

### **Operating the FLATBED Editor:**

1. Turn on the editor. Switch is on the left behind the machine.
2. Load film onto left rear plate, with the “wind” going counter clockwise.
3. Thread the film through the editor (Use your drawing from the demo.)
4. Attach to take up reel/core on right rear plate, with the “wind” going counter clockwise. Make several loops on this reel/core to hold the film.
5. Turn on tension switch. (Small metal switch to the right of the left rear plate.)
6. Look at your controls on the right front side. When the green “lock” switch is on it keeps the film moving at 24 fps. Use the buttons to move it forward, reverse or stop.
7. When the green “lock” switch is off you can use the knob to control the speed and move the film in either direction.

### **Editing on the FLATBED Editor:**

8. Locate the frames where you want to edit. Mark with a grease pencil.
9. Release tension switch. Pull film to the front of the machine.
10. Use the guillotine splicer to cut the marked frames. Save the removed footage in the Trim Bin or some other container.
11. Join the two ends of the film in the splicer by situating each end in the sprocket hole guides. Pull tape over the edit and smooth down with your finger to make it tight to the film. Compress the splicer handle to cut the tape. Tape only one side until you are sure of your edit. When your edit is final, tape both sides.

### **Access to the FLATBED Editor:**

1. The equipment room is in charge of the editing suites and will unlock the door for you.
2. Each student is permitted a 4-hour session 2 times/week. You sign up for these sessions on the calendars attached to the door of the suite.
3. If there is no one scheduled or someone doesn't show up for his or her time period, you're permitted to keep editing. If unsure, check with the equipment room.