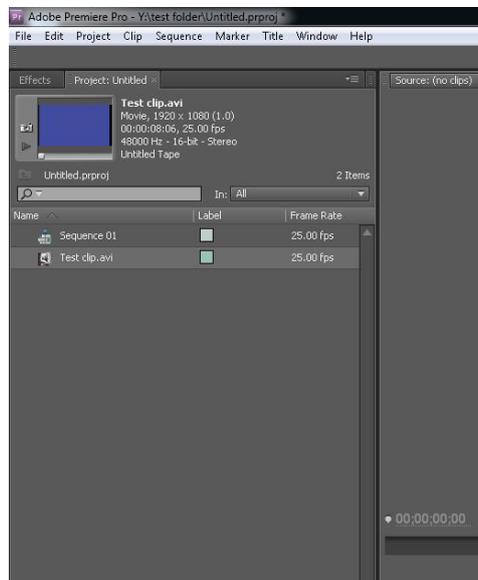
9. Press PLAY on the control panel

10. When you have captured all the footage you require, press the red RECORD button on the capture window (or press ESC on the keyboard)

11. You will be prompted to name your clip along with other options regarding logging details. If you completed this at step 2, the details will be automatically filled in. Filling these details in will help you sort through footage later when you have many files from various tapes or disks.



12. Click OK. Your captured footage can now be found in the PROJECT BIN.



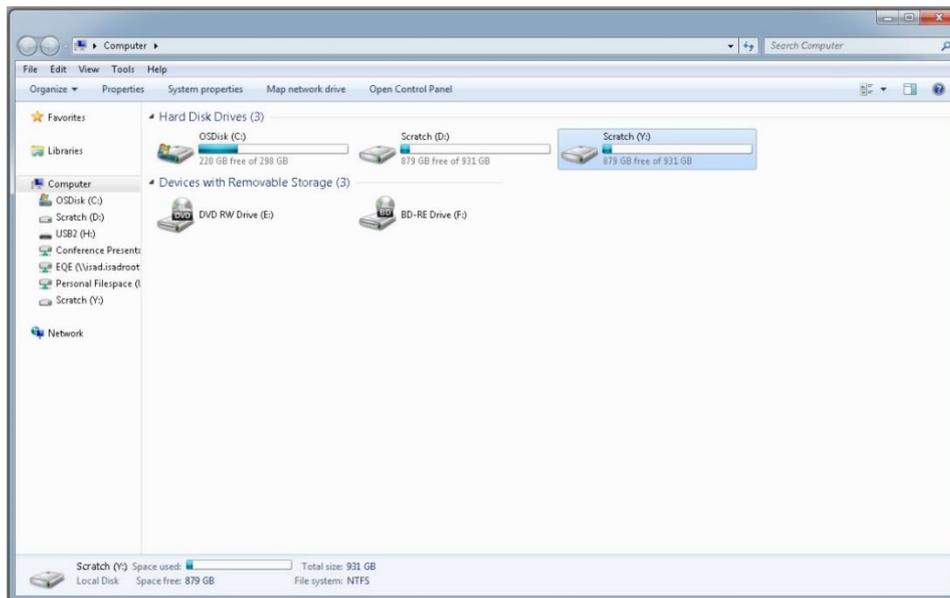
13. Repeat process until all required footage is captured.

14. When all footage is captured, press EDIT on the control panel (to begin editing your clips) and remove your media from the player you are using.

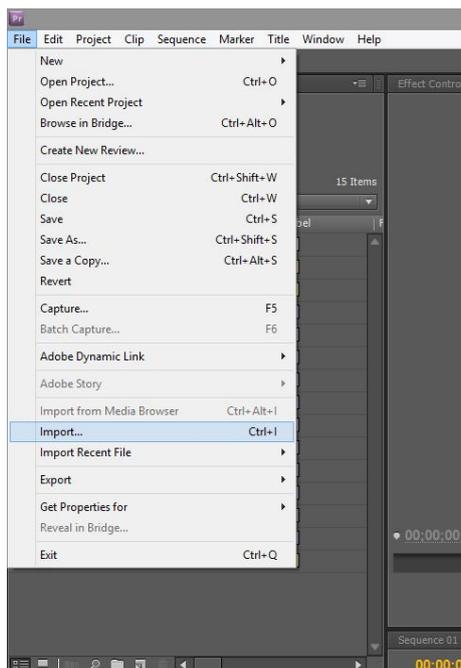
To Capture **Hard Drive based Video** in Premiere follow these instructions:

