

Preparing File Submissions for ICTV

NOTE: THIS IS FOR AFTER YOU HAVE SHOT YOUR SHOW AND ARE SUBMITTING FOR ARCHIVES AND WEB

Settings

Step 1. Project Settings

When opening a new project in Adobe Premiere CC 2014 reset your scratch disks

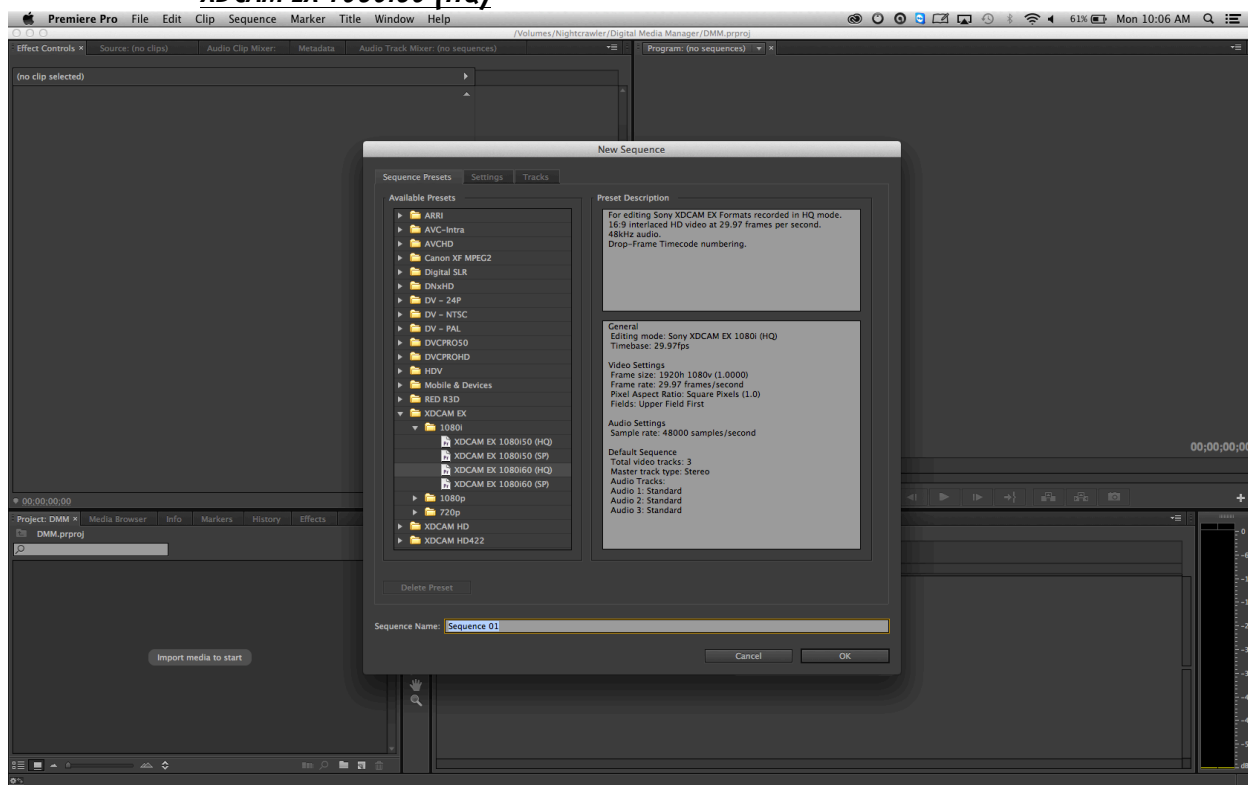
Step 2. Sequence Settings

Unlike previous versions of Adobe Premiere Pro, Premiere CC 2014 does NOT prompt you to create a new sequence when you create a new project. Therefore you must create a new sequence by either:

File → New → Sequence OR Keyboard shortcut : ⌘N

When prompted, set the sequence settings to the following settings:

XDCAM EX 1080i60 (HQ)



