

PREPARING AUDIO AND VIDEO FILES FOR EDITING.

ABSTRACT

Purpose Statement

As we work with a large number of outside videographers, crews and editors with varying equipment preferences, work style and levels of ability, it is important to standardize workflow at every stage of production in order to maintain the consistent video and audio quality standards our clients have come to expect.

This document will present an overview of our production workflow and detailed step-by-step processes for ingest operators and assistant editors to follow. This process will cover standardized project and media settings, ingest of production audio and video, and conversion to synched, edit ready media assets.

Special Considerations

All production teams are required to shoot discrete audio using high quality microphones and a multi-channel mixer.

Shooters using DSLR cameras are required to use an external audio recorder. Producers must slate all shots and provide a detailed shot log for syncing.

All video will be recorded Full HD – 1924 x 1080. All shots must be properly exposed and lit. Recorded audio must be as clean and undistorted as possible.

Media may be delivered on **External Hard Drives, Flash Drives** or **SD Cards**.

MiniDV HD Tape must be accurately labeled. A detailed shot log should accompany all delivered media whenever possible.

Hardware

1. **Computer:** MacPro, Macbook used in-house.
2. **Solid State Memory / Storage:** SD or Flash Card, External Hard Drive
3. **I / O:** Monitor, Speakers, Storage, Card Reader, DVD / Blu-ray

Software

1. **Final Cut Pro 6 / 7**
2. **Adobe Premiere**
3. **MPEG Streamclip**
4. **Plural Eyes**
5. **Cloud Storage Account, e.g.:** Dropbox, iCloud

Notes on Production Standards

Video should be recorded in High Definition, 1920 x 1080; 24p is ideal, 30p is acceptable.

Audio should be recorded in a high quality, low compressed format – 96/48-wav is the optimal file format.

Shots should always be slated with a clapper or other sync tone when possible, and a detailed shot list must be provided to facilitate logging and syncing in post.

Media files can be delivered on a Mac formatted external storage device:

- Portable or desktop hard drive
- Solid-state camera media: SD / Flash Cards.
- Files may also be delivered via Dropbox or another Cloud server.

Format for Editing

We edit primarily in Final Cut Pro. All media and sequences must use the following format settings:

- **Apple ProRes 422** (or DVDPRO HD)
- **Quality:** 100 %
- **Sound:** Uncompressed, Stereo, 48 kHz 256 kbps
- **Frame Size:** 1920 x 1080 (HDTV 1080i)

PROCESS DESCRIPTION

Convert Files for Edit

Video files are converted into to the above formats using MPEG STREAMCLIP. The user opens a Batch List, adds the video files to the list, and selects 'Export to QuickTime'. The operator is prompted to select or create a destination folder and choose the settings described above. The operator clicks "Go" to commence batch conversion. A progress bar indicates the estimated time remaining in the operation

Synch Video to Audio

1. Automatically

Using a tool such as **Plural Eyes that** merges a batch of audio and video files by analyzing each file's waveform.

2. Manually, within the program

The operator creates a project file and imports the converted video and raw audio. Using the shot log as a guide, an IN point is set on each audio and video clip at the

clap or sync tone. If no sync point is present, the operator must use his or her judgment.

The operator then selects the related audio and video clips and selects 'Modify - >Merge Clip' from the menu. The resulting merged clips are placed in a new bin titled "Merged Clips". The operator carefully QC's each new clip, listening for sync drift or echo, and repeats the process until all clips are determined to be perfectly in sync.

Editing Output and File Management

All projects are stored and archived on the **Content Management System (CMS)**, and must have a unique project title with clear versioning and dating. The tutorial will elaborate on the naming protocol employed by our company.

REFERENCES