Mister, How Do I…?

Start a new project in Final Cut Pro?

1. Open Final Cut Pro
2. Go to File in the upper left corner of the screen
3. Select New
4. Select Event
5. Name it for the project you are working on
6. Check the box for Create New Project
7. Click OK

Download resources from the Google Drive?

1. Open Chrome and go to our Google Drive folder (00. AV Production 1 Resources - All Periods)
2. Open the correct project folder for the project you are working on
3. Locate the ZIP files and Audio files to download
4. Right click on each file and select Download one at a time
5. If it is over 100mb in size, there will be a pop up window that tells you it cannot scan for viruses, click Download Anyway
6. Once the files have downloaded, open your Downloads at the bottom right in your Dock
7. Double click on each ZIP file to unzip them
8. Import into Final Cut Pro

Import footage from Downloads into Final Cut Pro?

1. Open Final Cut Pro and start a new project if needed
2. Click the Import arrow in the upper left corner of the FCP window

3. Select your User Name under Favorites in the upper left corner
4. Make sure you have the correct Event selected in the upper right corner
5. Select Downloads
6. Select Import All in the lower right corner

7. Wait until all files have been imported before looking at your footage

Import footage from an SD Card into Final Cut Pro?

1. Open Final Cut Pro and start a new project if needed
2. Insert your SD card into the card reader on the back of the iMac
3. Click the Import arrow in the upper left corner of the FCP window

4. Select your SD card under Devices in the upper left corner
5. Make sure you have the correct Event selected in the upper right corner
6. Select Import All in the lower right corner
7. Wait until all files have been imported before looking at your footage
8. Eject your SD card by dragging it to the Trash Can
9. Remove your SD card from the computer and return to your camera

Export my finished movie?

1. Make sure your audio levels are all correct! Voice over and on screen voices should be set between -6dB and 0dB
2. Make sure you have your Project/Timeline selected as your active window in FCP by clicking anywhere in the space
3. Select the Share icon in the top right ⬆
4. Select Export File
5. If it says "Untitled Project", name your project "Project Name - Your Name"
6. Check the Settings to make sure the Video Codec is set to H.264
7. Select Next
8. If you did not name your project correctly before, you can still do it here
9. Select Desktop as your location
10.   Click Next

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11.   Wait for it to finish and it will pop up on your screen for you to view and double check that everything is correct and looks/sounds perfect

Turn in my finished project?

1. After your project has finished exporting, you will see the thumbnail on your desktop
2. Open Chrome and go to our Google Drive folder (00. AV Production 1 Resources - All Periods)
3. Open the correct folder for the project you are turning in
4. Open the correct folder for your class period
5. Drag your finished movie file to the folder
6. Once it has finished uploading, open Empower and go to our class
7. Open the Empower project that you want to turn in
8. Select Step 2 Action
9. Select the Google Drive icon 🗂️
10.   Type the name of the project in the search bar and press Return
11.   Click on the folder with the corresponding project name, not the circle
12.   Click on your class period name, not the circle
13.   Locate your movie file and click the circle
14.   Go to the My Locker tab
15.   Click on the circle for your project to turn it in to me