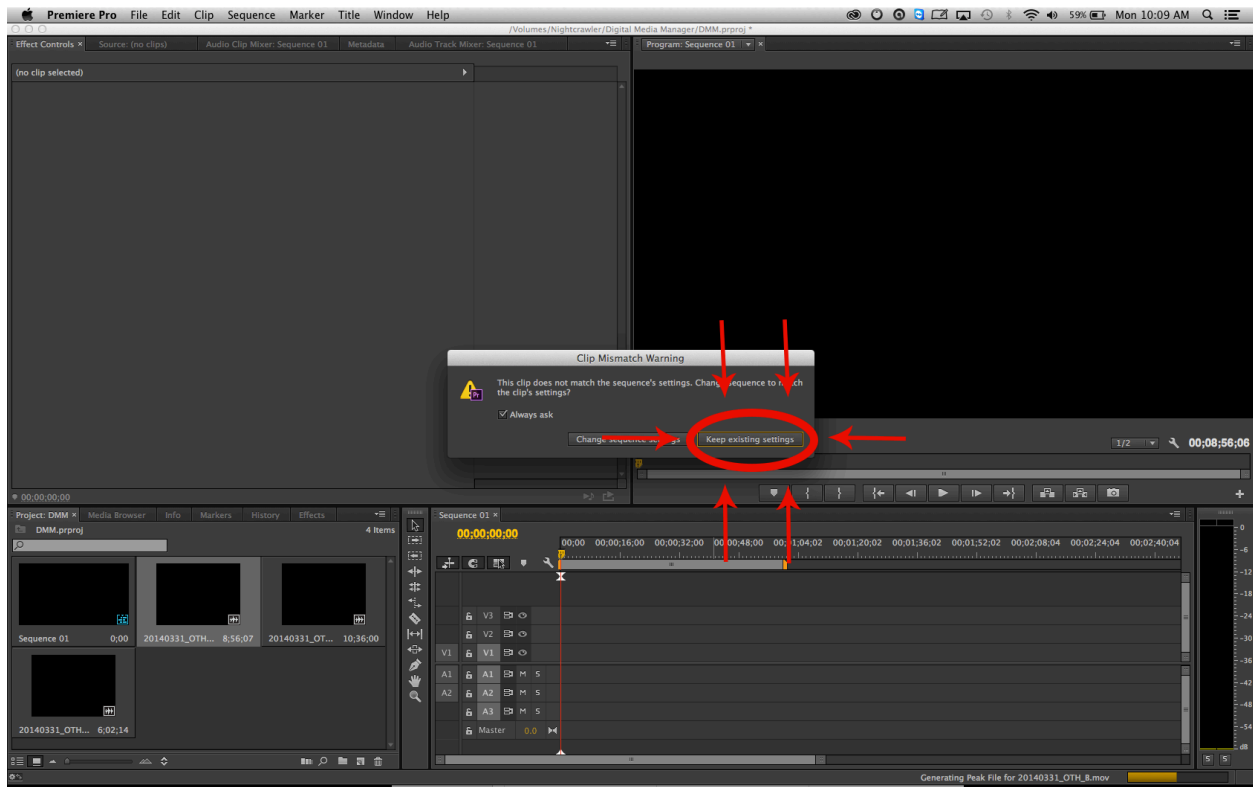
Editing

Step 3. Importing your clips to the sequence

Once you have created your project and sequences you can bring your clips into Premiere Pro and onto your sequence.

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NOTE: When you take clips from the K2 Server and put them onto a XDCAM EX 1080i60 sequence, the following window may appear, **MAKE SURE YOU CLICK "KEEP EXISTING SETTINGS"**



Your clip should then appear as a small box in the center of the program window as pictured below.



Step 4. Re-sizing your media

Next, you will want to resize your media to make it 1920 x 1080 16:9. To do that:

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- Click on your clip
- Go to the Effect Controls window and click the drop-down arrow next to Motion
- Unclick the check box next to Uniform Scale
- Change the Scale Height to 225.0
- Change the Scale Width to 295.0

Your image should now look full-screen 16:9 and shouldn't be squished or squeezed.



NO LETTER BOXING!!!! Since we are working with native 16x9 content from acquisition through delivery, there should never be black letter boxing bars on your project. If your footage appears stretched or does not fill the frame, use the Motion Controls under the Effects Controls tab to correct it. The one exception is if you are displaying cinematic material with a very wide aspect ratio, such as a movie trailer. Also, please make any lower thirds are NOT in the lower right hand corner. That space is needed for the ICTV bug and we can't have anything in that covering it up.

