

IO5 Video Instructions

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Summary: This document includes the technical specifications and instructions for the creation of the video lectures and other videos to be used as teaching materials developed both for general Easy-to-Understand (E2U) and for hybrid media accessibility services as open educational resources.

History chart

No.	Action	Partner	Date
1	Prepared	UAB & RTVSLO	10.05.2020
2	Changes, if any, after internal evaluation	ALL PARTNERS	17.05.2020
3	Released	UAB	30.05.2020
4	Changes after samples evaluation	ALL PARTNERS	24.06.2020
5	Final release	UAB	15.07.2020

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1 Technical specifications

All IO5 videos will be offered on the EASIT project's website as open access educational resources. The videos will be uploaded to YouTube and hosted on UAB's open access repository (DDD).

It is recommended that partners create two different versions of the videos: a medium-low quality version for their upload on YouTube and DDD, and an additional version of the finalised video in lossless format. Lossless video compression denotes a high-quality video that allows the original data to be perfectly reconstructed from the compressed data.

The videos exported in lossless format should be kept in the partner's archives. The basic purpose of this lossless archival copy is to keep it in the archives for possible future use. Since the lossless videos tend to be large, we recommend storing them on external HDD or in any other suitable way.

YouTube allows to have control over closed captions (CC) and different languages. From the accessibility point of view, it is best to use closed captions for both interlingual subtitles and intralingual subtitles, since the videos will probably have multiple language choices (languages from all partners).

As they will also be offered as a download, some other outputs will be provided. Table 1 summarises the specifications for all downloadables:

Table 1. Downloadables' specifications

File	Typ	Resolution	Framerate	Code	Bitrate	Audio
Video	.mp4	1920 x 1080	25 fps	h.264	Variable around 10 Mbps	AAC 48 kHz
Video-archive	.mp4	1920 x 1080	25 fps	h.264	Variable , 50 Mbps or more	AAC 48 kHz, 24-bit, stereo
Subtitles	.srt		25 fps	UTF-8		
Transcript	.doc					
Stills	.png	1920 x 1080				
Audio	.mp3					44.1 kHz, 192 kbps
Slides	.pptx					

2 Structure of the content

According to the typology of the content to be offered as open educational resources, videos may be either video lectures or other videos (interviews, samples, etc.). In the latter case, they may be either self-created (own) or external. In turn, external videos may have credits (in the case of movie clips, documentaries' excerpts, etc.) or not have them (for instance, an extract of an interview posted somewhere on the Internet).

RTVSLO has created the intro and outro videos for any kind of videos partners want to create. The intro video includes an animated projection of the EASIT logo, while the outro video includes the disclaimer slides with their corresponding easy-to-understand narration and the animated projection of all partners logos. Thus, the structure of the final videos should be as follows:

Graphic 1. Video lecture structure



Graphic 2. Other videos' structure



Go to section 3 on page 7 if you want to create a video lecture (blue box of Graphic 1).

Go to section 4 on page 23 if you want to create other videos with their corresponding intro and outro (blue boxes of Graphic 2).

3 Creating a video lecture

3.1 Create the PowerPoint slides

Use the PPT template provided. You may access the EASIT IO5 Template_Video Lecture.pptx on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > 1. EASIT Video instructions with templates.

The slides are designed to have a talking head on the upper right corner. If you want some part of the video lecture not to have any talking head visible, you will need to choose the slide with no graphics on the upper right corner from the template (slide no. 6). In this case, you will need to cut your presentation in the editor where necessary. See step 17 under subsection 3.6 on page 17.

A second version of the slides will be prepared by UAB (EASIT IO5 Template_Slides Presentation.pptx, to be accessed on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > 1. EASIT Video instructions with templates). This will be the downloadable version of the slides, for which a template with no talking head on the upper right corner and with numbered pages will be used and to which three slides will be added in the end (an acknowledgement slide, a disclaimer slide and a closing slide) to account for the outro of the video lecture once recorded.



Important advice:

- ✓ Follow the PPT instructions.
- ✓ Avoid animations (and videos) as they will not be shown.
- ✓ Avoid putting content in the lower part of the slide as there may be subtitles present on the video (closed captions).
- ✓ If you add lists, use the built-in bulleting and numbering features for accessibility reasons. End each line with proper punctuation (add a stop in the end if the line is a sentence, i.e. if it has a verb).
- ✓ Avoid hyperlinks. If you need to add one, please write meaningful text rather than "click here".
- ✓ Do not insert tables as images. Use the built-in table and chart features to avoid bad resolution images.
- ✓ Use a simple table structure so that the screen readers can keep track. Do not merge or split cells.
- ✓ Add alternative text to all tables and visuals (pictures, clip art, smart art, graphics, charts). An alternative text is a short description of an image so that the same essential information is conveyed through the image and the text. Alternative texts should be brief and accurate. Do not use "image of" or the like to describe the content.
- ✓ Use high resolution images. Consider copyright restrictions and acknowledge the source. You can use copyright-free images from different sources (Pixabay, Pexels, etc.).

3.2 Save the slides as .pptx

- Name it as follows: UX.EX. Name of the item_PARTNER ACRONYM_VIDEO LECTURE.pptx.
- Upload the presentation on Nebula under its corresponding unit's and specific item's folder at [Documents](#) > [4.- IOs](#) > [IO5](#) > [Teaching materials](#) > UNIT X > UX.EX. Name of the item_PARTNER ACRONYM.

3.3 Save or export the PowerPoint slides as .png

Depending on the version of your PowerPoint, there are different options:

1. Go to the File tab.
2. Choose Export (or Save as).
3. Click on Change File Type (or select PNG from the drop-down list under File Format).
4. Select 1920 x 1080 for the resolution of the exported PNG files (under Options, ensure Width is 1920 and Height is 1080), as it corresponds to the resolution of the video. **If the slides are exported in a lower resolution, the video will be grainy.**
5. Enter the name of the folder where your slides will be exported or saved as separate PNG files (it usually creates a folder by default keeping the name of the PPT file).
6. Choose where to save the folder.
7. Press Export or Save.

3.4 Create the script for the presentation

- Use the template provided for the transcripts as this text will also be used as the transcription. You may access the EASIT IO5 Template_Transcript - Video lecture.docx on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [3. EASIT Transcript instructions and templates](#).
- Follow the instructions of the transcript template. You may access the EASIT IO5 Template_Transcript - Video lecture_Instructions.pdf on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [3. EASIT Transcript instructions and templates](#).

- Have a look at the [sample transcript](#) first if you like. You can access it on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Samples](#) > [Video lecture sample](#).
- Write the text of your narration for you to record it smoothly (without hesitations).

Important advice:

- ✓ Bear in mind the time you will need to narrate the text. You will need about 3.5 minutes to read one page (1800 characters with spaces) at a steady pace.
- ✓ Take into account the changes of slides. Each slide should not last longer than 20 - 30 seconds. If it is longer, the presentation is very slow and might seem boring. Prepare more slides with less information.
- ✓ Remember that it should sound as natural as possible, as if you were giving a presentation, not reading a text aloud.
- ✓ Use simple sentences. Remember it will be subtitled.
- ✓ Describe images to the audience. The description should fit naturally onto your speech.
- ✓ Say "I quote" when quoting something and say the source of the quote if it is indicated on the slide.

