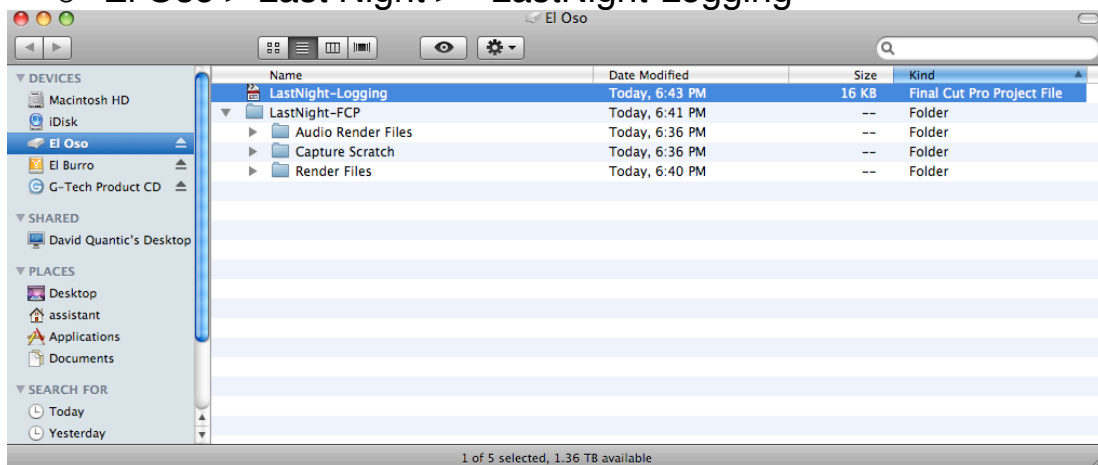


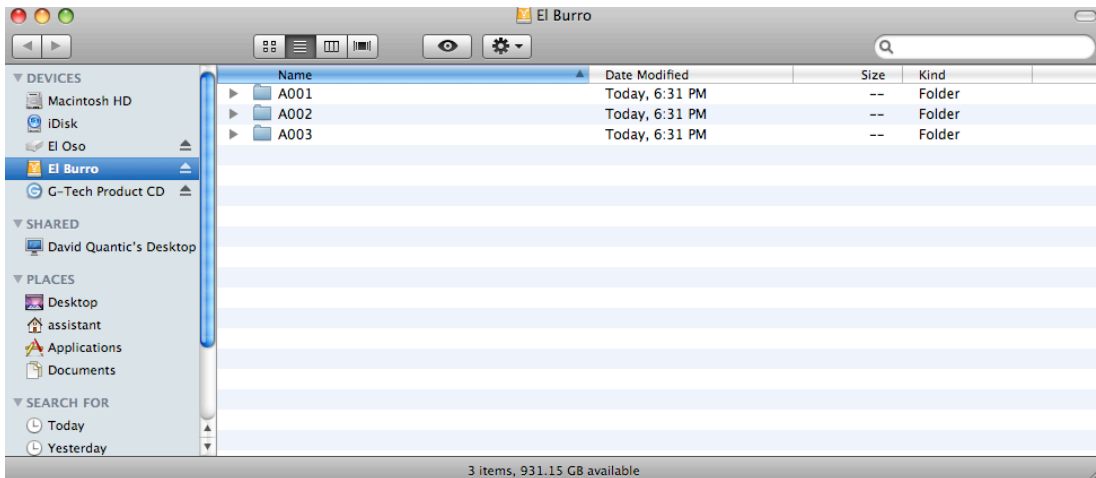
### At The Start of Each Day

- Plug the APC into a proper wall outlet
  - Do not plug it into another surge protector.
  - Do not plug other surge protectors into APC.
  - Do not allow other equipment to be plugged into APC.
- Plug Laptop and both FireWire hard drives into “battery & surge protector” side of APC.
- Plug DuelAdapter into Laptop’s Express Slot.
  - You should hear a “click” when it’s in.
- Power up Laptop.
- Log into “Assistant” account.
  - Password: who is the dude?
- Power up both FireWire drives.
- Daisy chain drives to laptop.
  - Laptop > El Oso > El Burro.
- Launch our Final Cut Project.
  - El Oso > Last Night > “LastNight-Logging”



