

Lesson 1

Covering the Basics

This lesson demonstrates a few fundamentals of Mac OS X (Panther) to prepare you to work with Final Cut Express 2. It shows you how to view the contents of your hard drive and screen media files in a column display. In addition, you will load the Final Cut Express lessons onto your hard drive and add Apple Final Cut Express 2 to the Dock, making the program easy to open and access.



Working with Finder Windows

Like previous Apple operating systems, Mac OS X uses icons to represent applications, documents, and other files. The hard-drive icon looks like an image of a hard drive; it is located in the upper-right corner of the Desktop. The applications and documents you will be organizing and working with are stored on the hard drive and can be accessed through that icon.

Viewing Columns in a Finder Window

As in Mac OS 9 and earlier, you can view the contents of your computer either by icons or by list. Mac OS X has an additional viewing option that is especially helpful when working with media files.

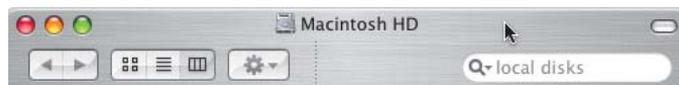
NOTE ▶ An icon is a visual representation of something.

- 1 Turn on your computer and double-click the hard-drive icon to open the contents of the hard drive in a Finder window.



TIP ▶ The keyboard shortcut to opening a Finder window on the Desktop is Cmd-N.

- 2 Click and drag any portion of the outer silver area in the Finder window. This is how you reposition a window on the Desktop. In Final Cut Express 2, you drag from the window's title bar.



- 3 In the upper-left area of this window are backward and forward arrows and three view options. Click the third (right) view option to sort by column layout.



- 4 In the first column, click the Macintosh HD icon once to select it. This column displays the *root level* of the computer.



The next level of content in the hard drive is displayed in the second column.

- 5 Beneath the Macintosh HD icon are icons representing other computer contents. Click the Applications icon to display applications.

A list of all the applications on your computer appears alphabetically in the next column, including Final Cut Express 2, if installed.



Resizing Windows

Resizing, minimizing, and hiding windows in Mac OS X is necessary at times to see additional columns of computer content in the Finder window. Final Cut Express windows are also manipulated this way.

- 1 Drag the lower-right corner down and out to enlarge the window.

This allows you to view more columns and more content within each column.



- 2 Look for the tiny double vertical lines at the bottom of a column. Drag one of these column markers left or right to expand or contract that column width.



TIP ▶ If you want to resize all columns to the same width, press the Option key as you drag a column's vertical marker. If you want to resize the first column at the root level, move the cursor over the silver column divider. When the pointer changes to a resize arrow, drag left or right. Dragging left all the way hides this column entirely.

- 3 Click the green *Zoom* button in the upper-left corner to enlarge the window to show additional information, if available, or to shrink it to hide empty areas.

NOTE ▶ When the pointer is positioned over the window buttons, they each display a symbol. The Zoom button displays a plus sign.



- 4 Click the green Zoom button again to return the window to its previous size.

NOTE ▶ Later, you will click the yellow button to minimize the window and store it in the Dock, and the red button to close the window.

Loading Lessons and Media onto the Hard Drive

Before you begin working with the material from the Final Cut Express DVD, you will need to load the files onto your hard drive.

- 1 Insert the DVD included with this book into your computer.

The APTS (Apple Pro Training Series) Final Cut Express 2 DVD icon appears in the first column of the Finder window. It also appears on the Desktop.



- 2 Click the APTS Final Cut Express 2 DVD icon in the first column of the Finder window to view the contents of the DVD in the second column.
- 3 Click the FCE2 Book Files folder in the second column and then the Lessons folder in the third column.

There is a Final Cut Express project file for each lesson, beginning with Lesson 3.

- 4 Click the Media folder in the third column.

All of the media files you will use in the lessons are organized by topic into individual folders.

TIP To ensure that each project knows where to locate its associated media files, do not separate the Lessons and Media folders. Keep them together in the FCE2 Book Files folder and move only that folder.

- 5 To copy the media files to your hard drive, drag the FCE2 Book Files folder from the second column of the Finder window onto the Macintosh HD icon in the first column.

NOTE ► Make sure you see an outline around Macintosh HD before releasing the mouse button. The outline indicates that the target has been selected.



A Copy window appears, listing what is being copied and how long the process will take to complete.

NOTE ► Depending on your computer, be prepared to spend about 30 minutes to load the FCE2 Book Files folder onto your hard drive.

