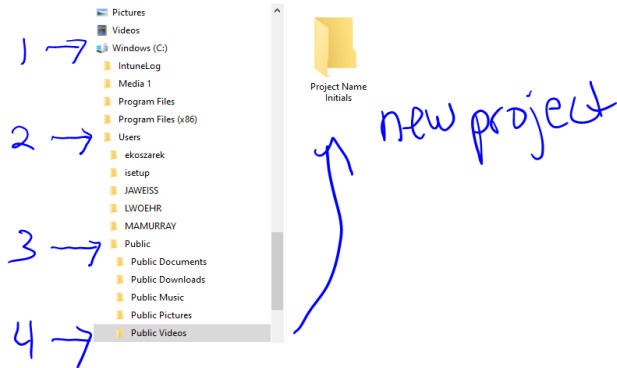


## Transferring Files from card/camera to the Desktop:

1. Log onto the desktop. Plug in camera and turn on camera. In the file folder, open up the “USB or Removable” disk. Go to Private→AVCHD →BDMV→STREAM. Find your clips.
2. Open another window. Go to the file folder, open (C:) Drive →USERS → PUBLIC → PUBLIC VIDEOS. Create a new folder and name it with the project and your initials.



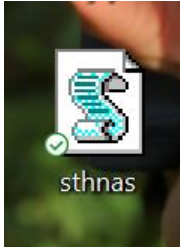
3. Copy all of your clips from the Private→AVCHD →BDMV→STREAM into your new folder in the (C:) Drive →USERS → PUBLIC → PUBLIC VIDEOS
4. Open Premiere. Select new project. Name it the name of your project and your initials. In the location tab select BROWSE and then find your Project folder in the (C:) Drive →USERS → PUBLIC → PUBLIC VIDEOS.



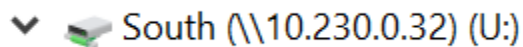
5. Start editing. Import your shots from your Project folder in the (C:) Drive →USERS → PUBLIC → PUBLIC VIDEOS.
6. Anyone in the group will be able to edit on this computer only! Anyone who signs into this computer will be able to edit for you. YOU CANNOT EDIT this project on your laptops!

Transferring files from card/camera onto laptop (You cannot connect cards or cameras to your laptop. Follow these steps to get footage on your laptop to edit):

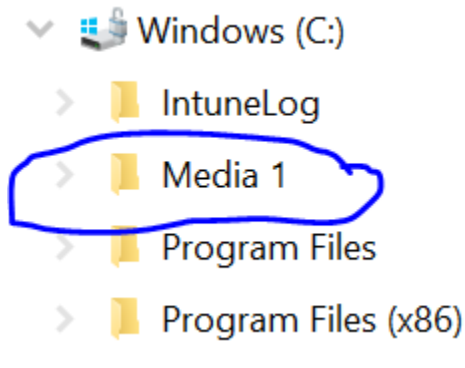
1. Log onto the desktop. Plug in camera and turn on camera. In the file folder, open up the “USB or Removable” disk. Go to Private→AVCHD →BDMV→STREAM. Find your clips.
2. Run the STH Drive. You must run the script from the desktop.



3. Open another window. Open the South (U:) Once opened, find your class, then find your name.



4. Copy footage from the camera (Private→AVCHD →BDMV→STREAM) onto the SOUTH (U:) drive in your folder.
5. Log onto your laptop. Run the script for the STH Drive. Open up your folder. Copy/Paste the videos from the SOUTH (U:) drive to your C: Drive →Media folder on your laptop.



6. Open Premiere. Select new project. Name it the name of your project and your initials. In the location tab select BROWSE and then find the Media folder in the C: Drive. (from above)
7. Start editing. Import your shots from your Project folder in the Video folder ONLY. DO NOT use the Files from the SOUTH (U:) drive.