3.5 Record the presentation

This refers to the lecturer on the upper right corner of the screen, which needs to be recorded independently.

IMPORTANT! Please remember to read the text included in the first and last slides as this will be the introduction and the closing of your video lecture. For instance, for unit 1, element 4, the introduction could read as follows (this is just suggested as a guide):

"This is unit 1, Media Accessibility, element 4, What is media accessibility. Video lecture: Understanding the audiovisual text. I am / My name is Anna Matamala, from Universitat Autònoma de Barcelona."

While the closing would read:

"This video lecture has been prepared by Anna Matamala, from Universitat Autònoma de Barcelona. You can reach me at anna.matamala@uab.cat."

There are 3 options for the recording of the presentation:

1 Using professional equipment, e.g. external webcam or professional camera

If using external webcam (recommended), you can use its software to record yourself. In this case choose 1080p or (more likely) 720p (1280 x 720) or a lower resolution with ratio 16:9. If not available, choose 4:3.

If using professional camera, export in a format that is suitable for editing. Record in 16:9.

2 Using the webcam on a laptop

The quality of integrated webcams is usually poor. Standard recording ratios are 4:3 or 16:9. If possible, choose 16:9.

It can be recorded with different software programmes. [Webcamoid](#) and [Shotcut](#) are free open-source easy-to-use software programmes that may be used.

Short instructions on how to use Webcamoid

- i. Choose RECORD VIDEO.
- ii. Choose FORMAT on the left. Select MP4.
- iii. Hit START RECORDING VIDEO in the right lower corner.

Short instructions on how to use Shotcut

- i. Open Shotcut and choose File.
- ii. Select Open Other and choose your webcam.
- iii. Once the device is open, go to Export and click on Capture File.

3 Using a telephone camera and a tripod

Mobile phones offer nowadays great quality (better than webcams) and intuitive apps for recording video. The video used for this tutorial was shot with an iPhone SE.

Important advice:

- ✓ Look at the camera when presenting.
- ✓ The room in which you record should not be too small/big to avoid echo. The more curtains, rugs and furniture, the better the result.
- ✓ The quieter, the better.
- ✓ Do not move when you are recording. Take off jewellery and read from a screen to avoid paper sounds.
- ✓ Read at a steady pace.
- ✓ Choose a monochromatic background, preferably in lighter colours, e.g. light blue. You can record yourself in front of a white wall.
- ✓ The lighting should be mellow, but sharp. Avoid direct sunlight and sudden changes.

3.6 Edit the video

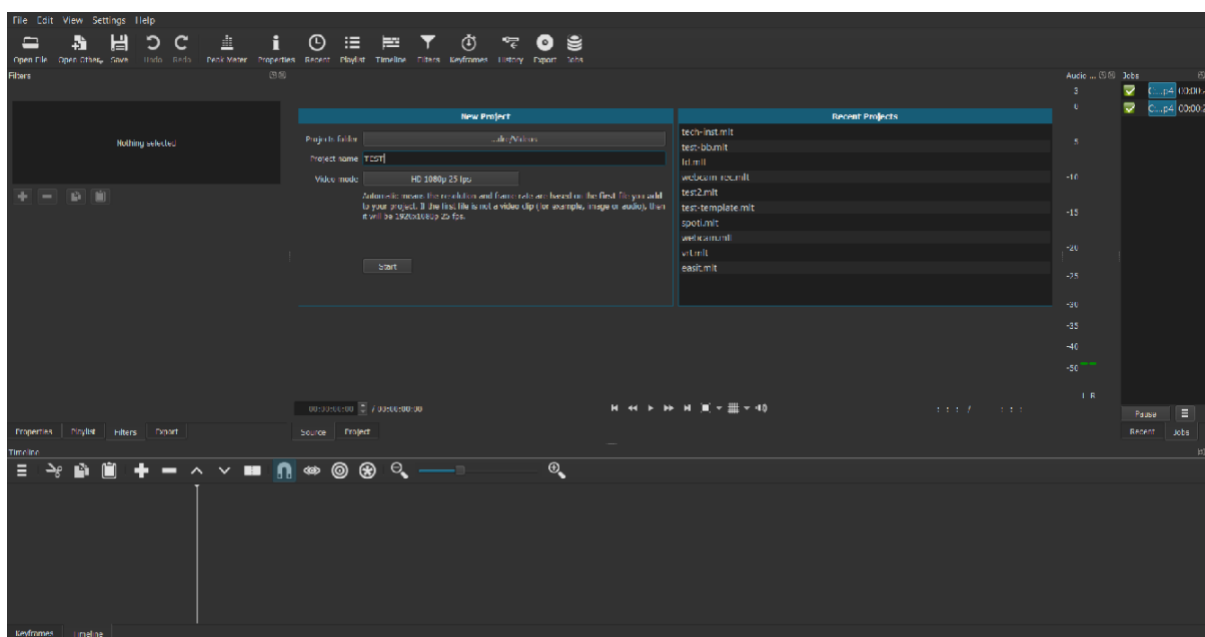
The editor used in these instructions is [Shotcut](#).

Have a look at the [sample video lecture](#) first if you like. You can access it on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Samples](#) > [Video lecture sample](#).

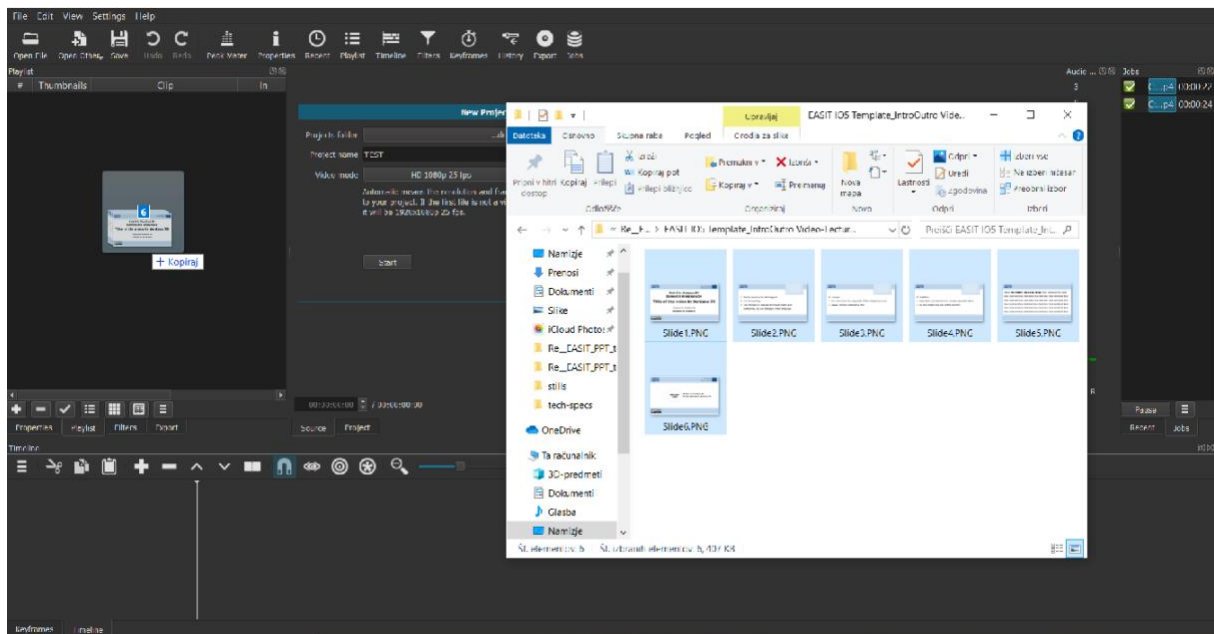
As seen in above, intro and outro videos need to be added to any type of videos, so you need to download them. You can access them on Nebula

under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Teaching materials](#) > [Intro & Outro Videos](#).