Step 5. Editing your show

Edit your full-screen 16:9 episode. All ICTV shows must have a total running time of 28 minutes and 30 seconds (that includes breaks). All breaks are 1 minute and 30 seconds long. While editing, include 90-second breaks of black video to ensure your total run time equals 28:30. (Black video or "slug" is available under File → New → Black Video or under the Peeling Sticky Note button in your project window)

Step 6. Normalize Audio:

To conform all audio output for broadcast standards, you must normalize your audio to -12dB. To do this, go to:

Sequence → Normalize Master Track.

Change the setting to -12dB and click OK.

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Exporting

All ICTV shows must deliver their content in blocks (all content between commercial breaks) and as a complete Master File (with all commercial breaks removed).

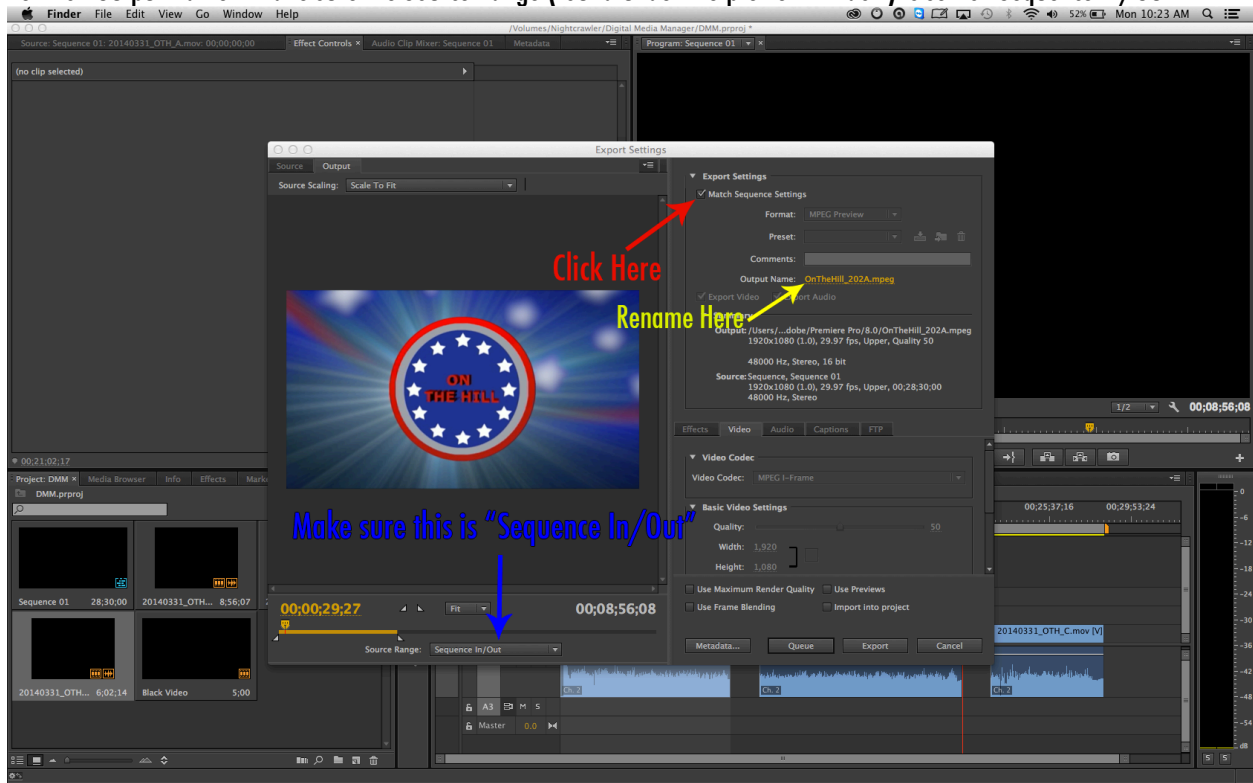
Step 7. Exporting Blocks

Mark the in and out points for your first block. To do this hold in the Shift key while scrubbing to snap to the edit points in your sequence. Mark in (shortcut "i") on the first frame of your block, and mark out (shortcut "o") on the last frame.