1. Connect your Hard Drive (HDD) or Camera to the PC via USB

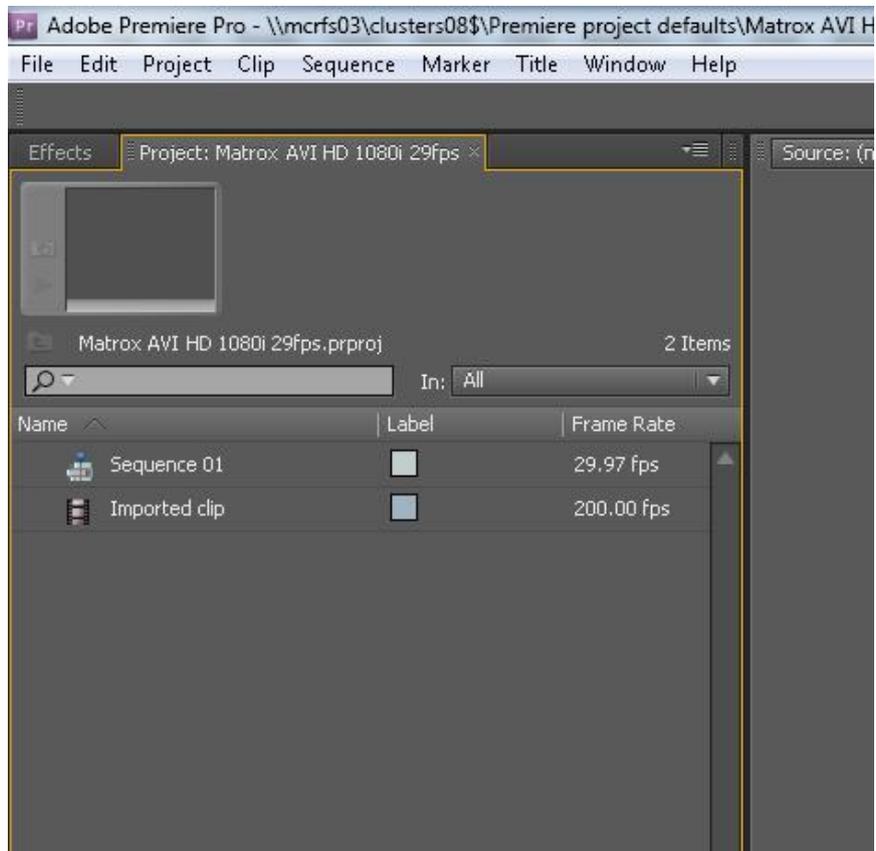
2. Open COMPUTER on the start menu and find your HDD or Camera



3. Highlight required files and copy them (either Right mouse click and then COPY or EDIT then COPY)
4. Navigate to your SCRATCH Y: drive
5. PASTE your selected files (Right mouse click and PASTE or EDIT then PASTE) to your SCRATCH Y: drive
6. With your project opened in Premiere, select FILE and then IMPORT



7. Select your newly pasted files from your SCRATCH Y: drive and click OPEN
8. Your files (or footage) can now be found in the PROJECT BIN.



Edit

Editing is the manipulation of audio and/or video to create a desired sequence of media. In this case, Editing is non-destructive (no files are deleted or discarded during the process) and also non-linear (you can start wherever you like in the timeline of the movie)

This guide will only show the basic starting point for editing, for more detailed instruction on how to EDIT and EXPORT media, please see the [Adobe Help Web pages](#)

