

P2 Assistant Editor

this WORKFLOW is for you.



1

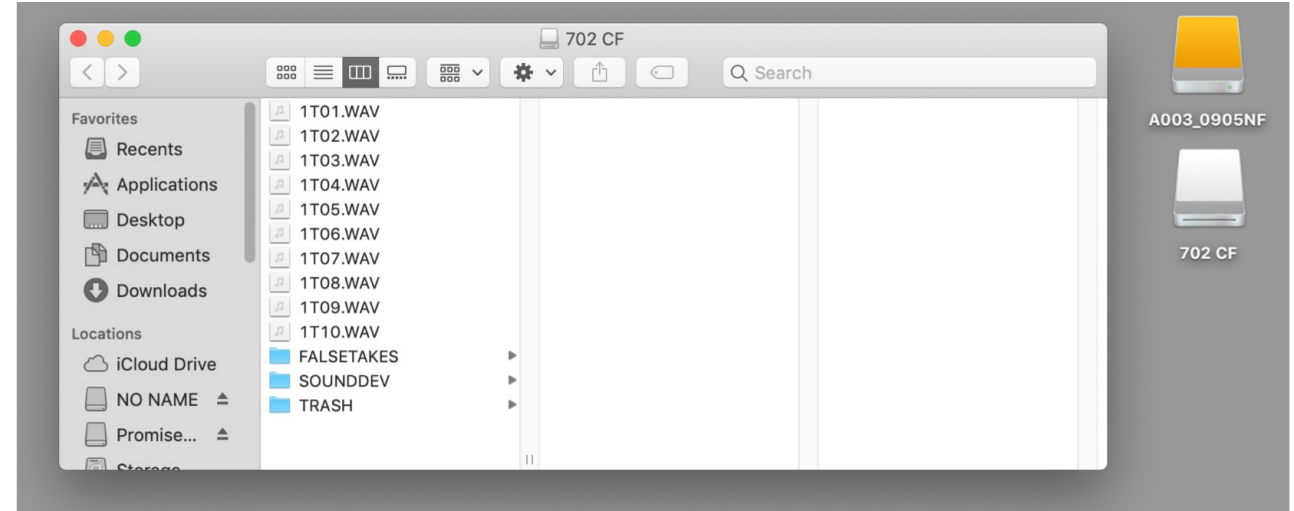
Offload Media

At the end of each shooting day, the AE will pick up all media cards and the script supervisor binder (containing script supervisor paperwork, camera reports, and sound reports). Bring everything back to the school for ingest.

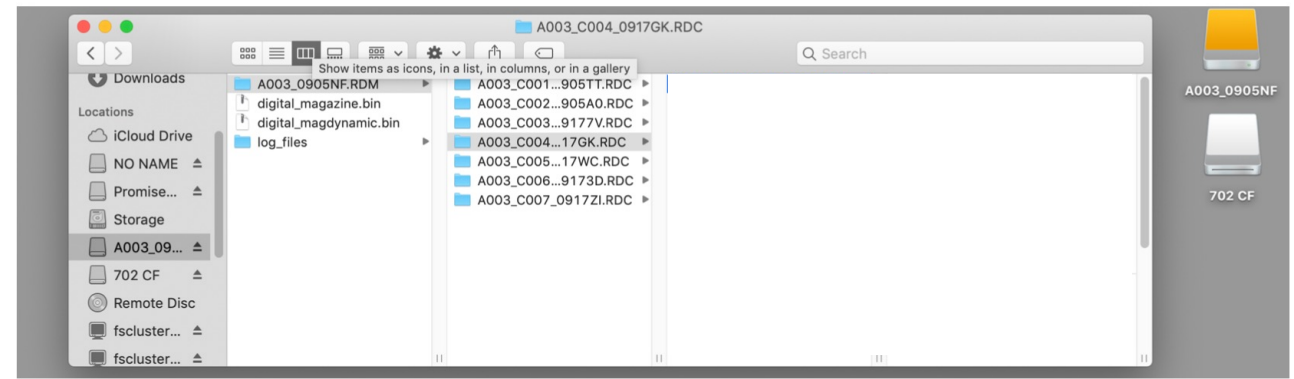
AT THE INGEST STATION | JRH 313

Insert the cards into the corresponding readers. They will mount like an external hard drive and appear on the desktop.

example



CF card containing sound



RED Mini Mag containing video

2

G-TOWER

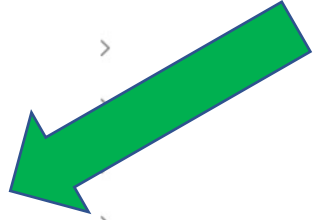
Double click the G-Tower icon
on the desktop.



Navigate to the film you
are assistant editing.

- 01 P1 CO26 >
- 02 P2 CO25 >**
- 03 BTH CO24 >
- 04 BATH CO24 >
- 05 P1 CREW DRILLS_F23 >
- 06 WKU FILM FILES >
- 07 GUDIES AND TEMPLATES >
- 08 FILM FESTIVAL_S24 >

- 01p2 >
- 02p2 >
- 03p2 >
- 04p2 >
- 05p2 >
- 06p2 >
- 07p2 >
- 08p2 >
- 09p2 >
- 10p2 >
- 11p2 >
- 12p2 >
- 13p2 >
- 14p2 >
- 15p2 >
- 16p2 >
- 17p2 >
- 18p2 >
- 19p2 >
- 20p2 >