With the timeline window still selected, go to:

File → Export → Media.

Directly under Export Settings click "Match Sequence Settings" then rename your clip by clicking the yellow text next to "Output Name". Make sure the Source Range (found under the preview window) is set to "Sequence In/Out"



Naming Convention

All Blocks must follow this naming convention:

ShowName (SeasonNumber)(EpisodeNumber)(BlockLetter)
Example: Newswatch 403A

Repeat these steps for each block of your episode. NOTE: You can "Queue" each block instead of exporting them. This will allow you to render and export all of your outputs (blocks and master) at once at the end.

Step 8. Exporting Web

You will need to go back and export the entire episode together at this point.

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Delete the Black Video between each show block.

Set IN and OUT points at the beginning and end of the episode.

Then repeat: with the timeline window selected, go to:

File → Export → Media.

Once again, rename your clip by clicking the yellow text next to "Output Name".

Naming Convention

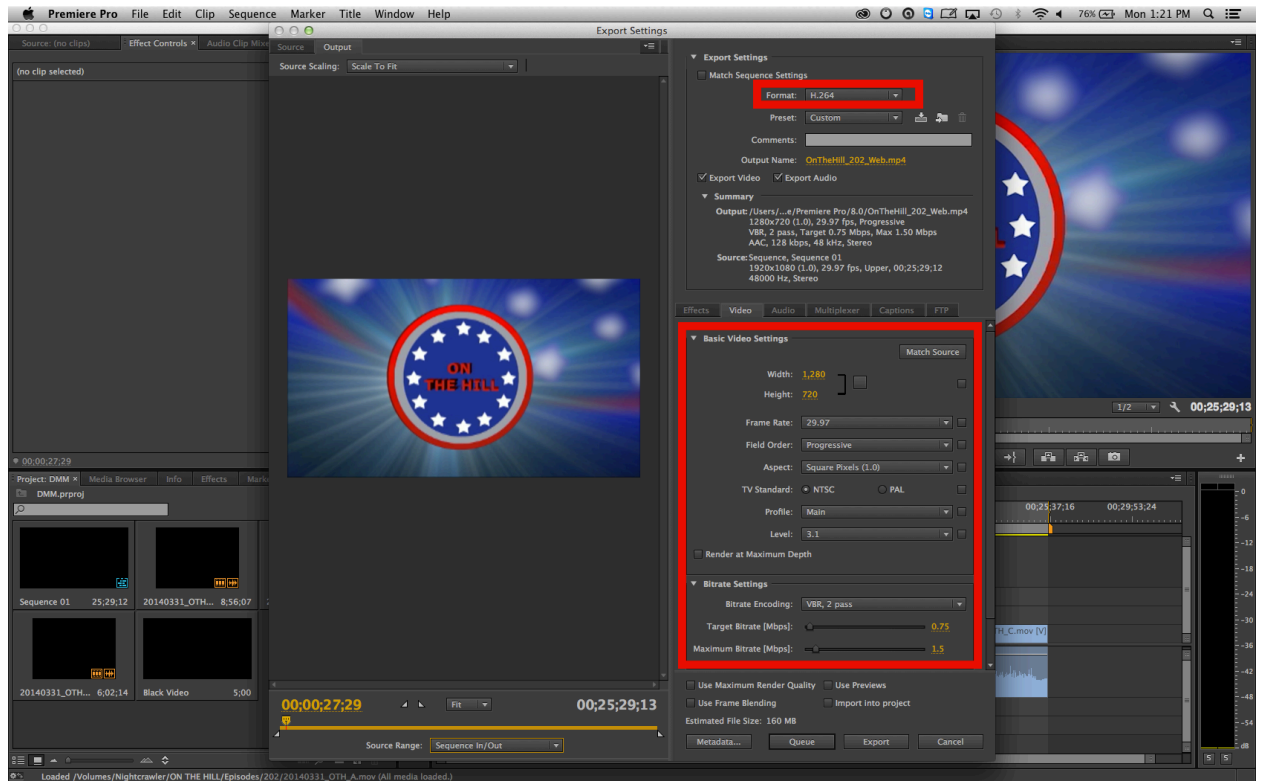
All Web Files must follow this naming convention:

