

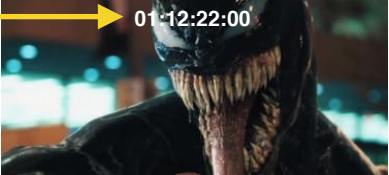
SPECS FOR VIDEO AND AUDIO ELEMENTS

DECEMBER, 2018

GENERAL

- **Only use alfa-numeric characters:** for file names. Avoid characters like: @!\$%^&*(){}[]\|/? <>`~`´áéíóú`ñÑ, etc. *If you have doubts about using or not a special character: Don't use it!*
- **Keep name shorts, clean and clear.**
- **Use Versions Numbers** or date-time code in videos or scripts filenames to avoid confusions with revisions.
- **Changes or versions** should be clear in the filename, do not use the same filename and change only a picture slate. We need to be able to understand versions without open a file.

PICTURE

- **Best type & codec:** Quicktime .MOV, H264 or ProRes proxy.
- **Not the best:** .MP4 files are also acceptable but could generate sync problems.
- **Not acceptable:** .AVI or .MPEG files, Vimeo or Youtube links.
- **Best frame size:** 1920x1080
- **Frame rate:** It should be the same as final frame rate for delivery. Example: *Do not send 29.97fps video if you will deliver a final 24fps project!*
- **“Burn” Timecode on picture:** we prefer center / top. 

- **Sync:** Movie must have an Audio & Video sync mark perfectly synced for reference.
- **OMF/AAF Sync:** Exported audio tracks also must have the same sync mark in all audio channels.

AUDIO

- **OMF or AAF files are accepted,** we prefer to use Embedded audio files option. If embedded is too large/heavy and can't be exported, then you can part in reels. If not possible, then create an OMF linked to Audio Files folder (Embedded).
- **Organize/Group tracks before** export: Dialogs, ADR, Ambiences, SFX, Music temp, Original music, etc.
- **Include handle at audio clip cuts:** 2 to 10secs on each clips, specially dialog or room tones clips.
- **Make sure you didn't leave clips in the timeline out of picture:** Sometimes, during the editing process, there are audio clips forgotten back in the timeline out of picture.
- **Include all:** Microphones tracks, Boom Mic, Takes, Extra takes, Room tones, and all potential useful elements for audio post-production.
- **Include “mute audio clips”:** Some Video Editing Softwares like Premiere, does not includes “muted” or “not enable” audio clips in the OMF; If you have second takes or more versions of one audio clip and want to include that in the OMF, please be sure to unmute those clips so they are exported.
You can reduce the volumen to mute audio clips and keep them in the OMF.

TRANSFER FILES

- **SEND FILES:** We prefer if you share long projects in a MAC formatted hard drive. Or you can send us your files using **Wetransfer.com** or **FTPs**.
- Link a project via Dropbox and use it for transfer files it is not a stable workflow and can cause crashes and offline media.