- 6 After the copying is complete, eject the DVD from your computer.

The additional folder on the DVD, FXScript DVE's by CGM, holds an effect you will use in Lesson 15. You will install it in that lesson.

- 7 To make the FCE2 Book Files folder easily accessible from the first column, click the Macintosh HD icon, then drag the FCE2 Book Files folder from the second column to the first, under Macintosh HD. Look for an insert line as you drag.



This action does not remove the folder from its original location but simply places a copy of the folder icon, called an *alias*, in the first column for easy access.

Viewing Media in the Finder

At this point, you should have the FCE2 Book Files folder (containing the Lessons and Media folders) from the DVD loaded onto your hard drive as outlined in the previous steps. The Lessons folder contains individual Final Cut Express project files for each lesson. The Media folder contains media files (video clips) used in the lessons.

Using the OS X column view, you can access your lesson files quickly and easily, and preview or screen your media files as well. You can also access other information about a media file, such as when it was created, the date it was last modified, and its duration, file size, and frame size. For the moment, you will work with media files from the Media folder. Later, you can work with your own media.

- 1 Click the FCE2 Book Files folder in the first column of the Finder window, then the Media folder in the second column.

A third column appears, displaying individual folders that organize the media by topic. If necessary, expand the width of the column to read the filenames.

- 2 Click the Lesson 1 Media folder.



- 3 Click **man ab roller** once. A single frame appears in the next column. Expand this column to see a larger preview of the media file image.



TIP ▶ When you select a media file, such as a QuickTime movie, in column view, you can play the file in the far-right column to screen it or use the displayed file information for reference.

NOTE ▶ QuickTime is a type of digital media file that is discussed in more detail in Lesson 2.

- 4 The arrow at the bottom left of the preview frame is a Play button. Click the QuickTime movie Play button to play the media file.



NOTE ▶ When the QuickTime media file is playing, a double vertical bar appears in the Play button position. Press this to pause or stop playing.

- 5 Click and drag the frame slider to move quickly through the frames.



- 6 Play the clip from the beginning, and click the audio speaker to the left of the image. In the volume slider area, drag up and down to adjust the volume.



- 7 Drag the frame slider to the center of the bar, and click the left and right frame buttons to move backward and forward through the clip, frame by frame.



- 8 Play the other media file in this lesson, **board on head**.

Working with the Dock

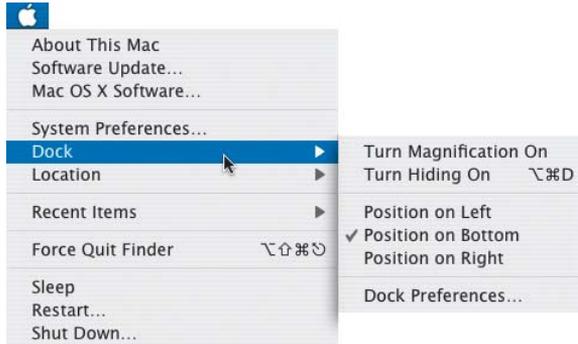
On the Mac OS X Desktop is a strip called the *Dock*, where application icons can be conveniently stored for easy access.



If multiple users log on to your computer, OS X allows each user to have his or her own personal Dock and Desktop configuration. The Dock can be placed on the bottom, left, or right of the screen. It can be sized to your preference and can be hidden when you're not working with it.

- 1 Choose the blue Apple icon in the menu bar.

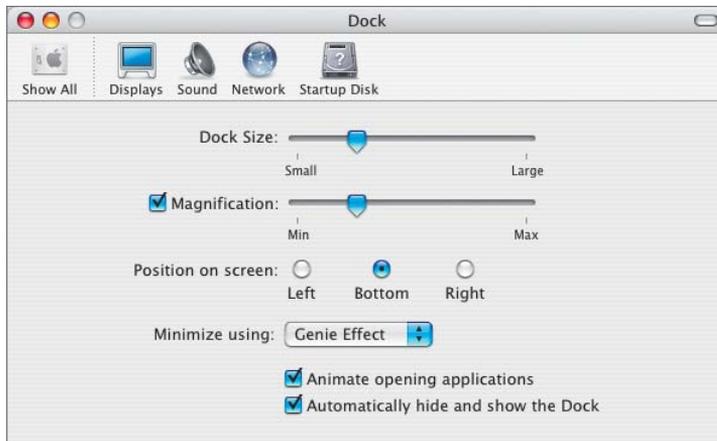
- Slide down and select Dock.