ShowName_(SeasonNumber)(EpisodeNumber)_WEB
Example: Newswatch_403_WEB

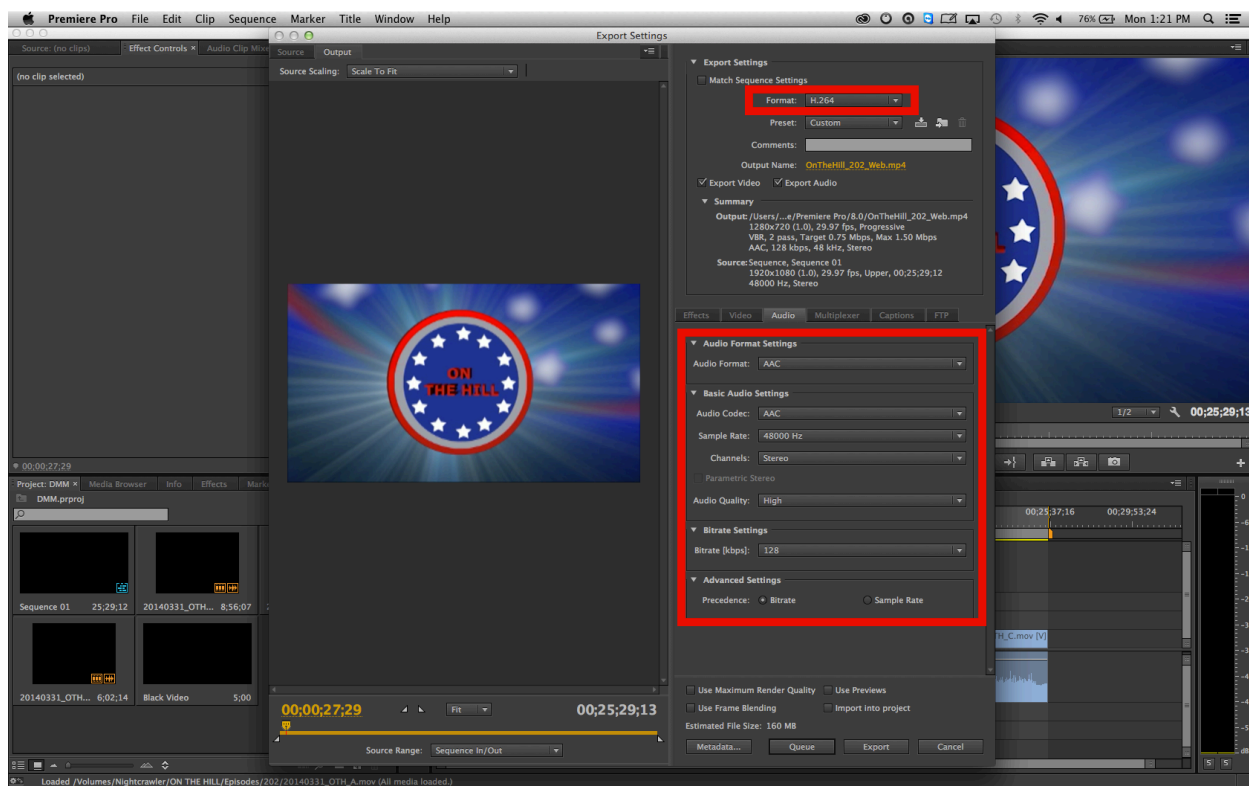
If you are on an ICTV computer, use the preset ICTV Web under the H.264 format (preset will not appear if the wrong format is selected).

If you are on a different computer, export as a high quality 1280x720 H.264 file. Please make sure the following settings are done correctly:

Frame rate: 29.97, Progressive, Aspect: square pixels, TV Standard: NTSC, Profile: main, Level: 3.1, Bit Rate: 0.75 (target) and 1.5 (max), Encoding: VBR 2 pass.
Audio: AAC, Sample Rate: 48000 Hz, Channels: stereo, Bit Rate: 128, High Quality.