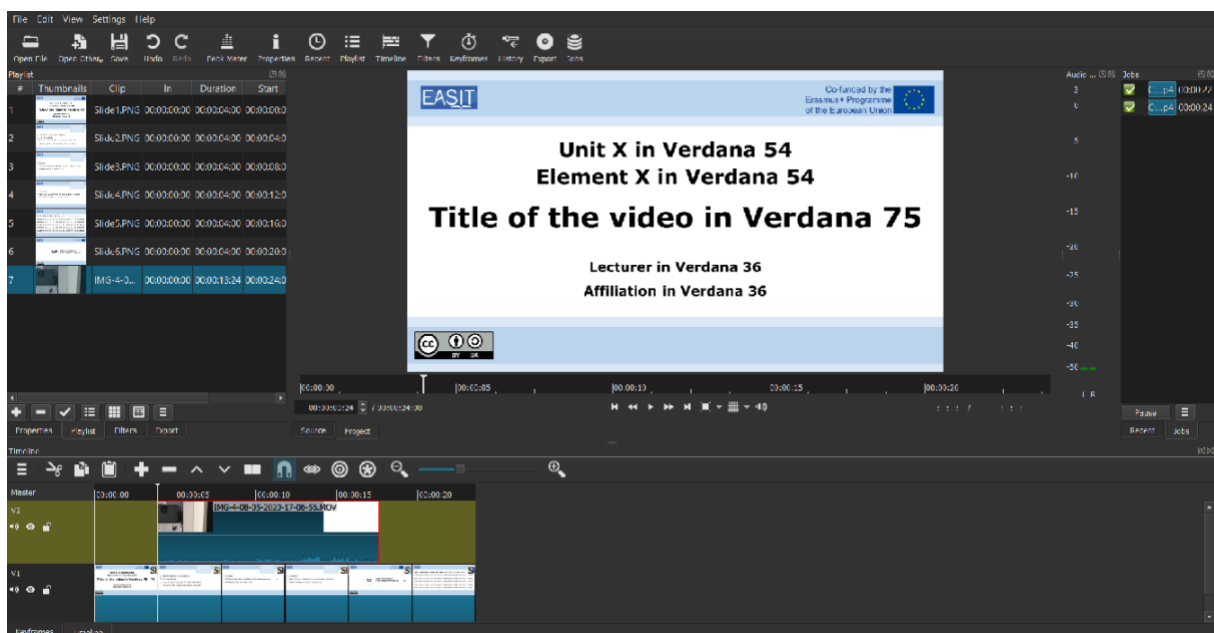
- 1 Open Shotcut.
- 2 Under Projects folder, select the location in which you want your project to be saved and click on Open.
- 3 Enter the name of the project under Project name. Name it UX.EX. Name of the item_PARTNER ACRONYM.
- 4 Set Video mode to HD1080p 25fps and click on the Start button at the bottom.



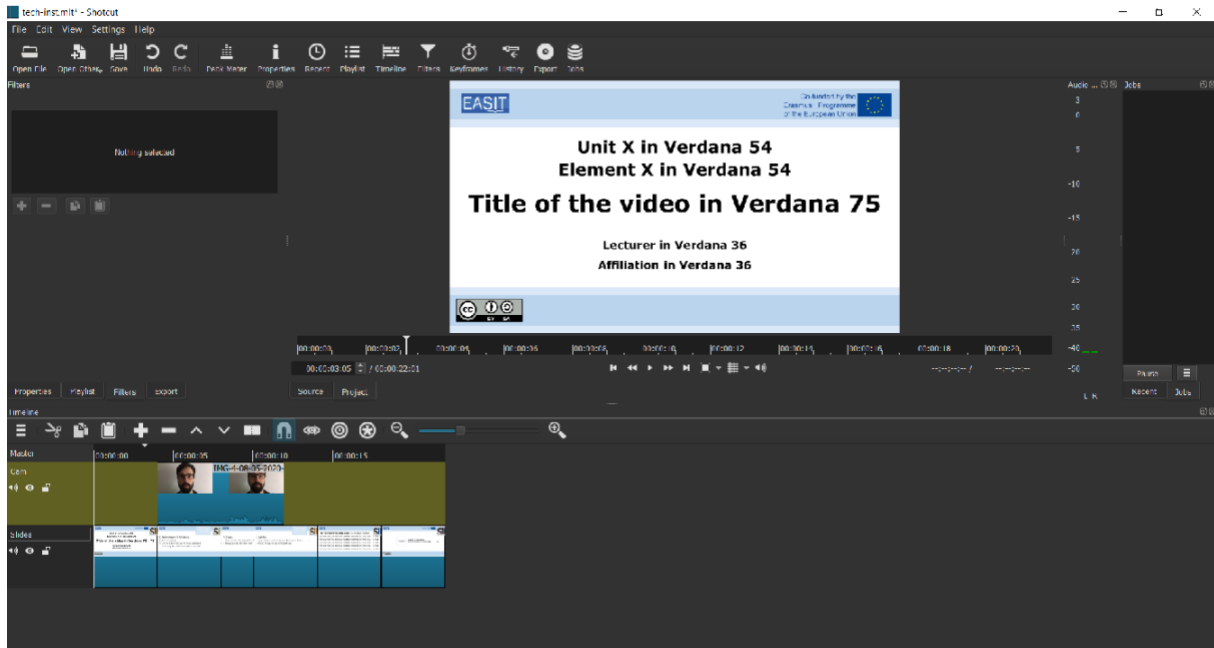
- 5 On the top menu bar, choose Playlist. From your file explorer (Finder on Mac), drag & drop all the files you will need (intro video, recording of the presentation, PNG slides, outro video) to the Playlist box in Shotcut.
- 6 Select the files from the playlist and drag them in order to the timeline in the lower part of the screen. First, place the intro video at the beginning of the video track timeline.



