

Vegas Movie Studio Platinum 9.0 Digital Video Editing

User Guide

This guide describes edit station procedures and how to use Sony Vegas Movie Studio editing software on a PC.



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Media Development Room Procedures and Rules

Eligibility for Using the Media Development Rooms

To use a Media Development Room, you must be a Douglas College student or employee with a current Douglas College ID card.

Booking the Media Development Rooms

There are two Media Development Rooms, room 3144 in New Westminster, and room B1251 at David Lam. To book an editing station in a room, go to CEIT room 3100 at New West or CEIT room B1250 at David Lam. You may book a station up to a 4-hour time block. If you do not arrive within the first 15 minutes of your start time, your station may be given to another user.

Training

Employee Workshops: Employees can request a 2 hour workshop.

Student Orientations: Faculty can book a 1 hour orientation to video editing for their students.
The Media Development Rooms are for Douglas College projects only.

To book training, call the CEIT Help Desk at 604-527-5330.

Hours of Operation

The Media Development Rooms are available during CEIT operating hours, 8:30am to 4:30pm. Outside these hours, you may access the rooms by showing a valid employee or student ID card to Security. Security will provide access.

Regular Hours (Both Campuses)

Monday to Friday	8:30am to 4:30pm
Saturday and Sunday	Closed

Outside Hours

New Westminster Campus

Monday to Friday	4:30pm to 9:30pm
Saturday and Sunday	7:00am to 7:00pm

David Lam Campus

Monday to Friday	4:30pm to 9:30pm
Saturday	8:30am to 5:30pm

Equipment

- Each room has three video/audio stations for digital video editing, and one graphics station with scanner and printer. Memory card readers, for cards such as SD cards, are installed in each computer.
- MiniDV camcorders for capturing video footage can be signed out through the Library.

Continued next page

Media Development Room Procedures and Rules

Technical Assistance

Check the Douglas College Digital Video Editing User Guide.

During regular hours: At New West, request help at the front counter of room 3100.

At David Lam, room B1251, call the Help Desk at 604-527-5330.

Backup Media Files

Users are responsible for the back up of all project files.

CEIT does not back up editing stations. All video files will be deleted the end of each semester.

NOTE:

You must use the same editing station to access your previous files.

Or, back up all your files each time on your personal USB drive.

(We recommend at least 32 Gb size USB drive.)

Please have consideration for others: do not unplug or change the edit suite cables.

Getting Started

Steps To Begin an Edit Session

1. Turn on the **TV**, **VCR**, and **computer monitor**.
2. Set the **VCR Input Select** to **L1** (Line 1).
3. Turn on the **computer** and log in.

Login Procedure

There are three video editing stations. Each one has its own login: station1, station2, station3.

First Login:

Username: station1
Password: (No password)

- ✓ Workstation only

Open Editing Software



On desktop, double click on icon "Vegas Movie Studio Platinum 9.0"



1. New Project Window opens.

2. Name your project under **Project Name**.
3. Select **Browse** button and select **station1 (F:)**
4. Select **OK**.

You have named your project and created its folder on the F: drive.

5. **Show Me How** dialogue box opens, select **Close**.

You are now in the Vegas main editing window.

Vegas Orientation

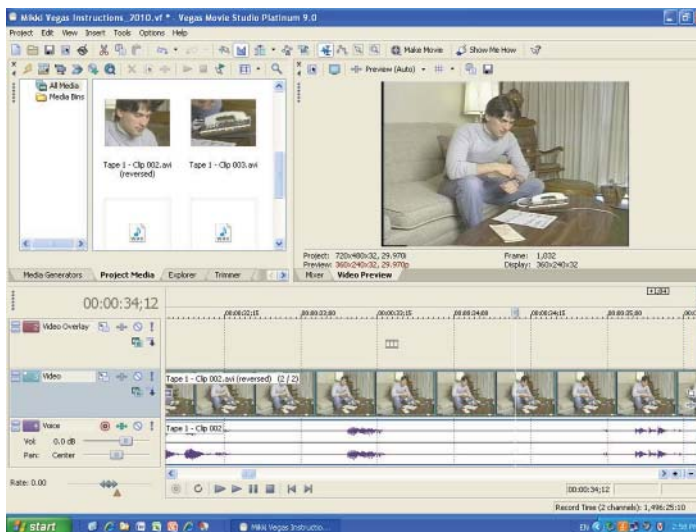
Main Editing Window *naming key areas of the software*



Vegas Orientation

Main Editing Window

Vegas opens automatically displaying the main editing window. This window consists of three primary areas. The Track header and Timeline are in the lower half of the window, and the Windows Docking Area in the upper half. Start by familiarizing yourself with these areas of the Vegas screen. As with most Windows programs, there is a **Menu Bar** under the title bar containing menu items such as Project, Edit, View, etc.



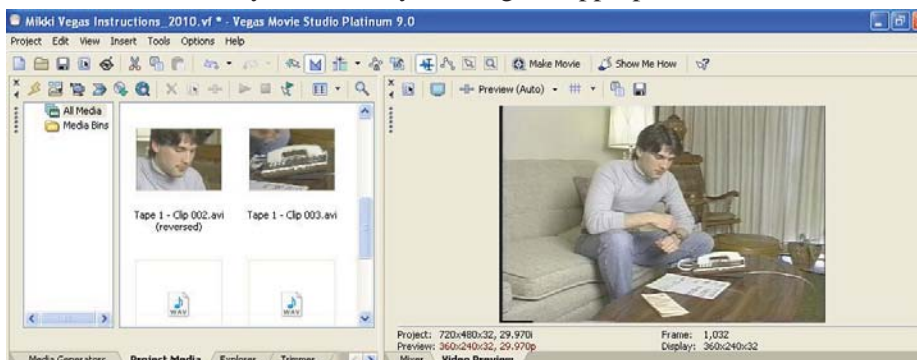
Toolbar

There is a **Toolbar** immediately below the menu bar. The toolbar contains shortcuts to frequently used options.



Window Docking Area

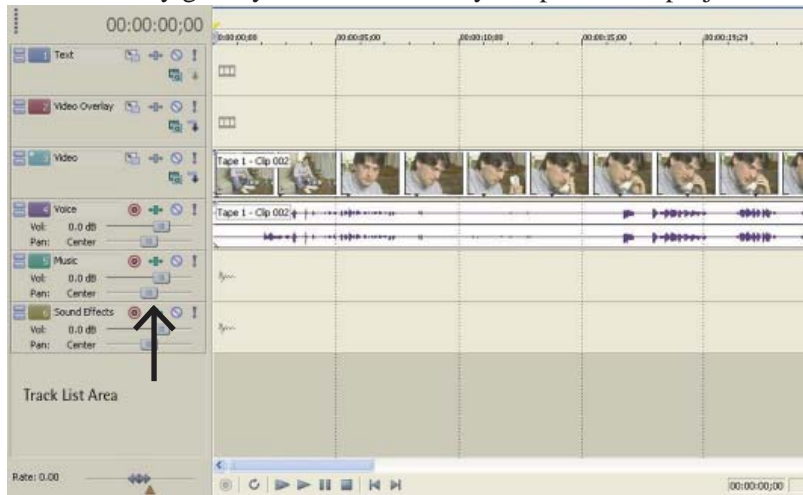
Below the Toolbar is the **Window Docking Area**. Several windows are arranged in a tabbed format. The tabs are located at the bottom left area of the screen. The Window Docking area holds your commonly used features such as Project Media, Preview Window, Media Generator and Audio levels, which you access by clicking the appropriate tabs.