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Click Export or Queue

Step 8. Exporting from Adobe Media Encoder

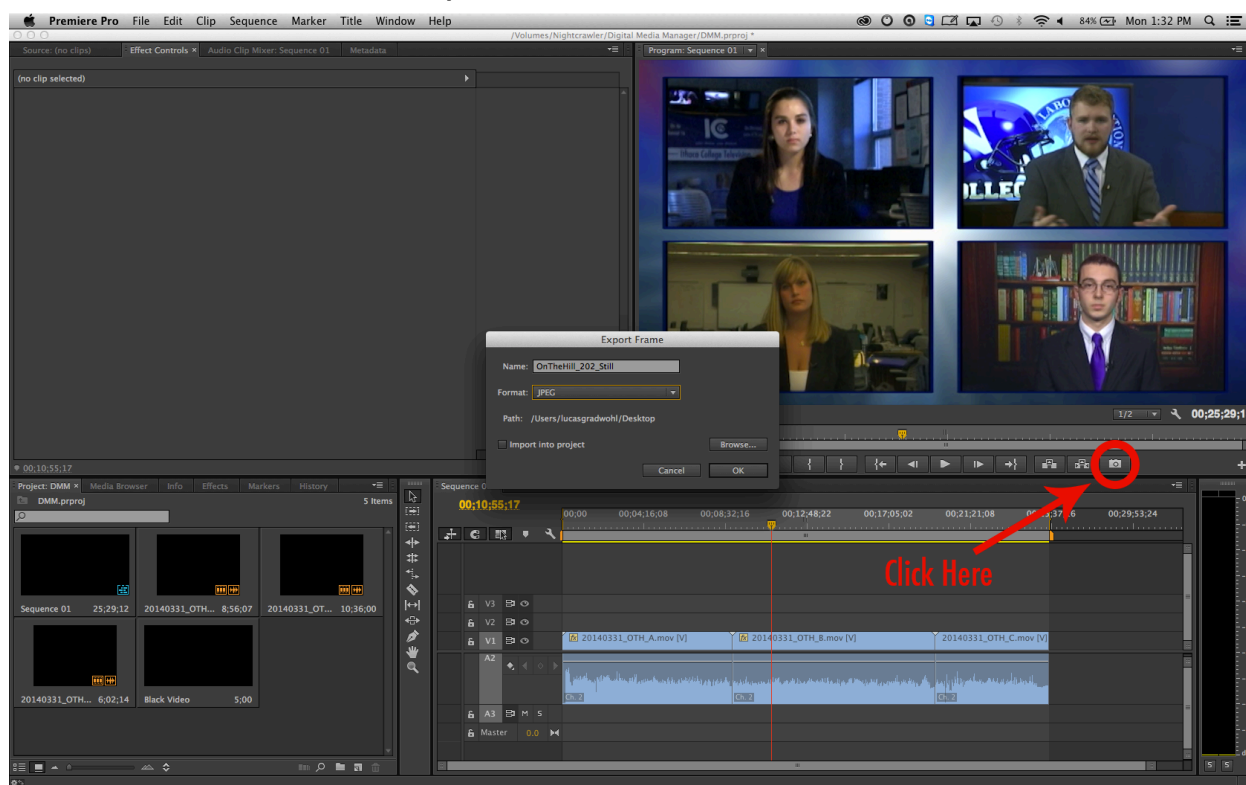
If you have been pressing Queue instead of export, open Adobe Media Encoder and begin the Render Queue by hitting the green play button at the top.

Step 9. Creating a screenshot:

Go to the frame you want to use as your screenshot in your timeline. Click the camera button below the record monitor (shortcut Shift-E). Change Format to JPEG, and save the image with the following naming convention:

ShowName (SeasonNumber)(EpisodeNumber) still
Example: Newswatch_403_still

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Submitting Episodes

Step 10. Submitting Episodes

Please drop Blocks and Web files onto the ICTV Episode Submission hard drive.

Notifying Executive Staff

When submitting your episode please fill out the following survey:

www.ictv.org/submit

For any questions please contact Lucas Gradwohl by email (mediamanager@ictv.org) or by phone (781-572-9104)

Checklist:

Video Submission:		✓
Export each block		
Export the sequence (WEB)		
Drag files to folders to make sure the episode has been submitted		
Screenshot from the Episode		
Submission form		
Episode Title		

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Air Date	
Episode Description	