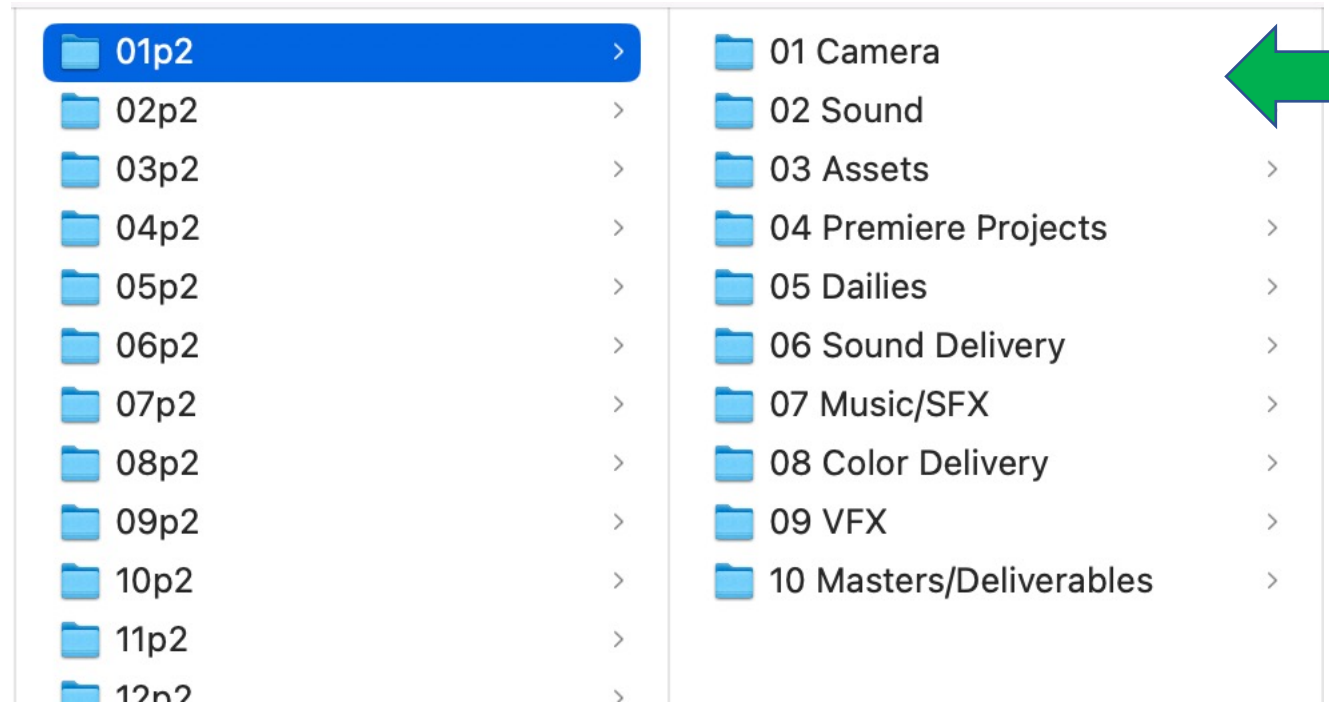
3

OFFLOAD ALL FILES

**Copy and Paste ALL FILES
from your SSD and audio
SD cards to the appropriate
folders on the G-Tower.**

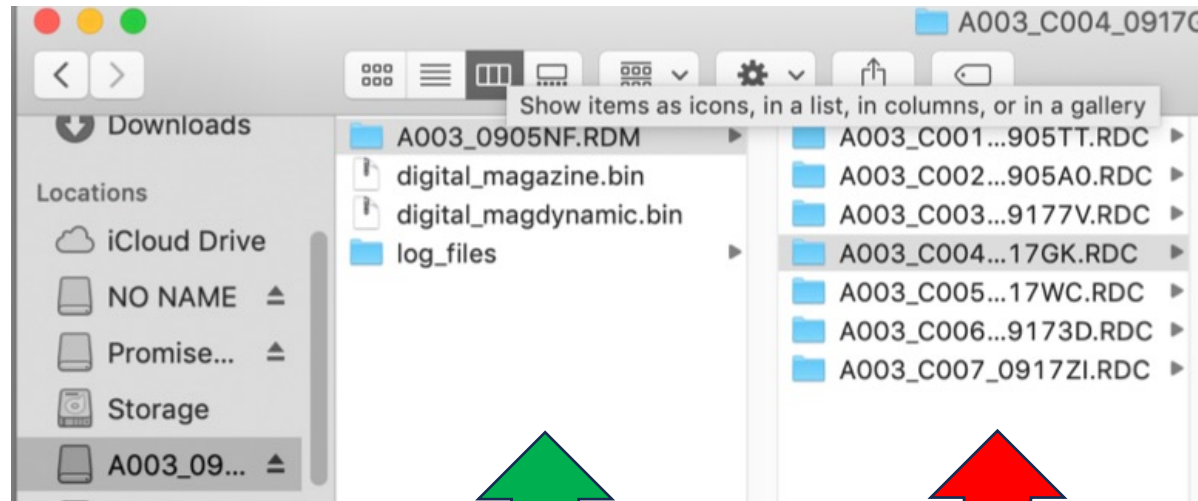
Note: offloading media to the G-Tower takes time. Typically, hours. You MUST wait for ALL files to be copied to the G-Tower.

- ALL video files are dropped into folder 01 Camera
- ALL audio files are dropped into folder 02 Sound



DO NOT “CHERRY PICK”

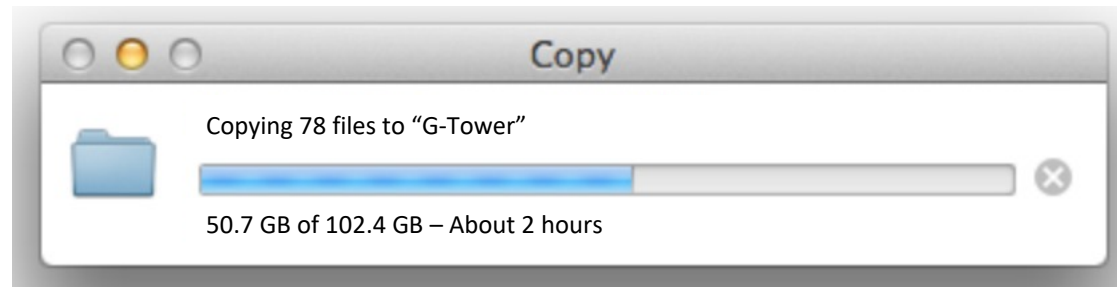
MEANING: do not pick and choose which files will be transferred to the G-Tower.
You are required to copy the ENTIRE root file menu!



Copy ALL FILES from
the root menu and
paste to G-Tower.

Do NOT select individual
files during the AE
process.

Offloading media to the G-Tower
takes time. Typically, hours.
Before proceeding to dailies, you
are required to wait until ALL files
have been offloaded.

