



ORAL HISTORY VIDEO EDITING S.O.P.

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1. DOWNLOAD VIDEO/AUDIO FILES

Place memory card into adapter and upload files onto computer – you will have to do this twice/ one for the audio memory card and one for the video memory card.

A. Create files for locations

- i. Each oral history will have its own file location.
 1. Shared server ([\\SERVER2](#)) (Z:) > Archives > Digitization > Digital Assets > Oral Histories
 2. Here you will create a file with the interviewee's name (ex. Dr. Charlayne Grenci, Trent Fure, etc.)
 3. After you create that folder, you will then create another **2 folders** within that one
 - a. **Assets** – this is where the audio/video files will be stored as well as any title or question cards.
 - b. **Attachments** – this is for any physical materials from the interviews that need to be scanned (i.e. consent forms, brochures, posters, etc.)
 - i. Paola will provide the index for each interviewee. You will use this to name the attachments and the final edited video.

2. ADOBE PREMIERE

Adobe is where you will do all your editing for the oral history videos. When you save your project it should be in the **same file location** as the audio/video clips (**assets**).

Click “New Project” > “Create” (bottom right hand corner). Upper left corner>title the project using the index that Paola provides. Make sure that the project location is correct.

A. Import Media

- i. To import media into your workspace, simply select desired media and drag it into the work station.
- ii. After you have desired media files in your workspace, you can then drag them directly onto the timeline to begin editing.

Tab “Window” > Select Project > and then drag files to the bottom timeline area which puts everything in order automatically. Make sure audio is dragged, too, below the video.

1. *Video Files*

a. *It is important to make sure that the files are in the correct order when you place them onto the timeline. They will be numbered in order. (Ex. S106001.MP4, S106002.MP4, S106003.MP4)*

2. *Audio Files*

a. *Similarly audio files will be labeled by track input. (Ex. ZOOM0008_Tr1, ZOOM0008_Tr2)*

b. *These files contain the entire audio for the interview and **are not segmented** like the video files. Instead, each file correlates to each microphones used.*

c. *For these files you will want to make sure they are aligned vertically, with one right below the other.*

B. Sync Audio and Video Files

- i. Syncing the audio and video files together **first** is very important to ensure that the rest of the editing process goes smoothly.
- ii. When syncing the audio you should see both **green** and **blue** audio files. The **blue** audio file is the audio picked up by the camcorder that is already synced with the video. This will be your guide for syncing the zoom recorder audio that is in **green**. (See Fig. 1)
- iii. **Clapping** – this is why clapping is important at the beginning of the videos. It enables you to have a clear maker for where your audio should be. (See Fig. 2)
- iv. Once you think the audio is synced up, play it back to make sure. If audio is correctly synced you should **not** hear any echoing or delays
- v. Afterward, you can then delete the camcorder audio (**blue audio**).
 1. *Right click on the **blue** file and click **unlink**. This will separate the audio and video from one another and you can then delete the audio file leaving just the Zoom audio (**green audio**).*
- vi. Include your title card in the Project box (lower left corner square) and make sure that you drag the title card to the same bar as the video (blue). 3-4 seconds. You can shift select your bars, right click “group”, and move everything to the right to create space for the title card.

C. Making Cuts

- i. **Razor tool** - this will be your main tool for editing. It allows you to make cuts in both audio and video files to delete specific sections. This is located on the left bar (fourth icon down from the top).
- ii. Specific cut times will be provided to you by Paola with time stamps.

- iii. Make all cuts and deletions first before moving any clips around. This is to prevent from messing up the audio/video syncing.
- iv. After you've made all the desired cuts and deletions, link/group the audio and video clips.
 1. Hold down the shift button and click on all desired audio and video clips.
 2. Right click and select Link or Group. **Link** is if you are highlighting only 1 video and audio whereas **Group** is if you are highlighting multiple videos and audio. But both accomplish the same thing. (See Fig. 3).
 3. By linking audio and video clips, this enables you to move sections of the video while keeping everything synced up.
 4. You will want to move all sections so that they are all connected in the timeline without gaps.
 - a. *NOTE: this is dependent upon whether or not you will have any question cards that need to be placed in the video. If so, make sure question cards are placed appropriately on the timeline and all cards and video clips are connected without gaps.*