Track List

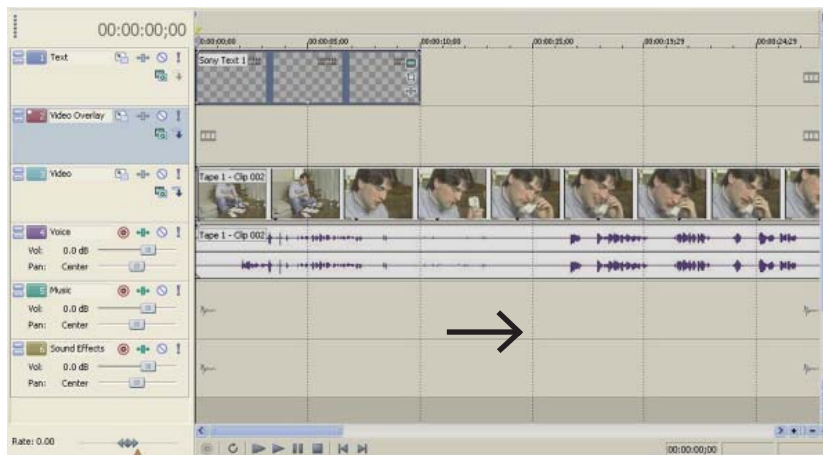
The **Track List** area defines the order of the video and audio tracks in your project and contains controls that will effect the entire track.

Vegas automatically gives you 6 tracks when you open a new project.



Timeline

Arranging and editing is done in the **Timeline**. This area contains the video, audio, stills and titles that will appear in the show you are creating. The Timeline offers vertical and horizontal + and – buttons, which are located near the bottom right-hand corner of the Timeline.



1. Use the **vertical +** and – buttons to enlarge or shrink the size of the image in the Timeline.
2. Use the **horizontal +** and – buttons to increase or decrease the amount of video time you see on the Timeline. These buttons also allow you to adjust the size of the working area. You can zoom out to see everything on the Timeline at once, or zoom in to the area that you are currently working on.

Master Audio Levels

Beside the Windows Docking Area is the **Mixer Window**, where you can view your audio levels (click on Mixer tab). Final audio adjustments are made here before you export your project to tape. Setting should be around 18.



Preview Area

The **Preview Area** screen shows the video being played from the Timeline, Trimmer, or previews video played within the Explorer or Project Media windows.

Here you can:

1. Save a frame of video as a still image.
2. Select **Preview on External Monitor** button to see your video on the TV.



Camcorder

Connecting MiniDV Camcorder or VCR

1. Power the camcorder or VCR by plugging the AC adaptor into the wall power outlet and into the camcorder or VCR.
2. Plug the small end of the firewire cable (4-pin) into the camcorder or VCR. (You will find the firewire cable on the editing suite desk, one end already connected to the computer.)

Loading MiniDV Tape in Camcorder

The camera used in these illustrations is a Canon ZR60.

1. Provide power to the camcorder.
2. Slide open the **Open/Eject** lever located on the bottom of the camera.
3. Fully open the door until it clicks. The tape transport mechanism opens automatically.
4. Load MiniDV tape gently into cassette holder with tape window facing up, i.e., the tape take-up spools must face the white spindles inside the tape transport mechanism.
5. To load tape into camera, press down on the black bar on the word **PUSH**. See photos. Wait while the camera automatically inserts the tape.



Do not force this.

6. Push the door closed.



Capturing

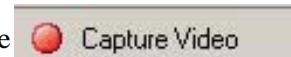
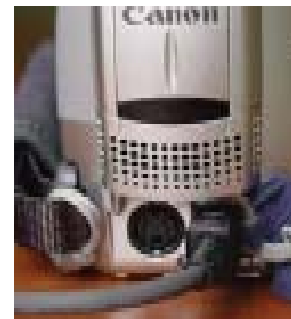
Capturing Video from MiniDV

Before editing can begin, there must be video images in the computer. The process of getting the video from tape into the computer is referred to as capturing the video. A video file in Vegas is an “.avi” file. (A still image file is typically a “.jpg” file.)

1. Connect the camera to the computer with a firewire cable (the one with a four-pin plug) and set the camera to **Play VCR**.
2. If the Digital Video Device dialogue box opens, select **Cancel**.
3. On the menu bar click **Project** and select **Capture Video**. A dialogue box appears **Capture Video**, select **DV**, then select **OK**.
4. The **Verify Tape Name** dialogue box appears. Name your tape by typing into the File name box, for example, **Tape 01**.
5. Below the tape name, select the first option: **Don't capture any clips right now**. To manually start and stop the capture, click **OK**.
6. Click **Play** on the Video Capture controls and find the beginning of your first clip. Roll back about 10 seconds, if necessary, rewind tape first.
7. Press the round **Capture Video** button at the bottom, left-hand side of the window.

It will turn red when selected.

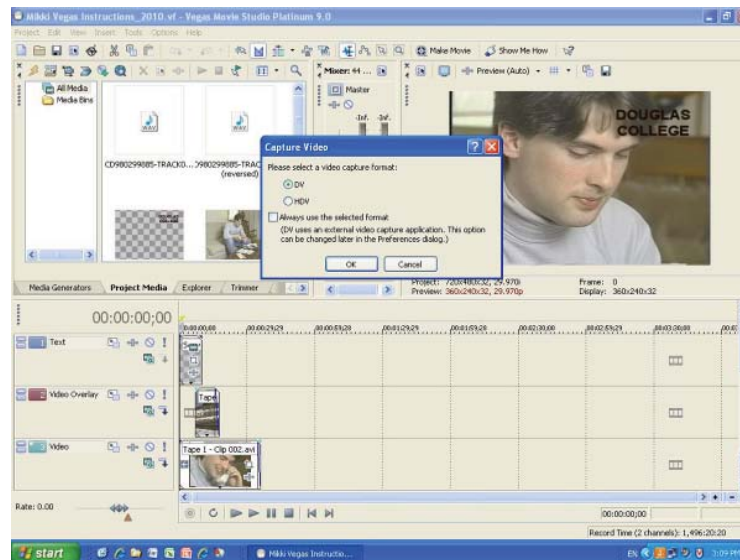
8. To stop capturing, click the square **Stop** button (it will turn blue when selected).