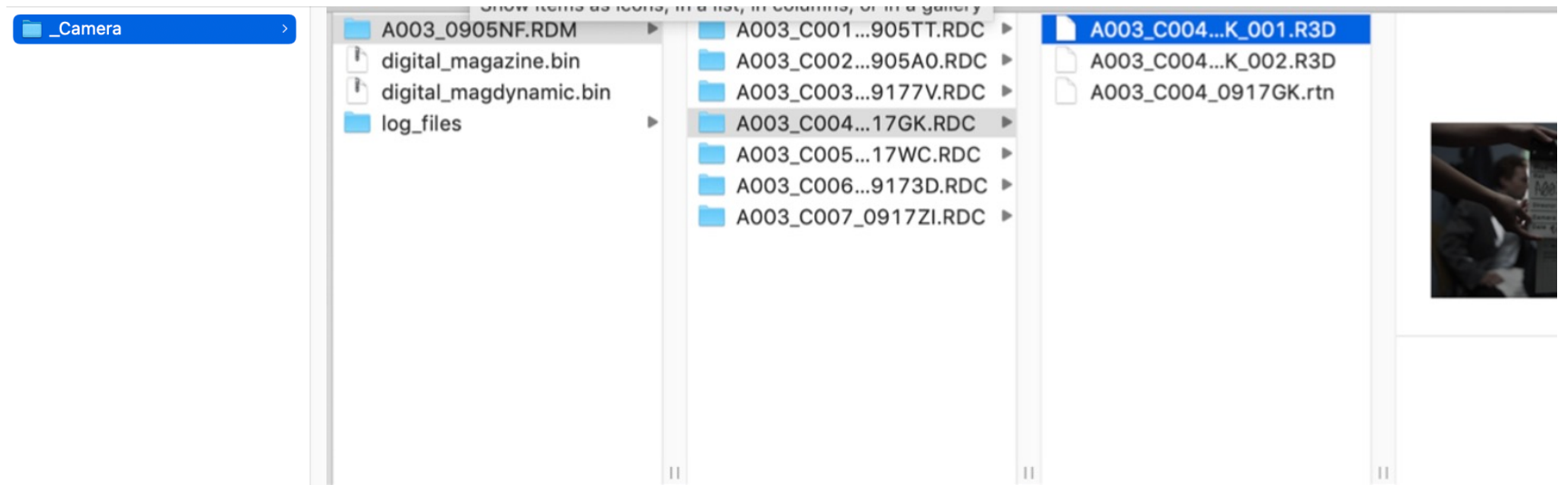
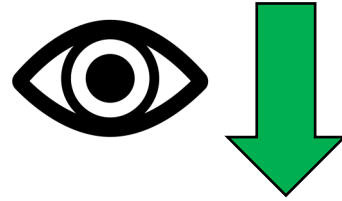


FAILURE TO OFFLOAD **ALL** FILES WILL RESULT IN A FAILING GRADE.

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DOUBLE CHECK

Check each folder:
ensure ALL FILES have
been safely transferred
from the media cards to
the G-Tower.





Do not erase the **RED** Mini Mags. They will be reformatted the next time they are put in the camera.

When all files have been safely transferred to the G-Tower:
PLACE ALL MEDIA CARDS IN THE WHITE BOX ON THE DESK IN THE APPROPRAITE SPACE.

The next show's producer will pick up the media cards the following morning.

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Navigate to your Premiere Project (of the film you are assistant editing).

Open Premiere



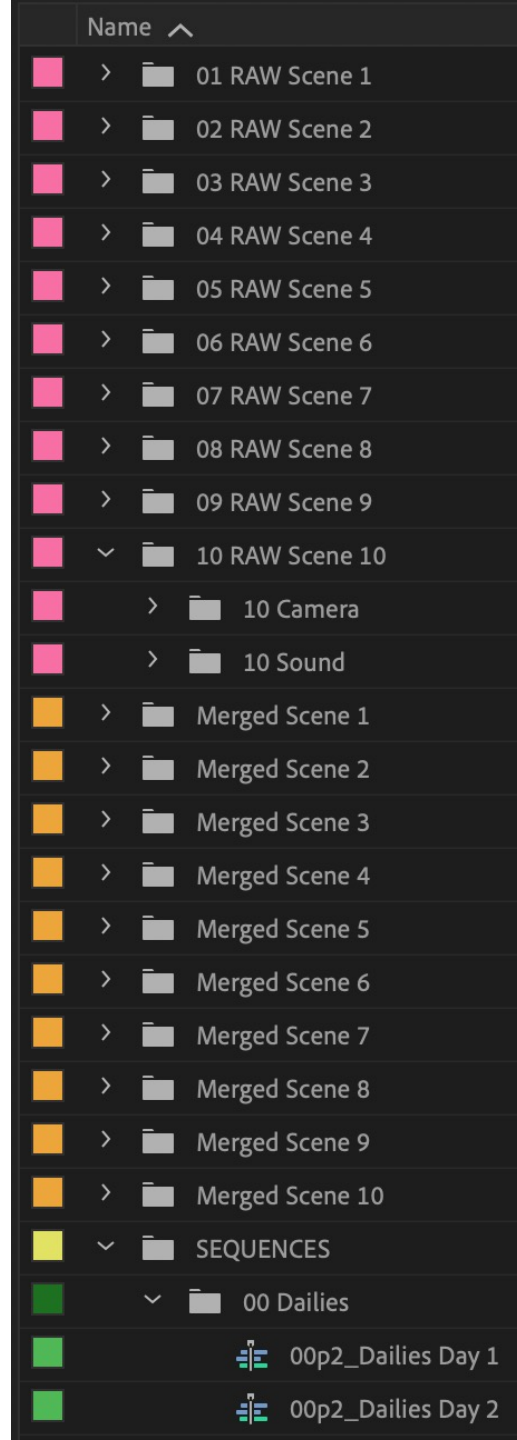
 01 P1 CO26 >	 01p2 >	 01 Camera >	 02p2_Film Title.prproj
 02 P2 CO25 >	 02p2 >	 02 Sound >	
 03 BTH CO24 >	 03p2 >	 03 Assets >	
 04 BATH CO24 >	 04p2 >	 04 Premiere Projects >	
 05 P1 CREW DRILLS_F23 >	 05p2 >	 05 Dailies >	
 06 WKU FILM FILES >	 06p2 >	 06 Sound Delivery >	
 07 GUDIES AND TEMPLATES >	 07p2 >	 07 Music/SFX >	
 08 FILM FESTIVAL_S24 >	 08p2 >	 08 Color Delivery >	
	 09p2 >	 09 VFX >	
	 10p2 >	 10 Masters/Deliverables >	
	 11n2 >		

6

The bin structure is already set up for you and must be maintained. Take a moment to look over the bin structure.

Organization is paramount!

