

# Avid Media Composer 7

## Elon University – School of Communications

### Necessary Equipment:

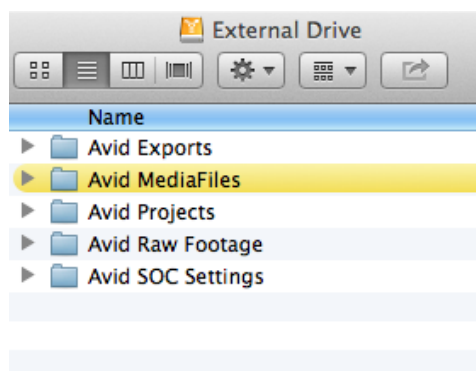
- External Hard Drive (500GB or more – USB 3.0/Firewire 800)
- Avid Media Composer 7

### Work Flow – Introduction

When editing, or working with video files be organized. Avid Media Composer 7 (MC7) does a fantastic job helping with organization, but it does require some work on your part. Once set up, the speed of your workflow will be increased and you will know exactly where everything you need is located.

### Media Management:

Now you will be preparing your hard drive for its future in working with Avid. When you create your first project, MC7 will create one of five folders for you on your hard drive called, “Avid MediaFiles.” **Don’t Alter This File!** Avid creates this folder in a specific format, and if altered will not be able to locate the file when working. Do not change the name of this folder or the location. Do not place this folder inside of another folder.

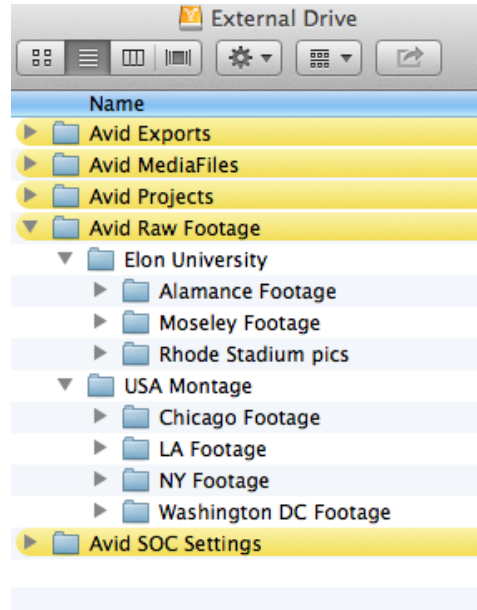


In addition to the “Avid MediaFiles” folder, you will need to create 3 additional folders.

- Avid Exports
- Avid Projects
- Avid Raw Footage

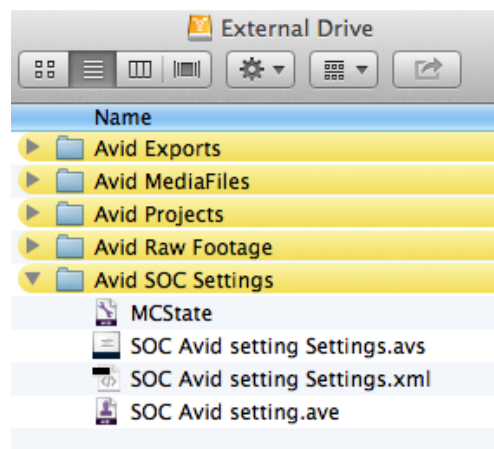
Each folder will contain separate files corresponding to their name. For example, the “Avid Exports” folder will contain all files exported from Avid (.mov, mp4, etc.). The “Avid Projects” folder will contain all the projects you have worked on in Avid.

The “Avid Raw Media” folder will require more work on your part. Raw media (ie. video, audio and still pictures) should all be placed in this folder. **Before** using the raw media in an MC7 project, users should organize and label media accordingly.



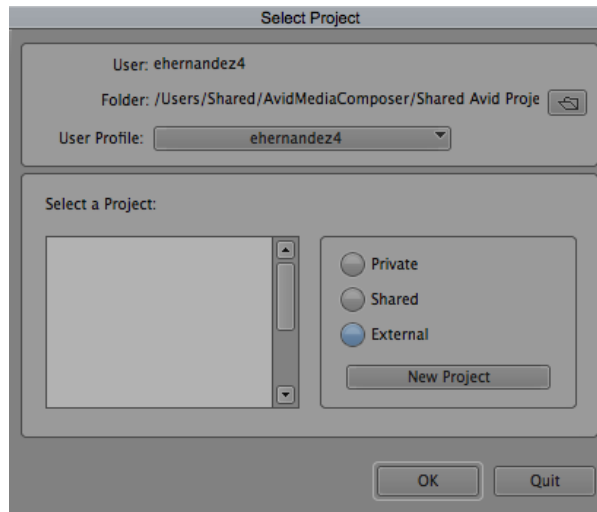
Once the labeled media is organized and stored in the raw media folder, Leave it Alone. **Once files have been linked to MC7, you should not move or rename media files.** If files are moved or renamed, Avid will not be able to locate these files resulting in the “Media Offline” message.

