

## APPLICATIONS

This is a partial list of the specialized software available on the Sound Editing Room computer:

- Logic Pro
- DVD Studio Pro
- iDVD
- iMovie
- iTunes
- Final Cut Pro HD
- Motion
- Soundtrack Pro

## IF YOU NEED HELP

Please refer to the program help files and our brochures if you are having problems using the equipment. If you need further assistance look for a CTLT employee. You can also make an appointment to meet with a specialist by contacting Nydia Manos in the CTLT. Training is by appointment only. To make an appointment, email [ctlit@goucher.edu](mailto:ctlit@goucher.edu) or call:

410-337-6066

## COPYRIGHT POLICITES

All patrons must adhere to Goucher College Copyright Policy, which can be found online. Copyrighted material may not be stored on Goucher-owned hardware. Violators will lose all Sound and Video Editing Room privileges indefinitely.

### Center for Teaching, Learning, and Technology

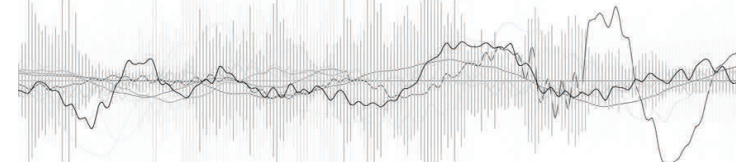
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Baltimore, Maryland 21204

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◆ EDITING ROOM ◆



*The Center for  
Teaching, Learning,  
and Technology*

## RULES OF THE ROOM

1. You use this room at the risk of your own media. The Center for Teaching, Learning & Technology is not responsible for damage to your tapes, CDs, DVDs, flash memory drives, or external hard drives.
2. You are responsible for any damage to the machines/systems while using them.
3. You may not rearrange the setup.
4. If you need help, ask the Specialist or Technology Assistant (look for the purple and green Goucher shirts) on duty.
5. You may not eat, drink, or smoke in the Sound and Video Editing Room. **Ever.**
6. If you need to leave while your work is rendering, please place an "In Use/ Rendering" sign on the machine.
7. This room can be reserved on a first come, first served basis by visiting : If someone has reserved the room you must allow him or her first priority.
8. Make sure you have reserved enough time for editing (15 minutes for every 1 minute of edited material for sound; 1 hour for every 1 minute of edited material for video).
9. We do not have or sell media (miniDV tapes, DVD-Rs, etc.). Media can be purchased from the bookstore.

## SAVING YOUR WORK

NOTICE: You **MUST** save your video and sound files to skylab or an external hard drive! Video and sound files are extremely large and cannot be saved to your user file on Darwin or Magellan. Do not try to do this. It will not work.

For faster speeds and easier editing, you may want to save your work to your user folder on the internal hard drive while you are editing. ***Please remember to save it to skylab or an external hard drive before you leave! All work saved on the **internal hard drive will be erased when you log out of the machine!*****

## FOR FINAL CUT PRO USERS

If you are using Final Cut Pro, make sure to transfer your Final Cut Pro Documents (including Capture Scratch) to skylab from your user folder on the Internal Hard Drive **BEFORE YOU LOG OUT OF THE MACHINE!**

## SAVING TO SKYLAB

1. Create a folder on skylab with your username.
2. If asked to "locate" the capture scratch folder within the program, specify your user folder on skylab.

**User>Shared>User Folder>Final cut scratch**

**When you are finished working, drag the ENTIRE contents of your capture scratch (if using Final Cut) or media folder into your skylab folder.**

To keep working when you return, drag the contents of the folder back onto the workstation , if Final cut asks you to reconnect the media, specify the folder where it is now located on the workstation.