

# CEU MEDIA HUB

## HOME PRODUCTION AND EDITING GUIDE



## Technical Advice for Home Production of Film Projects



In order to complete the film projects in a CEU media production course while access to Media Hub facilities is unavailable, you will need to be able to shoot and edit video on your own. Below is a description of the basic technical requirements you will need to do so. You will need to test this workflow through each step, from beginning to end, and there will inevitably be technical issues you will need to solve, so you if you haven't started this process yet, you should do so immediately, at the start of the semester.

1. You need a **camera**. This can be a smart phone, still camera with video capabilities, or video camera (or any other option you can think of that can record moving images). You will need to know the device's storage media, storage capacity, and the type of video file it records.
  - **Storage Media:** When you shoot video, the shots you take are stored by your camera as files. Still cameras and video cameras usually record these files to memory cards or SD cards. Smart phones usually record to internal memory, like an internal hard drive, which generally has a very small capacity.
  - **Type of video files:** This could be AVI or MOV, etc. You need to know this in case you have technical difficulties later on, which you'll discover when you test the workflow, at which point you may need to change the file type you are shooting. As for resolution, you should be recording **Full HD (1080p)** at **25 frames per second (FPS)**. This is also sometimes designated 25p.

2. You will need to figure out how to transfer these video files to a **computer** to **edit** them
  - For a still/video camera that records files to a memory card, you can either just plug the camera into the computer via a USB cable, find the video clips on the memory card, which will appear as a drive on your computer, and drag them to a designated folder on your internal drive, or an external hard drive you have purchased for this purpose. Alternatively, you can remove the memory card from the camera and put it into a card reader plugged into your computer via USB, or if your computer has a card slot, you can plug the card directly into it.
  - For a smart phone, you'll need to be able to transfer the video files to the computer, either by Bluetooth file transfer, or by plugging the phone into your computer.
  
3. You will need to understand where you will store the files while you edit them. That means you **need to know how much space you have** on your computer's internal hard drive, and how much space you will need to store your files based on how big they are. To do this you will need to do a test, by recording one minute of footage, transferring that to your computer, and seeing how big the file is. Then multiply that by 40, since on average you'll have around 40 minutes of footage.
  
4. If you have enough space on your computer's internal hard drive you can store the footage there, assuming your computer is powerful enough to run a video editing program. If not, you'll need to get a fast external hard drive. You will then transfer the footage you shoot from your phone/camera to this drive and leave it there. You will then plug in the drive when you want to edit. For a recommendation on what external hard drives are worth investing in, see the editing section on Page 5.

5. When you transfer the files from the camera to your computer or external drive, you will need to create a folder for these files you can easily find. Put all the files into this folder, and make sure not to move them unless necessary.
  
6. You will need to download an editing program, to install and run on your computer. In addition, you will need to find online tutorials for the editing program you choose. You will need to learn how to import footage into a project, edit the footage, and export it. See the "Home Editing" section below for more information and suggestions on programs.
  
7. After exporting your completed project as a video file, you will need to upload it to a website that hosts video such as YouTube or Vimeo, and pass along the link for the instructor and class to view.

## Home Editing - General Rule of Thumb

When editing on your home computer it is good to keep a few key rules in mind, especially if the machine you are working on has older or slower hardware:

- Make sure to **close any unnecessary applications in the background**, this includes internet browsers and software like Spotify as well. Having many tabs open in your browser in the background can eat a significant amount of your computer's RAM (system memory), especially if you are running resource-intensive sites such as Facebook.
- Make sure your laptop is **plugged in to the wall outlet** when doing any heavy work, allowing your machine to run at its full capacity. If you are on a laptop using Windows, the operation system should offer the option to switch between power plans – make sure that you are using a **High performance** mode.
- Consider getting an **external hard drive to make sure you have enough space** for the files you will be working with. High resolution video files may otherwise fill up your computer's hard drive fast. Recommended external hard drives include the [LaCie Rugged](#) or [G-Drive](#). If you are unsure what external hard drive to choose, feel free to reach out to the [Head of Media Hub](#) or [Media Hub Assistant](#) for advice.

## Editing Software for Home PCs and Notebooks

The list below includes information about some of the most popular editing software available for download free of charge on both Mac OS and Windows, as well as the subscription-based editing software used in CEU's media facilities, Premiere Pro. These programs have been used previously by students to successfully complete film assignments from home; however, feel free to explore alternatives that are not listed below.

