## INGESTING CAMERA FOOTAGE INTO AVID

1. When you first enter a project Avid will have automatically created a single bin (the containers that clips and sequences exist in) named '<Project Name> Bin'. Rename it to something meaningful ie Sequences or CARD1, depending on what you're going to use it for.

2. If you insert an SD card Avid should recognise this as a camera card and automatically open a new bin and populate it with the clips. If so you can jump to step 7. If it doesn't then go to step 3.

3. To bring in your footage you need to use the Source Browser. This should open automatically when you first enter the project, however if it's not visible you can open it by either going 'File>Input>Source Browser' or by Right-clicking in a bin and choosing 'Input>Source Browser'.
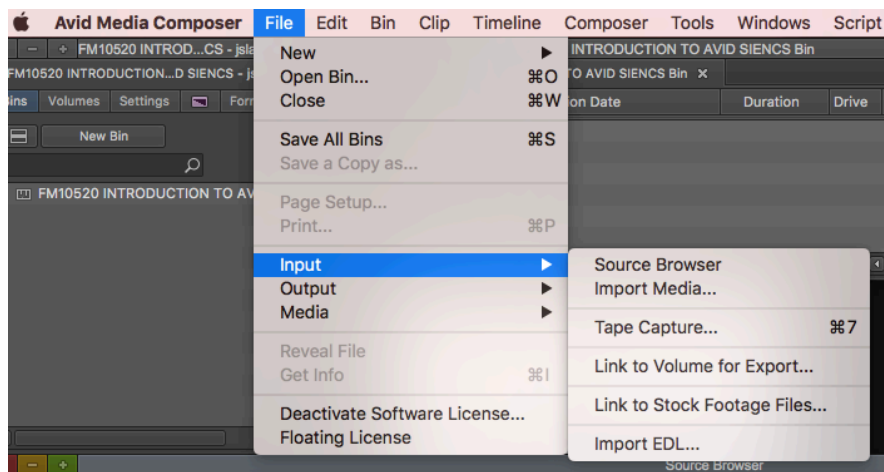
   a.

4. In the Source Browser navigate to your Camera Card (or folder) and your clips should populate the right hand column. Depending on the card/camera type you may have to navigate to the 'PRIVATE' folder and/or click the 'view folders as media volumes' button.
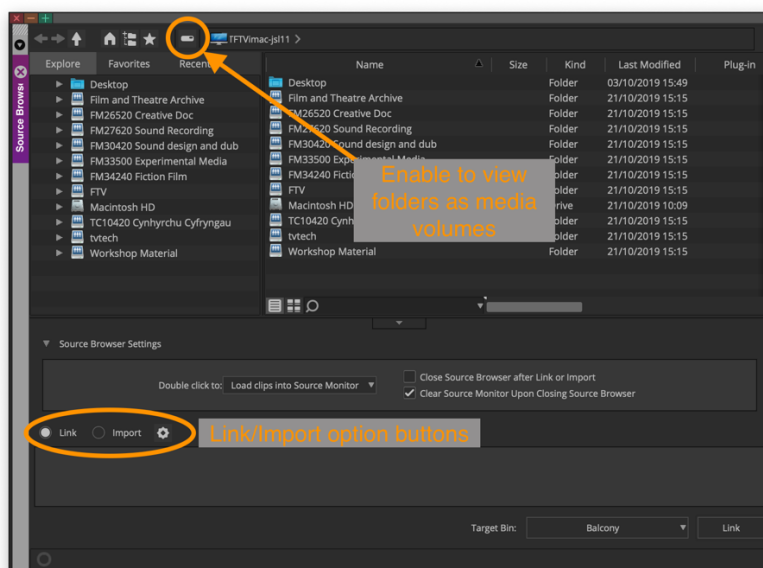
   a.