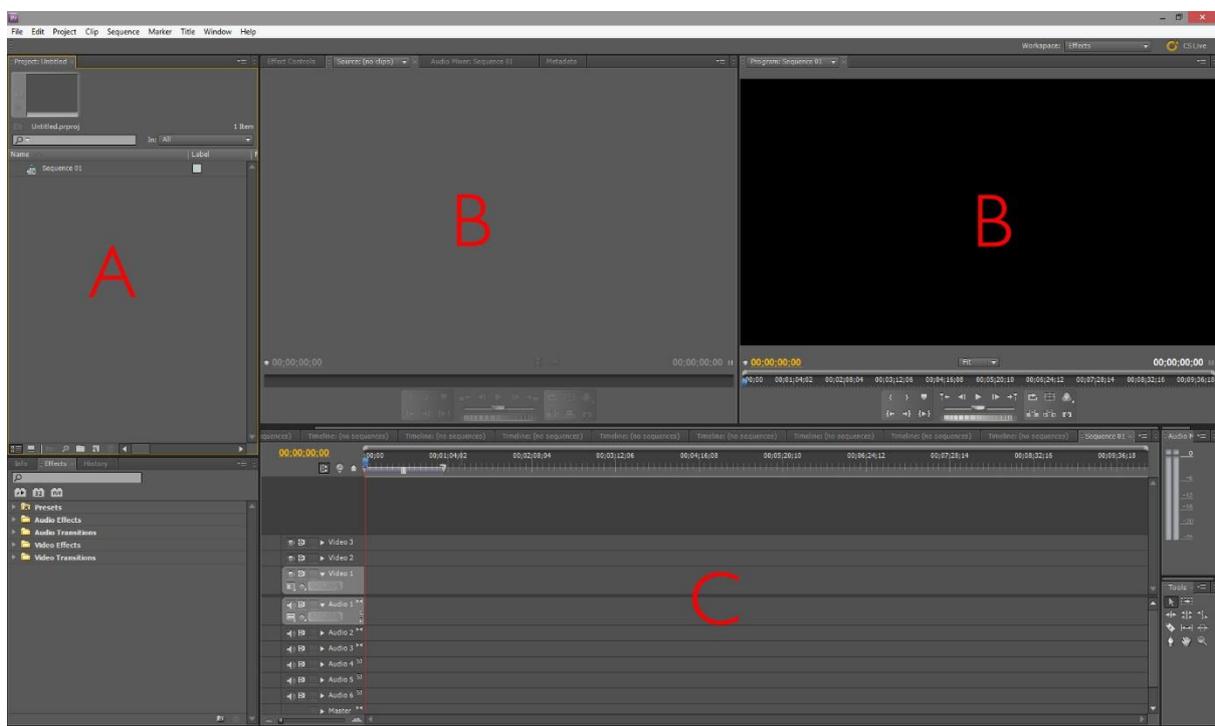
The Premiere workspace is made up of three basic windows (however there are lots of buttons, tabs and extra windows that are used for varying levels of editing).

These windows are:

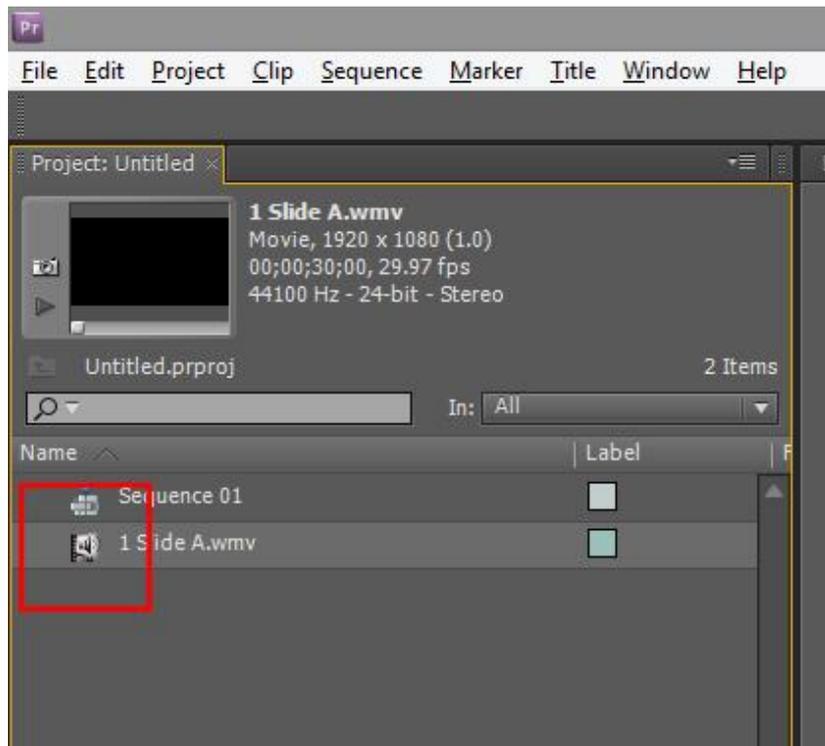
A - Project Bin – Where all your media files (Video, Audio, Still pictures, Titles, Animation etc) are stored for quick access