9. Right-click the clip and rename it. All captured video will automatically be stored in your project media area.
10. Close Video Capture window.

Capturing from VHS VCR

1. Ensure the firewire cable from the DV source is unplugged.
2. On the menu bar, select **Project/Capture Video**. A dialogue box called **Capture Video** is displayed. Select **DV**. Select **OK**.



3. The **Verify Tape Name** dialogue box appears. Name your tape by typing into the File name field, for example, **Tape 01**.
4. Below the tape name, select the first option: **Don't capture any clips right now** to manually start and stop the capture, select **OK**.
5. Click **Play** on the VCR to find the beginning of your first clip.
6. In the **Vegas Capture Window**, press the round **Capture Video** button (it will turn red when selected).
7. To stop capturing, press the square **Stop** button twice in the Vegas Capture Window (it will turn blue when selected).
8. Press **Stop** on the VCR. Repeat steps 4 to 7 to capture other video clips.
9. Right-click the clip and rename it.
10. Close the video capture window. Video will automatically be stored in your **Project Media**.
11. Select **Project/Save**.

Import Media

To import photo, video or audio files

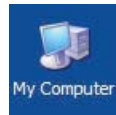
Photos (or stills) such as .jpg and others, video such as .avi, .wmv, .mpg and .mp4 files, as well as HD (High Definition) files, and audio such as .wav and .mp3 files, can all be loaded onto your computer, then imported into your Project Media area and used in your show.

Each computer has an internal card reader that supports CF I, CF II, MS, MS PRO, Microdrive, MMC, SD, SM, MS Duo, xD, miniSD, RS-MMC, and TransFlash.

1. Minimize the Vegas software.
2. Insert the memory card or USB drive containing the file you wish to import.
3. A **(G:)** drive dialogue box opens



4. Select **Open folder to view files**.
5. Select and copy the file you wish to use. To copy, select the file and press **Ctrl + C**.
6. Double click on **My Computer** to open it.
7. Open the **station1(F:)** drive.
8. Open your previously created video folder, then open your **Media** folder.
9. Paste the file into your **Media** folder on the F: drive.



10. a) Select **Safely Remove Hardware** (green arrow icon located in lower right tray on your computer screen)
- b) Unplug your memory card or USB drive.



11. Maximize Vegas software.
12. In your Vegas software, select **Project / Import Media**.
13. Select the media file you pasted into your **Media** folder on the F: drive.
14. Select **Open**. The file is now located in **Project Media**.

The media you have now imported can be dragged from your Project Media area down to the editing timeline to be included in your show.

Editing

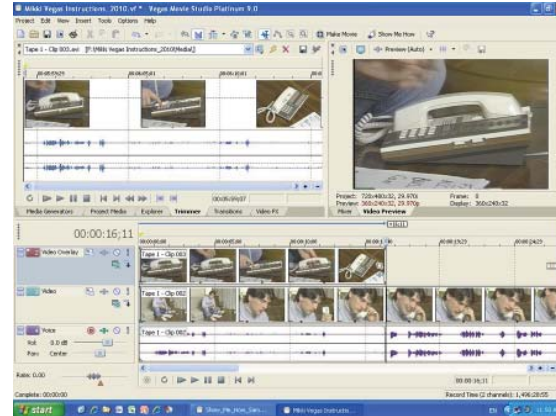
When you first open a Vegas project, the cursor appears at the beginning of the Timeline. The position of the cursor within the Timeline determines where your video starts playing. Before you add a video clip to the Timeline, you must first trim your video to get the proper In and Out points.

To start:

1. In **Project Media**, double click the video clip you want to edit.

It will load into the Trimmer.

The Trimmer is used to select specific **In** and **Out** points for the video that will go into your timeline.



2. Hold down the left mouse button and highlight the section of the clip you want in your production by dragging the mouse to the right. Watch your software preview monitor when making your selection.
3. Once you have created this highlighted section, move the mouse to the left hand side of the selection. The cursor changes to a double arrow. Drag the cursor in or out to fine tune your video **In** point. The video **In** point is the beginning of the shot that you want your audience to see.
4. Place the cursor on the right hand side of the selection. The cursor changes to a double arrow. Drag the cursor in or out to fine tune the video **Out** point. The video **Out** point is the end of the shot that you want your audience to see.
5. Click the selected video and audio. Holding down the left mouse button, drag the selected clip down to the Timeline. (Make sure both audio and video are highlighted in blue.)

Each video and audio clip on the Timeline is called an **Event**.

Editing within the Timeline

The square bracket keys on your keyboard, [], allow you to move to the beginning and the end of a clip. The left bracket key moves the cursor to the beginning of a clip, the right bracket key moves the cursor to the end of a clip. A tall, flashing line - the cursor - indicates your position on the Timeline.

1. To access a point within a clip, move the mouse pointer to the desired position and click. The cursor will move to this position. You can now select **Play**.

2. To watch your video clip, go to the beginning of the clip and select **Play**.
3. If further adjustments need to be made, place your cursor over the left or right edge of your video clip. The cursor changes into a double-headed arrow.
4. Hold down the mouse button and drag the edge of your video clip to the left or right. This will add or remove video footage from your Timeline, changing your **In** or **Out** points.
5. Watch your preview monitor as you drag the clip. This will help you to decide your new **In** and **Out** points.

Dragging your clip too far to the right will cause the clip to freeze on the last frame of captured video.

Inserting a Video Clip

At times you will want to add video without disturbing your audio tracks. To insert a video clip over top of another video clip:

1. Open **Project Media** and double-click the video clip you wish to insert in order to open it in the **Trimmer**.
2. Use pre-existing track labelled **Video Overlay**.
3. In the **Trimmer**, select the exact segment of the video clip you wish to insert.
4. Drag the selected segment to the **Video Overlay** track.

The uppermost track within your timeline is always the one shown.

Inserting Time into the Timeline

Non-linear editing allows you to insert space into your Timeline. For example, you may have finished your show and then realize you need to add a new piece to the beginning or middle of your project. Note: If a cursor is placed in the middle of an event, the event will split.

1. Select the track you wish to insert time into, by clicking it once on the timeline .
2. Place the Cursor at the point where you want to insert time.
3. (Or press **Ctrl-A** to select all the tracks in your project).
4. Select **Insert / Time**. The **Insert Time** dialogue box opens.
5. Enter the amount of time you want to add to your project. For example, to add 10 seconds, type in 00:00:10:00.
6. Click **OK**.

7. Add new event(s) to the created space.
8. To close any gaps between the new material and the rest of the project, select **Auto Ripple** from the task bar. Drag the first clip of the old material to the left to join the new material. All other clips will follow.
9. Deselect Ripple Edit. (This step is crucial.)

Crossfades and Other Transitions

It is very simple to create a Crossfade between two video clips. If **Automatic Crossfade** is highlighted, crossfades are created automatically by overlapping the two clips. The more you overlap the clips, the more time will be used to do the crossfade. The average Crossfade is one to two seconds long.

