



Hi. My name is Gymnos! What's yours?
(Updated January 2008)

Steps to Editing and Producing on the Casablanca Gymnos

Part I: The Basics

1. Turn on the Gymnos, computer monitor and speakers
2. Connect the firewire cable to your video camera (make sure video camera is turned off when you make this connection)
3. On your camera find the video you want to upload to the Gymnos
4. Using the trackball, left click on Project Settings on the Gymnos screen
5. Under Project left click on Select
6. Left click on an unused project such as P3 then click on OK (Note on the trackball, the right click will take you back to the main menu)
7. Click on P3 next (or your designated project) to give it a name. The typewriter keyboard will come up. Type on screen or use the regular keyboard in front of you. Use the keyboard to enter what you want to call your project...should use your name and a brief slug. Example: Harwood Tattoo
8. Click OK once you have named your project
9. Now right click or click on the house symbol in the lower right hand corner of the screen to go back to the main menu
10. In the main menu, click on Record
11. On your camera, start to play your video. You can start and stop on the camera itself, or use the Gymnos controls. Video and sound should come up on the screen
12. If you don't hear or see anything, check the following:
 - A. that the firewire is connected to your camera and that the camera is on
 - B. that the speakers are turned on
 - C. that in the Gymnos Project Settings, Mode is set to DV
13. In Record you can control the camera with the Gymnos on-screen play, fast forward, rewind etc. buttons
14. The tape must be rolling/playing in order to record. You can't hit record then start the tape
15. So start the videotape, then using the trackball press the red record button on screen
16. You can (before recording) adjust the video's volume
17. While you are recording, you may hear some feedback but don't worry the audio and video are fine

***Important Note: On your raw (shoot) tape, when there is a break in the recording or your shooting, the Gymnos will stop reading your tape and will not record (when there is a break in your tape or a gap). So you just need to cue your tape to your next section of video (as it plays in the camera and into the Gymnos) to restart the uploading process

18. When you want to stop the recording, press the stop button on the on screen preview bar, then press stop again when the record menu comes up to stop the camera from playing, or just stop it on the camera itself
19. To see and edit what you just recorded, right click on the trackball to go back to main screen
20. Click Edit under the main screen Video heading
21. Your video will be in the Scene Bin. You can give your video a name. Click on S1 and the keyboard comes up
22. To play the video press the play arrow symbol
22. To break up the video by stop and start shooting points, press the Split button then press Auto, then press OK until the different thumbnails are scene. These allow you to more quickly find and edit the shots, interview soundbites and standups you want to use
23. You can move around your scene bin by clicking on the forward and backward buttons, or click on the square in the "tunnel" to more quickly go back and forth using the trackball
24. To edit shots (make them shorter) click on the thumbnail of the shot. Notice above it will have the shot's length.
25. Click on Trim then click on IN or OUT and using the track ball shorten the shot from the front or back of it
26. You can trim tighter, or frame by frame, by using the < or > at either the beginning or end of the clip
27. When happy with the trimmed shot, add it to the Storyboard at top by pressing Add in the Storyboard
28. Add your shots one by one to the Storyboard. They can easily be moved around by clicking on Add, Remove, Replace. Search allows you to quickly find the shot you are looking for in the Scene Bin
29. Shots that you trim can always be lengthened back in the scene bin

***Note: To insert "cutaway" shots (of, for example, a reporter listening shot), you need to, first, trim your listening shot, then add it to the storyboard with the "insert" button. In Insert, go to Position and move the cutaway shot to where you want it to begin and end. You can also Trim it using that button. Click on the black audio scrub icon so you hear the audio as you search for where to start and end it.