### **HitFilm Express** [\(Link\)](#)

System Requirements:

- **OS:** 64-bit Operating System (Linux, OS X, Windows 8/10)
- **Internet connection:** Required for online activation
- **Processor:** 4th Generation Intel® Core™ Processors or AMD equivalent.
- **RAM:** 4GB (8 GB Recommended)
- **Graphics card:** Intel HD Graphics 5000 (GT3) (2013) or dedicated graphics card

#### **Pros:**

- + Basic version is free
- + Interface almost identical to Premiere Pro (used in CEU's Media Hub)
- + [Wide array of tutorial videos available](#)
- + Capable of all necessary video editing and sound editing functions up to intermediate level
- + Low system requirements

#### **Cons:**

- Online registration needed for free download
- Advanced users may need the extra functionalities of Davinci Resolve or Premiere Pro



## OpenShot [\(Link\)](#)

### System Requirements:

- **OS:** 64-bit Operating System (Linux, OS X, Windows 7/8/10)
- **Processor:** Multi-core processor with 64-bit support.
- **RAM:** 4GB of RAM (16GB recommended)

### Pros:

- + Basic version is free
- + Capable of all necessary video and sound editing functions at beginner's level
- + Relatively low system requirements

### Cons:

- Sound editing functions very limited
- Functions sufficient only for beginner projects



## Davinci Resolve [\(Link\)](#)

### System Requirements:

- **OS:** 64-bit Operating System (OS X, Windows 10)
- **Processor:** Multi-core processor with 64-bit support.
- **RAM:** 16GB of RAM
- **Graphics Card:** Integrated GPU or discrete GPU with at least 2GB of VRAM

### Pros:

- + Basic version is free
- + Professional, industry-standard editing software
- + [Wide array of tutorial videos available](#)
- + Capable of all video and sound editing functions
- + Excellent color grading capabilities

### Cons:

- Higher system requirements

## **Adobe Premiere Pro** [\(Link\)](#)

### System Requirements:

- **OS:** 64-bit Operating System (OS X, Windows 10)
- **Processor:** Intel® 6<sup>th</sup>Gen or newer CPU – or AMD equivalent
- **RAM:** 8GB of RAM
- **Graphics Card:** Integrated GPU or discrete GPU with at least 2GB of VRAM

### Pros:

- + Professional, industry-standard editing software
- + Used in CEU's Media Hub
- + [Wide array of tutorial videos available](#), including the [Media Hub's own tutorials](#)
- + Capable of all video and sound editing functions
- + Excellent for color grading, titles, graphics, etc.
- + Subscription comes with host of other professional Adobe software (Photoshop, Audition, AfterEffects, etc.)

### Cons:

- Subscription-fee
- Higher system requirements



## Recording Zoom Interviews



### 1. Instructions for recording a Zoom interview - subject only

- Click on the small green shield that appears when you hover your cursor over the image on screen, which will bring up the Settings window. In the Settings window, in the "Recording" menu, check the box "Optimize for 3rd Party Video Editor."
- In gallery view, right click on the other participant, click "Pin Video" from the menu that appears. This will allow you to only record the other's image.
- click the "Record" button at the bottom of the screen to start recording.

### 2. Instructions for recording a Zoom conversation – both interviewer and interviewee

- Click on the small green shield that appears when you hover your cursor over the image on screen, which will bring up the Settings window. In the Settings window, in the "Recording" menu, check the box "Optimize for 3rd Party Video Editor."
- In the Participants window, hover over the other participant's name, click on the dropdown menu labeled "more" when it appears, and from that menu choose "Allow Record."
- In gallery view, right click on the other participant, click "Pin Video" from the menu that appears. Both participants need to do this in order for both to be recorded in separate files.
- Both participants should click the "Record" button at the bottom of the screen to start recording at near the same time.
- The interviewer should clap to create a point with which to synchronize the two files.

***When possible, ask your interview subject(s) to record their audio also on a separate device (smartphone, recorder device, etc.). They should send you this file after the Zoom session, giving you higher-quality audio to work with.***

## Media Hub Home Production Video Tutorials



1. [Using a Table-top Tripod](#)
2. [Camera Settings for Smartphone Production](#)
3. [Subject Framing and Using Available Light](#)
4. [Shooting a Moving Subject](#)
5. [Audio Tips](#)