- Raw Scene folders are for files that have not been edited or merged.
- Inside of each Raw Scene folder you will find a “Camera” and a “Sound” folder.



7

IMPORT

Click to highlight a bin.

Hit: **command + I** on your keyboard.

IMPORT the .R3D files or .braw files into the appropriate raw scene bin.

For example,
01 Raw Scene 1 > 01 Camera

DO NOT import entire folders,
ONLY the .R3D or .braw files.

THEN IMPORT

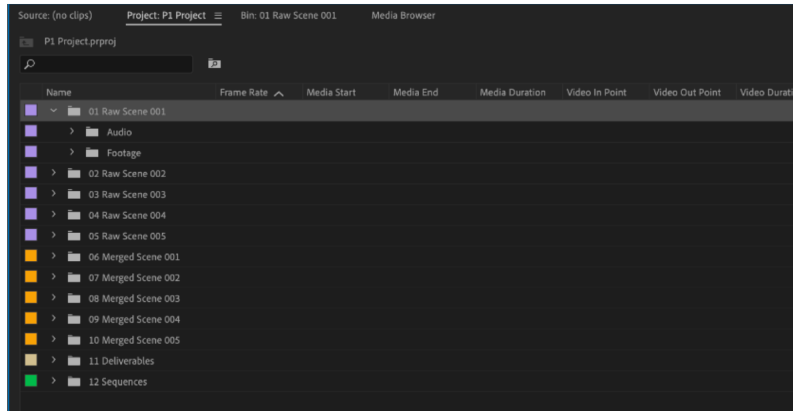
the .WAV files into the appropriate Audio bin.

For example,
01 Raw Scene 1 > 01 Sound

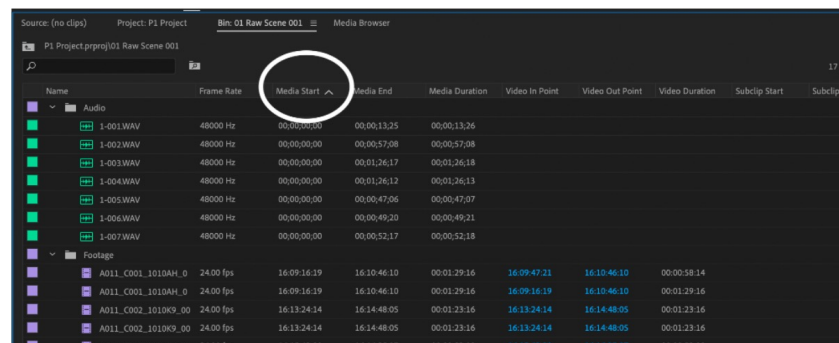
8 DIGITAL TIMECODE SYNC!

TimeCode Sync in Premiere Pro

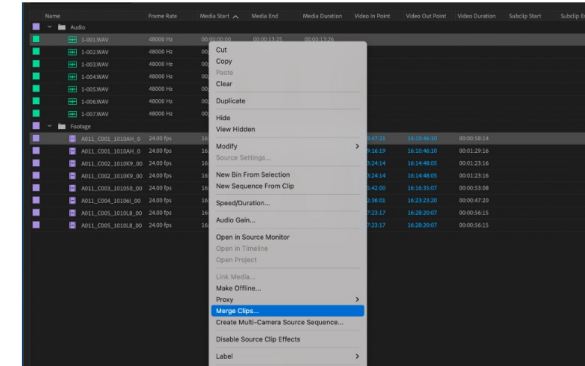
1. Import all your .r3d and .wav files into the appropriate bins (EX. Raw Scene > Audio)



2. Once media has been organized into appropriate bins, you're now ready to start merging audio and footage
3. Open Raw Scene 001 Bin into its own window by double-clicking.
4. Then, hit Media Start to organize your files by start time.

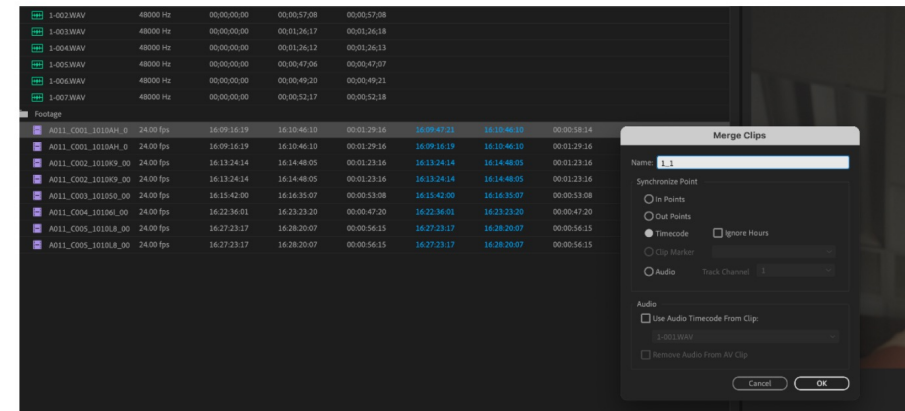


5. To merge Audio and Footage, highlight both files by pressing Command and clicking the corresponding .r3d and .wav.



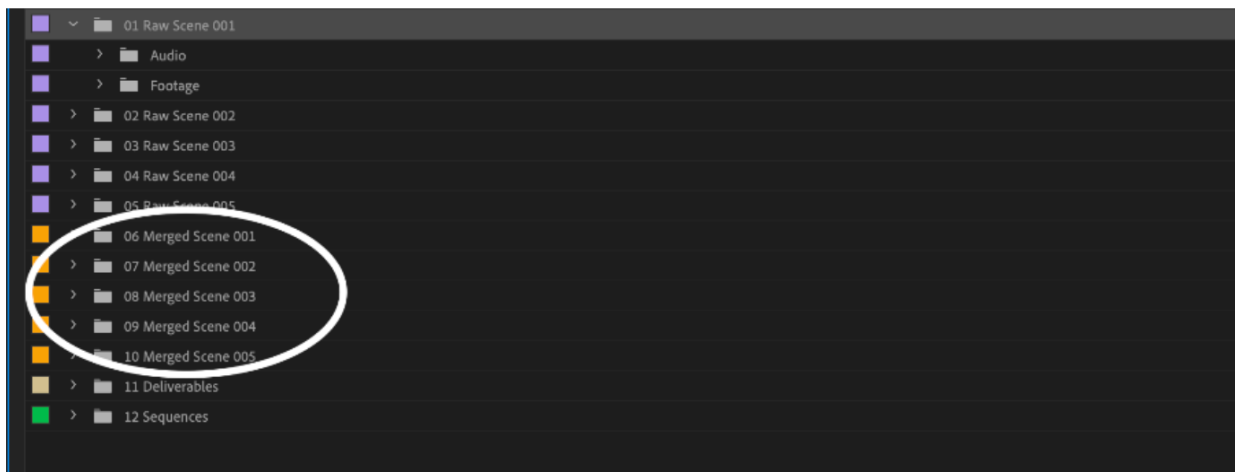
6. Merge clips by using the computer's shortcut or by RT-clicking and pressing the Merge Clips option
7. A "Merge Clips" window will pop up. Select "Timecode" for the synchronize point. Then re-name your new file as usual.