Part II: Adding Your Voice or other outside Audio to the storyboard

1. Connect the camera via the firewire to the Gymnos
2. In main menu, under Audio (not Video), go to Record/Edit
3. In Record/Edit make sure Input is set to DV
3. Play the audio you want to upload, monitor the volume with the dB (decibel) meter. 0 dB is normally fine. You don't want to overmodulate which will distort so make sure the audio is not pounding too much in the red zone

4. To record your audio, play it on the camera, then click on the red record circle in the Gymnos. You'll start to see numbers counting off the recording length
5. When you have recorded all that you want to, press the square Stop button and stop your camera
6. Give your audio clip a title/name such as Tattoo PKG audio Track 1
7. Do this by clicking on, say, A1 in the lower left hand corner
8. You can trim your audio just as you can your video by, in the Audio Record/Edit screen, using the Trim feature. And you can also Split the audio also according to when you stop and started the camera
9. To bring your audio clip into the Storyboard you next go back to the main menu, and click on Mix under Audio
10. Notice the different audio channels available
11. Click on one with the music note symbol (there are two such lines)
12. Decide where you want audio to go—what video will it go with? There must be video in the storyboard. Then click on Add and your menu of previously recorded audio clips will come up. Click on the one you want and it automatically will add it to the Mix storyboard. Remember to click on the thumbnail of where you want to the audio to be heard.
13. Again, the audio clip will only be heard as long as there is video
14. When you have it the way you want (in Mix), you must hit Create in Mix to render or create the audio (otherwise when you go back to the Edit screen and play, you won't hear the audio. You must Create it first by hitting that button in the Mix mode
15. If the audio doesn't go with the video, don't worry. You can then easily add, delete and switch around the video shots to better go with the audio
16. Note that when you change the video, you will have to recreate the audio rendering back in the Mix mode (it will only take a few seconds)

Part III: Adding Music from a CD to a Project

1. Start your project setting by picking an open slot and naming it
2. Import your video and lay some edited shots into the storyboard
3. Important Note: There must be video shots laid down first in your storyboard before you can put music to it. If there is no video, you will receive a prompt saying you need to have at least one video clip
4. Open the DVD/CD tray and put in your music CD
5. On Main Screen click on Record, Edit under Audio
6. Click on "Import samples from CD" icon (5th from right-- looks like a steering wheel)
7. In CD Import click on Display CD Contents
8. Click on the track that you want to import, then click OKI
9. It will then import your track
10. Once you have video in your storyboard, go from Edit to Mix (which is on the main screen under Audio)
11. Select audio channel 1 or 2 for your music-- these are denoted by the music note symbol followed by 1 or 2
12. Highlight one of these music channels then click Add. Your song will be put into the audio channel

13. You can adjust the music clip's audio level by clicking on the clip then adjusting the Volume setting in the Mix screen
14. You need to Create the clip in order for it to be rendered or created
15. You can also adjust the audio from your video shots by clicking on the audio line under the video clip icon. It will turn from gray to blue. Then use the Volume meter to raise or lower the audio from your video shots.
16. Note that every time you add a shot or make a change or add a title or transition you will need to re-create your music so just go back to mix and hit Create.
17. So just go back to Mix, highlight the music line and hit Create
18. In Mix, you can click on Range to do any Trimming or Positioning of the music clip that you want to do

Part IV: Adjusting Audio Levels

1. You can adjust all audio levels including your b-roll audio, interview and stand up audio, as well as voice over narrative and music in the different audio channels
2. You do this in the Audio Mix mode
3. Click on the portion of audio you want to adjust in the channel it is in. For b-roll, interviews, or stand ups, click in the section on the line with the camera logo (NOT on the image itself)
4. Then in Mix click on the Envelope button. You will see a line representing the audio volume.
5. Raise or lower the audio level by clicking on the green button on the left of the line and the red button on the right side of the line to raise and lower, with the trackball, this line.
6. You then need to hit the Create button to render the change
7. You can also adjust audio levels in Mix by highlighting a track then moving the Volume button higher or lower
8. Remember to Create after every audio adjustment or it won't make the change once back in the Edit mode

Part V: Creating Titles

1. In the main menu, go to Titling
2. Click on the image you want the title (or super) to go with or on
3. Then click on Enter/Edit text
4. Type in what you want the title or super to say
5. Click on Text then Font to see all of the different Font choices
6. In Font you also choose the size of the title by sliding the button left to right to see the different sizes
7. In Style you can choose the color of the font as well as add a shadow color around the text. You can also pick a color from the shot the title is going with and use that for the color of your title (cool!) Do this by clicking on Color (in the Style mode) then Choose Color. Align the little target cursor on the color you want, then click OK
8. In Line you can center the line or have it go to the left or right. You can also change the amount of space between lines
9. In Boxes you can move your text to the bottom, top or center of the screen

