

Westover Multimedia Ministry Standards and Procedures

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Introduction

Note: before starting to work on a new project, it is a good idea to check the Multimedia Ministry website to see if there is a more recent version of this document. Click the "Procedures" link under "Members' Corner".

This guide is intended for Westover Multimedia Ministry members. Standards are important, especially if more than one person is working on a project. It contains information on these topics, among others:

- How to prepare tapes for showing at Westover so the AV staff will be able to cue it up properly
- How to archive each presentation for the Westover Multimedia Ministry library

Please feel free to contribute ideas to this guide. Email the Multimedia Ministry at multimedia@westover.org.

Working with DV

If you are not working with a digital format (Mini-DV, Digital 8, DVCAM, etc.), you may skip this section.

General DV Notes

Resolution

The resolution of DV is 720x480. This is useful to know if you are creating graphics or editing photos for your presentation.

Blank Tape Preparation

Before shooting a digital video tape, pre-stripe it with black video and time code, then put 30 seconds of color bars and tone at the beginning. Pre-stripping the tape lets you rewind and review what you've recorded, and then go back to the end to record more, or to remove and re-insert the tape, without the possibility of losing the continuity of the time code or having loss of sync where no video is recorded. 30 seconds of color bars at the beginning of each tape allows someone to adjust their monitor when playing the tape back, and keeps you from recording an important scene on the first part of the tape, where there may be tape flaws or wrinkles caused by the tape hub. (For more information on adjusting your monitor with color bars, see *Adjusting Your Monitor*.)

Be sure that when you begin recording on this tape in your camera, that you have cued the tape to a point after the color bars end.

Pre-Stripping with Black Video and Time Code

Using the DSR-11 VCR

1. Connect a monitor to the video output of the DSR-11.
2. Put the tape in and be sure it is rewound to the beginning.
3. Press the "Menu" button on the remote control, and scroll to "VTR" if not already there. Verify that the displayed recording mode (DV or DVCAM) matches the

camera in which you will use the tape. If it doesn't, press "SET", then scroll to the correct mode and press "SET" again.

4. Scroll down to "RETURN" and press "SET" again.
5. Scroll to "ETC", and press "SET".
6. When "DV IN TC" is highlighted, make sure it is set to "INTERNAL". If it isn't, press "SET", then scroll to "INTERNAL" and press "SET" again.
7. Press the "Menu" button again to turn the menu off.
8. If the on-screen display is not on, press the "DISPLAY" button on the remote control to turn it on.
9. Press the two "REC" buttons on the remote control simultaneously.
10. Verify that the red "REC" light on the DSR-11 is on, and that the time code display on the monitor is running (starting from 00:00:00:00).
11. Let the tape run until it reaches the end and stops, then rewind and remove it.
12. Apply a spline label if the tape doesn't already have one, and write an "S" (for "striped") lightly in pencil in the upper left corner.

Using Another Camera

1. Put the tape in the camera and be sure it is rewound to the beginning.
2. If the camera doesn't automatically reset its time code to 00:00:00:00 with a new tape, reset the time code yourself.
3. Leaving the lens cap on the camera, start recording.
4. Let the tape run until it reaches the end and stops, then rewind and remove it.
5. Apply a spline label if the tape doesn't already have one, and write an "S" (for "striped") lightly in pencil in the upper left corner.

Recording Color Bars

Color bars may be generated by your camera or your editing workstation. If you need a graphic file that you can use on your editing workstation to generate color bars, contact Lee Dedear.

Using the DSR-11 VCR With the DV Workstation As a Source

1. Connect a monitor to the video output of the DSR-11.
2. Put the tape in and be sure it is rewound to the beginning.
3. Connect the IEEE-1394 connector from the DV workstation to the DSR-11 and verify that the "INPUT SELECT" switch on the front of the DSR-11 is set to "DV".
4. Start Premiere on the DV workstation and create a project with one minute of bars and tone. You can use "D:\Library\Bars&Tone.ppj".
5. Press the two "REC" buttons on the DSR-11 remote control simultaneously, then start the bars and tone playing on the DV workstation.
6. Verify that the red "REC" light on the DSR-11 is on, and that the time code display on the monitor is running (starting from 00:00:00:00).
7. After the bars and tone end, stop the DSR-11 and remove the tape.
8. Write a "B" (for "bars") lightly in pencil in the upper left corner next to the "S".

Using the DSR-300 Camera

1. Put the tape in and be sure it is rewound to the beginning.
2. Set the "OUTPUT" switch to "BARS".
3. Record one minute of color bars and tone.
4. Stop the DSR-300 and remove the tape.
5. Write a "B" (for "bars") lightly in pencil in the upper left corner next to the "S".

