

Step By Step Video Process (needs to be updated):

[This page needs to be updated as we improve our method]

1. Download a low quality version of the video into Video Ant
2. Create a Table of Contents
3. Use the video Ant program to annotate an edited version and trailer (see video ant process) (If you are editing a High Quality Video in Premiere and using the annotations in VideoAnt as a reference for editing but the cuts in VideoAnt do not make sense, use the "Edited Version TOC"
[\https://docs.google.com/document/d/1ReH5Ccmb2E_iej4xMoQ-rGdR13x7L9xbMgMoxg1XWQM/edit#] of that video to make cuts/edits for the unedited High Quality Video in Premiere. It may take longer, but it will avoid having to go back and re-edit and cut parts out of the video and will ultimately make the video flow more smoothly)
4. **Edit High Quality Video in Adobe Premiere:**
 - a. **Make sure you are connected to the media server**
 - b. **Create a new project**
 - c. **Import a video:** Make sure you are using a HIGH Quality video- That means it is about 1280x720
 - i. These are stored on the CEHD Media Server. Longer videos are split into smaller videos by the camera, you will need to import all sections of the full video (create a master sequence).
 - ii. Import video and audio files (if there are any) into Premiere from the media server/files.
 - iii. Some are on the IAS website but are lower quality- Check the video and project tracking google document for links to IAS videos.
 - d. To access the CEHD Media Server: Make sure that the computer is connected to the University of Minnesota internet with an ethernet cable. The videos are too large to download via wireless connection. [Link to server access instructions above](#)
 - a. Open the High Quality video in Adobe Premiere
 - b. Move all smaller sections of the video onto the timeline so it is one continuous video. Make a copy of this and save it as the Master Full High Quality version. This is the master sequence.
 - c. Make a Title page if the video does not have an intro and add the SOUNDTRACK (currently in the process of being made)! **HOW MUCH TIME?** Save movie. If you are working with a video ant that already has an intro, the timing will be off by the amount of time that the intro takes. Make sure you know how much time to add to the edits.
5. **Set the Sound Quality-** Standard for audio- Peaking at about -6 on the meter.

- a. You can edit/add effects to the audio of the video clips. How To: locate the “Media Browser” panel and go to the Effects tab. Then click on Audio Effects and then simply drag any effect you want to an audio file on the timeline. You can control/alter the effect by double clicking on the audio file with the effect.
6. **Build an edited version** / any necessary assembly of titles / necessary voiceover
 - a. Make an edited version roughly around 20 minutes. Then create a table of contents for the edited version. You can take sections/segments of the unedited TOC that you think are important to help you create the edited version.
 - b. When creating the edited version, number the table of contents with the section each part was taken from in the full table of contents AND include the time from the full version: It will look like this, Example:

Table of Contents (Edited):

 1. TOPIC ONE (0:10) (0:15 in full version)

Subtopic (0:30) (0:50) ← (Second time is representing time in full version- shortened version)
 - ...
 5. TOPIC FIVE (1:53) (13:04 in full version)

Subtopic (2:00) (14:02)
7. Export the edited version and trailer to the appropriate folder in the CEHD Media Server.
 - a. The file should be saved as the High Quality Version and as a Web version- label the files accordingly
 - b. Select File, Export, Media
 - c. The best format for Web playback is H.264 (Export settings under “Preset”: Youtube 720p; Frame rate should be 24fps)
 - d. Export process may take a while. Make sure the computer is connected via Ethernet Cable for faster download
 - i. You can also export videos in Media Encoder (generally make exporting faster). To do so, click Export in Premiere then click QUEUE in the pop up window. It’ll take you directly to the Media Encoder application. There will be a box that pops up in Media Encoder of the queued video from Premiere and in order to export it you have to press the green play button in the upper right corner of the application.
8. You will need to go back to your full version TOC and add an asterisk (*) after each section that was included in the edited version. In the above example I would go back to my full TOC and put an * after TOPIC ONE and TOPIC FIVE. MAKE SURE TO DIFFERENTIATE WHICH ASTERISK GO TO WHICH VIDEO (either Edited Version or Trailer)
9. Export the audio of the edited version and trailer for use on the podcast- Save it as “Name Edited Audio” or “Name Trailer Audio”
 - a. HOW TO EXPORT AUDIO FOR PODCASTS- Go to: File> Export> Media> Export Settings> Format> MP3> Hit Export

- b. Before Exporting, go to “Output Name” and make sure to rename the file as “PODCAST AUDIO...”
- c. Default settings are fine for exporting.
- d. Make sure to save ALL exported audio podcasts to the media server folder “Podcast Audio”

10. With the goal of building a ~3 minute trailer for the video. *The trailer should be done using the edited (20+/- min. video) version

- a. Keep the clips short and pithy. Remember that people have short attention spans, and they’re probably looking for a *very* brief executive summary of the talk.
- b. Do exact procedures as creating edited version- select a few important topics from the original (or edited) TOC(s) and use those segments in the trailer.
- c. Like in Step #8, go back to the original version, as well as edited, and mark the sections that were used in the trailer. Make sure to note which asterisks belong to which video (full/edited/trailer, etc.)

