

WORKFLOW FOR VIDEO FILES

WHAT TO DO WITH YOUR VIDEO FILES

All video must be transformed into specific archival and streaming formats to work with PARADISEC ([STANDARD FORMATS FOR ARCHIVING](#)); therefore, all of your videos will have to be sent to the Data Manager at some point.

- **NOT READY TO ARCHIVE VIDEOS:** If you want to work with your videos a bit before you upload them to the archive, but they are in a format you cannot use, or the files are prohibitively large, send them to the Data Manager and we can get them changed to suit your purposes. Once you receive the video files, and are ready to archive, you can fill in the minimal metadata form (see [METADATA INSTRUCTIONS](#)) and send the files back to the Data Manager to transfer to the archive.
- **READY TO ARCHIVE THE VIDEOS:** If your files are ready to be archived, send them to the Data Manager, who will validate file naming conventions and then forward them to [DAMsmart!](#) for transcoding ([FILE TRANSFER FOR ARCHIVING AND POST-PRODUCTION PROCESSING](#)). Files sent must be named appropriately and be ready for archiving. You will also need to have created the items in your collection before we can send your files to the archive. When your files are transcoded, you will get an .mp4 version (or other format should you prefer) in return.

If you wish to archive just an excerpt of a larger video file, or if you would like to clip out a narrative for later transcription and archiving, you will need to provide the following information in a spreadsheet. You also need to let us know if you want the original full video file archived, as well as the extracted parts. I've included an example below of what would be required information.

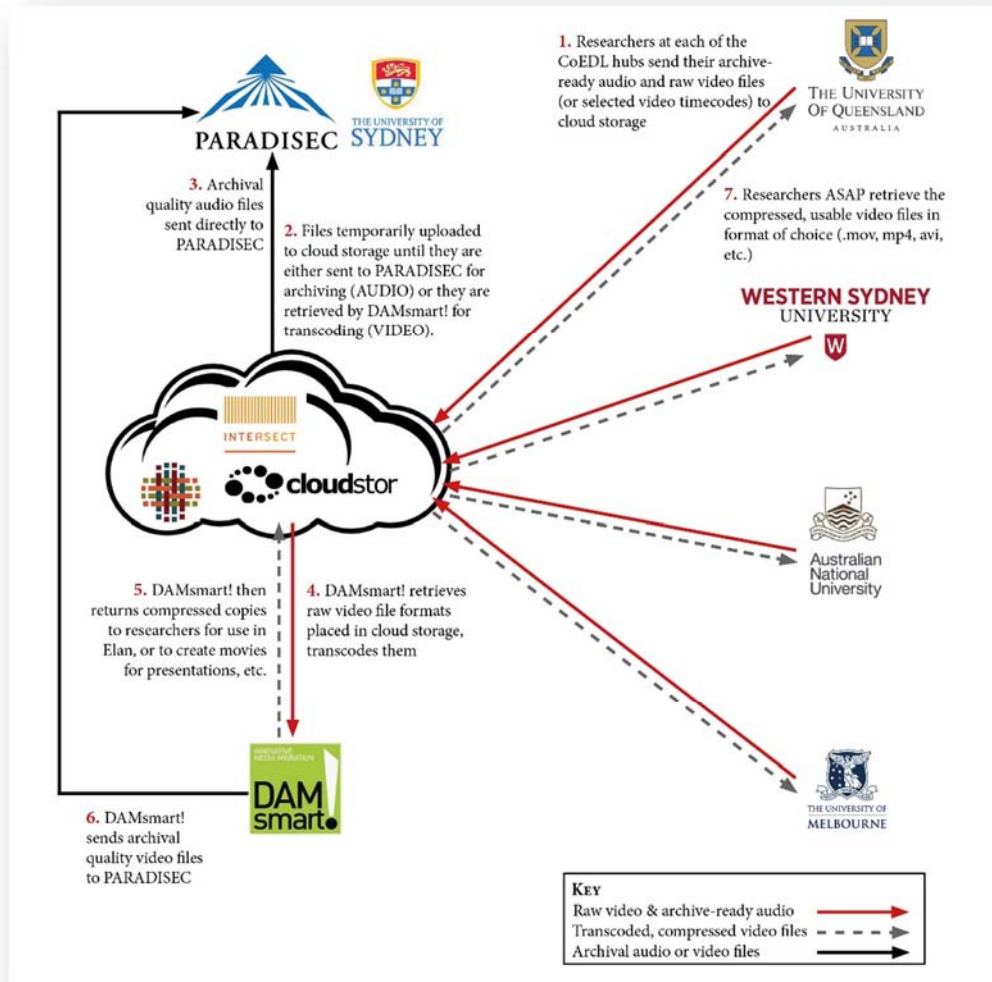
The scenario: *My language consultants took me out on two long bushwalks one day to discuss birds of PNG. I would like the complete sessions of both birdwalks to be archived as JCM1-20150910-birdwalk01, JCM1-20150910-birdwalk02 but I would also like to do refined transcribing and subtitling on a couple of narratives that were produced during the walk. These would be clipped out as their own files to be archived, but information of the source file will be entered into the item description, referencing in the metadata, the relationship between the clip and the source.*

Source file	Start time (HH:MM:SS)	End time (HH:MM:SS)	File name
JCM1-20150910-birdwalk01	Whole file	Whole file	JCM1-20150910-birdwalk01
JCM1-20150910-birdwalk01	00:03:45	00:30:33	JCM1-20150910-bird_of_paradise
JCM1-20150910-birdwalk01	00:45:56	01:22:03	JCM1-20150910-bush_fowl
JCM1-20150910-birdwalk02	Whole file	Whole file	JCM1-20150910-birdwalk02
JCM1-20150910-socio_interview_01	Whole file	Whole file	JCM1-20150910-socio_interview_01

Remember to adhere to the PARADISEC file-naming standards ([FILE NAMING FOR PARADISEC ARCHIVING](#)).

HOW TO GET FILES TO THE ARCHIVE OR DATA MANAGER

The following workflow outlines the process of file-transfer:



There are three ways to get your video files to CoEDL Data Manager (julia.miller@anu.edu.au) for more information, see [DATA STORAGE](#):

1. CLOUDSTOR: share a link to your Cloudstor folder containing your video files
2. INTERSECT SHARE DRIVE: If you are part of a CoEDL collaborative or corpus project, put the files in the ToArchive folder on your Intersect share drive, and send an email alerting me that you have done so
3. POST/DELIVERY: posting or hand-delivering a hard drive with the files on it

After reading through this guide, if you still have questions, or you wish to request a service, feel free to email me (julia.miller@anu.edu.au), or better, visit the **CoEDL Service Request Form**. CoEDL members use the Member login at the bottom of the CoEDL webpage. Then click the General Members tab, the link to the request form is in the left-hand panel. (<http://members.dynamicsoflanguaqe.edu.au/general-members/job-request/>).