

Welcome!

- Production Office Overview
 - Equipment/troubleshooting questions:
 - camsprodn@carleton.edu (responsive M-F)
 - 507-222-5434 (responsive 7 days a week during hours of operation)
 - Hours of operation
 - Monday - Thursday: 10am - 5pm
 - Friday - Sunday: 12pm - 3pm
- Resources
 - [CAMS Production Office Website](#)
 - [Manuals/Quickstart Guides](#)
 - Cinematech slides





Agenda

- Media Lab Overview
- Media Management
- Drive Organization
- Creating a Project
- Ingesting Media
- Organization Within Project
- Basic Edit Tools

WCC 138 - The Media Lab



- Building Hours
 - Public
 - M-F | 7AM - 9PM
 - Sat - Sun | 12PM - 9PM
 - OneCard Access
 - Daily | 7AM - 12AM
- Media lab open for use unless a class is scheduled
- Only updates over breaks

Benefits of Using the Lab



- ITS and Production Office support
- Full Creative Suite
- Beefy M4 iMacs
- Community!

Media Management

Back-up Your Media

Best practice: **AT LEAST 2 DRIVES!**

- Hard Drives
 - Store data on physical, spinning disks
- SSD (Solid State Drive)
 - No physical moving parts
 - Faster
 - More \$\$\$
- The Cloud
 - A great 3rd back up, but watch for file corruption in downloading
- Cost-effective approach: 1 SSD for working, 1 hard drive for back-up.

Data Recovery

- Professional repair starts at \$1200 for a hard drive
- Can *try* DiskDrill, other free softwares
- Doctors HATE this one data recovery trick → Having a full, current back-up on a second drive.

Using the Lab Computers

- Plug external hard drives to the USB port *on the computer.*
- DO NOT plug external hard drives to the keyboard.

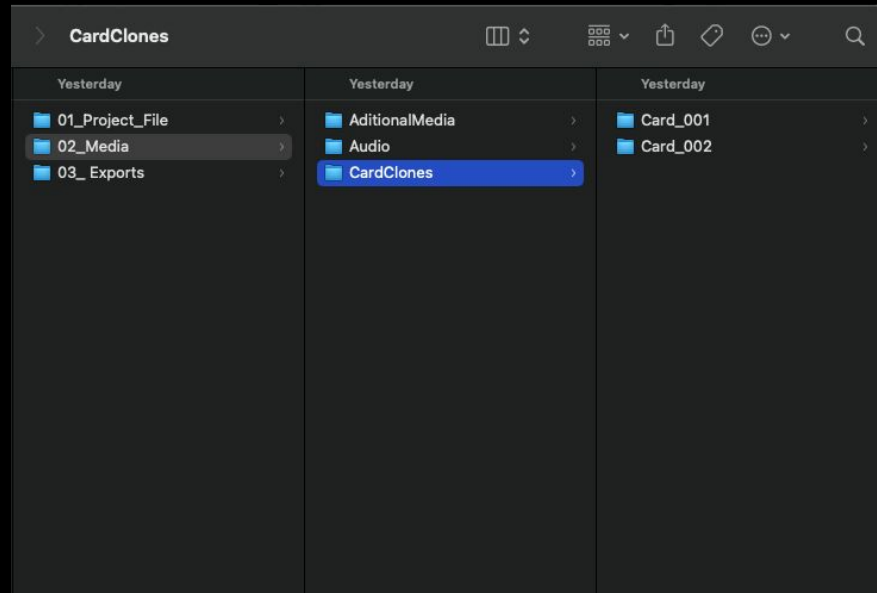


Formatting Your Drive

- All external hard drives should be formatted to:
 - Format: Mac OS Extended (Journaled)
 - Scheme: GUID Partition Map
- Will erase EVERYTHING.
- Name your drive based with your name.

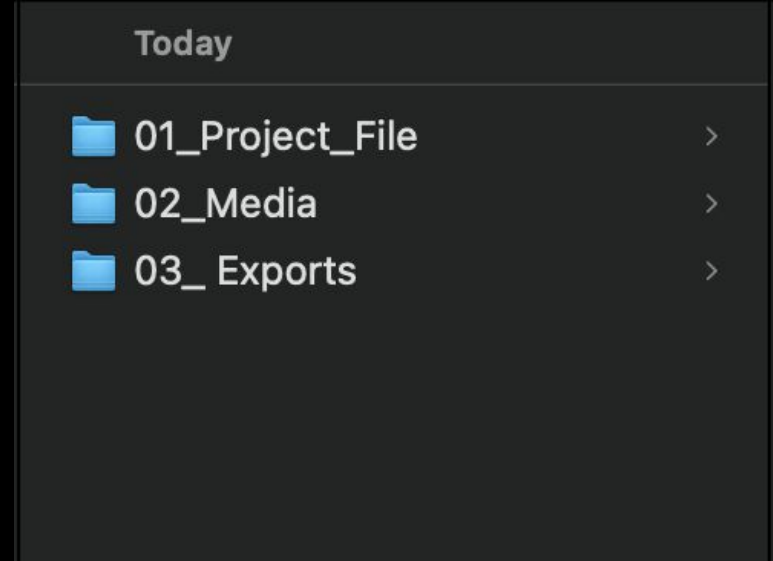
Preparing to Edit

- Copy ALL media and assets in one place i.e. your editing drive
- Do this before importing to Premiere Pro



File Organization

- Determine your system and stick to it.
- Clear structures makes it easy to avoid errors, especially with multiple collaborators.
- Your professor might suggest an organization or naming system: **follow their directions**



Let's Get Started!

Log in to Premiere Pro

[Link to Wiki Article](#)