Getting started with Final Cut Pro
5 Steps to Guarantee success!
Connect and verify all external devices (CAMERA, EXTERNAL DRIVE, switcher, vcr, etc.) Boot (or restart) MAC station. Launch Final Cut Pro.   NOTE: All directions in parentheses are file paths/commands.
Steps:

1. Close any active projects (FILE→ CLOSE PROJECT).
2. Open New Project (FILE → NEW PROJECT) or, if resuming work on an old project perform soft open for best results: (FILE → OPEN)
3. Save project, (FILE→ SAVE PROJECT AS…) – create folder on desktop if capturing to cpu **or** create folder on external drive if capturing direct to drive
4. Designate (or check) folder created above as scratch disk for all project files and captured media (FINAL CUT PRO → SYSTEM SETTINGS…SCRATCH DISKS (first tab)….do not change other user settings in this panel
5. Set project specs. (FINAL CUT PRO à EASY SETUP → NTSC* – or other as appropriate)
Project is now ready for Capture or Import of files for editing

Capture (3 methods)
Quick clip capture from any source:

1. Open the Log and Capture window. (FILE → LOG AND CAPTURE…)
2. If you are working from a DV camera and will be capturing from multiple tapes it is important to name the "reel" (tape) and make sure you label the tape itself to avoid conflicts later if you need to recapture a segment. FCP will prompt you to name the reel when you change a tape in your camera. Reel naming is not applicable to footage captured through a SONY deck (&analog sources) but may be helpful to you in managing your project.
3. Play media (if camera, use FCP control panel. If Sony box, use originating units' control (play, rewind, etc.)
4. Giving yourself a few seconds lead in time, click NOW in the lower right hand "Capture" box. Capture begins and you can view progress.
5. Press "esc" key when desired footage has been captured. FCP will immediately place the clip in your project bin, but it will be UNTITLED…best advice would be to title it immediately, unless it's a single or couple of clips only project.

Clip capture using device control:
If capture source has a digital timecode (i.e.: dv camera) you can capture one clip at a time and be prompted to name at end of capture.

1. Open the Log and Capture window. (FILE à LOG AND CAPTURE…)

2. Play media (via FCP or camera)
3. Select clip "in" and "out" points (either by clicking icons or keyboard shortcuts "i" & "o".
4. When out point has been selected, click CLIP in the lower right hand "Capture"
box. FCP will rewind source and perform capture – name the clip when you are prompted.
5. Resume playback of source to capture additional clips.

Batch capture:
FCP will allow you to log in and out point for multiple clips on multiple tapes and perform the capture in a batch mode. You can only do this if your source generates a DV timecode.

1. Follow steps 1-3 in section above titled "Clip capture using device control". **Be sure to name your reels if using multiple tapes!**
2. After setting out point click LOG CLIP button to the left of "Capture" box and name it.
3. Continue playing source and logging clips in this manner, Clips will show up in bin with a red line through them – this means that they still require capturing.
4. When logging is complete, select clips in bin by APPLE/clicking on them and then click BATCH in the lower right hand "Capture" box. Review option in Batch Capture window and click OK. FCP will assume control of your camera and perform batch capture of all selected clips. The red lines will disappear from the clips in bin and media will be ready for online editing. Importing media

FCP will let you import audio and video files as well as still images:

1. Go to FILE à IMPORT and choose FILES for individual files selected from a source folder, or choose FOLDER to import an entire folder of media. FCP will handle PSD document natively, so there is no need to convert or save still images from Photoshop to jpg or tiff. FCP will also handle other image formats and in some cases, adjust scale automatically.