B - Preview and Sequence Monitors – these are used to preview raw footage (unedited captures) and your final edits

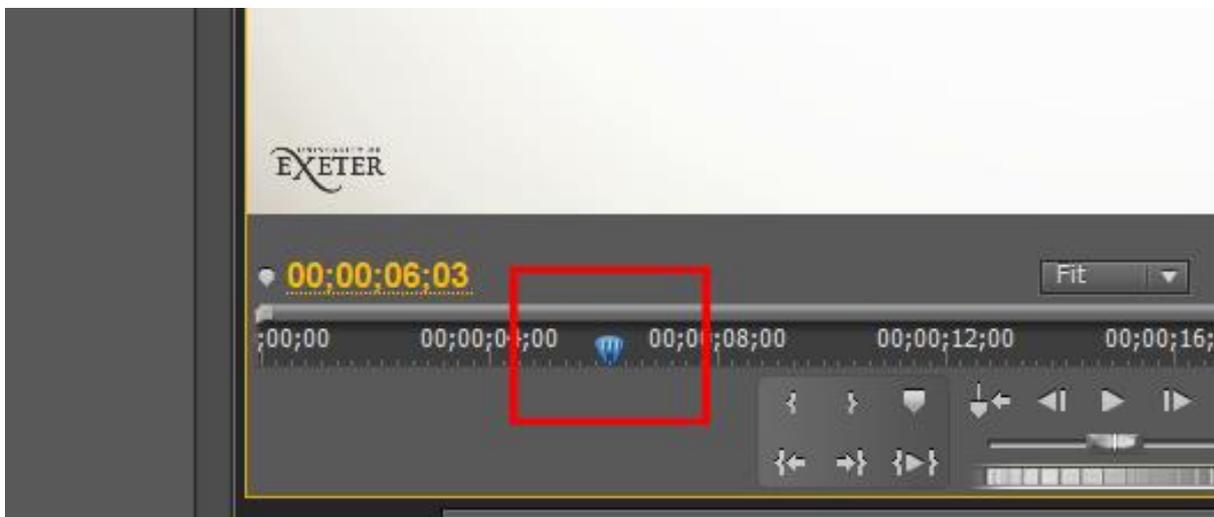
C - Timeline – Edited media is placed here to create a graphical illustration of your final edits



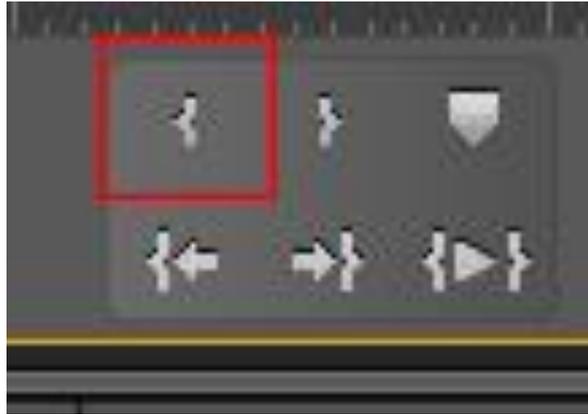
1. Once you have Captured or Imported media into the **Project Bin**, you can preview it by double clicking the icon to the left of the media OR by dragging it into the **Preview Monitor**



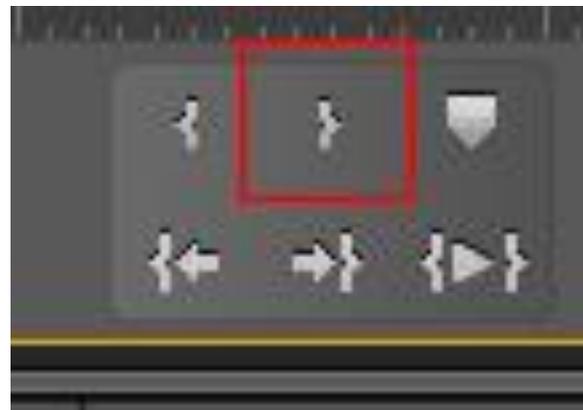
2. In the **Preview Monitor**, you can play the media using the FRAME BACK, PLAY/STOP and FRAME FORWARD buttons. The play bar has a CURRENT TIME INDICATOR (CTI) to show what point of the media you are currently viewing.