### Transferring P2 Footage onto Hard Drive

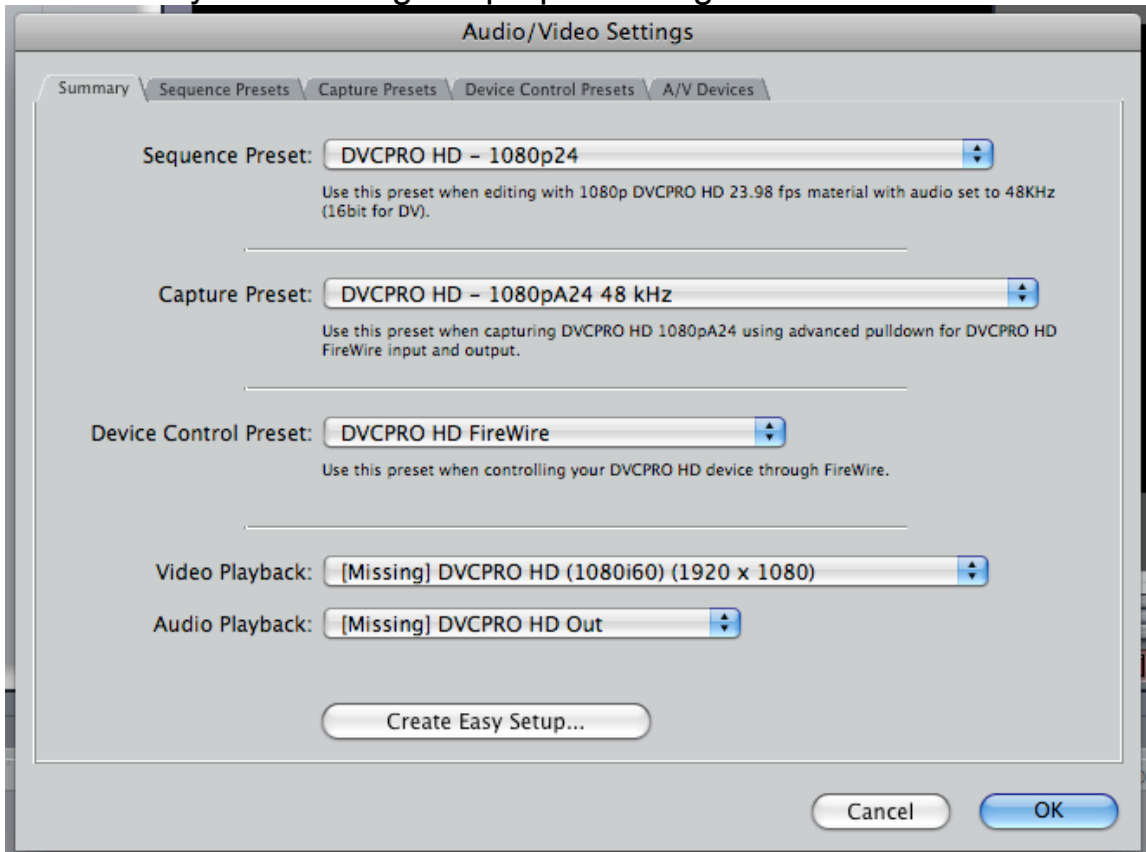
- Plug P2 card into DuelAdapter
- P2 card should appear on desktop
- Create new folder for each P2 card on “El Burro”.
- Label folders “A001”, “A002” and so forth.
  - Each folder should only hold one card of footage.