SELECT "RENAME AUDIO FROM AV CLIP"



DIGITAL TIMECODE SYNC CONTINUED

8. Now, you can organize your new file into the corresponding Merged Scene Bin.



9. Repeat this process for all .r3d and .wav files until you have every merged clip. Then, you can assemble dailes as usual.

10. **SPECIAL NOTE A:** if the timecode starts at 00:00:00:00, you will likely need to use the “manual” sync method on the following pages.

11. **SPECIAL NOTE B:** to TRIM AUDIO in the TIMELINE, UNLINK the audio/video, trim the audio, then RELINK the audio video.

Link/Unlink Hot Key: Command + L

(Or you might be able to hold down the Option key while dragging the edge bracket of the audio clip.)

8

Synchronize Clips (manually)

You will use the “merge clips” command in Premiere to sync the audio and video together.

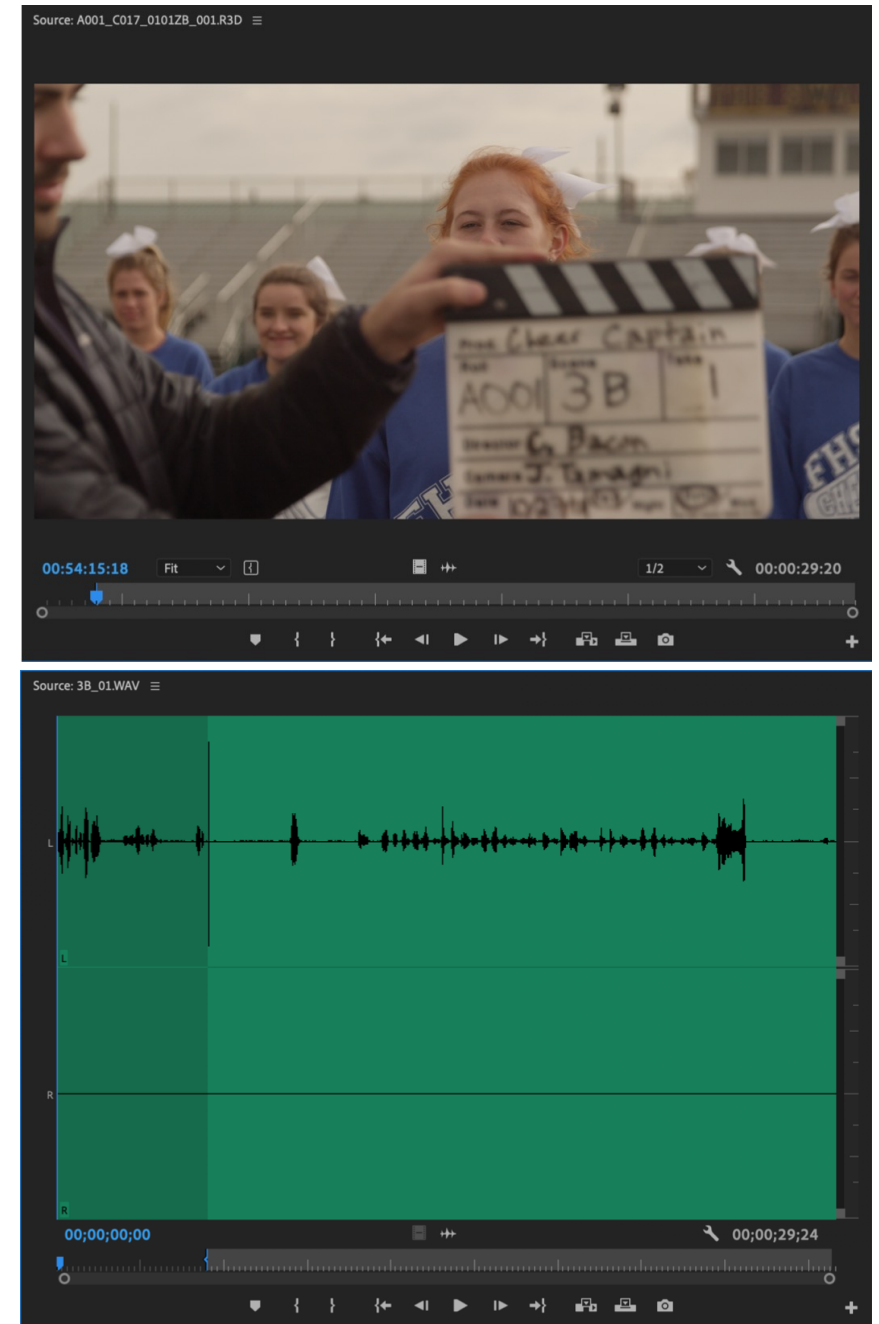
STEP 1:

- Double click the first video clip to open it in the Source Monitor.
- TAKE NOTE of the **setup and take number** that are on the slate.
- Set an in-point on the **first frame** when the chevrons touch.

STEP 2:

- Double click the corresponding sound clip to open it in the Source Monitor.
- Set an in-point on the **first frame** that you can hear the clap.

To set an in-point, hit the letter “i” on your keyboard.



STEP 3: Hold down the command key and click to select the corresponding video and audio clips.

STEP 4: With both clips highlighted, RIGHT CLICK on one of the highlighted clips and select MERGE CLIPS... from the drop-down menu.