As the clips touch, a tall, blue **X** appears in the overlapped portion of the video clip, indicating the Crossfade area. Other Transitions like wipes and barn doors can easily replace the crossfade. Simply follow the steps below.



Automatic Crossfade

1. Select **Automatic Crossfade** and **Ripple Edit** on the Toolbar.
2. Overlap the two clips by clicking and dragging the second clip on your timeline over top of the first one. The more you overlap the two clips, the longer the fade.
3. To check the duration of the Crossfade on the status bar at the bottom right of the Timeline window, double-click the timeline where the audio or video overlaps. This highlights the crossfade. Three figures are displayed on the status bar at the bottom right of the timeline window:
 - a) The first figure is the **In** point of the selected area.
 - b) The second figure is the **Out** point of the selected area.
 - c) The third figure is the duration of the Crossfade.
4. Turn off **Automatic Crossfade** and **Auto Ripple** by clicking them again.

Other Transitions

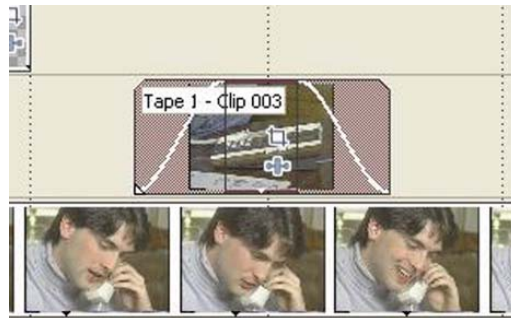
1. Follow the steps above for creating a crossfade.
2. Go to **Transitions** in the Windows Docking Area.
3. Select a new transition and drag and place it on the timeline on top of the current crossfade (to replace it).

4. A dialogue box will open that allows you to make adjustments to the transition. Close the dialogue box after making adjustments.
5. To try other transitions, follow steps **2** to **4** until you find one you like.

Fade In / Fade Out

Fade Ins and Fade Outs work on all events: audio, video, stills and titles. An average fade is one to two seconds.

1. Move the mouse to the upper left-hand corner of an event for a **Fade In** or to the upper right-hand corner for a **Fade Out**. The pointer image turns into a quarter pie shape.
2. Click and drag toward the centre of the clip to create the fade. Once again, the farther you drag, the longer the fade. The duration of the fade is displayed in a yellow box beside the pointer as you drag. The duration changes as you resize the fade.



Titling: Text

Fonts

When selecting your font or type size, a 48-point minimum is recommended. Given that small type is difficult to read on television monitors we recommend using no more than 3 lines of text per title screen. Use sans serif fonts such as Arial or Verdana (rather than serif ones such as **Times New Roman** or Lucida.)

Colours

Video monitors and television monitors display colours differently. Certain colours do not look good on television, notably vibrant colours such as hot pink, bright red, and lime green.

Contrast

Make sure your background colour contrasts with your titles. It is best to use dark coloured letters against a light background (e.g., deep blue text on white) or light coloured letters against a dark background (e.g., white text on black).

Title Safe Area

Keep your titles in the **Title Safe Area**. When typing your text in Vegas, view the Title Safe Area red box on the Placement tab. Titles or graphics outside the red box may be lost from view.

Create Titles Over Moving Video

1. Select the track ‘Text’ already in track list. A blinking cursor appears.
2. In the **Window Docking Area**, select **Media Generators**. Select ‘Text’ in the left column then select a text preset in the right column.
3. Drag the text preset that you have selected to ‘Text’ track over the exact spot of the video you wish to create a title over.
4. Place the cursor at the beginning of your title in order to see it in the Preview Monitor..
5. Enter and edit your text in the **Media Generator** box that appears. Here you select font properties, title placement and effects.
6. The title will appear in the **Preview Monitor** .
7. Close the **Video Media Generators** box.
8. To edit the Title text, reopen the Video Media Generators box by clicking the top right-hand corner of the Title event’s **Generated Media** box.

Titling Fades

1. To **Fade In** your Title, place the cursor in the top left hand corner. The cursor changes to a pie shape with a double-headed arrow. The yellow opacity info box appears displaying the duration of the fade. Click and drag the pointer to the right. You will see the duration of the **Fade In** in the opacity info box. (An average Fade In is one to two seconds.)
2. To **Fade Out** your Title, place the cursor in the top right hand corner. The cursor changes to a pie shape with a double-headed arrow. The opacity info box appears displaying the duration of the fade. Click and drag the pointer to the left. You will see the length of the **Fade Out** in the opacity info box. (An average Fade Out is one to two seconds.)

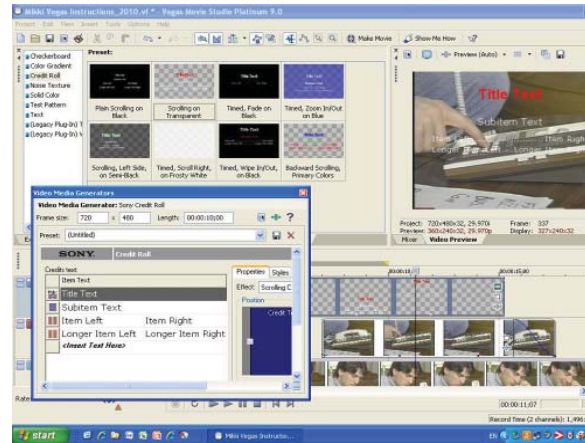
Credit Roll

Creating a Credit Roll Over Moving Video

1. In the Window Docking Area, select **Media Generators**.
2. On the left hand side, select **Credit Roll**. Preset options appear on the right.

- Click and drag **Scrolling on Transparent** into the Title Track on the Timeline.

Place the **Credit Roll** event on the Text title track above the video clip where you want the Credit Roll to appear.



NOTE:

A common mistake is placing the Credit Roll on the same track as the video. Doing this will cause the Credit Roll to replace the video.

- Place your cursor over the beginning of your **Credit Roll** in order to see it in the **Preview Monitor**.
- Close the **Video Media Generators** box.
- To edit the Credit Roll text, reopen the **Video Media Generators** box by clicking the top right-hand corner of the Credit Roll event.
- Select **Project/Save**.

Slow Down the Credit Roll

Once you have positioned your Credit Roll in the Timeline:

- Hold down the **Ctrl** key, click the right edge of the credit roll clip, and drag it to the right.
- Drag the clip out to the desired length.

NOTE: The credit roll will not display smoothly until rendered. You can render now or at the end of your project. (See Selectively Prerendering Video Effects.)

If Credit Roll is Looping (repeating)

- Right-click the Credit Roll. A menu appears.
- Select **Properties** at the end of the list. The **Properties** dialogue box opens.
- Select the **Video Event** tab (if necessary).
- Deselect the **Loop** option.
- Click **OK**.

