# Digital Production Guide

File management

- Don't access files from your hard disk, it takes longer to access files and can crash the program you're working in.

- Always make sure you are saving you files to one single folder. Back up this folder at the end of the day onto you hard drive.

- Don't work from multiple locations you'll get lost and save over important files.

- Remember the 4GB rule, some computers and hard drives have problems dealing with files over 4 GB. A 2 minute Avi can easily exceed 4 GB. Be prepared to cut your film into 4 GB chunks.

Project settings
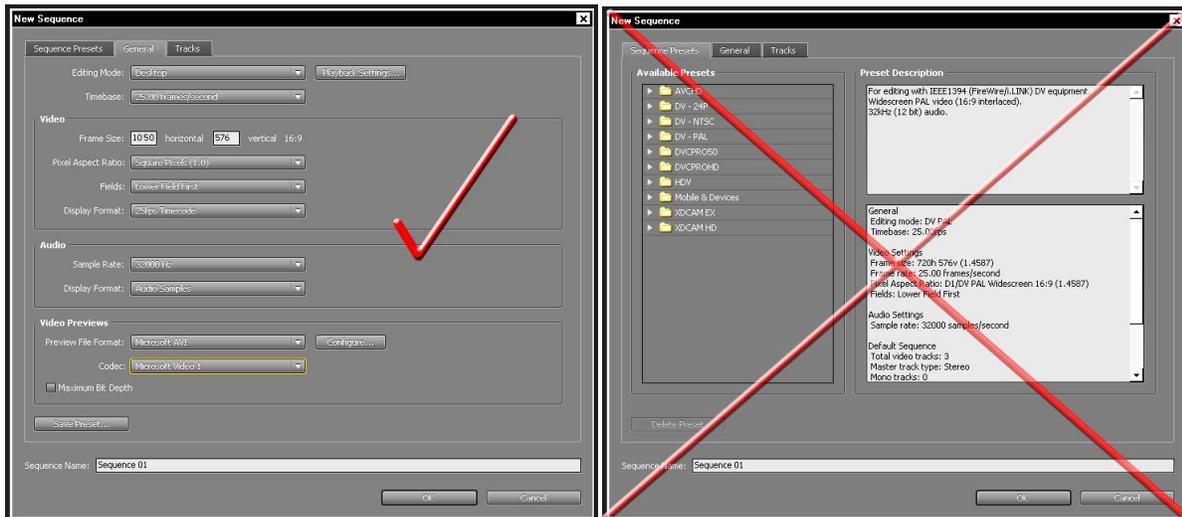
When creating assets (original work) in Premiere use Desktop settings, not presets!

- Aspect ratio = viewable area (or the TV screen) 16/9 also known as widescreen.

- Pixel resolution = pixels displayed 1050/576

- DPI = means nothing, it's used for print. Just look at pixels.

- Frame rate is always 25 even if you're working in traditional 2D. If working in 2's always display 2 keys instead of working in 12 frames a second.

- The **PAL** setting squeezes your movie ready for export to DVD. **Square** settings (also known as a pixel aspect ratio of 1) will keep your movie uniform and at the optimum size.

- Settings are universal and used in every medium and software package.

Export settings

EXPORTING TO DVD

work at 1024 x 576 pixels
SQUARE

output at 720 x 576 pixels
D1/ DVPAL
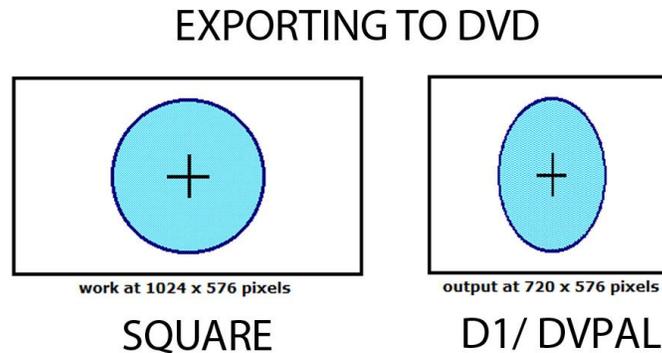
- Always be aware of the final format. The pixel size of your final file will be dependent on what you output to. Files for email purposes would be a lot smaller than a file for DVD.

- If exporting to DVD or Video use the Pal setting. The video pixels need to be squashed in order to display properly on TV.

- If exporting to the web keep the pixels square.

Broadcast quality formats:

Movies (single movie file):

- AVI and QuickTime: Lossless is perfect quality but incredibly large, will not play on older slower computers.

- .AVI and .MOV are both good formats as long as they are uncompressed. Be aware of the 4GB transfer problem on older machines.

Image Sequences (multiple still image files):

- Individual files are smaller, even at the highest quality. This is easier for the computer to handle but more difficult for the user to handle lots of smaller files, without a sensible file structure..

- Targa's are used more often in broadcast, because they are uncompressed and include an alpha channel. Formats like jpg are compressed, so they are a lower quality even at the best setting.

Sound Levels

- Convert or capture all your sound to 44.1 kHz, 16-bit stereo .wav file. This will work in every package, and will be good enough quality (depending on your source file).
- Sound is only as good as your source file. If it sounds bad before it's in your film, it'll sound just as bad after.
- When creating your final edit in Première, try not go over -6 on the master mixer. Other wise films will be too loud to play properly, in the final show.

Negotiating studio space

- Remember that there are 5 other groups using the equipment. Equipment can be book with Janet and workstations in the Production Room and the traditional 3D room can be negotiated with me and Mary.
- Remember to plan in advance for deadlines; don't come in on the morning of the hand in expecting to get a space to work in.