11. Add your TOC to the Google Doc for recovering video’s TOCs

<https://docs.google.com/a/umn.edu/document/d/1IR99TFVdamLvKD3CEsJSUWs6tQ526OVUILUWFSxL2TE/edit#>

12. Upload versions to YouTube

- a. Title the video using this format: Person’s name: Title for video--make up a relevant title based on content (Full) (Edited) or (Trailer), HQ or LQ (for high or low quality)
 - i. The Full, Edited, or Trailer should follow the title and be set off in parentheses
- b. Copy and Paste your word doc from step 2 into the body of the Youtube video about section
- c. Add the video to the appropriate playlist (bottom right side of screen when uploading)
- d. Make Youtube playlist for Full and Edited video versions.
 - i. Edit the full and edited videos in Premiere according to the sections of the table of contents in order to create playlists. Each section [i.e. 1. TOPIC ONE (0:05)] will complete one playlist.
 - ii. Make sure to update TOC so that both times for the edited version and unedited version are present. (Ex: “(2:00-4:00) Going Home (6:00-8:00 in unedited version)” and vice versa)
- e. Then, make new YouTube playlist for Edited version.
 - i. Go to the “My Channel” tab on YouTube and hit “New Playlist” and select the videos you want to at to playlist. You have to consciously upload the videos in order for the playlist to make sense.

13. Add links to the YouTube video here if it appears on the list (under the tab labeled Videos at the bottom)

<https://docs.google.com/a/umn.edu/spreadsheets/d/1xDAYQXtrnhJZd2bunz8yj6EM5m48iOsqespUnyblZQo/edit#gid=957040793>

- a. Highlight the video title in bright yellow when you have completed all steps 1-7, you will be able to see this on the spreadsheet

14. Complete a Food Knowledge Assessment Form: Keep track of the boxes you check for tagwords

- a. https://docs.google.com/a/umn.edu/forms/d/1cMb7Q2PTGY9wNzzX2JsWO6RMbyfL1_sCUct3SKv0DCg/viewform

- b. add the tag words to your section in the Moodle Doc

https://docs.google.com/a/umn.edu/document/d/1IR99TFVdamLvKD3CEsJSUW_s6tQ526OVUULUWFSxL2TE/edit#

- i. (I also add them to my Word document with the TOC for my own record)

15. Consider what learning modules the video would fit into, or what other videos and docs would make a good module

- a. **Follow instructions here:**

https://drive.google.com/drive/#folders/0By-6UuLNinW_akxscINPTkxNRms/0By-6UuLNinW_fm9haHQ4cDhKd1RTRFRXcU4zTERJbFZRNkdtQWI2ekJvc2huVjFMaV8yN3M

16. Scalar Instructions

- a. Log in/sign up
- b. Click on your Books: "Field Guides to Food" (Monica/Valentine will show how to add books to your page)
- c. Click the tool icon in upper right bar (this will direct you to upload videos to Scalar)
- d. It will bring you to the Dashboard, then click "Media", then under "import pages" click "internet URLs"
- e. It will then bring you to an upload page where you copy the link of the video from YouTube and paste it into the media link tab. Follow directions on page.
- f. **HOW TO CREATE A PAGE:** Click on Tool icon. Click on the "Pages" tab. Then in the right corner hit "Create Page".
- g. To add imported videos to a Page: Click on Tool icon. Click on "Pages" and search for page you are looking for. Once on desired page, click on the pencil icon in the upper right corner. From there, scroll down to the "Relationships" and click on "Path". It will present you with a page where you can add (more) content. THEN it will bring you to a page where you can search for one or multiple videos to add to a page. Make sure you click "Path" on the top of the page after selecting videos to add.
- h. **HOW TO FIND/MAKE ANNOTATIONS IN SCALAR**
 - i. Click on the Tool icon in upper right corner. Then click on the Pages tab.

- ii. Search for the video you are looking for. Once found, it will bring you to the video or it will bring you to a page with a link to the video.
- iii. Once you are brought to video, click the Paperclip icon in the upper right corner, from there you can see annotations already made or a module that will help you create your annotations.

- Make a high quality master sequence/project file
- Create introduction for each unedited, edited and trailer videos
- Edited version
- Trailer (put on YouTube)
- YouTube playlists of both unedited and edited versions
- Updated Table of Contents that has the times for both the original and edited version as well
- Export Audio of Edited version only
- Pull all YouTube videos into Scalar
- Make a Page of all videos from each interview (unedited, edited, and trailer) in Scalar.
- Then, make a module (aka Page) of all the pages from each interview.