D. Transitions

- i. Audio/video transitions enable the video to look more professional and smooth out any rough cuts.
- ii. First you will want to open the effects window to access the transitions
 1. Go up to the right corner and select "**Window**", then select "**Effects**" from the drop down menu.
 2. (Lower left box area) You should see in the effects window files labeled "**Audio Transitions**" and "**Video Transition.**" These are the two files you will be using.
- iii. Video Transitions
 1. Click on the "**Video Transitions**" file. Then click on the file labeled "**Dissolve.**" This is the file you will use to input transitions.
 2. There are two main options for video transitions: **Cross Fade** and **Dip to Black**
 - a. **Cross Dissolve** blends the two clips together by gently fading one to the next. Used for cutting out a random clip.
 - b. **Dip to Black** briefly fades to black in between clips.
 - i. This transition is typically used when transitioning between video and title/question cards.
 3. Both are acceptable options; it is up to your discretion to decide which you think looks best
- iv. Audio Transitions

1. Click on the “**Audio Transitions**” file. Then Click on the file labeled “**Crossfade.**” This is the file you will use to input transitions.
2. The main option for Audio Transitions: **Exponential Fade**
 - a. **Exponential Fade** gently fades out of one audio clip and into the next
3. Audio transitions are not always necessary for every clip. In some instances the audio cutting between two clips is smooth enough already. It is really up to your discretion whether you think it is necessary or not.
4. If you need to mute or adjust any specific audio, cut around the audio clip you want to work with, and adjust the volume by moving up or down the center line that cuts through the volume bar (green). Use this tool to balance out the audio throughout.

Transcript/Captions

- v. Adobe Premiere is great in that it does much of the work in transcribing and captioning videos.
- vi. Developing the transcript and the captions for the video are one of the last steps you want to do in the editing process. All of the cuts and clip placements will be completed already so you won’t have to worry about editing out parts of the transcript or captioning later on.
 1. *Transcript*
 - a. You will want to make the transcript first. To do so, go to the text window in the upper right corner.
 - b. It should already be an open window but if not go to the upper right corner where it says “**Window.**” Then in the dropdown menu, select “**Text.**”
 - c. When you open the text workspace you should see a button that says “**Transcribe Sequence.**” Simply click that button and allow Premiere to auto transcribe the video for you. It will take 5-10 minutes to do so. (See Fig. 4)
 2. *Closed Captioning*
 - a. After your video is transcribed, you will see it displayed in the text window. You should see a small **closed captioning** button that looks like **2 C’s**. this button will automatically create the captions for you. Simply click this button and allow Premiere to create the captions. It will take 5-10 minutes to do so as well. (See Fig. 5)
 - b. It is important to note that while Premiere is helpful with transcribing and captioning, it is not perfect.
 - c. After you have finished creating the captions you will have to proofread them and correct any mistakes you find. This does require you to watch **the entire video** through to look for any mistakes.

3. ADOBE AUDITION

A. Adobe Audition is used to edit specific **audio clips**. This is in the matter of unexpected/unwanted background noise such as phones ringing or little beeps made from the front door opening.

B. Section specific audio clip that needs editing

- i. You will have to unlink/ungroup audio and video to do this.
- ii. Because there are at least 2 tracks, one for each microphone used, you will have to make this edit twice.

C. Open Adobe Audition

- i. Once you have the selected audio you would like to edit, right click it and in the dropdown menu select **"Edit Clip in Adobe Audition"** (See Fig. 6)
- ii. Once open, if not already selected you want to make sure you are viewing the audio clip in the right display. In the upper right corner, make sure the **"Spectral Frequency Display"** is selected. You can also accomplish this by pressing **"Shift+D"** (See Fig. 7)
- iii. The display should look orange and yellow against a purple background.

D. Editing out Background Noise

- i. The most common unwanted background noise you will get are the little beeps the door makes when it is opened.
- ii. These are really easy to spot in the audio display. They will look like prominent horizontal lines running through the audio clip. (See Fig. 8)
- iii. To remove these sections make sure the **"Marquee Selection Tool"** is selected in the upper right corner. (See Fig. 9)
- iv. Simply highlight the horizontal section and then cut it (Ctrl+X)
- v. Once all the lines have been removed, make sure to playback the audio clip to make sure all the unwanted sound has been removed.
- vi. Then make sure to save (Ctrl+S) your edit before exiting out of Adobe Audition.
- vii. The new edited clip should be updated automatically in the editing timeline.

4.