3. When you have found the point in the media when you would like your edited clip to start, place the CTI on that frame and press SET IN (this looks like an opening bracket)



4. Now find the point in the media where you would like your edited clip to end, place the CTI on that frame and press SET OUT (this looks like a closing bracket)



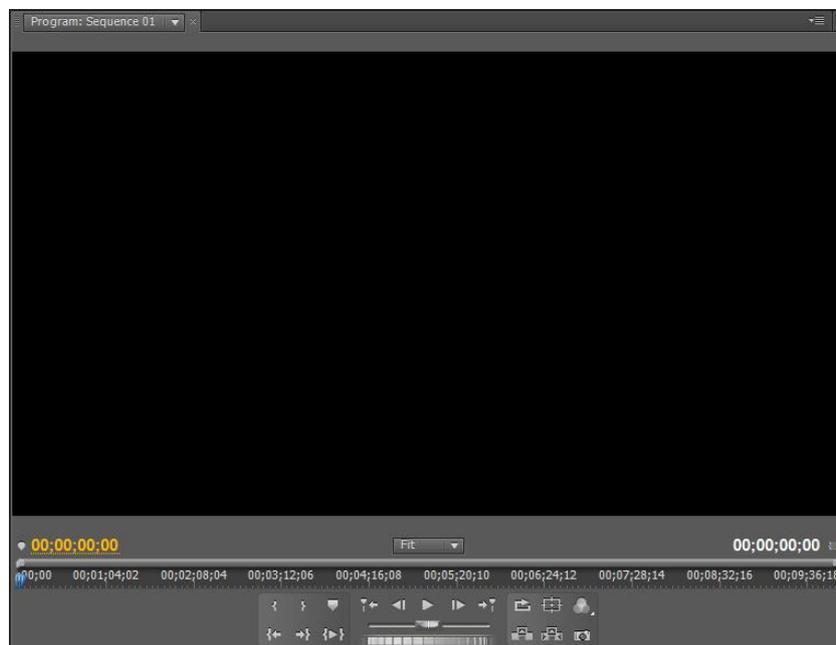
Now you have made a selection, you will notice the play bar has a highlighted section. This is the media that will be used in the next step.

5. To add this selection to your *Timeline*, simply click and drag from the preview monitor (where the picture of your media is previewed) onto the timeline. If you have done this correctly your mouse will turn into a clenched fist (to demonstrate you are holding the footage).

The *Timeline* can be confusing to begin but it can be broken down into simple sections to help editing. There are two halves to the timeline – Video and Audio. There can be many tracks on the timeline (up to 99 Video and 99 Audio) but initially you only require one or two of each.

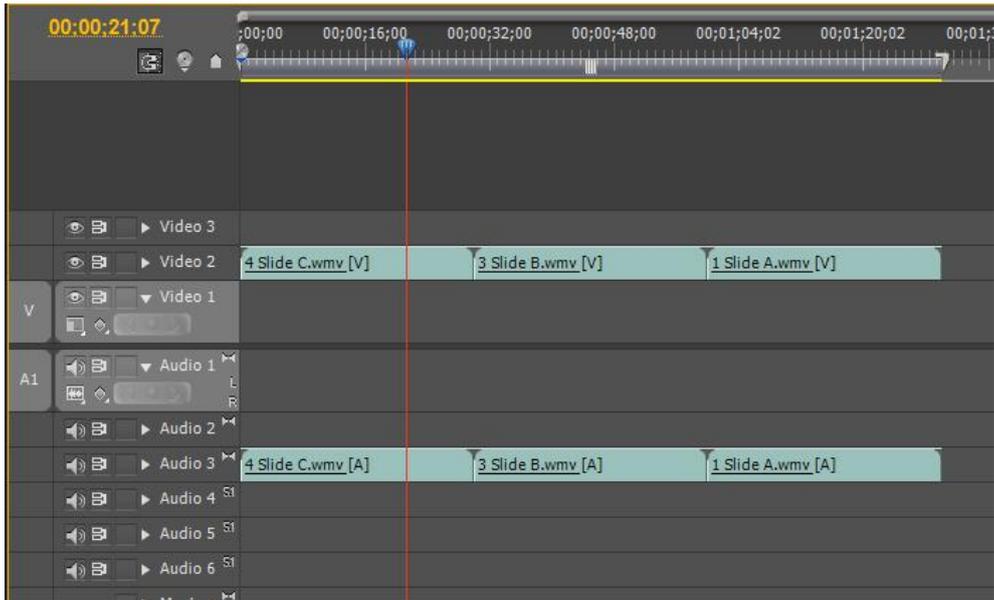


The **Timeline** has a CTI that is linked to the CTI on the **Sequence Monitor**. Therefore, whatever the CTI is resting on in the **Timeline**, will display in the **Sequence Monitor**.