Using Another Camera

You can record bars and tone with another camera if it is capable of generating them.

6. Put the tape in and be sure it is rewound to the beginning.
7. Set your camera to record color bars and tone.
8. Record one minute of color bars and tone.
9. Stop your camera and remove the tape.
10. Write a "B" (for "bars") lightly in pencil in the upper left corner next to the "S".

Combining Both in One Operation

If you can spare the DV workstation for the entire running time of the tape, you can record bars and tone and stripe the tape in one operation. Just play the bars and tone project, and let the tape continue running and recording black on the rest of the tape.

Presentation Format***Standard countdown***

Any program designed to be shown in the Worship Center should begin with the standard countdown sequence. This file has a 10-second countdown with color bars. The last two seconds are black. When showing the video, the video operator in the control room watches the countdown on the control room monitor and switches to the video tape during the two-second black.

On the DVLine workstation the standard countdown is

D:\Library\WMMMCCount\WMMMCCount.avi. If you do not have one loaded on your workstation, please contact Lee Dedear.

Westover Multimedia Ministry Tag

There is a title saying "Westover Multimedia Ministry" at the bottom of a black screen that can be used at the end of all Westover Multimedia Ministry presentations. Just link to the title file in its current location.

On the DVLine workstation the standard Westover Multimedia Ministry tag is

D:\Library\Titles\WMMMCredit.ptl. If you do not have one loaded on your workstation, please contact Lee Dedear.

Project Information

There is a title file on the DVLine workstation that can be copied to the "Titles" folder of each project to store information about the project. It contains...

- Project title
- Production dates
- Show date
- Fonts used (This is important, because the same fonts will need to be loaded whenever the project is being edited.)
- Name of editor

On the DVLine workstation the Project Information title file is
D:\Library\WMMMCOUNT\WMMMCOUNT.avi. If you do not have one loaded on
your workstation, please contact Lee Dedear.

To use this file, copy ProjectInfo.ptl from D:\Library\Titles to the
"Titles" folder of your project, then fill in the information.

Westover Multimedia Ministry's DVLine Editing Workstation

This section applies to the Westover Multimedia Ministry's DVLine Editing Workstation.
If you are using your own editing computer, you may skip this section. Contact Lee
Dedear for recommendations for working with your own system.

Disk Storage Utilization

The editing workstation has several storage areas. Certain things need to go on certain
drives.

Local Disk (C:)

This is the 6 GB primary partition on the system hard drive. This is where Windows
2000, Adobe Premiere, and other programs are loaded. Whenever possible, no user data
should be stored on drive C, because if things go terribly wrong with the operating
system or application programs, drive C might get re-formatted and restored to it's
originally delivered condition.

Storage (D:)

This is a 32GB secondary partition on the system hard drive, located on the same
physical hard drive as C:.

Project Storage

A separate folder should be created on drive D: for each project under construction. This
storage should be used for all Premiere project files, title files, batch capture list files,
motion setting files, and other user-created files.

Library Storage

The Library folder on drive D: contains audio, video, and other types of files that will be
reused. For example, the standard color bar countdown is stored as an AVI file that can
be imported into each new video presentation.

Video (E:)

This is the high-speed, high-capacity drive for video storage. It is actually two 75GB
IBM drives striped together into a virtual 143GB drive.

This drive gets a lot of hard use, and has experienced problems in the past. For this reason, drive E: should only be used for digital video batch-captured via device control from a batch capture file, audio files ripped from CDs, and other files that are easily replaceable.

For example, digital video files that have been batch-captured via device control from a batch capture file can be re-captured, using the original batch capture file, to be identical to their original versions. Likewise, audio files ripped from CDs can be ripped again and will be identical to their original versions. Still image files provided on CDs or floppies can also be re-loaded, provided that their names were not changed prior to importing them into Premiere.

If the video drive array has problems and loses data, you can pick up where you left off after the array is repaired by re-capturing, re-ripping, or otherwise reloading the files. If the Premiere project file and other user-created files were stored on drive D:, the project should be recoverable with nothing lost.

Working with DV

Capturing Video

Whenever possible, video should be captured from DV or DVCAM sources using batch capture, and the batch list file should be saved in the project folder on drive D:. This will allow the video to be easily re-captured in the event of a video drive crash or if a program needs to be revised later.

Adobe Premiere Notes

When starting a new project, select "WMMM Standard" from the Project Settings list.

Cleaning Up

After finishing a project,

1. Be sure you have make a DV copy of the final program.
2. ...

The Rest of The Editing Workstation

The rest of this section deals with other components that you should have in your editing workstation, other than the computer.