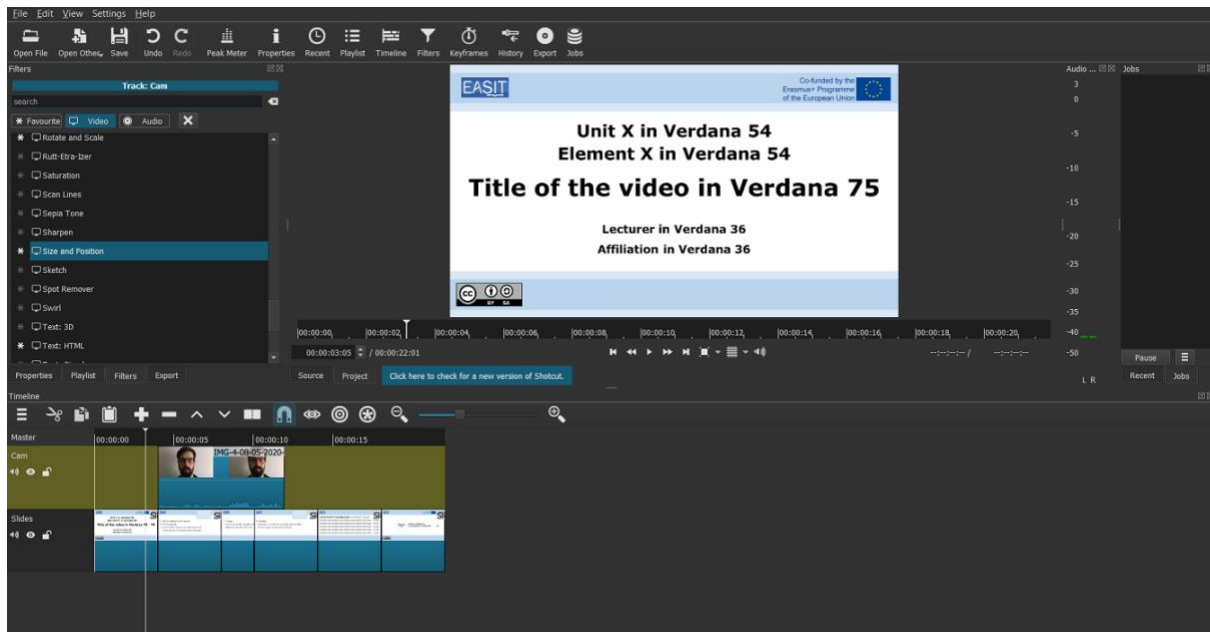
- 7 Select the slides from the playlist and drag them to the timeline after the intro video in the lower part of the screen.
- 8 Right-click on the timeline and Add Video Track. An additional video track appears above the first one.
- 9 Add the recording of your presentation in the upper video track by dragging it appropriately.



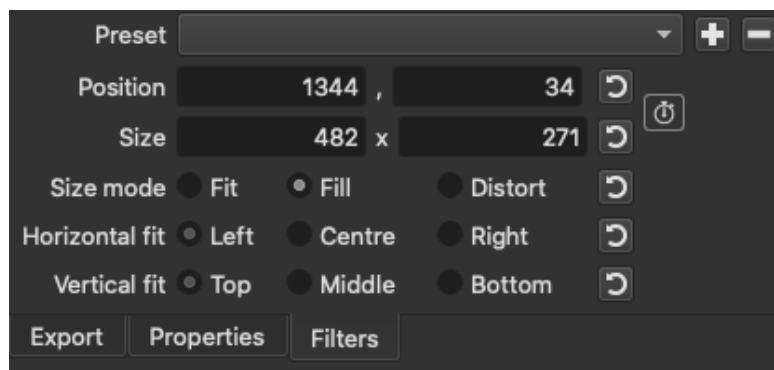
- 10** Make sure the slides are in the correct order and that the recording of your presentation starts after the introductory slide.

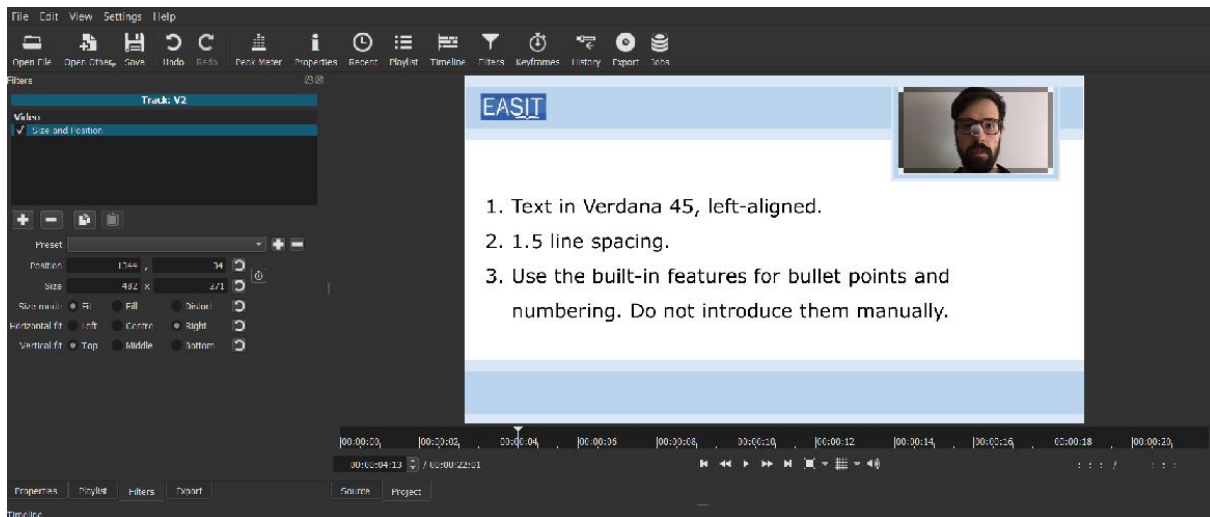


- 11** Choose the track with the recording of your presentation (the talking head).
- 12** Click on Filters on the top menu bar.
- 13** Click on + at the bottom of the Filters box.
- 14** Select Video at the top of the Filters box.
- 15** Select Size and Position from the list below.

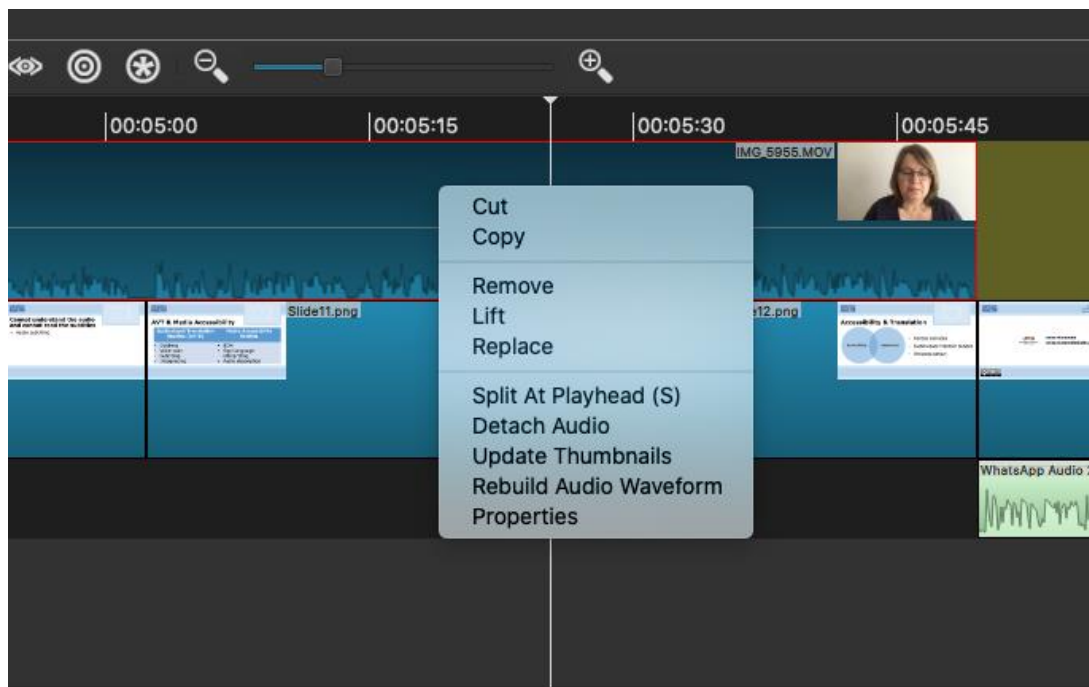


- 16** To integrate your face and centre your image to the graphics container in the upper right corner of the slides, use the Size parameters below. You may also use the Position parameters or drag your face's image to the desired position on the previsualisation on top.