5. APPENDIX

FIGURE 1

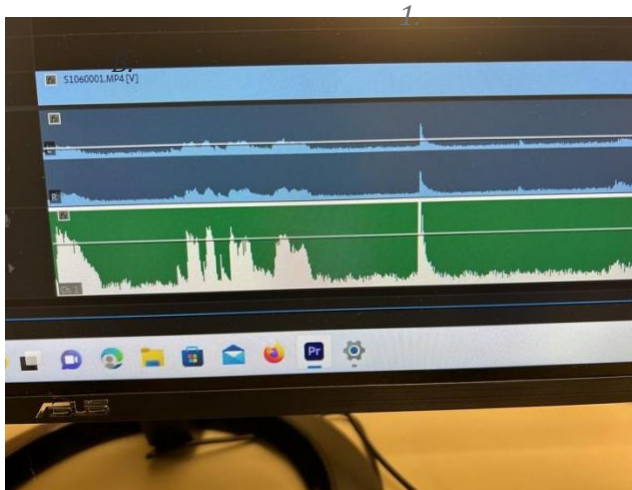
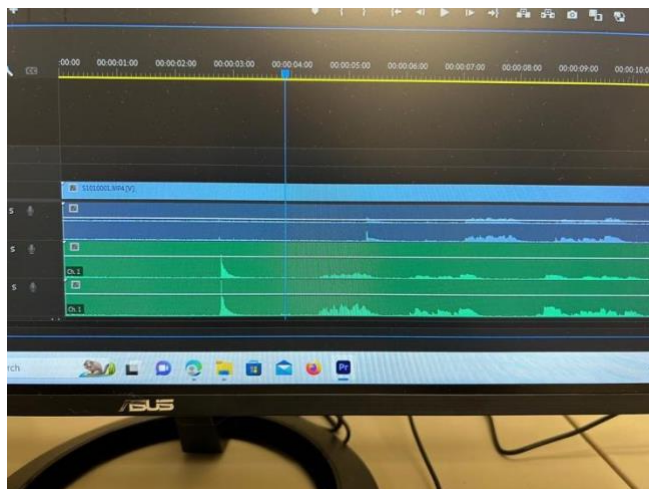
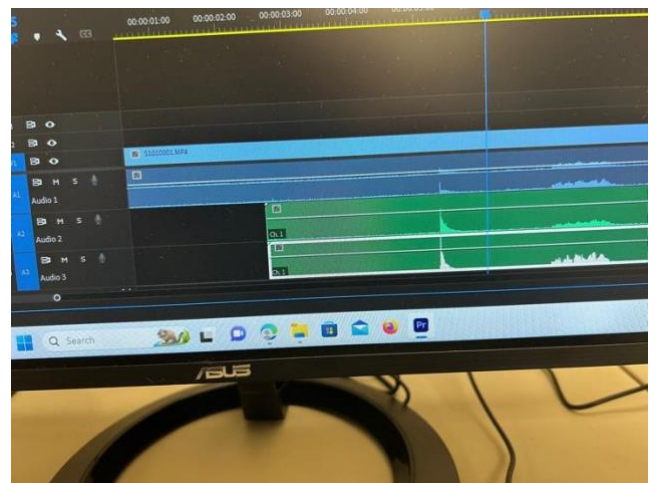


FIGURE 2

1. Notice the spike in audio. This mark indicates clapping. You will want to make sure the audio spikes are aligned as closely as possible to ensure proper syncing.



