

GETTING STARTED IN AV

THE MAIN STAGES AND PROCESSES IN PRODUCING A/Vs

1 SHOOTING Before shooting your images decide on the *Aspect Ratio* – the most popular being 3:2 for general purposes, but increasingly 16:9 is favoured. Also decide on how you are going to record sound – the other vital component in A/V. If making ‘live’ recordings the usual recording media are SD cards in a digital recorder. Alternatively, sound can be downloaded to an SD card in your computer from CDs or other recorded media and from the Internet. (However, be careful not to ‘overload’ the recording. High quality recordings are best done by using headphones to monitor the incoming sound and/or by viewing WAVFORMS).

2 SETTING UP THE PROJECT AND FOLDERS Go to a hard Drive (usually C: or Data D:) then ‘Libraries’ then ‘Pictures’ then set up a Folder titled: ‘A/Vs’ Within that general folder set up a Project Folder and title it as appropriate. Within the Project Folder, set up and title a range of sub folders according to your preference e.g. ‘Original Images’, ‘Edited Images’, ‘Sound’ etc. etc.

3 DOWNLOADING IMAGES Having pre-edited your images in camera, download the remainder into the ‘Original Images’ folder. Using the relevant software e.g Photoshop/Elements, (or the equivalent for Mac), process/tweak the images. If your OS is Windows 10 – it also contains some ‘free’ built-in very useful image-editing software that, along with Photoshop or Photoshop Elements, will cater for most A/V requirements. After processing, it is usual to ‘downsize’ the images in the interests of memory space especially where large numbers of images are included in a production. For 3:2 images the pixel count will be 1400 x 933 and for 16:9 images the dimensions are 1920 x 1080

4 DOWNLOADING SOUND RECORDED ON AN SD CARD (First you will need to download the free Audacity software to your computer – then carry out the following:

- Go to Audacity and find a ‘clean’ screen, ‘title’ it, then minimise it.
- Plug in the SD card and check that it is properly engaged (by going to your Computer screen hopefully to find the SD icon!)
- // on SDHC and all the potential 10 folders usually on the card should appear.
- As good practice, select the relevant folder and track (usually Number 1 on a fresh SD card), /on ‘Organise’ and select ‘re-name’. Then ‘Name’ the track.
- Check the selected track by // first on the folder then // on the crotchet symbol.
- Close that screen (labelled as a ‘Folder Screen’) by / on the ‘X’ at top right.
- Maximise the Audacity screen
- / on ‘File’ (at top left of the screen)
- / on ‘Import’ then ‘Audio’
- The message: ‘Select one or more audio files’ box will appear
- Go to the ‘Look In’ box at the top of the screen and select ‘Computer’ and the SD card will appear.
- // on SDHC and all the folders will appear
- // on the desired folder and all the named tracks will appear.
- // on the selected track (either named or numbered)
- A Warning will appear offering the opportunity to make a copy of the files before editing
- / on OK and wait.
- The WAVFORM will appear on the Audacity screen.

- Edit the WAVFORM on the screen as required.
- After editing check the track then highlight it with your mouse.
- / on 'File' and from the options select: 'Export Selected Audio'

NB Make sure that you are quite clear about the *Destination* for the track. (For an AV Project make sure that the soundtrack goes to a named folder in 'Pictures' (in the Libraries Section).

Return to the Audacity screen with the highlighted WAVFORM, click on 'File' then select and click on 'Save Project' (pause) then click on 'Save Project As'

NOTE: Once again make sure that the Destination is correct.

* All 3 components should appear in the labelled Folder i.e.

- (1) The buff-coloured Data folder
- (2) The Audacity WAVFORM symbol
- (3) The WAV crotchet symbol.

NB, It is possible to make further edits in the Audacity WAVFORM – but always make sure that you Save the Project with a revised/new number. (To save the revisions follow the procedure from the notes starting at the top of this page)

Remove the SD card using the appropriate symbol at bottom right of the screen.

Reduce the screen size with the 'double box' symbol at the top right of the screen

Using the START button at bottom left of the Desktop screen, find and bring up the PTE screen. For convenience reduce its size by using the 'double box' symbol at top right of the PTE screen. It will then be easy to 'Place' the crotchet symbol on the audio track on the PTE screen ready for editing the soundtrack to images.

NOTE: The green audio track can be moved by 'clicking', 'holding' and 'shifting' with the mouse.

SUGGESTION. With the aid of the Tutorial 'Help' button on the PTE screen, it's worth exploring the additional tools provided in the 'Objects and Animation' box at the bottom of the screen. Using this facility, it is possible to learn how to:

- Zoom In and Out of your selected images
- 'Pan'
- Create captions and if required either lay them on existing images or use them as 'self-standing' titles.

NOTE: As with most 'tools' and 'Special Effects' - use them sparingly, (if at all), and always make sure that they are appropriate! (While you might have fun with them – they will almost certainly irritate your audiences!)