10. In Extended (in the Boxes mode) you can Copy the style and/or font of your title to all of the lines for your titling on that page
11. When your title is ready go back to the Title screen (not the main menu) click Add and a little box will go over the shot where you want the title to go.
12. You can control how long the title is up. Do this by clicking Adding your title, then click on the top left corner button that will have some numbers. Click on this, then go to Range. You then use the Trim to indicate where you want the super to begin and where you want it to end (usually supers stay up four or five seconds). You can also use the Position feature to move the super to where you want it to start
13. On the Titling page, under Effects on the left side of the screen, you have many options for how you want your titles or supers to enter and leave the screen. For “supers” the best ones are In/Out Fading Pages and Pages
14. You can always Preview your titling, but to finish it, be sure to hit Create to render or create the title. This may take a few moments depending on how much is involved.

Part VI: Transitions

1. Transitions are put between shots to add spice and creativity to your project
2. In the main menu click on Transitions
3. You’ll see your story board at the top of the Transitions screen
4. The different Effects are along the left side
5. In your Storyboard, highlight the clip you want the transition to start on (it will transition from that shot to the one following it)
6. Click on the Transition you want to try, then click Add and will appear on the Storyboard over the two clips
7. You can Preview to see how it looks, or do Create to render it
8. If you want to try another effect, just hit Remove
9. Go back to the Edit screen to see the shots leading up to and following the transitions more fully

Part VII: Finishing the Video (Recording your project on a DVD)

(Note: better to use a blank, unused DVD. A used DVD-RW can be erased in the Gymnos but other formats cannot be, and may not allow you to record if there is already video on the disc—DVDs can be –R, -RW, R, or +RW). So DVD-RW is recommended.

1. On the main menu go to Finish
2. Put a DVD into the DVD player in the front of the unit (gently pull down the panel that says Macro System and open the DVD carriage, then close it
2. To record onto a DVD click on Start Program which is to the right of DVD-Arabesk 3
3. Under Creation click on Add Film
4. Make sure your named project is there or find it (otherwise it might record a different project)

***Note, in order not to accidentally record other students’ projects on your DVD (which can add greatly to the time it takes to burn your story), go to Film button (under Info on the Finish screen. Click on Film and you will see a list of other stories which may have been previously burned. Just delete all of these except yours. It just removes the video from this setting, not from the edit stage

***Also note that in Edit Menu you can produce what a viewer sees first when your video starts. You can do everything with the different settings such as setting a background color, selecting what shot from your report you want to be seen, writing text, setting font styles, image borders, etc.

5. So do Add Film and then it will show you a bar and when it finishes, go to Write DVD (also under Creation)

6. You will see a prompt saying Write DVD Phase 1 and 2

7. You will see a bar indicating the progress including how much time to go until completed. Be patient, these steps can take several minutes.

8. When you see "start additional verify of previously recorded media?" Press Yes

9. Then let it do this step

10. Then you should see "DVD was successfully verified with the installed drive!" Press OK. Now you can eject the DVD (be sure to label with appropriate soft marker ASAP)

11. To make sure it recorded properly, take out the DVD and play it in the TV/DVD player in the corner of the room (or on the Dell computer in the room)

12. Turn on the TV and set to Channel 3

13. Put in the DVD and a chapter box with your video/report should appear

14. Play and enjoy your production!

15. They can should also play on computers. Put your DVD in the Dell PC to the right of the Gymnos. It may not play in the Power DVD setting. But try the regular Windows Media Player mode and it should play fine. In Computer, you can right click on the DVD icon and choose that setting.

Questions/problems? Call Patrick Harwood for help at 224-3112 (cell) or 953-2212 (office). My email address is harwoodp@cofc.edu

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