Before Syncing



After Syncing

FIGURE 3

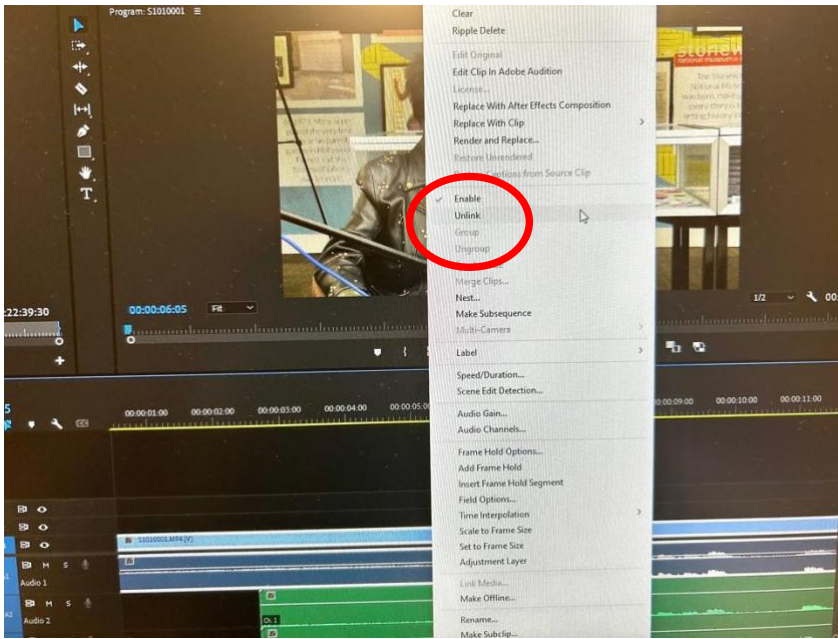


FIGURE 4

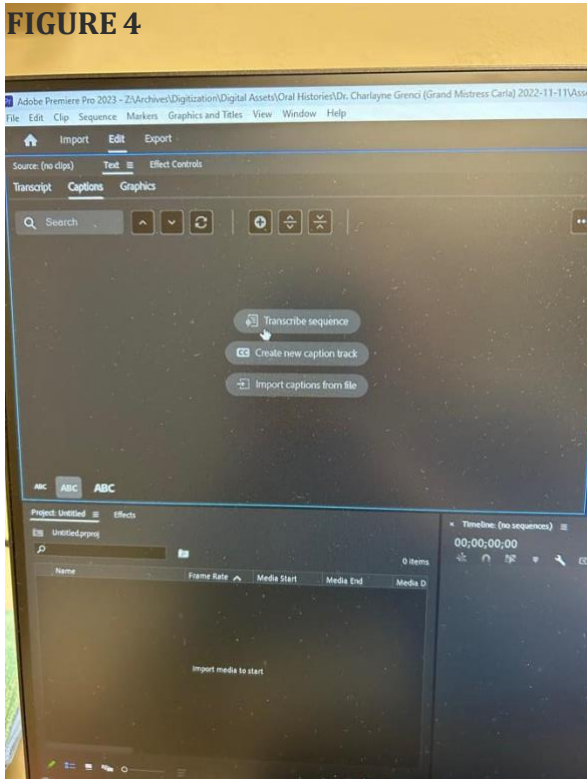


FIGURE 5

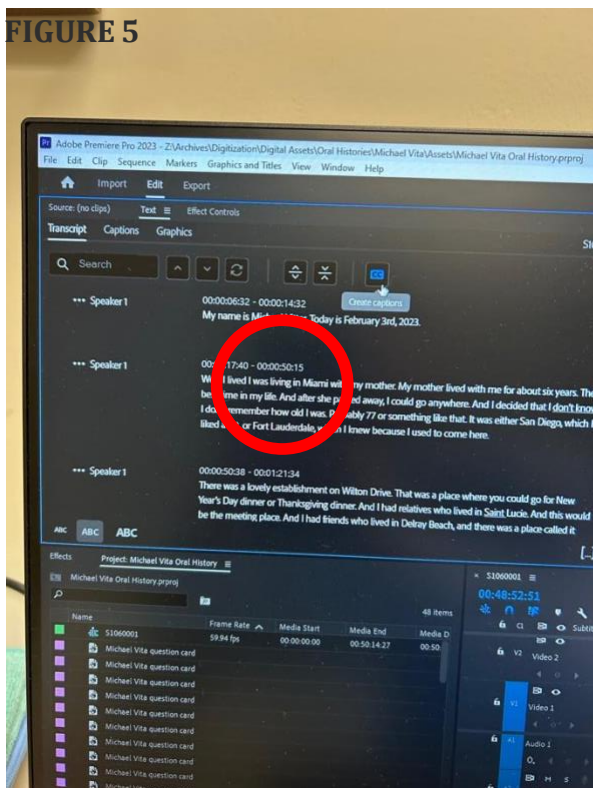


FIGURE 6

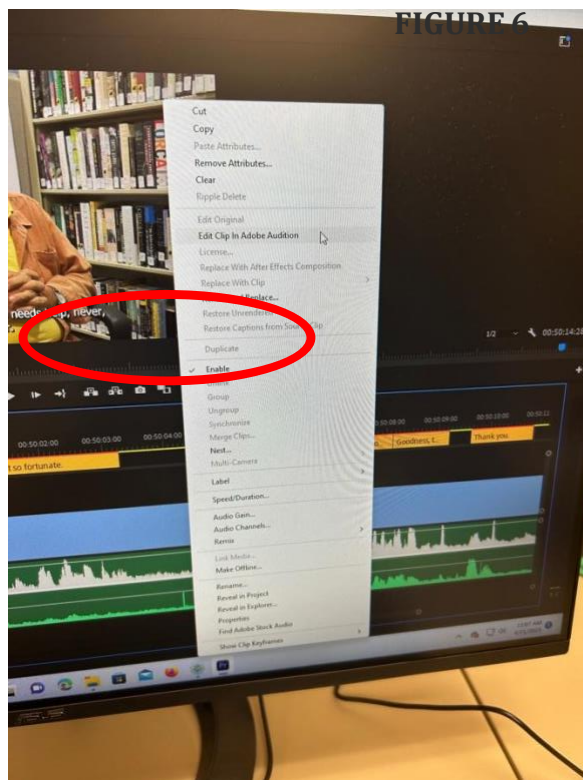


FIGURE 7

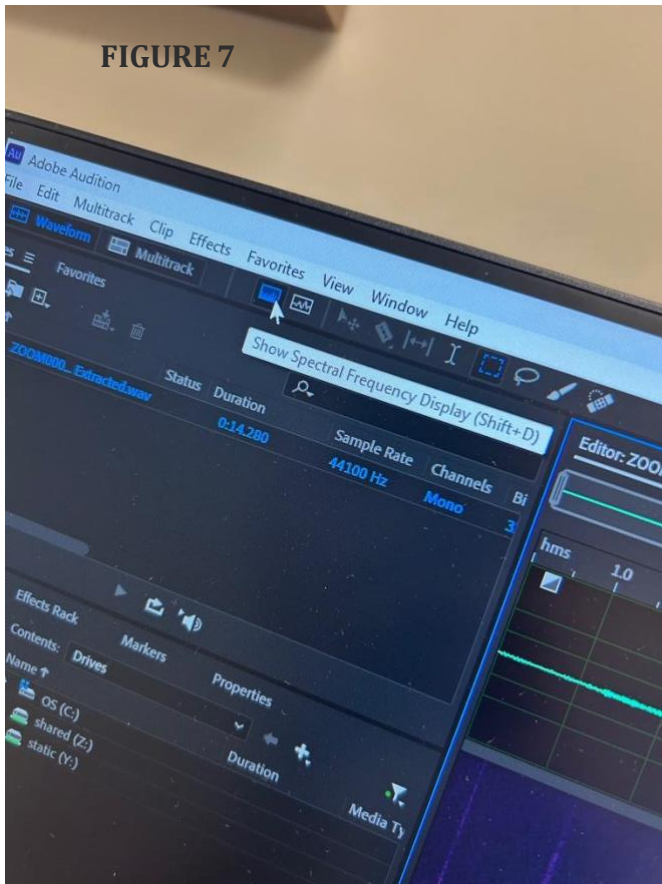