5. In the Source Browser you can preview the clips (by double-clicking the icon to load them in the source monitor) to select those you want.
6. Once you've highlighted the clips you want make sure that the 'Link' option is selected at the bottom left of the source browser and then click the 'Link' button at bottom right of the Source Browser to bring your clips into the selected target bin.
7. You can now edit with your footage but you'll get better performance if you transcode the clips to native Avid Media. To do this select the clips in the bin and; **EITHER** right-click on one of them, and from the contextual menu that appears select the 'Consolidate/Transcode' option.
OR go to the clips menu and select the 'Consolidate/Transcode' option.
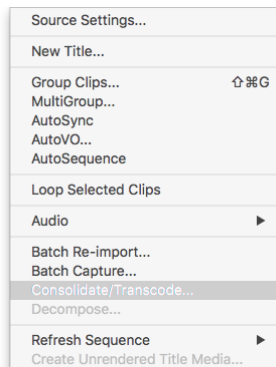
a.

8. In the Consolidate/Transcode window select the 'Transcode' option and the relevant destination drive (usually z:<*module volume*>). Check the box for 'keep source's frame rate' and choose the appropriate codec (usually DNxHR SQ). Click 'Transcode'.
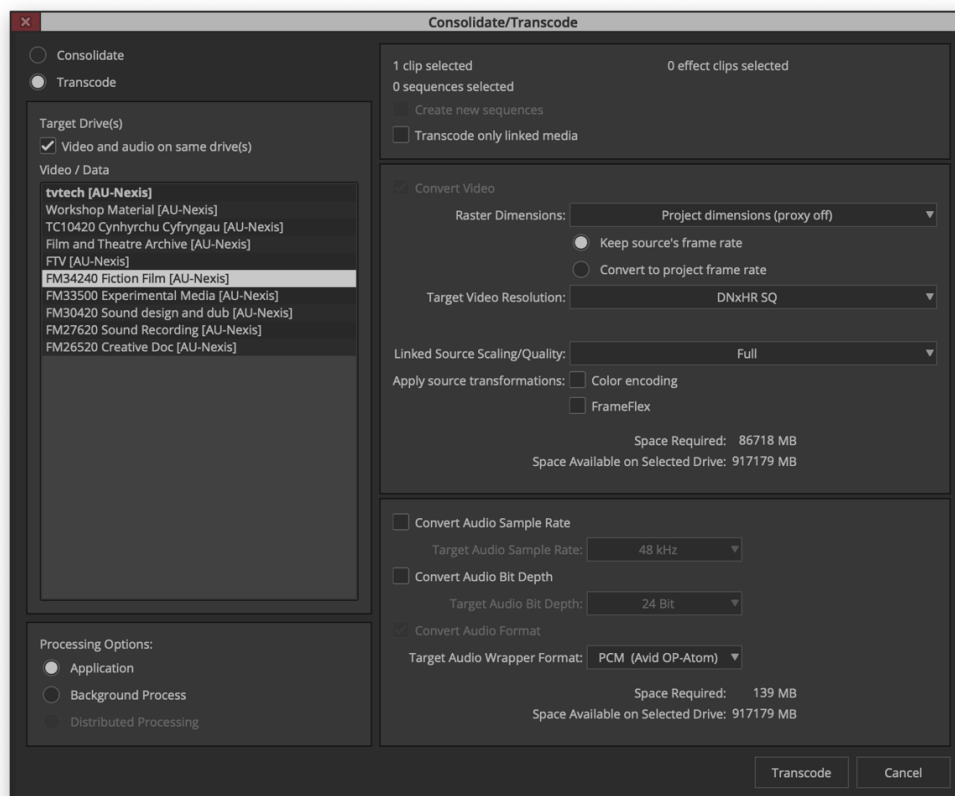
9. Once the transcode has completed make a new bin for the transcoded clips and move them into it. Make sure you know which are which – the Linked clips have a chain link on the icon and the transcoded ones don't, but should have a horizontal line underneath to signify that they're on the server.

Linked clip

Transcoded clip on the server

Transcoded clip on the local drive

- Once you've separated the two types of clips CLOSE the bin containing the linked files so that you don't inadvertently end up using them in your edit.

<u>INGESTING AUDIO FILES</u>

While you can ingest audio files following the method described above for camera files it is not strictly necessary to follow the link-transcode workflow and you can simply select the 'Import' option instead of 'Link' and that will bring the clips into the target bin and create Avid media at the same time. The only difference is that when you select the 'Import' option you'll get an extra field to select the drive that Avid creates the media on, just like in the transcode window.