Rendering

Any fade, special effect, or title requires rendering. This is the process of creating each frame of an effect so that it plays back smoothly in the Timeline. When you finish your show and export it to tape, Vegas will render all unrendered effects in your show before creating a DVD or starting to output to videotape.

Vegas previews unrendered effects in lower quality form. This is helpful for previewing your effect. If you are not satisfied, you can selectively prerender your video effects as you work. Rendered effects play at full quality.

Selectively Prerender Video Effects

To render temporary preview files for the section of your show that contains an effect, for instance, title, fades, or slow motion:

1. **Select the area** of your show that you want to preview. (If no time is selected, the entire show on the Timeline will be used.)
2. Place the cursor on the grey **Timeline Marker Bar** (above the Time Bar) at the beginning of the video segment you want to render. Click and drag until you have highlighted the entire segment.
2. From the **Tools** menu, select **Selectively Prerender Video**. The Prerender Video dialogue box appears.
3. From the **Prerender As** drop down list, select **Video for Windows (*.avi)**, if it is not already selected.
4. Click the **Render loop region only** option.
5. Click **OK**. The rendering process begins, and a progress box appears.
6. When completed, a **blue bar** appears at the top of the Timeline to indicate each rendered section.
7. Select **Project/Save**.

Audio

The Video/Audio Stations work with three kinds of audio: narration, music from CD, and the audio that comes automatically with video.

To listen to your audio:

1. If only one person is editing, use the USB headset with microphone.
2. If you need a second person to hear the audio played back:
 - a) Unplug the USB headset with microphone and
 - b) use the two standard headsets (located on the desk)
 - c) if you get an error message select Project/Save and continue. Headphones will work.

Audio Levels

As you edit, be aware of your audio levels.

- a) View audio levels in the **Mixer Window** at the top centre of the screen,.
- b) If you don't see it click on the **Mixer Window** tab.
- c) The Mixer Window's **volume slider** should be set around 18, and audio tracks should be adjusted so that the numbers at the top do not go above 0.0 for the duration of your project.
- d) Audio adjustments are made within individual audio tracks.

Adding Narration

Prepare to Record

1. To create a new Audio Track: On the Menu bar, select **Insert /Audio Track**.
2. Right-click the new Track and select **Rename**. The name box on the Track turns white and a blinking cursor appears. Enter **Narration** in the track's Name field.
3. Arm (prepare) the track for recording by selecting the round **Arm for Record** button in the **Track**.
4. You will see a speaker icon on the audio track.
 - a) Left click on the icon.
 - b) Select the **left** speaker option.

Adjust the Headset Microphone

1. Ensure the USB headset with microphone is plugged into USB port.
2. Talk into microphone and adjust Volume slider on audio track (left) to the desired volume.

Record Narration in Vegas

1. Talk into the microphone, checking audio levels on the **Narration Track List** as you speak. A green LED display appears in the Audio Track of the Track List.

2. As you talk, adjust the levels until you get a level between 15 and 3 (around 12).
3. Staying within the narration track, move the cursor on the **Timeline** to the point where you want your narration to start.
4. On the **Timeline Transport Bar** located below the timeline, click the **Record** button to begin recording.
5. To stop recording, click the **Record** button again, or click the **Stop** button on the Transport bar. The Recorded Files dialogue box is displayed.
6. In the **Recorded Files** dialogue box confirm the file name and location of your recorded audio.
7. Click **Rename** to change the file name or click **Delete** or **Delete All** if you do not want to save the recorded files.
8. Click **Done**. Your recorded file is displayed as a new **Event** in the timeline and it is added to the **Media Project**.
9. When all narration is finished, select the **Narration Track List** and click the red **Arm for Record** button to deselect.
10. To view the volume levels of your audio track(s), view the Master audio **Mixer Window**.
11. Select **Project/Save**.

Extracting Audio (Music) from a CD

1. Insert a music CD into the top CD-ROM drive. A dialogue box opens with options, click cancel.
2. Within Vegas, on the menu bar select **Project /Extract Audio from CD**.
3. Select the music track you want to add by selecting **Play** to listen to the track.
4. Select **OK** to import the track into Vegas. The **Save As** window opens.
5. Enter the file name, and ensure it is saved to **station#F:drive/project name/media** folder. The audio will be extracted, saved, and put into your Project Media.
6. In the **Trimmer**, select the music segment you want in the same way you trimmed a section of video earlier.
7. Drag the music file from **Trimmer** to the **Music Track**.
8. If you need only a small portion of music for your production, double-click the music file in the **Media Project** to open it in Trimmer.
9. Select **Project/Save**.

Automatic Audio (audio from the videotape)

The third type of audio is the audio that comes when you capture your video. When you add video that contains audio to the timeline, an audio track called **Voice** is automatically utilized.

Adjusting the Volume Within the Audio Track

Adjust the volume by adjusting individual audio events. Within each audio clip, you can adjust the volume for the whole clip, or for portions of the clip. For instance, you may have a music track that you want to be louder when the title sequence appears and then fade into the background when your narrator is speaking.

To adjust the volume for a whole event:

1. Select the **Audio Event** that you want to adjust.
2. Select **Shift + V**. A **blue line** appears in your Audio Event.
3. When the mouse pointer is over the blue line on the audio clip, it will turn into a pointing hand. Click the blue line to drag the volume of the whole audio clip up or down.

To adjust portions of an event, you will first need to **Add Points**. A point is a marker on the Audio Track that indicates where you want your audio volume to change.

1. Click the **blue line**.
2. When the cursor turns into a pointing hand, you can double click to **Add Points** or you can right-click the **Audio Event** to select **Add Points**. Vegas will add a point wherever the cursor is placed.
3. When all your points have been added, you can make adjustments by clicking and dragging the points to move them up or down. (Four points are required for each change.)
4. To delete an inserted point, right-click the point and select **Delete**.

It is also possible to raise or lower the volume level of all Audio Events in your show by moving the **Vol** (volume) **Slider**. However, this method is not recommended, as it will make a global change throughout the audio track.

Narration Volume

The most important audio for educational videos is narration. To properly mix your narration with background sounds and music:

1. Find a narration audio clip on the timeline.
2. If music and /or background sounds are playing at the same time as the narration, mute those channels using the **mute button** located on their **Track**.
3. **Adjust narration audio levels:** refer to Adjusting the Volume Within the Audio Track (see above).
4. **Unmute background sounds** and adjust the audio levels so that background sounds are barely audible when narration is playing.
5. **Unmute music** and adjust the music levels ensuring they don't compete with narration.

Locking Volume Points to Audio Event

If you have added volume points to audio and then want to move the clip earlier or later on the timeline, make sure that in the menu bar, **Options/Lock Envelopes to Event** is selected. The points will then move with the clip.

Changing the Speed of a Video Clip

There are two ways to control the speed of a video clip. The first method adjusts the speed of the entire clip; the second method allows you to change the speed of a clip at specific points in the clip.