Finally a fifth folder, the “Avid SOC Settings” folder will contain specific Avid settings that contain keyboard shortcuts and workspace layouts created for students by Elon. Your professor can provide this folder.



## Starting a Project:

Now that your hard drive is fully set up, it's time to start your Media Composer project. First launch the program. Once Media Composer has loaded, you will be prompted with a start up screen that will look similar to the image below. Once you have selected all the proper settings for your project, your screen should look almost identical.

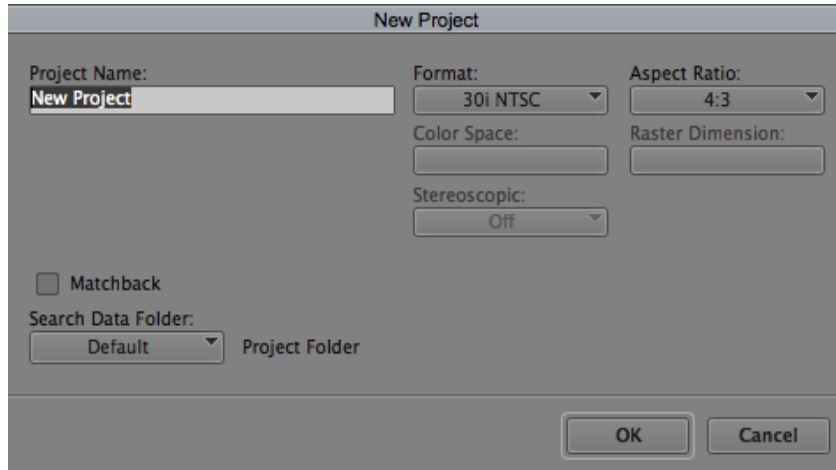


Select your hard drive. There is a small icon that resembles a folder in the top right of the start up window. Click this icon and it will take you to the Finder window where you will select your hard drive. Then select your "Avid Projects" folder. (**Note:** don't select a project if one already exists. You only need to select the folder) Now you are okay to hit "open" This will take you back to the start menu.

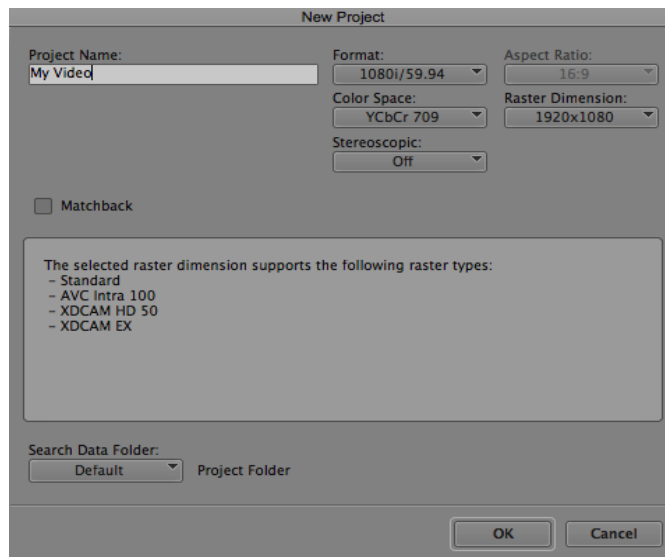
The next step is to select the user profile. If working on a school computer you will have to do these steps every time you launce MC7. If you are using Avid on a personal computer you will only need to do these steps once. Under user profile you will want to select "import user profile" from the drop down menu. This is where you will select the "Avid SOC Settings" from your hard drive, just like you selected your "Avid Projects" folder.

The third step is to select "External" from the three choices located at the bottom right of the window.

Once you have completed these steps select New Project. This will take you to a second window. This is where you will be able to name your project and select the proper format you wish your sequence to be in.



Under “Format,” you will be presented with a few options. Select the desired Format. This example will use: 1080i/59.94. This will change the window a little bit so don’t be alarmed. Leave all other options set to their default settings. Give your project a name. This example uses the name “My Video.” Now you are able to hit “OK.”



One final time you will be sent to the first start up window. Make sure your project is highlighted in the “Select Project” section and hit “OK.” This will fully launch Avid.