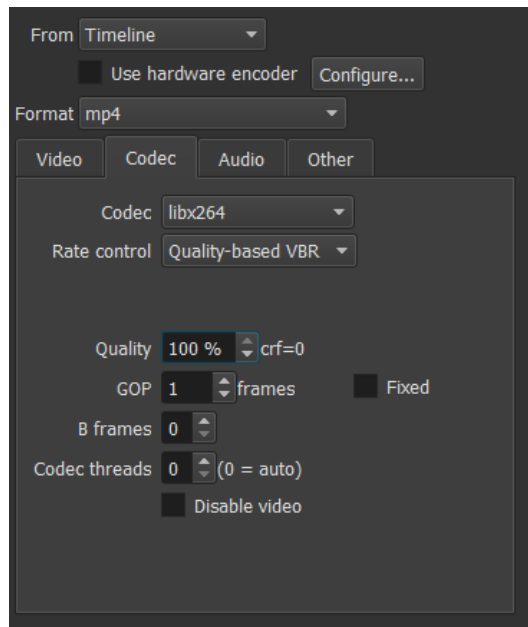


- 17** In case there are slides with no talking head visible, you will need to cut the video when those slides appear. To do so, place the playhead exactly where you want to cut it, right-click on the video track you want to cut and choose the Split At Playhead (S) option.

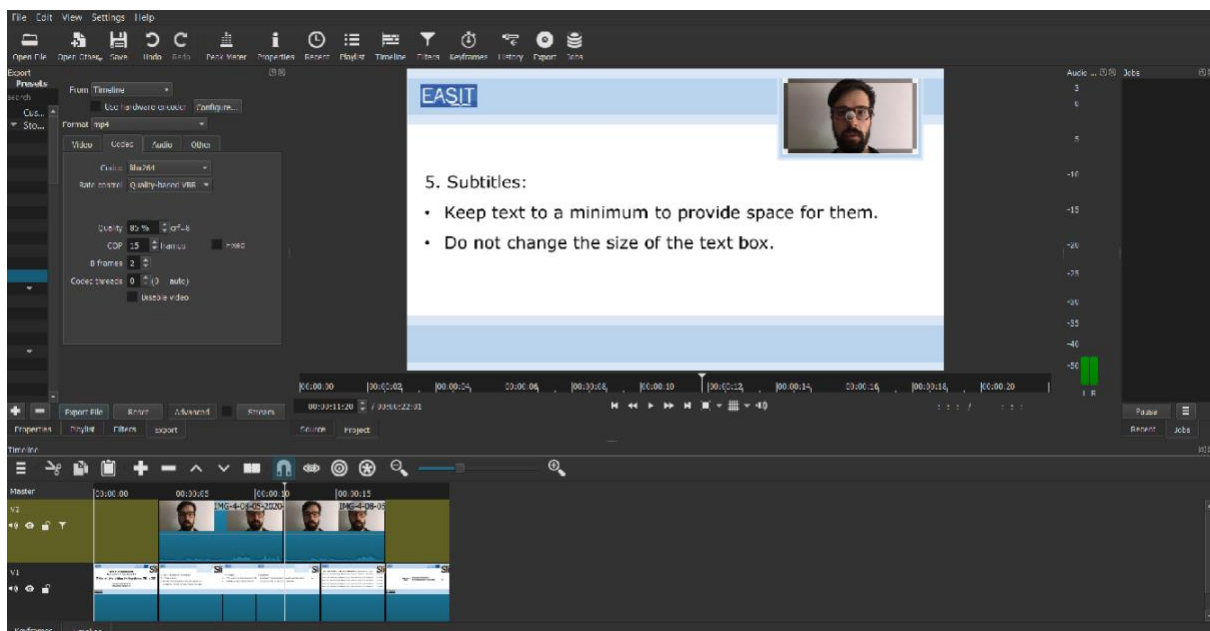
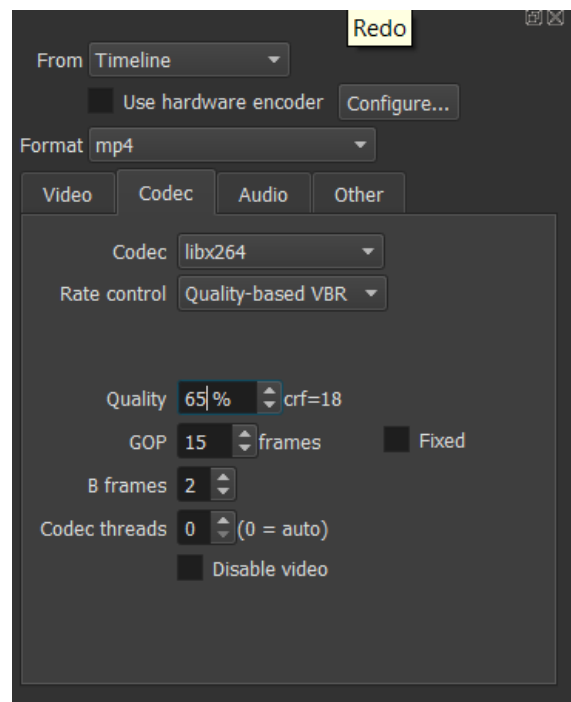


- 18** Adjust the length of the slides to fit its narration. Drag the PNG to the left (shorter) and right (longer) to change its duration time.

- 19** Select the outro video from the playlist and drag it to the video track where the intro video and the slides are. Place it after the last slide in the timeline in the lower part of the screen.
- 20** For each segment that you produced in which audio is heard (i.e. excluding the intro and outro videos), go to Filters on the top menu bar.
- 21** Click on + at the bottom of the Filters box.
- 22** Select Audio at the top of the Filters box.
- 23** Select Limiter from the list below.
- 24** On the parameters below, choose around 15,0 dB for the Input gain and -4,0 dB for the Limit. This will normalise the volume of all audios.
- 25** Check that the levels of all the audio are normalised, i.e. when listening to the whole video there are no extremely loud or low sounds but are all more or less the same volume. If not, adjust the Input gain and Limit values until you reach a uniform volume.
- 26** When you finish editing, go to File and select Export Video.
- 27** On the Export box, go to the lossless drop-down option from the list on the left and choose H.264 from the options.
- 28** Press the Advanced button on the bottom right side of the Export box.
- 29** Check that the parameters in the Codec tab are the following: libx264 for the Codec option, Quality-based VBR for the Rate control option, Quality 100% or crf value 0. This will produce a large file. This will be the archival version.