Adjusting the Entire Clip

1. Point at the end of the selected video clip until a **double-headed arrow** appears.
2. Press and hold the **Ctrl** key on the keyboard. A squiggly line appears under the double-headed arrow.
3. Still holding down the control key, **click and drag the video clip to the right** until it is the desired length. Drag the clip to the right to slow it down, or to the left to speed it up. The farther you drag it, the slower or faster the motion of that clip, depending on whether you dragged it right or left. In the clip on the timeline, a wavy line between the images indicates that the clip has been stretched.

Freezing a Video Frame in the Middle of a Clip

You may want to freeze a video clip at a specific point so the narrator can talk about something on screen and resume playing when you have finished. To freeze a frame:

1. Position the **Timeline Cursor** on the video frame you want to freeze. (You can use the left and right arrows on your keyboard to move the cursor one frame at a time.)
2. Press the letter **S** on your keyboard to split the video clip into two clips. Do not move cursor.
3. Change the preview mode to **Best (Full)**. The Preview mode is located above the Vegas internal Preview Monitor.
4. Deselect the **Television icon (Preview on External Monitor)** located above the Vegas internal preview monitor. This will change the preview from external monitor to the internal preview monitor.
5. Click the **Save Snapshot to File** button. This button looks like a floppy disk, and is located just above the preview screen. The **Save Snapshot to File** dialogue box opens.
6. Ensure you save the snapshot to the **New Volume F:drive/Rendered Media/**and name the file. Click **Save**, and the file is automatically imported into your **Project Media**.

7. Go back to the **Timeline**. Drag the second half of the split clip to the right, opening a space for your freeze frame.
8. From the **Project Media**, drag the saved Snapshot to the opening in the timeline. Adjust the Snapshot to the desired length.
9. Drag the second half of the split clip and nudge it up to the end of the freeze frame.
10. When you have finished, return the Preview mode to **Preview (Auto)**.

Your video will now play, freeze for the desired length of time, and then continue playing to the end of the clip.

Capturing a Single Frame of Video

Creating a Single Frame Snapshot

1. Position the **Timeline cursor** on the video frame you want to freeze. Use the left and right arrows on your keyboard if you want to move the cursor one frame at a time.
2. Change the preview mode to **Best (Full)**. The Preview Mode is located above the Vegas Internal Preview Monitor.
3. **Deselect the television icon** (Preview on External Monitor) located above the Vegas Internal Preview Monitor. This changes the preview to the internal preview monitor.
4. Click the **Save Snapshot to File** button. This button looks like a computer disk. It is located just above the preview screen. The **Save Snapshot to File** dialogue box opens.
5. Save the snapshot to **New Volume F/your project name/Rendered Media**, name the file and click **Save**; the file is automatically imported into the **Project Media**.
6. Add the clip to the timeline and adjust it to the desired length.
7. Right-click the clip and select **Properties**. Then select **Reduce Interlace Flicker**.
8. When you have finished, change it back to the previous setting, probably **Preview (Auto)**.

Playing a Video or Audio Clip in Reverse

1. Place your clip on the **Timeline**.
2. Right-click the clip and select **Reverse** from the short cut menu
3. An arrow will appear at the beginning of your clip to show you which direction your clip is playing.
4. To resume normal direction play of clip, right click on your clip and select **Reverse** again for normal play.

Exporting / Recording Your Show

Copyright and Backup Your Show

1. If you create a completely original show, copyright your work. At the end of the credit roll write: “Copyright ____ (current year) ____ (your name)”
2. Backup all your project files onto your own USB Flash drive or external hard drive.

Preparing to Export

Before exporting your show, play your program while watching your master audio levels. View audio levels in the **Mixer Window**. At no point in your show should the audio levels go above 3. Above 3 the audio may distort. If too low, the audio level will be difficult to hear. *Do not adjust audio levels in the Master Mixer.* Adjust the volume of each track individually.

Exporting

This is the final stage of completing the show. You are finished everything: editing video, music and narration. You have viewed your final show, and it is perfect. You are now ready to record it in a chosen format.

NOTE: Save your project before exporting it. Select **Project > Save**.

Burn to DVD

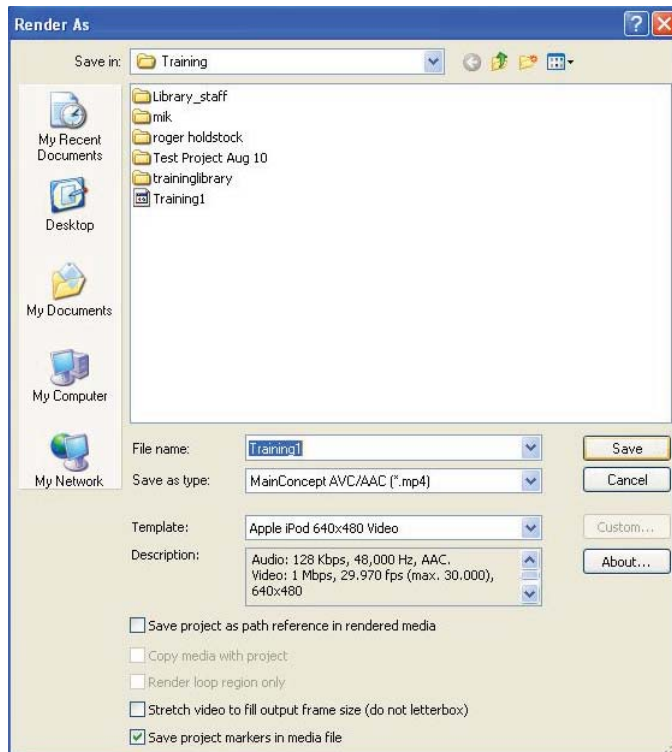
1. **Place blank DVD in computer DVD burner slot.** If a dialogue box appears, close it.
2. In menu, click on **Project > Make Movie**, or, select **Make Movie** in tool bar.
3. In **Select Destination** dialogue box, select **Burn it to a DVD, Blu-ray Disc or CD**.
4. Click **Next>**.
5. Select **DVD**.
6. Click **Next>**.
7. Make sure your video and audio file path is correct. See image:



8. Click **Next>**.
9. If a dialogue box comes up asking you if you want to over-write program already existing, click **Yes**. A Rendering box appears. *Your program is now rendering.*
10. When rendering is complete, a **Make Movie - Completed** dialogue box appears. Click **Send to DVD Architect Studio**.
11. Close the **Show Me How** dialogue box.
12. Highlight "Menu 1" and **delete**.
13. Right click on Button and select **Button style>Text only**.
14. Right click again on Button, Select **Edit Text** and name your movie.
15. Click **Make DVD** on tool bar at top.
16. Click **Burn**.
17. Click **Next>**.
18. Click **Next>**.
19. Click **Finish**. (Make sure it is going to the correct drive - D:Drive). A dialogue box displays the burning process. Wait for burning to complete.
20. A dialogue box appears asking if you want to burn another, if burning just one DVD, select **No**.
21. **Exit** from the Sony DVD Architect Studio 4.5 Program.
22. Click **No** for saving changes.
23. The **Make Movie - Completed** dialogue box appears. Click **Cancel**.
24. Manually name your DVD. *A sharpie pen will usually write on any DVD disk.*