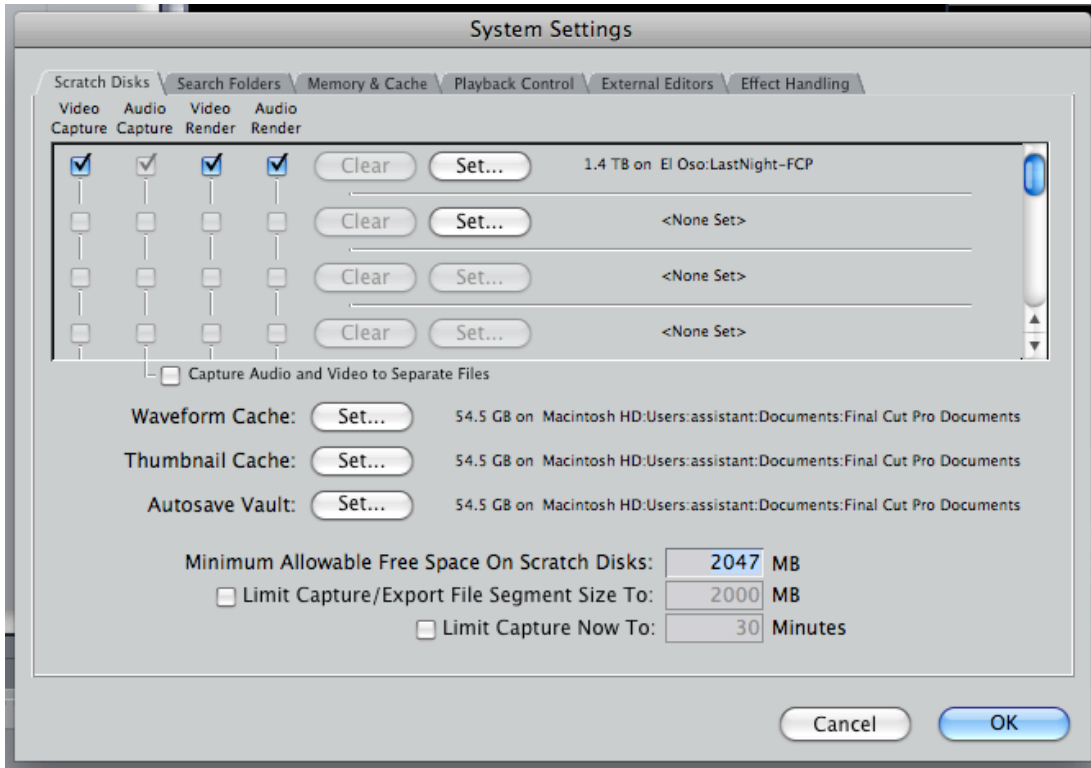


- 
- Copy "LASTCLIP.TXT" and "CONTENTS" folder from P2 card to folder on "El Burro"
- Eject P2 card by dragging it to the trash.
- Highlight newly filled folder red.

### Transferring Footage into Final Cut Pro

- Make sure you are using the proper setting.





- 
- Create new bin w/ corresponding footage folder name
  - “A001”, “A002”, etc.
- Set that specific bin as “Logging Bin”
- File > Log and Transfer
- Select desired folder in “El Burro” and “open” it.
- Go to sprocket in upper right corner and select “Preferences”
- Select “Remove Advanced Pulldown and Duplicate Frames”.
- Clips should appear in top left window.
  - Make sure # of clips matches script super notes.
    - Watch out for “Spanned Clips”
      - These require both halves to be properly ingested.
- “Volume” and “Reel” should have the same as original folder
  - “A001”, “A002”, etc.
- Change “Name” of clip so it matches slate.
  - e.g., “10A-2”, “3C-5”, etc.
- Click on “Add Clip to Queue”
- Clip should appear in bottom left window
- Repeat until all clips have been transferred.
- Confirm that Bin has all the transferred footage.
- Save project.

### At The End of Each Day

- Save Project.
- Quit Final Cut Pro.
- Back up project to flash drive.
  - Create Folder on flash drive w/ date.
  - Place project in appropriate folder.
  - Change color to red.
- Eject flash drive and keep safe.
- Back up project to “Project Backup Folder” on desktop.
  - Same folder system as on flash drive.
- Eject FireWire hard drives.
- Power off FireWire hard drives.
- Safely pack and store FireWire hard drives
- Shut down laptop.
  - Make sure system is fully shut down before closing lid.
- Unplug DuelAdapter.
- Unplug Laptop
- Unplug APC.