STEP 5: In the Merge Clips window

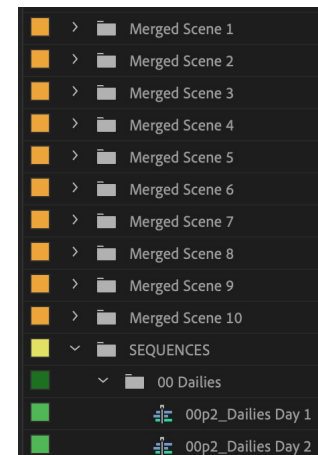
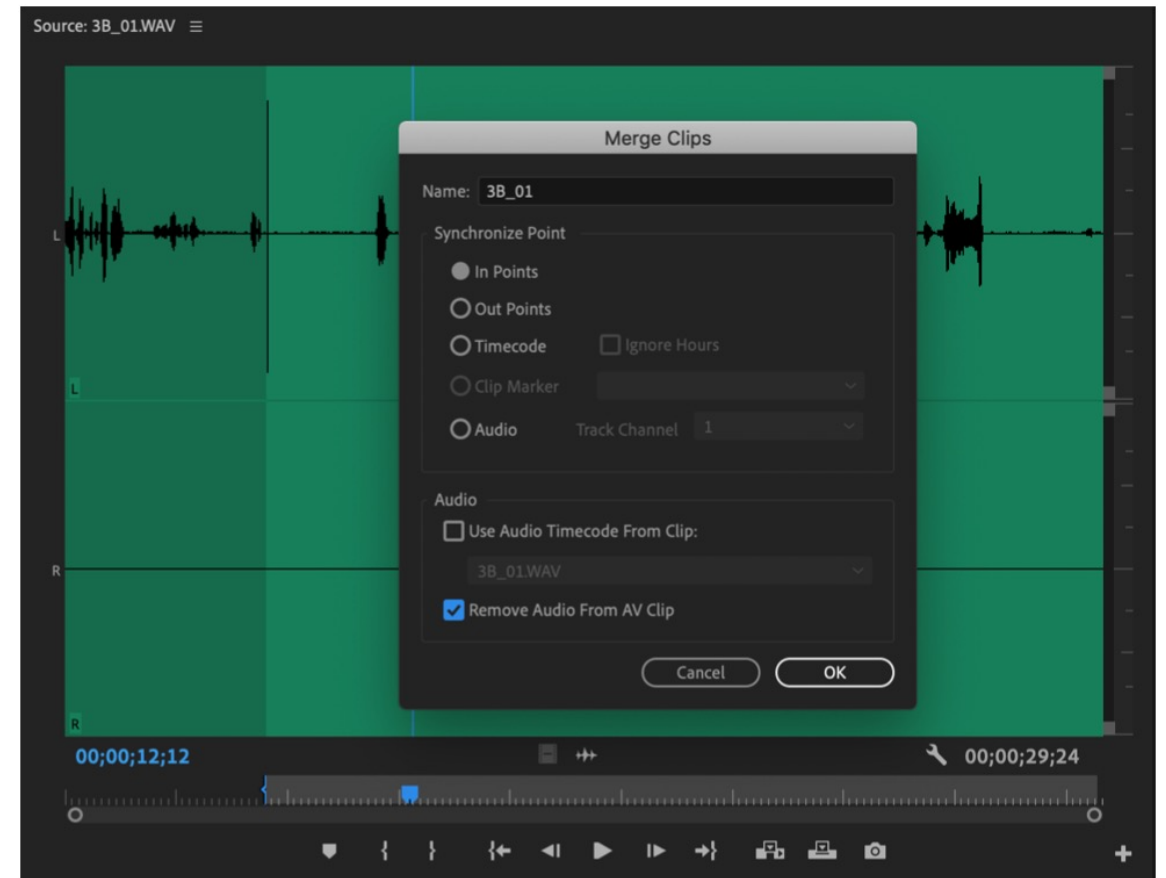
Instructions:

- Name the merged clip after the setup and take number on the slate (ex: 2A-1)
- Set the Synchronize point as “In Points”
- Select “Remove Audio from AV Clip”
- Click “OK”

STEP 6 REQUIREMENT:

Premiere has now created a merged clip. Find this clip in the Project Panel.

- Double click the merged clip to view it in the source monitor.
- Play the clip and CHECK THE SYNC.
- If the sync is perfect, move the clip into the appropriate MERGED SCENE BIN.



Merged Clips go into Merged Bins.

WHAT IF THE SYNC IS OFF?

Once you create a merged clip, you are unable to modify it. So, if you made a mistake, and maybe misaligned the audio and the video, or accidentally used the wrong track from the audio recording and want to swap it out, that won't be possible. You will need to recreate the entire merged clip. (You can delete the old merged clip. Do not delete any other files.)

IF YOUR EDITOR NOTICES ANY SYNC ISSUES, AEs WILL BE REQUIRED TO FIX ALL SYNC ISSUES WITHIN 48 HOURS.

MOS?

If you come across a clip that was labelled “MOS” on the slate, it means there is no corresponding audio file to sync. Follow these instructions.

- 1) Rick-click on the clip > duplicate it
- 2) Rename the duplicate version as slated, with a suffix of “-MOS” (ex: 3-1-MOS)
- 3) Move the duplicate version to the appropriate merged scene bin

WHAT ABOUT TAIL SLATES?

You will use the “merge clips” command in Premiere to sync the audio and video together.

STEP 1:

- Double click the first video clip to open it in the Source Monitor.
- TAKE NOTE of the **setup and take number** that are on the slate.
- Set an out-point on the first frame when the chevrons touch. This time the slate will be near the **END** of the clip.

STEP 2:

- Double click the corresponding sound clip to open it in the Source Monitor.
- Set an out-point on the first frame that you can hear the clap. This time the clap will be near the **END** of the clip.

To set an out-point, hit the letter “o” on your keyboard.

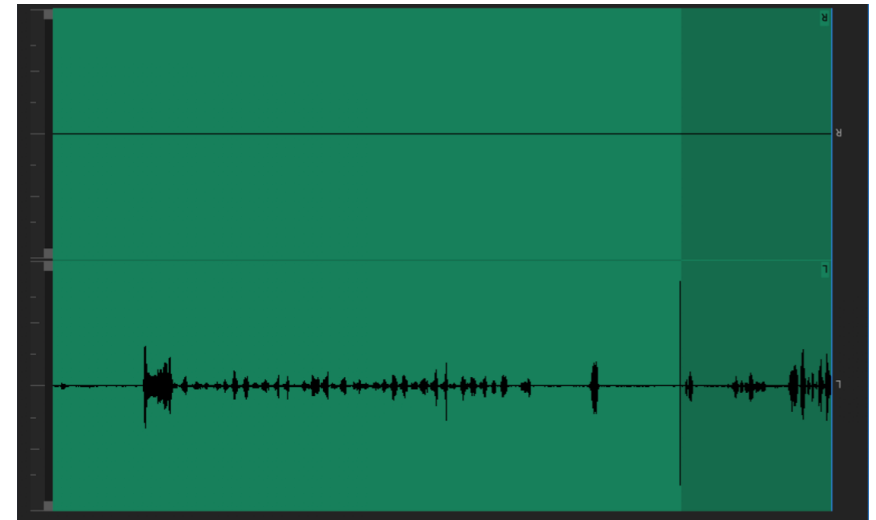
STEP 3: Hold down the command key and click to select the corresponding video and audio.

