

TOOLKIT GUIDE

4.0 TECHNICAL GUIDE



THE OUTLOOK FOR SOMEDAY

Young People + Film + Sustainability

Contents

Introduction	2
Delivery Requirements	3
Technical Requirements And Recommendations	4
Image And Sound Quality	5
Connections	6
Editing Software	7
Editing Computer	8
Useful Websites	9

Introduction



Digital film-making is getting easier all the time. Cameras, computers and editing software are getting cheaper and easier to use.

The aim of this guide is to provide basic technical information relating to digital film-making. If you want to exercise more control over the technical side of things you can refer to the websites listed at the end. If you have a question about **The Outlook for Someday** film challenge the first place to look is the [FAQ](#) page on the website. If the answer isn't there please [contact us](#) or ask your question on [Facebook](#).

Delivery Requirements

For **The Outlook for Someday**:

- Your film must conform to the Technical Requirements (detailed on the next page).
- You need to send your film as a video file.
- The video file can be sent online using Digital Pigeon.
*If you wish to use Digital Pigeon to send your film please refer to the instructions under 'How and Where To Send' [here](#) on **The Outlook for Someday** website.*
- Alternatively the video file can be sent on a USB drive or a DVD (or CD disc if the video file will fit onto it).
If you send your film on a USB drive and you want it returned to you then you must include a stamped self-addressed envelope.
- Films will NOT be accepted as DVDs that are made to play on DVD players. Instead you need to burn your video file as *data* on the disc.
- Your film can be as short as you like but it must be no longer than 5 minutes, including any titles and credits.
- Make sure there are 10 seconds of black before and after your film (so if your film is 5 minutes long the file will play for 5 minutes 20 seconds including the black).
- If you are sending your film on a disc or a USB drive it must be labelled with both the name of the film and the name of the film-maker or team who has made the film.
- If your film has Te Reo Māori in it – which we encourage for the Whakatipuranga Award – you need to provide a translation script so that all of the judges can understand the film, not just the judges who speak Te Reo.
The translation script needs to be line-by-line for each piece of dialogue, narration, titles or captions.
- If you are sending your film on a disc or a USB drive it must be labelled with:
 1. The name of the film
 2. The name of the film-maker or team who has made the film

In The Outlook for Someday Toolkit there are guides for exporting edited films to video files using various editing programmes. For each editing programme the instructions are for making the best possible video file for entering The Outlook for Someday.

Click here for
The Outlook for Someday Film Export Guides

Technical Requirements and Recommendations

Technical Requirements:

A film exported at best quality settings for a file no larger than 4GB in one of these video file types:

mp4 (recommended), mov, avi, dv or wmv

Video Standard: PAL

Framerate: 25fps

Aspect Ratio: 16:9 (widescreen recommended) or 4:3 (standard), edited and exported with the same aspect ratio as the filming (unless differing aspect ratios are used within the film for a creative or editorial reason)

Audio Levels: dialogue and/or narration can be heard clearly (unless it is obviously intended to be hard to hear)

Titles and Captions: any superimposed titles or captions are correctly spelled (unless a misspelling is for a creative or editorial reason)

Technical Recommendations:

If some or all of the following options are available to you, we recommend them.

Resolution:

1080p Full HD - 1920 x 1080 (High Definition 16:9)

720p HD - 1280 x 720 (High Definition 16:9)

DV PAL - 1024 x 576 (Standard Definition 16:9)

Video Bitrate: Variable (VBR) 5-10Mb/s (5,000-10,000Kb/s)

Pixel Aspect Ratio: 1.0 (Square Pixels)

Field Order: Progressive only (or deinterlaced video if it has been filmed as interlaced)

Video Codec: h.264

Audio Codec: AAC-LC

Audio Bitrate: 320kbs

Audio Sample Rate: 48kHz

Titles and captions: Within the “title-safe area”

Image and Sound Quality

The winning films in **The Outlook for Someday** might be shown on television or on a big cinema screen. So you need to think about the quality of your material.

High resolution (good quality) images have more pixels than lower resolution images. Pixels are the thousands of tiny dots that make up any electronically produced image. With more pixels the image can be displayed at a larger physical size.

So an image with fewer pixels might look good on a small mobile phone screen but would not look so good on a television screen.

Video and stills from some mobile phones, digital still cameras and webcams are limited to a low resolution. You know about that by the number of 'Mega Pixels' in the camera specifications.

Here are some recommendations:

- Use a camera (or scanner if you are scanning images) capable of capturing images with as many pixels as possible.
- Select the 'best quality' or 'high resolution' settings.
- Do a test-run to see how the recorded material looks on a computer screen.
- If you are using a video camera which has a choice of short play (SP) or long play (LP) modes, select the SP mode. Long play means you can record twice as much on the tape but the quality won't be as good.
- If the camera is small and you are doing hand-held shots, use the 'Stabilizer' function to minimise camera-shake.
- Avoid using the digital zoom as it makes the picture grainy.
- If the video is to be edited on a computer avoid using in-camera effects like fades. You can add that stuff later when you are editing but you can't take it out of stuff you have filmed.
- Use the highset quality sound settings on your camera and for any other audio material, such as music files.

Connections

All cameras come with options for transferring material to/from your computer.

Here are some of the options on offer, from the highest to the lowest quality:

1. Memory Card (SD)
2. USB cable
3. Firewire (IEEE 1394) cable
4. Bluetooth (but it might be slow)
5. DVD disc
6. RCA / Mini jack

Choose the highest quality option available to you.

Before you start filming do a test-run of transferring material from your camera to your computer to be sure that you will be able to edit your material later.

Editing Software

Almost all computers come with basic video editing software.

Apple Mac computers have iMovie and for Windows computers you can download Windows Movie Maker Live from the Microsoft website (see Useful Websites). These two programmes are easy to learn and offer most of the basic needs for post-production including editing, transitions, visual effects, titles and sound.

More professional video editing software options include:

- Adobe Premiere (Windows and Mac)
- Final Cut Pro (Mac)
- Pinnacle Studio (Windows)
- Avid (Windows and Mac)
- Sony Vegas Pro (Windows)

Editing Computer

Video files contain a lot of data. You will need plenty of hard drive space on your computer for your video – and also for any audio, photo or graphics files which you want to use. You will also need space for your editing ‘project’ and the finished film.

It is a good idea first to shoot, edit and export a short test film, say a film with just one 20 second shot. This will help to confirm that your equipment is adequate for your requirements.

With faster computers and those with more memory (RAM) the processing of the video material will be more reliable.

We recommend that you use

- A Windows computer with a minimum processor speed of 2GHz and a minimum 2Gb of RAM

or

- A Mac computer with an Intel Core Duo processor or better and a minimum 2Gb of RAM

Useful Websites



www.mediacollege.com/video

www.celtx.com

www.nofilmschool.com

support.microsoft.com/en-us/help/14220/windows-movie-maker-download

www.apple.com/ilife/imovie