FIGURE 8

* Notice the orange horizontal lines present. These are small beeping sounds you sometimes hear in the background.

* When you highlight the sound with your selection tool it will isolate that sound and you will be able to hear it by itself.

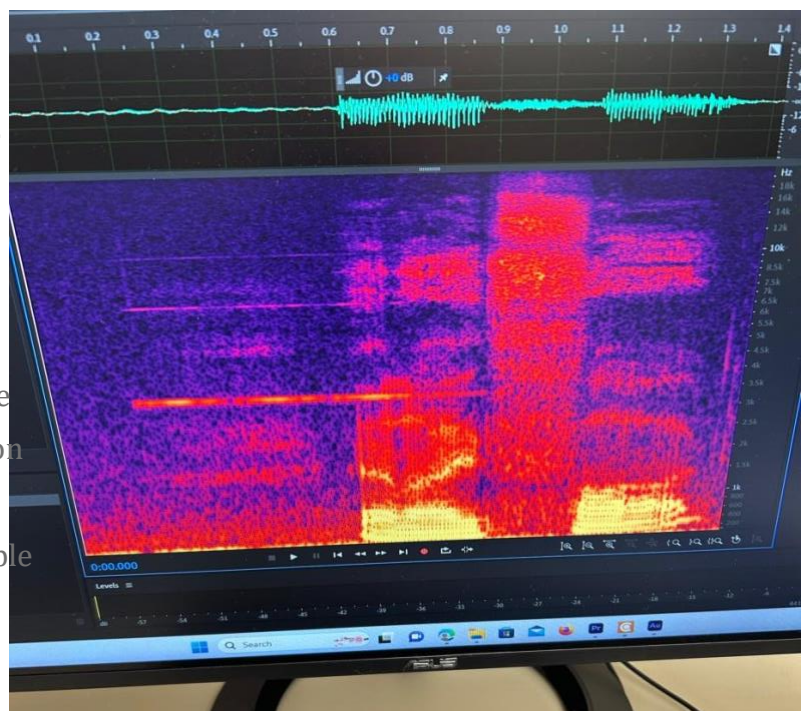


FIGURE 9