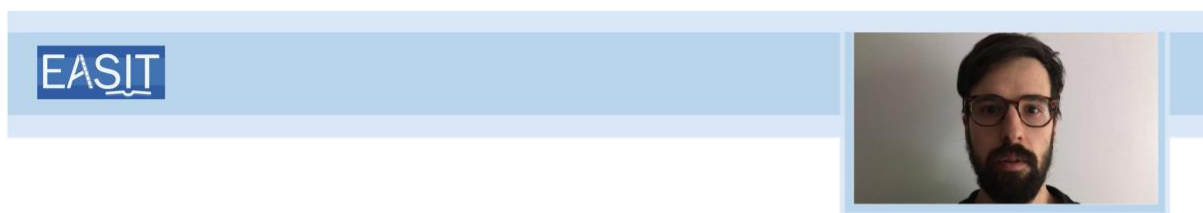


- 30** Select Export File. Name it as follows: UX.EX. Name of the item_PARTNER ACRONYM_ARCHIVE.mp4 (it will appear as default as this is how you named the project and you will only need to add ARCHIVE in the end).
- 31** On the Job box on the right you will see the rendering progress. This will be the archival version that you will keep for your records.
- 32** **DO NOT CLOSE ANYTHING** and go back to the Export box. Go to the Stock drop-down option from the list on the left, choose YouTube and click on the Advanced button on the bottom right side of the Export box.
- 33** In the Codec tab, adjust the parameters as below. Choose libx264 for the Codec option, and Quality-based VBR for the Rate control option. Note that you need to change the quality to 65% or crf value 18. This will generate a lighter version.



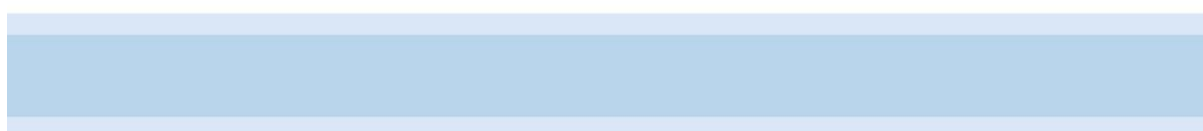
- 34** Select Export File. Name it as follows: UX.EX. Name of the item_PARTNER ACRONYM_YOUTUBE.mp4 (it will appear as default as this is how you named the project and you will only need to add YOUTUBE in the end).
- 35** On the Job box on the right you will see the rendering progress. It may take quite a while for the videos to be ready.

Your video lecture is now finalised. It should look like this.



5. Subtitles:

- Keep text to a minimum to provide space for them.
- Do not change the size of the text box.



If using different software, you should select the following values:

Table 2. Video and audio specifications for video edition

VIDEO		AUDIO	
Resolution	1920 x 1080	Channels	2 (Stereo)
Aspect Ratio	16:9	Sample rate	48000
Frames/sec	25	Codec	AAC
Scan Mode	Progressive	Average Bitrate	384 kb/s
Codec	h.264 (libx264)		
Rate Control	Quality based VBR		
/	If constant: 10Mb/s		



3.7 Update the transcript

Remember to update the transcript file you prepared with the narration of the presentation in case you made any last-minute changes while recording.

4 Creating other videos with intro, overview and outro slides

4.1 Prepare the intro and outro slides

Choose and download the .pptx template provided for the specific video you are about to create. There are **three possibilities**:

- **Own Other Videos (OOV)**: videos created especially for the EASIT project by the partners.

You may access the EASIT IO5 Template_IntroOutro Other Video - Own.pptx on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [1. EASIT Video instructions with templates](#).

- **External Other Videos (EOV) with credits**: videos created externally that we will be using with permission of their authors for which we will be adding credits (for example, clips from movies or documentaries for which the title, director, producer and year of production will be provided).

You may access the EASIT IO5 Template_IntroOutro Other Video - External_with credits.pptx on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [1. EASIT Video instructions with templates](#).

- **External Other Videos (EOV) without credits**: videos created externally that we will be using with permission of their authors for which we will only be adding the source and the year (for instance, an excerpt of an interview posted somewhere on the Internet).

You may access the EASIT IO5 Template_IntroOutro Other Video - External_without credits.pptx on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [1. EASIT Video instructions with templates](#).

In all three cases, a short overview of the video is needed. Explain briefly what the video is about and/or why it is used and how long it lasts.

Please make sure the CC license applies as you might be allowed to use the video under another license. You can find the adequate logo at <https://creativecommons.org/>.

If you need to change the CC logo, remember to add an alternative text to the image.

4.2 Save the slides as .pptx

- Name the file as follows: UX.EX. Name of the item_PARTNER ACRONYM_IntroOutro.pptx (for example, U1.E5. Live Subtitling: sample_UAB_IntroOutro.pptx)
- Upload the presentation on Nebula under its corresponding unit's and specific item's folder at [Documents](#) > [4.- IOs](#) > [IO5](#) > [Teaching materials](#) > UNIT X > UX.EX. Name of the item_PARTNER ACRONYM.

4.3 Save or export the PowerPoint slides as .png

Depending on the version of your PowerPoint, there are different options:

1. Go to the File tab and choose Export (or Save as).
2. Click on Change File Type (or select PNG from the drop-down list under File Format).
3. Select 1920 x 1080 for the resolution of the exported .png files (or under Options, ensure Width is 1920 and Height is 1080), as it corresponds to the resolution of the video.

4. Enter the name of the folder where your slides will be exported or saved as separate PNG files (it usually creates a folder by default keeping the name of the PPTX file).
5. Choose where to save the folder.
6. Press Export or Save.

4.4 Record the narration for the intro, overview and outro slides

Record a short narration of the intro, overview and outro slides to make them accessible. Some examples are given next as a guide for the different kinds of Other videos. Please adapt them to the specificities of your video:

Own Other Videos (OOV):

Intro: "Unit 1, Media Accessibility; element 5, Media Accessibility Services. Audio description sample."

Overview: "This video includes a three-minute long clip of the film XXX with the audio description in English to illustrate this media accessibility service".

Outro: "This video was prepared by Anna Matamala, from Universitat Autònoma de Barcelona, and produced by Veronika Rot, from RTV Slovenija." Or: "This video was prepared and produced by Anna Matamala, from Universitat Autònoma de Barcelona."

External Other Videos (EOV) with credits:

Intro: "This is Unit 1, Media Accessibility; element 5, Media Accessibility Services; other video, Sign language sample. This video is reproduced with permission of Corporació Catalana de Mitjans Audiovisuals, SA."

Overview: "This video includes a four-minute long clip of the evening news of the Catalan television TV3 with the Catalan sign language interpretation to illustrate this media accessibility service".

Outro: "Credits. Telenotícies migdia. Produced by CCMA. Year of production: 2020."

External Other Videos (EOV) without credits:

Intro: "This is Unit 1, Media Accessibility; element 3, What is universal design; other video: Sample: The right to understand. This video is reproduced with permission of Fundació Visibilia."

Introduction: "This video includes Dominique Kantor's speech, from Fundació Visibilia in Argentina, at the World Down Syndrome Day 2020 United Nations Virtual Conference. It stresses the need to include persons with diverse capabilities in the process of content creation, in line with the concept of participatory approaches to design".

Outro: "Source: Fundació Visibilia. Year: 2020."

The narration for the intro, overview and outro slides can be recorded with different software programmes. You may use [Audacity](#), a free open-source easy-to-use audio software programme.