Render for Podcast/I Tunes University

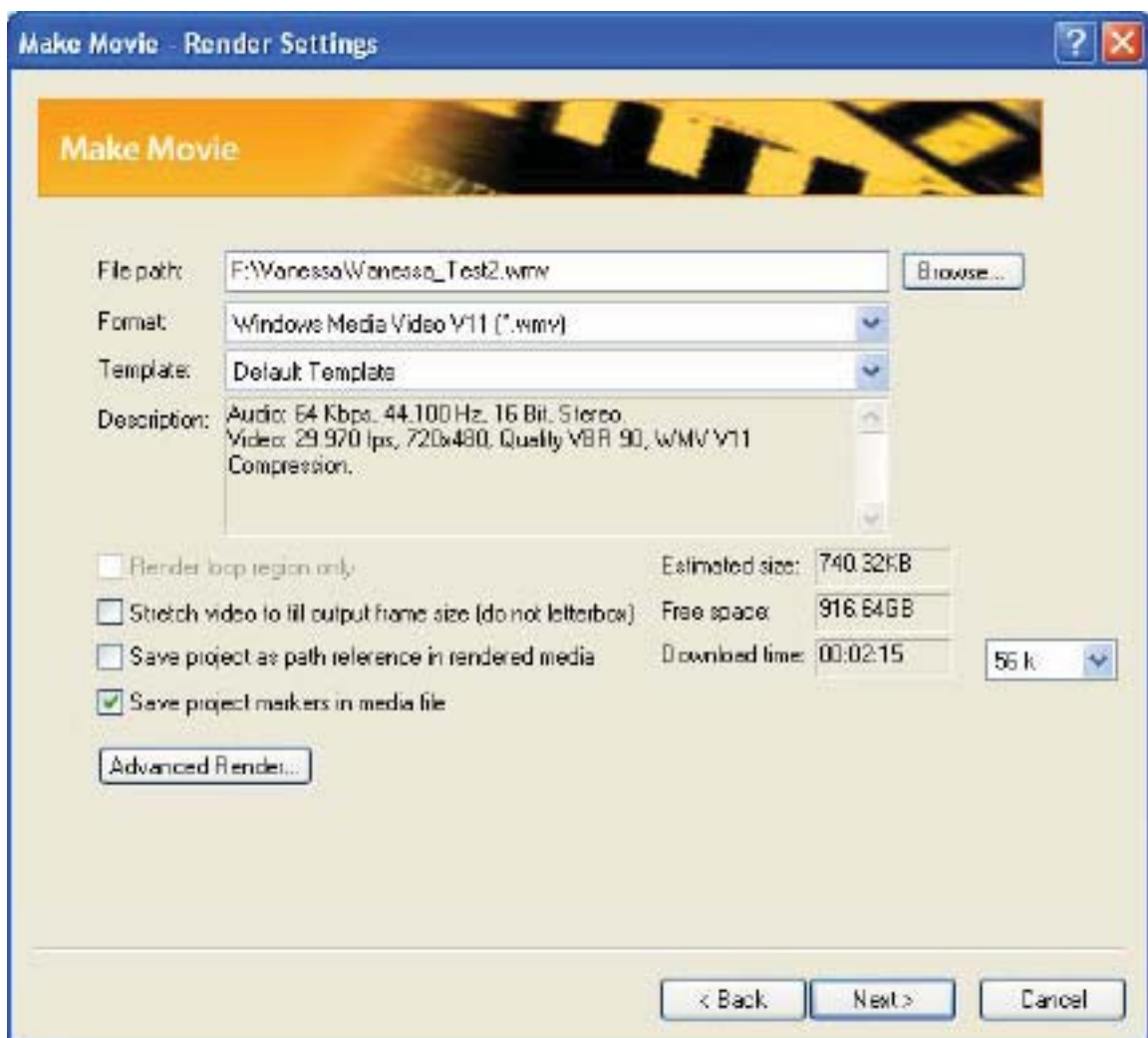
1. Click on **Make Movie** in tool bar.
2. Click on **Save it to my hard drive**.
3. Click **Next**.
4. Click **Advanced Render** button.
5. Make sure your settings are correct:



- a) File name: **(your show)**
 - b) Save as type: **Main Concept AVC/AAC (*.mp4)**
 - c) Template: **Apple iPod 640x480 Video**
6. Click **Save**.
A Rendering dialogue box appears. Wait for rendering to complete.
 7. Click **Open**.
Your new **.mp4** file is on the F: drive in your **Project/Renders** folder.

Render for Power Point/Mediasite

1. Click on **Make Movie** in tool bar.
2. Click on **Save to Hard Drive**.
3. Click **Next**.
4. Select File Path **Browse** button. Select your **F:drive folder**.
5. From Format drop down menu, select **Windows Media Video V11**.
A pop up window appears showing rendering status. Be patient, rendering takes time.
6. Click **Next**.
7. Click **Finish**.
8. Your project's new **.wmv** file will appear in your F: drive project folder.