6. When you have dragged media from the **Preview Monitor** to the **Timeline** you will see that both Video and Audio have been dragged together. Each has a graphical representation on the **Timeline**, that of a coloured bar.

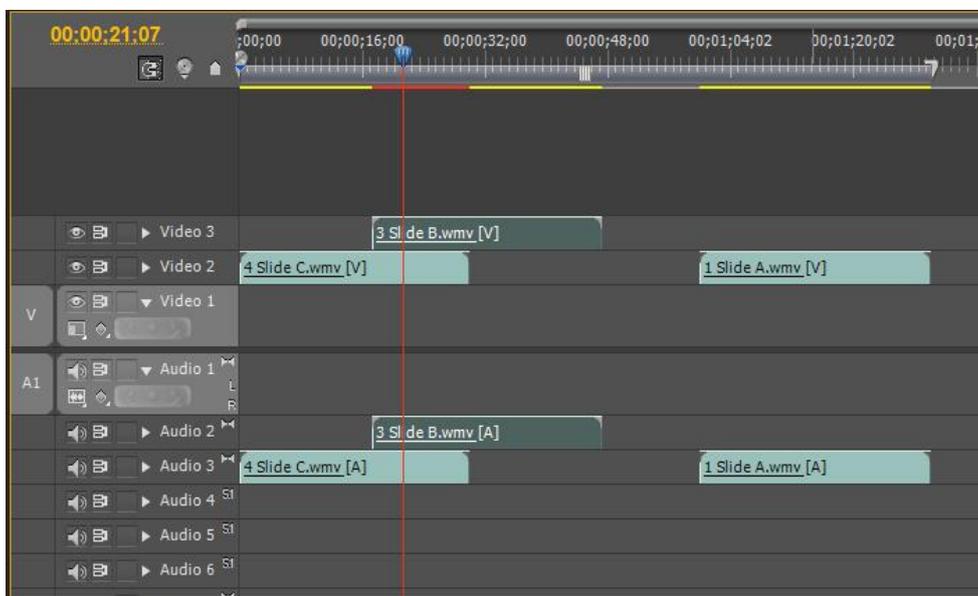
7. Repeat Steps 1-6 with another clip however this time when you drag to the **Timeline**, place the clip further along on the same track. These clips will now play in sequence (one after the other) when the play controls on the **Sequence Monitor** are used.



8. Repeat steps 1-7 until you have compiled your captured clips into an edited sequence.

If you place a clip in the wrong order, simply click and drag the clip to the correct place in the sequence – this is what is meant by non-linear.

If you have one clip overlapping another clip on a higher track, by default, the CTI will display the top track however all audio will play simultaneously.



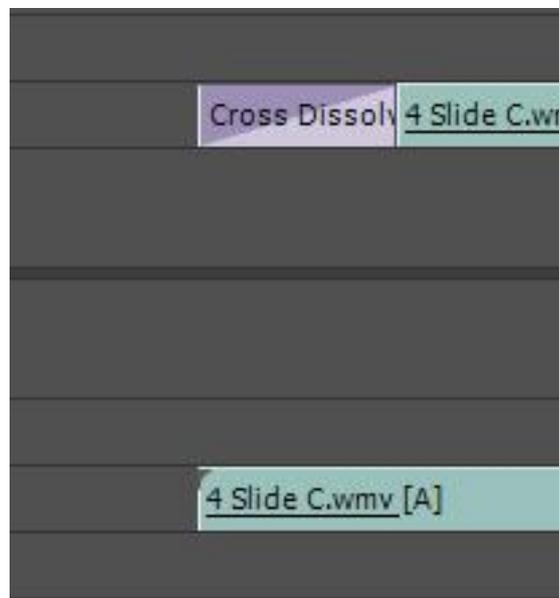
Transitions, Effects and Titling

Before you export your media, you may wish to add video transitions, effects or titles.