STEP 4: With both clips highlighted, RIGHT CLICK on one of the highlighted clips and select MERGE CLIPS... from the drop-down menu.

STEP 5: In the Merge Clips window

Instructions:

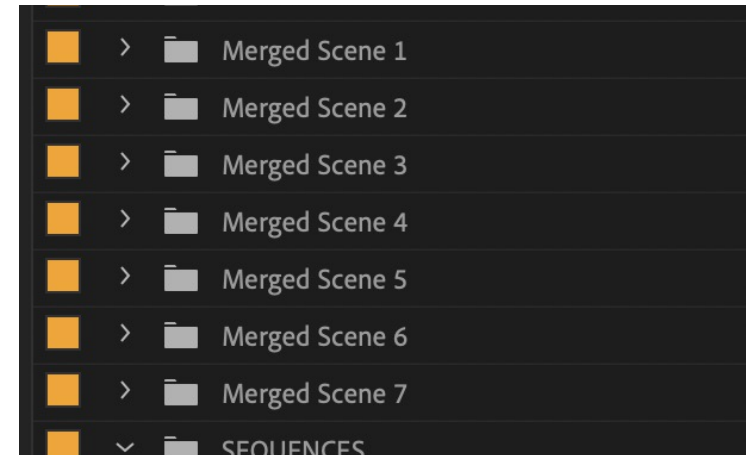
- Name the merged clip after the setup and take number on the slate (ex: 2A-1)
- Set the Synchronize point as “**Out Points**”
- Select “Remove Audio from AV Clip”
- Click “OK”



9

Organize Merged Clips in Premiere

Place ALL merged clips into the appropriate merged scene bins.



CREATE A DAILIES SLATE

- a) Hit **command + t** to create text.
- b) Place the text **clip at the beginning of the timeline.**
- c) **Do not place the text on the first shot.**
- d) Trim to exactly **five seconds.**
- e) Enter/fill out the following:

Use Proper Naming Convention:

Production#_Dailies_Day 1 or 2

Examples

22p2_Dailies_Day 1

22p2_Dailies_Day 2

Shoot Date	→	00p2_DAILEIS_Day 1
		PR: Mandy Moore
		DR: Tilda Swinton
		PD: Jack Trainer
		DP: Freddy Krueger
		ED: Bong-Joon Ho
		AE: YOUR NAME HERE
Total Run Time	→	Date: 03/03/23
		TRT: 00:30:26:11

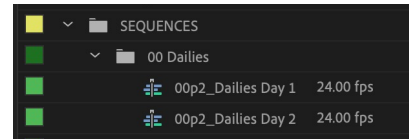
"Total Run Time" or TRT is standardized across all audio-visual media. It is the literal total length of the entire program. The entire program includes all opening and ending credits. From the first frame to the last.

10

Building the Dailies Sequence

The dailies sequence includes **ALL** the footage shot that day.
In other words, it includes all the footage shot for the entire show.

In the DAILIES SEQUENCE



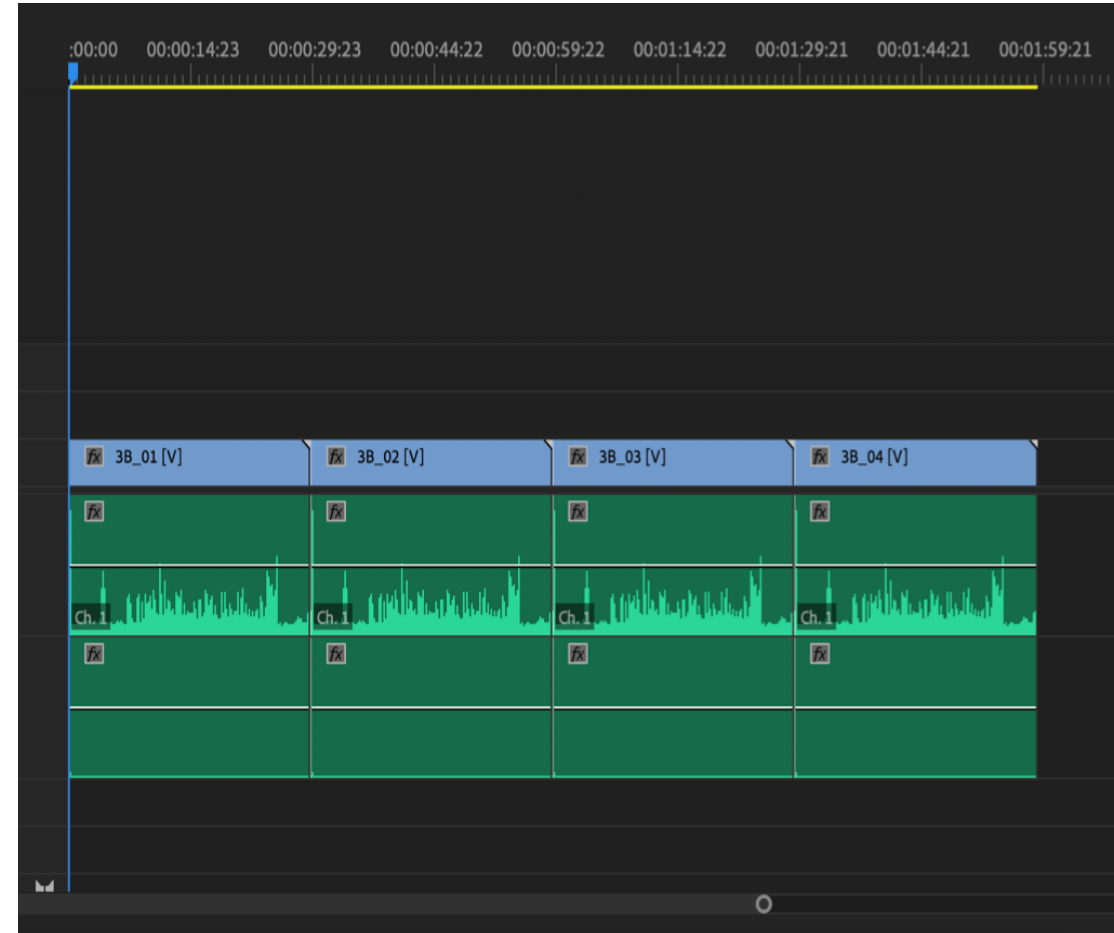
- Place the merged clips in **Scene Order**.
- **Within each scene, place the shots in the following order.**
 1. Wide shots
 2. Medium shots
 3. Close-ups
 4. Extreme Close-ups
 5. Inserts