Some Dock options, such as position, magnification, and hiding, appear in the Dock submenu.

- Choose Dock Preferences from the Dock submenu.

The Dock preferences window appears, offering ways to personalize your Dock.



- 4 In the bottom of the window, make sure the “Automatically hide and show the Dock” option is deselected.

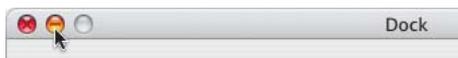
Automatically hide and show the Dock

NOTE ► Deselecting this option keeps the Dock visible on the Desktop while you adjust your preferences. At other times, you can show or hide the Dock by using the keyboard shortcut **Cmd-Option-D** or by selecting the hiding option from the Dock submenu.

- 5 Move the Dock Size slider to change the size of the Dock.
- 6 In the Dock, move your mouse pointer over the dividing bar until the pointer changes to a double arrow resize icon. Drag up and down to make the Dock larger or smaller.



- 7 Select the Magnification box in the Dock preferences window, and drag the slider to the middle of the bar.
- 8 Move the mouse pointer over the application icons within the Dock.
- When the Dock Size slider is left of the Magnification slider, the application icons enlarge as the mouse pointer moves over them. If you like this option, leave it selected. If not, deselect the Magnification box.
- 9 Click the yellow *Minimize* button in the Dock window’s title bar. When the pointer moves over the button, a minus sign appears.



The Dock window hides from the Desktop by squeezing itself into the smaller portion of the Dock next to the Trash icon.

- 10 Click the Dock window icon to bring the window back to full size. Reselect the “Automatically hide and show the Dock” option.
- 11 Click the red *Close* button in the Dock window to close it. When the pointer moves over the buttons, an X appears.

NOTE ► Clicking these buttons has the same affect on any OS X window in any application, including Final Cut Express.

TIP ► You can use the keyboard shortcut Cmd-W to close any open window on the Desktop and within Final Cut Express.

Adding Final Cut Express to the Dock

A Macintosh computer straight out of the box will have a Dock that contains some of the icons for applications that come with the computer. But once you install additional software applications, it’s a good idea to add icons to the Dock for applications you use frequently so you can have easy access to them.

When you add the Final Cut Express icon to the Dock, you will be using a copy of the application icon, or an alias. Clicking an alias icon of a program in the Dock will open the original application wherever it is located on your hard drive. Let’s add the Final Cut Express icon to the Dock.

- 1 In the Finder window, click the Macintosh HD icon in the first column, and then click the Applications folder in the second column.

NOTE ► If your Finder window is set up to show the Applications icon in the first column, you can just click that icon instead.

- 2 Click the Final Cut Express application icon once. If it is not in view, scroll down until you see it.

A large Final Cut Express icon appears in the next column, along with some information about the program size, version, and so on.



Name: Final Cut Express
Kind: Application

- 3 Drag this icon into the Dock where you want it to be placed, and release the mouse button.



NOTE ► For this icon, use the area to the left of the dividing bar. The area to the right is usually saved for the Trash, temporary documents, and certain other icons.

- 4 To remove the Final Cut Express icon from the Dock, simply drag it out of the Dock and release.



A little puff of smoke appears to indicate that you have successfully removed the icon from the Dock. However, you have not removed the application from the hard drive.

- 5 Repeat step 3 to add the Final Cut Express icon back into the Dock.

NOTE ► In another lesson, you will open Final Cut Express by clicking its alias icon in the Dock.

- 6 Close the Finder window.

What You've Learned

- Clicking the column view option is helpful when viewing media files and other contents of the Finder window.
- To resize the Finder window, drag the lower-right corner or click the green Zoom button.
- To hide a window in the Dock, click the yellow Minimize button. To close a window, click the red Close button.
- To place the FCE2 Book Files folder onto the Macintosh HD, drag the FCE2 Book Files folder from the book's DVD onto the Macintosh HD icon or into the second column of the Finder window.
- To view a QuickTime media file from a Finder window, select the file and click the Play button under the Preview image.
- To change Dock preferences, choose the blue Apple in the menu bar and then select Dock. From the Dock submenu, choose Preferences.
- You can add any application icon to the Dock by selecting the application from the Applications folder in the Finder. When the large icon appears in the next column, drag it into the Dock and release it.

Keyboard Shortcuts

Cmd-Option-D	Hides the Dock or shows a hidden Dock
Cmd-W	Closes any open window on the Desktop
Cmd-N	Opens a new Finder window