Transitions are methods of moving from one clip to the next. A common example of this is CROSSFADE, where one clip 'dissolves' into another. There are various transitions for both Video and Audio but the basic actions to implement them are universal.

Find the Transition you would like in the Effect window (usually found in the bottom left hand corner of Premiere) and drag the icon onto the start or end of your chosen clip.

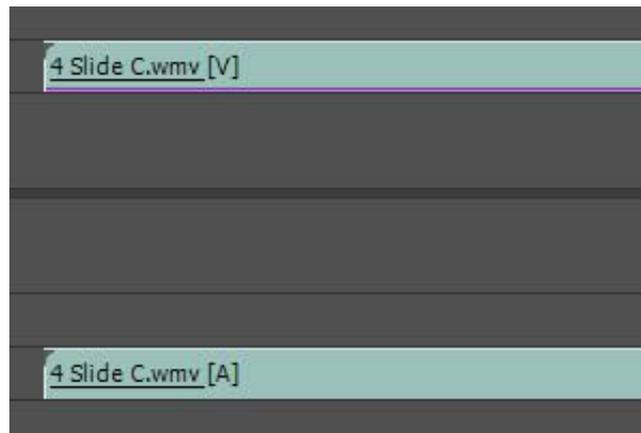
The clip will now have a purple, diagonally crossed boxed on the end that you placed the transition on.



Effects are applied to whole clips. An example of a commonly used effect is BRIGHTNESS AND CONTRAST, where levels of light can be altered to create a different looking clip to that of the original footage.

To apply an effect, drag the icon of the desired effect onto the main body of the clip which you wish to alter.

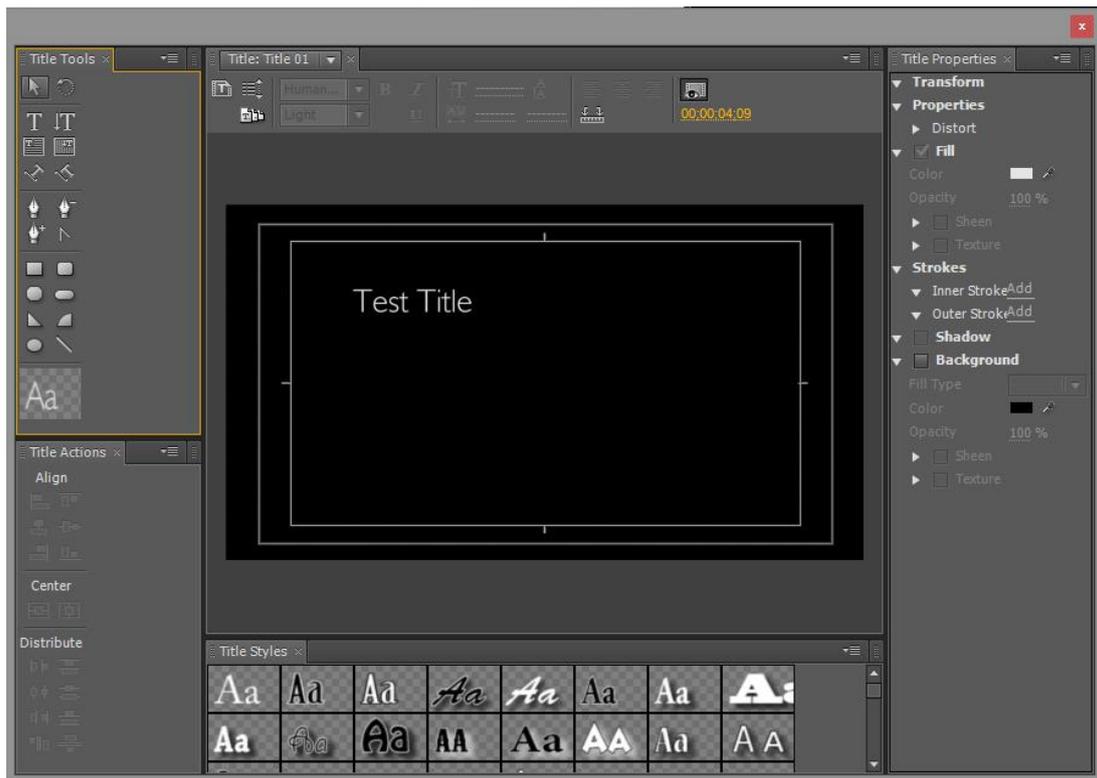
The clip will now show a purple bar across the bottom of it to show that an effect has been applied.



