



Editing Checklist

1. PLAN - Before you start editing, you need to consider your project and particularly:

- Audience
- Purpose
- Length

These will effect the editing of your project.

2. ASSETS – Gather all the things you need to edit including:

- Video footage
- Music
- Photos

3. CAPTURE – the process of taking the video footage from the camera to the computer

- Attach firewire cable from camera to computer
- Turn camera on to VCR
- Open editing software - make sure prefs are set to 25 FPS
- Use computer to rewind and play
- Click Import or Capture
- Click again to stop

4. SAVE – Remember to save regularly throughout the editing process.

5. EDIT – Depending on the type of project (promo/ music video/ interviews/ doco) you put the music first. Insert CD, drag track into iTunes Library. Import the sound file into editing software.

- Click on clip and drag to timeline (if you want whole clip)
- OR copy and paste a section of the clip by dragging yellow sliders under section you want then copy and paste into timeline.
- split clip, or drag ends to make shorter
- Copy and Paste clips in the timeline to repeat sections
- Add effects, transitions, Sound FX, voiceover, music
- Add titles, credits
- Adjust audio by selecting clip in timeline and sliding volume down
- SAVE

6. EXPORT – There are several options for exporting. Click on File, Export and choose the appropriate selection

- To Camera (master copy on tape)
- To iPod (then use iTunes to put the movie onto your iPod)
- To DVD (put movie on DVD)

- To Quicktime (Web/File/Janisons)
- To Email (share with friends/colleagues)