Video Monitor

You should have a video monitor (not just a computer monitor) on which to evaluate your work.

Adjusting Your Monitor

<how to use color bars>

<source of color bars>

Specific Production Notes

WBS Teacher Profiles

Starting a New Project

1. Create a folder under **D:\Projects\WBS Teacher Profiles**, named for the teacher. All files related specifically to this project will be stored here, with the exception of re-usable library items (which go in Open **D:\Projects\WBS Teacher Profiles\Project Template**) and easily-restored video (which goes on drive **E:**).
2. Open **D:\Projects\WBS Teacher Profiles\Project Template\WBSTeacherProfileTemplate.ppj** and save with the teacher's name + "Profile" (for example, **LarsonProfile.ppj**).
3. Double-click **TeacherName.ptl** and insert the teacher's name.

Adding Captions

The following procedure will produce captions that play in real time (need no rendering):

Adding the Caption Text and Graphics (other than Spinning World)

1. Copy **D:\Projects\WBS Teacher Profiles\Project Template\CaptionTemplate.ptl** to the project folder on **D:** and name it with its contents (i.e. the name of the person).
2. Import into Premiere, open and insert the teacher's name, and place on a superimposition track. Check that the duration is 5 seconds.
3. Apply the Canopus Title Motion filter. The in and out motions should be "Dissolve" (this is the default). Set the in motion and out motion times to 00:00:00;15 (15 frames).

Adding the Spinning World

1. Import **D:\Library\JumpBacks\jb_091.avi** (if you haven't already done so), and place it on a higher superimposition track than the caption title.
2. Set the duration to 5 seconds.
3. Apply the Canopus Video Filter and click "P in P".
4. In the "Picture in Picture" setup window, click "Load" and select "SmallWorldPIP". If for some reason it is not present, enter a position of left 49 and top 396, and a size of width 86 and height 58 (uncheck the "Fix Aspect" box if you can't get both of these numbers set properly).
5. Set the transparency of the spinning world to "Alpha Channel".

Changing the Beginning Sequence

Changing the Teacher Name

To change the name of the featured teacher,

Changing Running Clips

To change the small clips running along the bottom of the screen,

1. Open **D:\Projects\WBS Teacher Profiles\Project Template Preparation\BeginBkgdPrep.ppj**, change the clip(s), and build the entire timeline as **D:\Projects\WBS Teacher Profiles\Project Template Preparation\BeginNoTitles.avi**.
2. Open **D:\Projects\WBS Teacher Profiles\Project Template Preparation\BeginAddTitles.ppj** and build the work area as **D:\Projects\WBS Teacher Profiles\Project Template\BeginSequence.avi**.

End Sequence

The Program is Finished—Now What?

Getting It Shown

Getting On The Schedule

Confirming Completion

<set reminders>

Tuesday Before Video is to Show

Email to:

Text of email:

This note is to let you know that I am planning to have a video prepared for this coming Sunday, as pre-arranged in the regular schedule.

Date:

Topic:

Barring any technical difficulties or other unforeseen circumstances, I plan to have the tape in the control room 30 minutes before the first assembly.

If you need to contact me, please call me on my cell phone at 771-2486.

You may view the schedule of upcoming video and other projects at <http://www.onr.com/user/ldedear/wmmm/projects.htm>.

After Delivery

I have delivered a tape to the control room for the WBS Teacher Profile for Sunday 7/14.

Logistics

<30 min before first service or reunion service>

Contacts

Contact list for missions videos:

Office	joanne@westover.org
Phil	phil@heartlight.org
Terra	tbrimberry@compu-care.net
Jeff Rampy	jrampy@austin.rr.com
Ken Dillman	kdillman@activepower.com

Contact list for WBS Teacher Profile videos:

Office	joanne@westover.org
Phil	phil@heartlight.org
Chuck Gentry (if WBS) (no email in directory, so call instead)	
Ken Dillman	kdillman@activepower.com

Archiving

Each program should be archived for the Westover Multimedia Ministry library, in digital format if possible.

Formats

Here are the backup methods, in order of preference. Please contact Lee Dedear for help in choosing one of these.