Important advice:

- ✓ Record with a professional microphone whenever possible.
- ✓ The room in which you record should not be too small/big to avoid echo. Also, the more curtains, rugs and furniture, the better the result will be.
- ✓ The room in which you record should be silent.
- ✓ Put the mobile phone in silent mode (no vibrations).
- ✓ Take off jewellery.
- ✓ Turn off any computer that might be in the room.
- ✓ Read at a steady pace.

A synthetic voice may also be used. Go to <https://ttsmp3.com/>, type the text you want to narrate in the box, choose British English / Brian, press the Read button and listen to it. Make all necessary changes in the text so that it sounds as natural as possible and press the Download as MP3 button once you think the narration is correct.

Save the narrations as: UX.EX. Name of the item_Intro.mp3 and UX.EX. Name of the item_Outro.mp3.

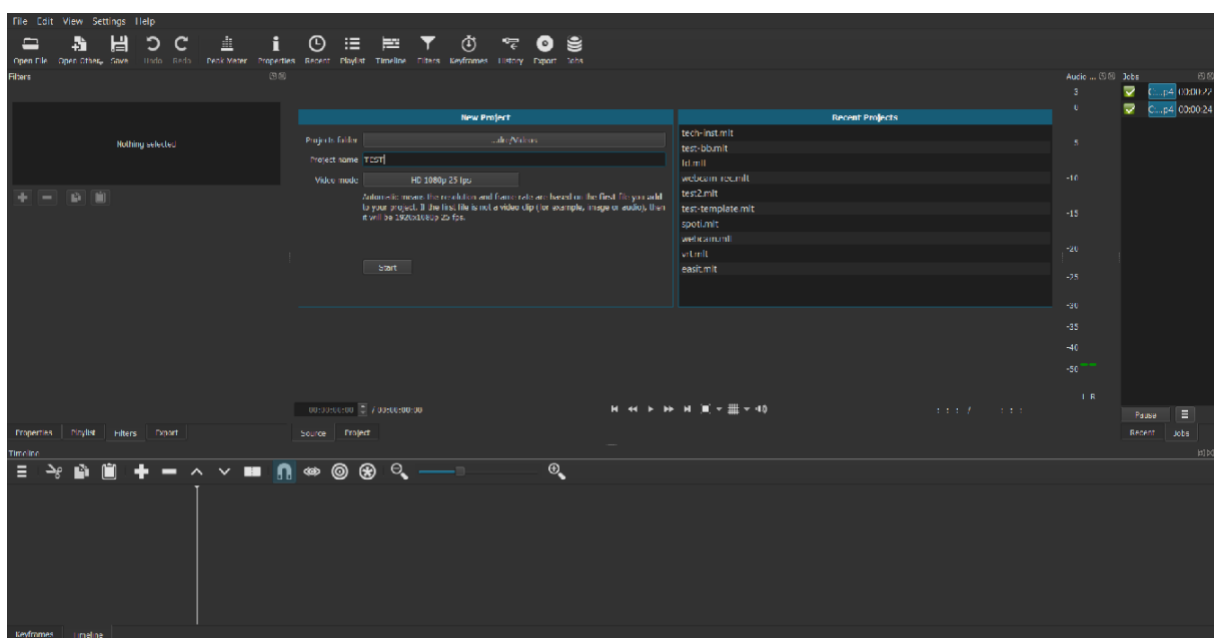
4.5 Edit the video

The editor used in these instructions is [Shotcut](#).

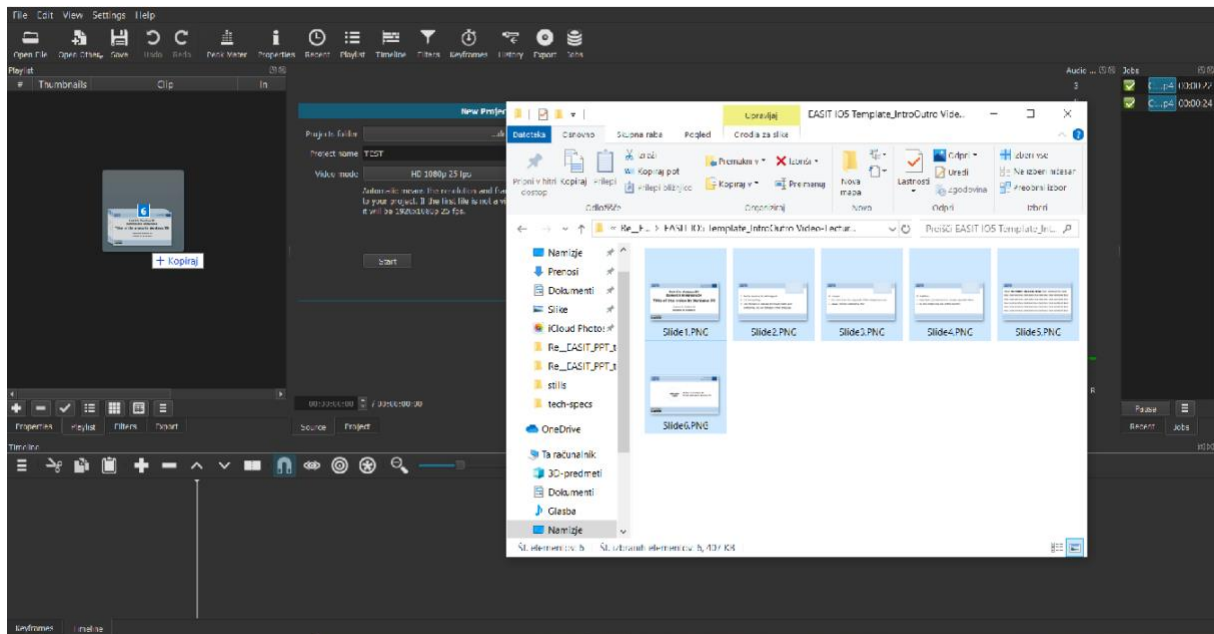
Have a look at the [sample Other video](#) first if you like. You can access it on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Samples](#) > [Other video sample](#).

As seen in above, intro and outro videos need to be added to any type of videos, so you need to download them. You can access them on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Teaching materials](#) > [Intro & Outro Videos](#).

- 1 Open Shotcut.
- 2 Under Projects folder, select the location in which you want your project to be saved and click on Open.
- 3 Enter the name of the project under Project name. Name it UX.EX. Name of the item_PARTNER ACRONYM.
- 4 Set Video mode to HD1080p 25fps and click on the Start button at the bottom.



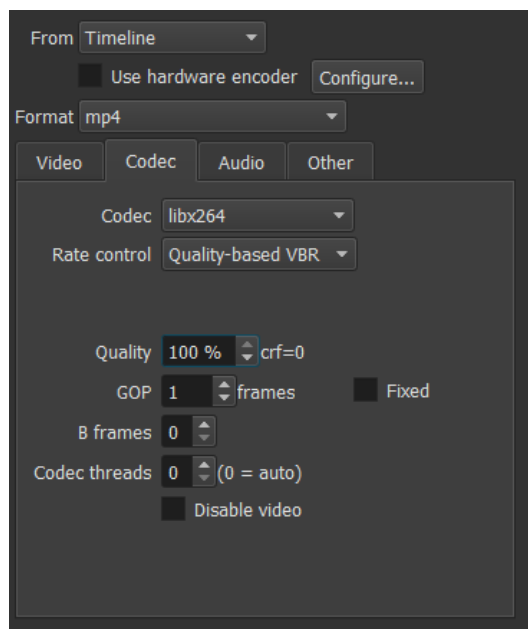
- 5** On the top menu bar, choose Playlist. From your file explorer (Finder on Mac), drag & drop all the files you will need (intro video, intro slide, intro narration, overview slide, overview narration, other video, outro slide, outro narration, and outro video).