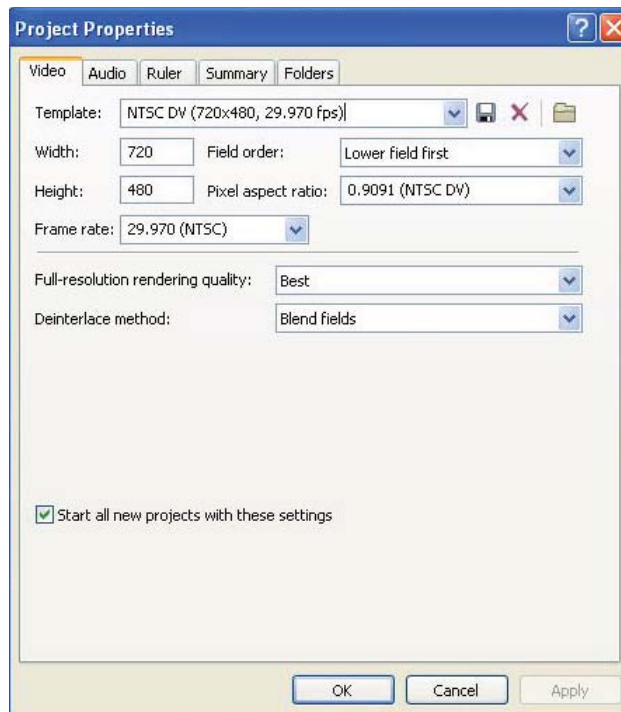


Vegas Preferences

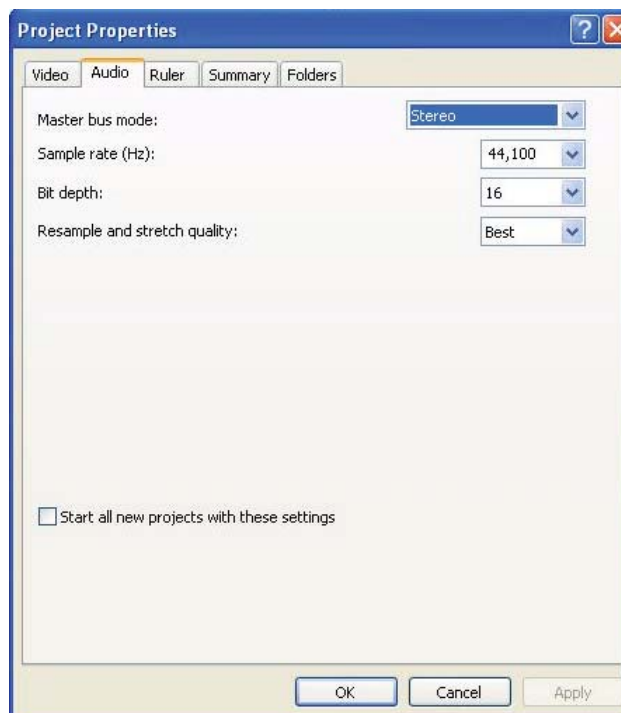
These preferences determine the characteristics of your video and audio, and direct your project and associated media to the F:drive.

Project / Properties

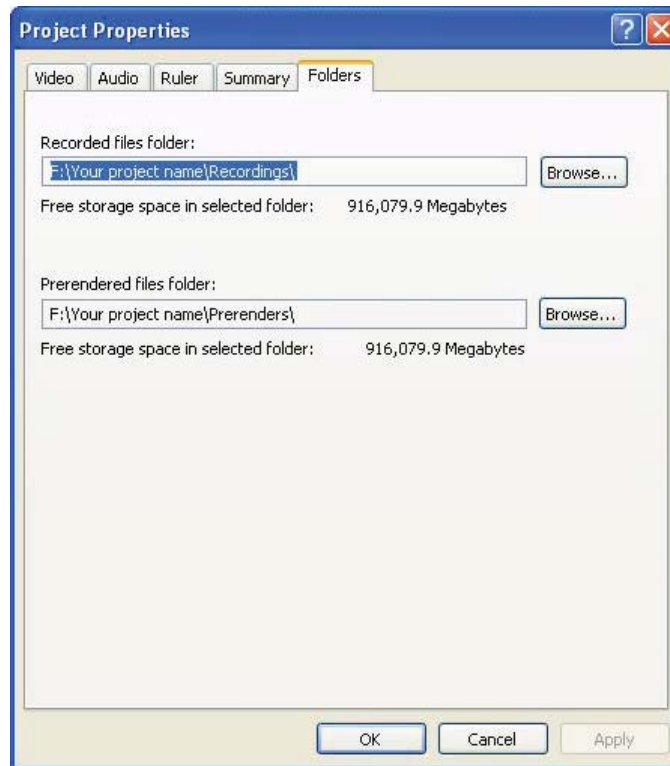
Video tab



Audio tab



File Folder



Shutting Down

Close Software and Power Down Computer

1. Click **Start/Shut Down**.
2. Open the drop-down menu, select **Shut Down**, and click **OK**.

Turn Off All Equipment

Turn off TV, VCR, and computer monitor.

Troubleshooting

Equipment Issues

Ensure that all equipment is plugged in and turned on:

1. Turn on the computer.
2. Turn on the VHS VCR, and select output L1 (Line 1).
3. If a miniDV camcorder is being used, it must be plugged into the AC adaptor, and the firewire cable must be plugged into the camcorder and into the computer.
4. Turn on the TV monitor.
5. Headset microphone should be plugged into computer USB input.
6. Headphones should already be plugged into the back of the computer. If not, ask a CLS staff member to plug them in.

Computer Issues

I can't log on...

Login 1

Username: station1 or station2 or station3 (depends which one you are using)
Password: no password

Work station only

I can't find the files I worked on last week...

1. All project files should be saved to the station1 (F:) drive.
2. The files may have accidentally been saved to the C: drive of the computer you were working on previously. Perform a Search to find them: Start>Search.

Video Issues

I can't see the video image in my monitor...

1. Ensure the TV Monitor is turned on.
2. Ensure the VCR is turned on.
3. The **Input Select** button on the VCR must be set to L1 (Line 1).
4. The Vegas **Preview to External Monitor** button must be selected.

5. On the TV monitor you must manually select the TV/Video button to switch to video mode.
6. In Vegas, check the Track List and ensure that the Mute function has not been activated. If so, press the Mute icon to deactivate.
7. Unplug the firewire to MiniDV Camcorder. You will not be able to see your show in the TV Monitor if a MiniDV Camcorder is still plugged into the firewire.

One video clip on my Timeline seems darker than normal, or black.

You may have accidentally activated the opacity of the video clip. Look for a white line passing through the clip on the Timeline. Place your cursor on the white line. Hold down the left mouse button and drag the white line to the top of the clip. It should now read the opacity as 100%.

I can't record onto VHS tape...

1. Check to ensure the video record tab is intact on the videotape.
2. Is the VCR turned on?
3. Input Select on the VCR must be set to L1 (Line 1).
4. You must manually select the Record button on the VHS VCR to record onto VHS.

I can't capture from the MiniDV camcorder...

1. Ensure the MiniDV camcorder is turned on and is in VCR mode.
2. Ensure one end of the firewire cable is plugged into the MiniDV camcorder and the other end into the computer.

I can't capture from the VHS VCR...

1. Ensure the VCR is turned on.
2. Ensure that the video RCA cable is connected to the line out of the VCR.
3. Ensure the other end of the video RCA cable is connected to the computer's V-In input.

Audio Issues

I can't hear my audio in the TV Monitor...

1. Audio can only be heard through the TV Monitor while the project is being output to tape.
2. While working on a project, audio can only be heard through the computer headphones.

I can't hear the audio out of the headphones...

1. Ensure the USB headphone **OR** the two stereo headphones are plugged into the computer.
2. The computer volume slider must be up, and the mute check box unselected. (The computer volume icon is on the computer's taskbar at the bottom of the screen, right of centre).
3. Check to see if the audio track is muted in Vegas.
4. Check headphone volume control.
5. Save your show, close it, and open it again. *This will enable the correct headphone settings in the computer and software.*

**I can't record narration to my project...**

1. Ensure the headset microphone is plugged into the computer USB input.
2. The computer volume slider must be up, and the **Mute** check box unselected. (The computer volume icon is on the computer's taskbar at the bottom of the screen, right of centre).
3. In Vegas, the Audio Track volume may need to be turned up.
4. The Arm for Record button must be activated.
5. Double check the instructions on page 21 above.