1. **DVCAM format on Mini DV tape**—this is the standard for our archive, but unless you have access to the Multimedia Ministry's Sony DSR 11 DVCAM VCR, you probably won't be able to do this.
2. **DV format on Mini DV tape**—this is the alternate standard for archiving. You can do this by playing back the video on your computer and recording it on your Mini DV camera through Firewire.
3. **Recordable DVD**—if you have a recordable DVD drive and work out a procedure to do this, please let me know, because I haven't had time to figure it out yet!
4. **Full-resolution video files on CD**—in a format that can be loaded back into Adobe Premiere for later output to digital tape.
5. **Digital 8 format on Hi-8/Digital 8 tape**—can later be transferred digitally to DVCAM.
6. **S-VHS format on S-VHS tape**—since this is an analog format, there will be some loss of quality, so this is not preferred—but is better than nothing.
7. **Hi-8 on Hi-8 tape**—since this is an analog format, there will be some loss of quality, so this is not preferred—but is better than nothing.

DVCAM Format Backups

This is the procedure followed by Lee Dedear for programs edited on the Multimedia Ministry's main editing computer.

Programs are archived in DVCAM format on DV tape. Archive tapes are 60-minute Mini DV (running 40 minutes in DVCAM) unless the program to be archived is longer than 40 minutes.

Archive tapes are numbered and labeled in the format "WMMM DV Archive X".

Archived programs are logged on the tape insert and in the file on the website. **(This step is not currently being followed.)**

Redundant Backups

There is currently no "off-site backup". A procedure needs to be put in place to make digital copies of the archive tapes for storage at Westover.

Accessory Programs

Adding Programs

When new programs are loaded onto the DV workstation, follow these conventions.

- Icons should go in the "Added Programs" folder of the start menu.
- Keep the installation programs and documentation on drive D:, with a separate folder for each program. Back up periodically to CD-ROM.

Program List

As of the last update of this list, the programs installed after receipt of the workstation are:

- SmartSound for Multimedia
- Fast Movie Processor (for use with Jump Backs).

Notes on Specific Software Programs

Jump Backs

When using Jump Backs, use Fast Movie Processor.

Fast Movie Processor Setup

Using Output Settings, crop 3 pixels off the top and bottom (to make 720x480, the DV resolution).

Use 24-bit color depth.

Use 30 frames per second.

Don't rescale or rotate.

Use Canopus DVStorm-RT codec.

Set the output file as described in "storage" below.

Storage

When processing a Jump Back, store the Canopus DVStorm-RT output file in the folder D:\Library\JumpBacks. Name the file with the Jump Back number (for example, jb-091.avi).

Asymetrix Web 3D**Animation Settings**

Under "Size", set an image size of 720/480 (the DV resolution).

Under "Quality", select "Best" smoothing.

Under Colors, select a palette of "16 million (24 bit)".

Under "Animation", enter a frame rate of 30.

Standard Files and Libraries

The following standard files and libraries are available from Lee Dedear.

<i>JumpBacks</i> Digital animations	<p>This is a library of digital animations like the spinning globe used at the beginning of the World Bible School Teacher Profile videos. They are used as backgrounds behind text, graphic elements, or picture-in-picture. They are all loopable, which means that they can run indefinitely.</p> <p>To see what these are all about, go to http://www.digitaljuice.com/video/videoinfo.asp. We have volumes 1 through 8.</p>
<i>SmartSound</i> Royalty-free music and sound effects	<p>SmartSound is a program that creates music and sound effects in the exact length that you specify. Granted, these have limited use in the majority of Westover Multimedia Ministry productions due to the acappella requirements, but we've used them quite a bit nevertheless.</p> <p>To see what SmartSound is all about, go to http://www.smartsound.com/fm/index.html. We have about a dozen of the titles shown at http://www.smartsound.com/music/index.html. Watch this space for a list of titles.</p>
Royalty-free stock footage library tape	<p>This is a Mini DV tape with many clips of different subjects. Watch this space for a list of the shots.</p>
WMMMCCount.avi	<p>This is the standard countdown file to be put at the beginning of each video that will be shown in the worship center. It allows the AV staff to properly cue up the video. Load this onto your computer for use in your editing program.</p>
WMMMCredit.ptl	<p>This is the standard Westover Multimedia Ministry credit, in Adobe Premiere title format. If you are using some other editing program, contact Lee Dedear for a version suitable for your program.</p>

ProjectInfo.ptl	This is an Adobe Premiere title that you can use to record project information. If you are using some other editing program, contact Lee Dedear for an alternative suitable for your program.
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Author's Notes

These notes are for Lee Dedear's use in the continuing development of this document. You can ignore this section.

Archiving of projects—finished program onto DV/DVCAM, user-created files on CD-ROM, and digital source video on logged DV/DVCAM tapes.

DVD

Labeling standards

Batch List standards

Listing of completed programs on website

Copies for Westover library, with listing on website

Getting copies to the building and notifying the crew (including worship guide)