- 6** Select the files from the playlist and drag them in order to the timeline in the lower part of the screen. First, place the intro video at the beginning of the video track timeline.
- 7** Select the intro slide from the playlist and drag it to the timeline after the intro video in the lower part of the screen.
- 8** Right-click on the timeline and Add Audio Track. An additional audio track will appear above the video track.
- 9** Select the intro narration from the playlist and drag it to the audio track on the timeline in the lower part of the screen.
- 10** Adjust the length of the intro slide to fit its narration. Drag the PNG to the left (shorter) and right (longer) to change its duration time.
- 11** Select the overview slide from the playlist and drag it to the timeline after the intro slide.

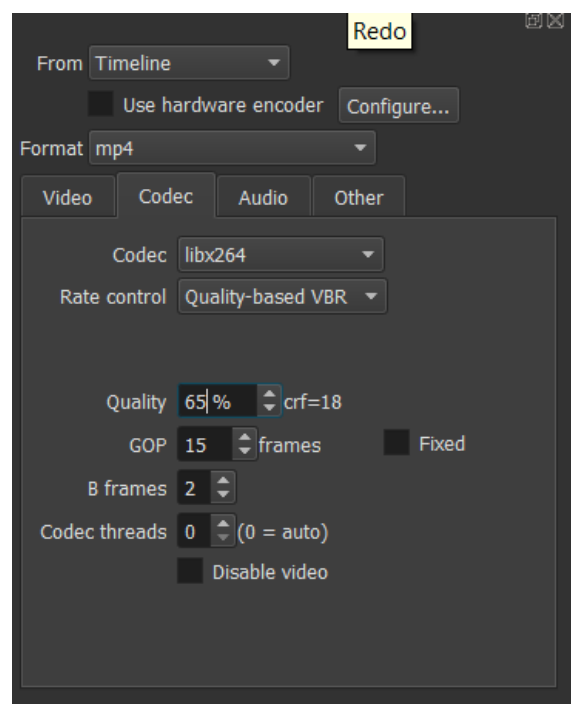
- 12** Select the overview narration from the playlist and drag it to the audio track on the timeline in the lower part of the screen underneath the overview slide.
- 13** Adjust the length of the overview slide to fit its narration. Drag the PNG to the left (shorter) and right (longer) to change its duration time.
- 14** Select the other video from the playlist and drag it to the timeline in the lower part of the screen beside the overview slide.
- 15** Select the outro slide from the playlist and drag it to the timeline after the other video.
- 16** Select the outro narration from the playlist and drag it to the audio track on the timeline in the lower part of the screen underneath the outro slide.
- 17** Adjust the length of the outro slide to fit its narration. Drag the PNG to the left (shorter) and right (longer) to change its duration time.
- 18** Select the outro video from the playlist and drag it to the video track after the outro slide.
- 19** Make sure everything is in the correct order and that the video starts after the introductory slide.
- 20** For each segment that you produced in which audio is heard (i.e. excluding the intro and outro videos), go to Filters on the top menu bar.
- 21** Click on + at the bottom of the Filters box.
- 22** Select Audio at the top of the Filters box.
- 23** Select Limiter from the list below.
- 24** On the parameters below, choose around 15,0 dB for the Input gain and -4,0 dB for the Limit. This will normalise the volume of all audios.

- 25** Check that the levels of all the audio are normalised, i.e. when listening to the whole video there are no extremely loud or low sounds but are all more or less the same volume. If not, adjust the Input gain and Limit values until you reach a uniform volume.
- 26** When you finish editing, go to File and select Export Video.
- 27** On the Export box, go to the lossless drop-down option from the list on the left and choose H.264 from the options.
- 28** Press the Advanced button on the bottom right side of the Export box.
- 29** Check that the parameters in the Codec tab are the following:
libx264 for the Codec option, Quality-based VBR for the Rate control option, Quality 100% or crf value 0. This will produce a large file.
This will be the archival version.



- 30** Select Export File. Name it as follows: UX.EX. Name of the item_PARTNER ACRONYM_ARCHIVE.mp4 (it will appear as default as this is how you named the project and you will only need to add ARCHIVE in the end).

- 31** On the Job box on the right you will see the rendering progress. This will be the archival version that you will keep for your records.
- 32 DO NOT CLOSE ANYTHING** and go back to the Export box. Go to the Stock drop-down option from the list on the left, choose YouTube and click on the Advanced button on the bottom right side of the Export box.
- 33** In the Codec tab, adjust the parameters as below. Choose libx264 for the Codec option, and Quality-based VBR for the Rate control option. Note that you need to change the quality to 65% or crf value 18. This will generate a lighter version.



- 34** Select Export File. Name it as follows: UX.EX. Name of the item_PARTNER ACRONYM_YOUTUBE.mp4 (it will appear as default as this is how you named the project and you will only need to add YOUTUBE in the end).
- 35** On the Job box on the right you will see the rendering progress. It may take quite a while for the videos to be ready.

Your other video is now finalised.

4.6 Create the transcript

Create the transcript file of your other video.

- Use the template provided for the transcripts as this text will also be used as the transcription. You may access the EASIT IO5 Template_Transcript – Other video.docx on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [3. EASIT Transcript instructions and templates](#).
- Follow the instructions of the transcript template. You may access the EASIT IO5 Template_Transcript – Other video_Instructions.pdf on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Templates & Instructions](#) > [3. EASIT Transcript instructions and templates](#).
- Have a look at the [sample transcript](#) first if you like. You can access it on Nebula under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Samples](#) > [Other video sample](#).

5 Converting your finished video to audio (.mp3)

- 1** Open Shotcut.
- 2** Open your Project (you may find it on the right under Recent Projects).
- 3** Go to Export on the top menu bar.
- 4** On the Export box, choose MP3 under audio from the list on the left.
- 5** Select Export File. Name it as follows: UX.EX. Name of the item_PARTNER ACRONYM.mp3 (it will appear as default as this is how you named the project).
- 6** On the Job box on the right you will see the rendering progress.

6 Uploading files on Nebula

A separate folder is created for each unit and for each item within each unit. Files will be uploaded in their corresponding unit's and specific item's folder under [Documents](#) > [4.- IOs](#) > [IO5](#) > [Teaching materials](#) > UNIT X > UX.EX. Name of the item_PARTNER ACRONYM.

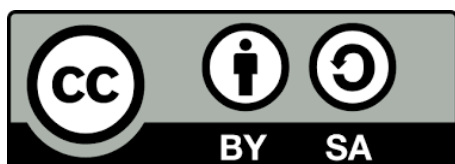
In each item's folder you will also find a folder called Archive. You may upload the source materials (intro and outro PNG files, lecture presentation, etc.) and any previous versions of the teaching materials that you may want to store.

For each item —and therefore, in each item's folder—, the following files (in the following formats) will need to be uploaded:

1. Video (.mp4)
2. English subtitles (.srt) (other languages to be discussed)
3. Transcript (.docx)
4. Audio .mp3
5. Slides.pptx

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