TRIM

Since sound starts rolling before picture on set, you'll notice that there's excess audio media at the head (and sometimes also the tail) of each shot. You'll want the head and tail of each audio clip to line up with the head and tail of the video.

To trim the audio, hold down **Option** and drag the head or tail of the audio track.

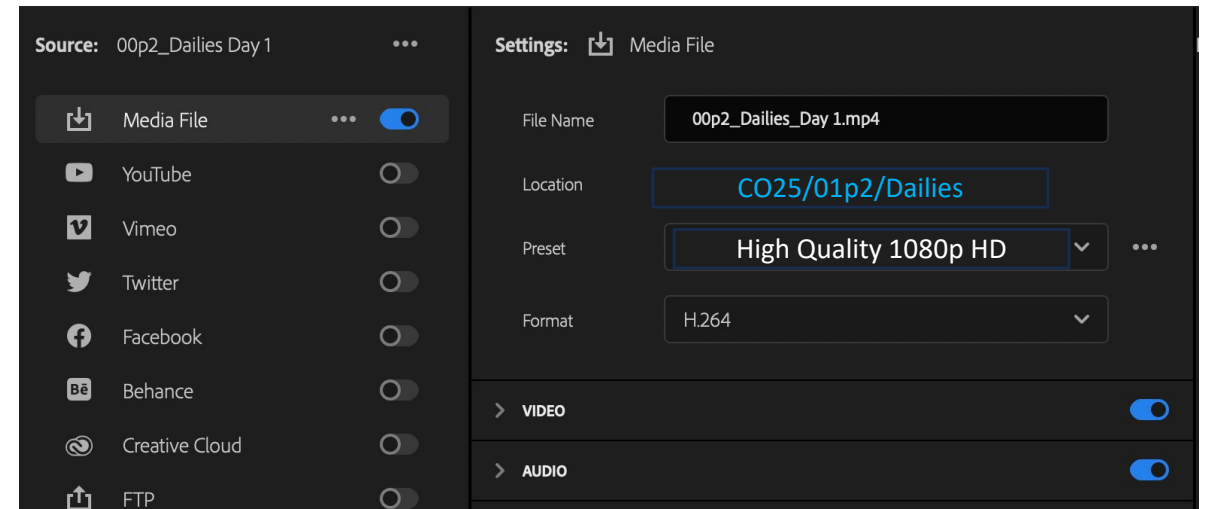
A trimmed sequence should look like this.



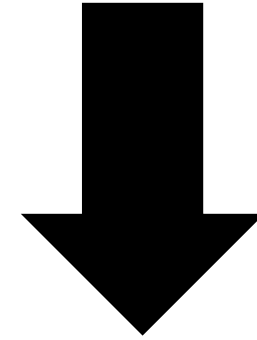
11 Exporting the Dailies Sequence

In Premiere, double check your work. Do you have all the required elements ready for export?
Set the sequence **in and out points in the timeline.**

- A. Activate the Timeline Panel
- B. Click File > Export > Media
- C. Export Settings:
 - 1) **Source Range** is set to “Sequence In/Out”
 - 2) **File Name:** Project#_Dailies_Day (example: 11p2_Dailies_Day 1).
 - 3) **Location:** Click the blue filename. In the **Save As** dialog box, choose the **DAILIES folder** in your P2 folder on the Pegasus. Then click **Save**.
 - 4) **Preset:** **High Quality 1080p HD (or 720p)**
 - 5) **Format:** H.264
 - 6) Click: Export
- D. **Give Premiere time to export completely.**
- E. Go to the G-Tower, find your P2 Dailies folder.
- F. Deliver your export of the dailies to Google Drive and your assigned shuttle drive.



12



DAILIES SCREENING NOTES		
WKU Film		Prod #: _____ Date Shot: _____ Title: _____ Director: _____ Scene: _____
SCENE	TAKE	NOTES
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____
		☐ Sync ☐ MOS ☐ Series ☐ Best Take ☐ Good ☐ No Good _____ _____ _____

1. Watch the Dailies Export to check for errors.
2. Fill out the Dailies Screening Notes in the order of the dailies export.

FILL OUT DAILIES SCREENING NOTES

- a. Enter the following info in the order of dailies export prior to the dailies screening.
- b. Fill in the **Date** of the shoot, **Take** Number, **Scene** Number.
- c. Mark if the shot was **sync**, **MOS**, or a **series take**.
- d. Using the script supervisor paperwork, mark if it was the “best take,” “good take,” or “no good.”
- e. Print clearly and **small** - within the text box for each shot only include obvious technical flaws (ex: boom in frame).
- f. **These pages are completed in totality by the AE prior to the screening.**

13

DAILIES DELIVERY

Upload your Dailies Export to the appropriate Dailies folder on WKU Google Drive.

Upload Dailies Export to your assigned SHUTTLE DIRVE.

Place DAILIES SCREENING NOTES in Production Binder (give to Producer).

AEs & MULTI-DAY SHOOTS

DAY ONE:

AE is responsible for having the dailies and dailies screening notes completed by 7am (the morning following shoot day 1).

DAY TWO:

AE is responsible for having the dailies and dailies screening notes completed by 7am (the morning following shoot day 2).

P2 DAILIES SCREENING

**Deliver the Dailies and the Dailies
Screening Notes to Producer**

On Set Screening and Screening with
Professor Klein.

Director and Editor will take notes during
the screenings.

Editor will contact the AE if there are any
sync or dailies issues.

AE fixes all issues within 48 hours.