Titles can be thought of as just another piece of media. When you create a title, it can either sit on the timeline on its own (with no other media underneath it and therefore a black background) OR more commonly, it is placed on a higher track on the timeline and covers a chosen clip – therefore displaying both the text and the clip under it.



To create a Title, select FILE > NEW > TITLE



You will be prompted to set certain parameters. These will be pre-set according to your current sequence settings.

When the window opens, use the tools on the left to create text as you require it.

The **Title** should now appear in the Project Bin and can be interacted with as if it was any other media.

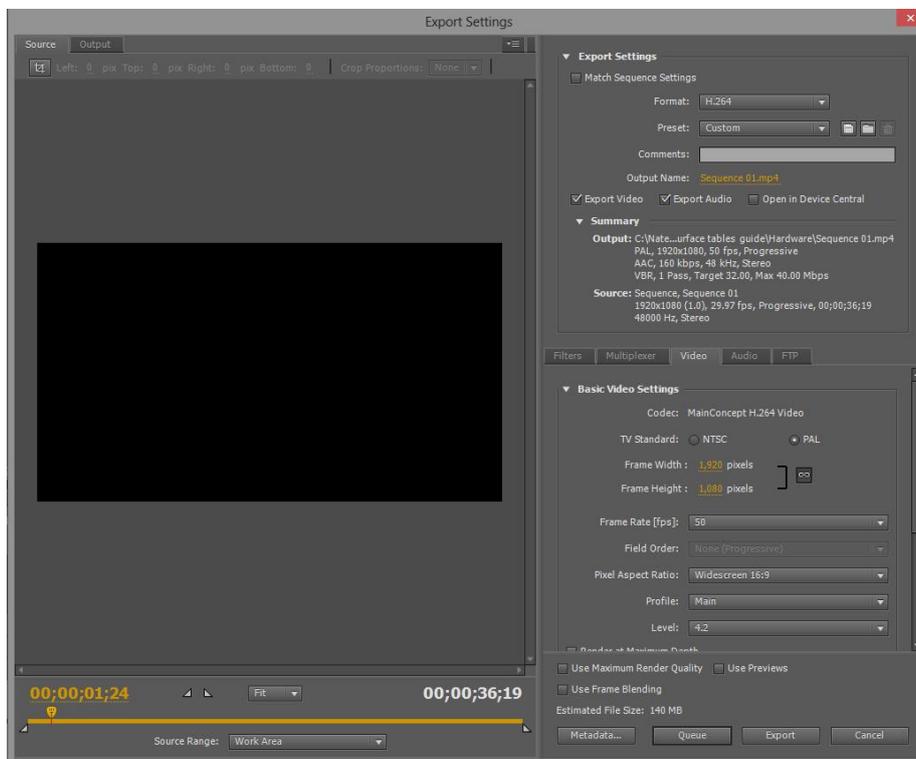
Export

When you have captured, edited and refined your sequence with effects, you need to **Export** the sequence. This process builds the collected clips into a self-contained video file that can be viewed on other devices.

There are many formats which you can export to (these include variations of resolution, frame rate, file compression, video codec, video container etc) and it's important to know how you wish to view the final media when deciding on these formats. There is no 'right' or 'wrong' format – some devices will not play some formats but otherwise it is a preference that each user defines for themselves.

To Export your sequence:

1. Click FILE > EXPORT and then select MEDIA. The Export window will open.



2. On the left hand side of the Export window you can see a preview of your sequence. On the right is a list of settings available to you. Select the format you wish to export to, select a file output name (and therefore location for the exported video to be saved to) and finally click EXPORT

3. When the export has finished, find your newly exported video in the saved location and test it has encoded correctly.

When you have finished your session, ensure all data is transferred from your SCRATCH Y: drive to an external hard drive and log off the PC.

Warning:

The Scratch Y: drive is temporary storage space to allow you to easily work on projects. All work saved to the Y: Drive is removed after 7 days and cannot be recovered. You must copy files to your own external hard drive before logging off the computer.

For more information on how to use Adobe Premiere CS5.5 links to the Adobe Premiere Pro website are provided on the Multimedia room webpage - <http://as.exeter.ac.uk/it/openaccess/multimedia/>
