



Editing is a collaborative process and our goal is to help you produce a finished DVD or tape, within the constraints of your budget, of which you and we can be proud.

VIDEO EDITING PREPARATION TIPS

To save you time and money in your video edit session here are some helpful tips.

- Get to know your footage. Create a list briefly identifying segments of footage you are considering using and reference numbers (time code or counter numbers) to quickly find them again.

- If you have a scanner, scan your images yourself before the edit session.

- If there are specific special effects that you want, let us know in advance so we can think about the most effective way to create them.

- Tell us in advance what video tape format or file format you are bringing. We offer miniDV, Hi-8mm, Super VHS and VHS, but arrangements can be made for other formats. You can also bring DVDs that playback on a Set Top Player.

- Think about what type of music, sound effects, stock video, graphics, or animations you may need.

These are just some ideas to make your video edit go more quickly. Of course, we can take care of everything you need during the edit.

MUSIC & NARRATION

How you want to deal with music or narration in your video will determine at what stage of the editing process you add music to the project

If you want to edit on the beat - we record your audio first. Then the video segments are added. You will be able to hear the music/voiceover as you edit, so you can tell exactly where each cut or dissolve should come.

If you are using music as a general background, it can be added after the video is finished.

Narration which accompanies video is called **voice over**. **Voice over (VO)** is usually added in the studio. The speaker is given a microphone and the voice is recorded directly to the computer or to tape.

Getting the Most from Your Editing Session

Organization is the key to a successful video editing session, so you'll be asked to do four things before your appointment:

1. [Consider your budget](#)
2. [Log your materials](#)
3. [Make edit decisions](#)
4. To speed up the editing process we recommend that you bring in your materials to be edited several days before your appointment, if possible, so we can capture the material into our computer. Video materials are transferred to the computer in real time, so we don't want you to waste time sitting around while we capture a couple of hours of tape. If your project includes photos, it takes us time to scan the pictures, too, a little over a minute per photo.

What to expect

First we will discuss the objectives for your video.

We will then digitize your footage selections and photos into our edit system.

For the most part, editing is about making decisions: what parts of your video tapes to use, what still pictures and images to include in your project, as well as what titles and subtitles to create, and what music to use in the background. We can advise you, based on our experience. But ultimately the choices must be yours. It's your work: we're just here to help you realize the vision in your imagination.

There are two methods for editing:

You can come in and sit with your editor and help assemble the project; or if you prefer you may leave your materials and detailed instructions, and let us work alone. Your project will receive the same attention to detail it would get as if you were here helping, but since we will not have your instant creative input, this method will typically require extra editing time to re-edit any changes to the final edit.

There will be three (3) basic steps to the editing process:

Rough Edit

On this first pass, we edit the original material by choosing the best clips. No transitions or audio mixing are added yet; the story structure is simply assembled in order to make sure the intended story comes through clearly.

Tight Edit

Make a second pass adding transitions between scenes and a third pass cleaning up the sound and adding music, if any. At this point we can also add titles to identify people, places, and things; to help tell the story, or to give credit.

Final Mastering

The final step, is to playback the program on the computer and record it onto your preferred medium (hard drive, DVD, MiniDV).

Editing is billed at \$100 per hour. (If total editing time exceeds 5 hours, editing rate will be pro-rated to \$80 per hour.) Digitizing of video footage not recorded by this studio will be billed at \$25 per hour.