Participant Handbook

Sector
Media and Entertainment

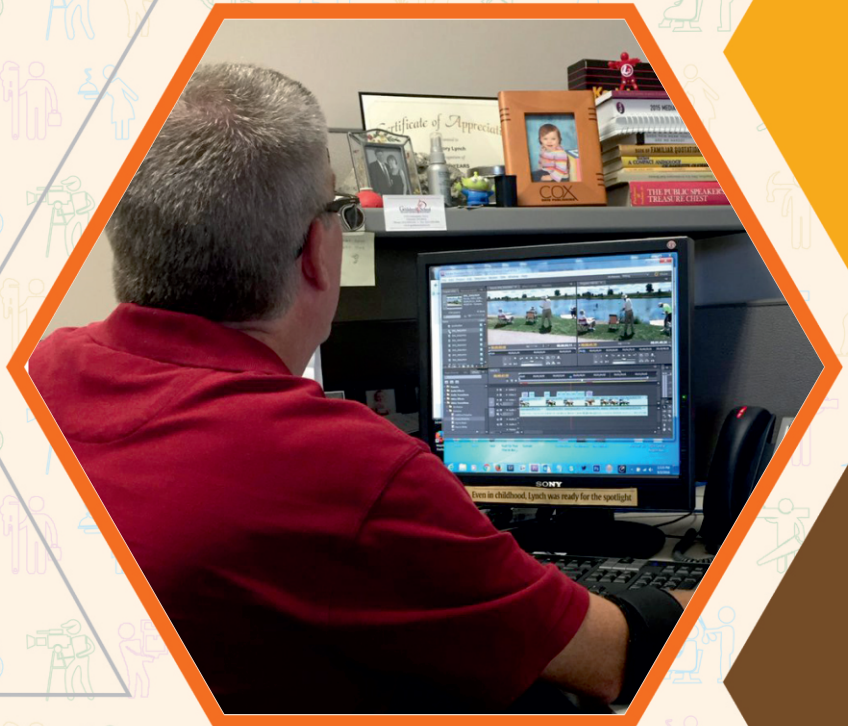Sub-Sector
Film and Television

Occupation
Editor

Reference ID: **MES/ Q 1401, Version 1.0**
NSQF level: 4

Editor

1. Introduction and Orientation

Unit 1.1 - Introduction to Media and Entertainment Sector

Unit 1.2 - Key Words

Key Learning Outcomes

The completion of the module will enable:

1. Explain the importance of media and entertainment sector in our life.
2. Describe role and responsibility of Editor.
3. Familiarized with the technical terms associated animation.
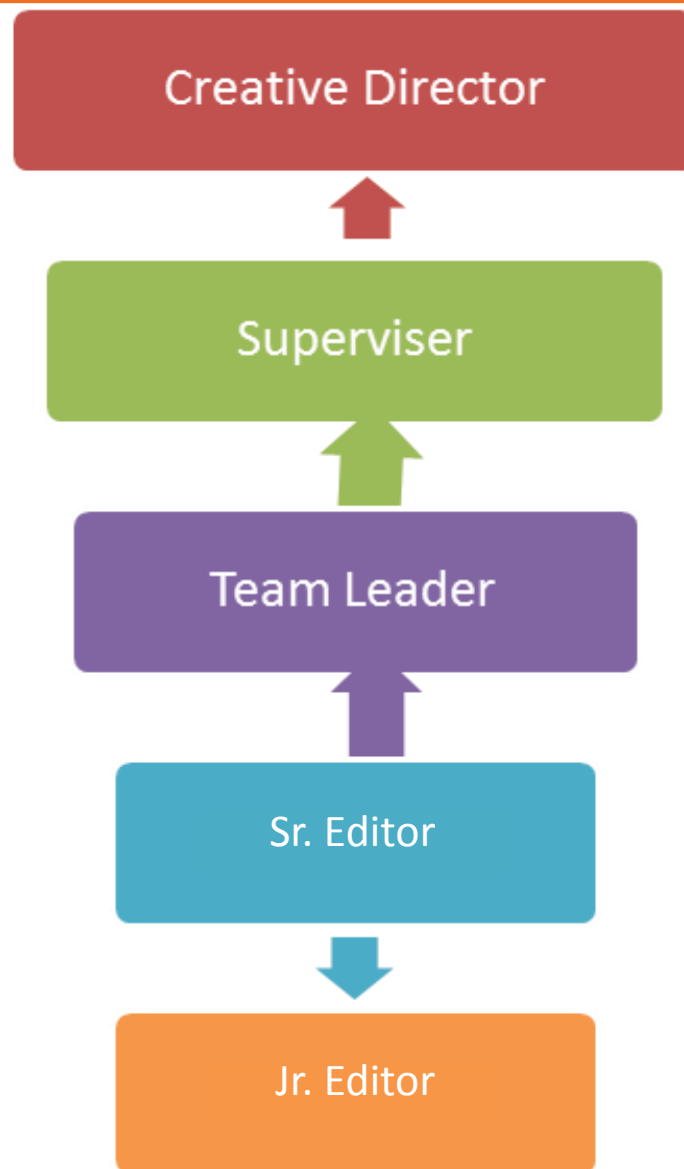
1.1.6 Career Progression of an Editor

Fig.1.1.6: Career Progression Path of an Editor

2. Understand Requirements and Plan Workflow

Unit 2.1 - Understand Requirements and Plan Workflow

MES / N 1401

UNIT 2.1: Understand Requirements and Plan Workflow

Unit Objectives ⊙

The completion of this unit will enable:

1. Familiarise with production concepts and their applicability to each project.
2. Plan a project.

2.1.1 What is Video Editing?

Video editing is a component in the post production which means arranging and manipulating scenes and shots for a different finish output. Apart from video editing other components are Sound Engineering, Special effects etc.

Fig.2.1.1: Video Editing

- Editing is use as unprofessional term for all post production tasks. It depends on you which terminology you want you to use. In the below unit we use the word Editing for below.

- Video Clip/Audio Clip rearrangement, addition or Removal.

- Correcting Colors, Adding filters, and enhancing frames.

- Correct transitioning between several clips.

The Goals of Editing

Many reasons to edit a video and your editing approach will completely depend on the desired outcome. Before you start you should clearly define the goals of your editing, which could involve below:

- **Cleaning unnecessary of footage:** It's the most common and simplest task in editing. Quality of Several videos can be drastically better by just removing defective or unwanted bits .

- **Choose the best footage:** It is very common to shoot more footage than you actually require and select only the good material for the final edit. Often you will shoot many versions of a shot and select the best one during editing.

- **Create a flow:** Most of the videos provide a purpose like giving information or telling a story. Editing is an important step in ensuring that the video flows in a manner in a manner that needs the aim.

- **Adding effects, graphics, music, etc:** This is the best part of the editing and video can be improved by adding fun.

3. Manage Equipment and Material

Unit 3.1 - Manage Equipment and Material

Lightworks

Lightworks is an excellent editing software that provides various techniques and used in many videos that are featured. It has a capacity to edit 256 videos and audio and hence is technical difficult to use.

Fig.3.1.16: Lightworks

Movica

Movica provides the benefit of keyboard shortcuts making it easier. It is a well known software , available free and supports WMV, FLV and MPG files.
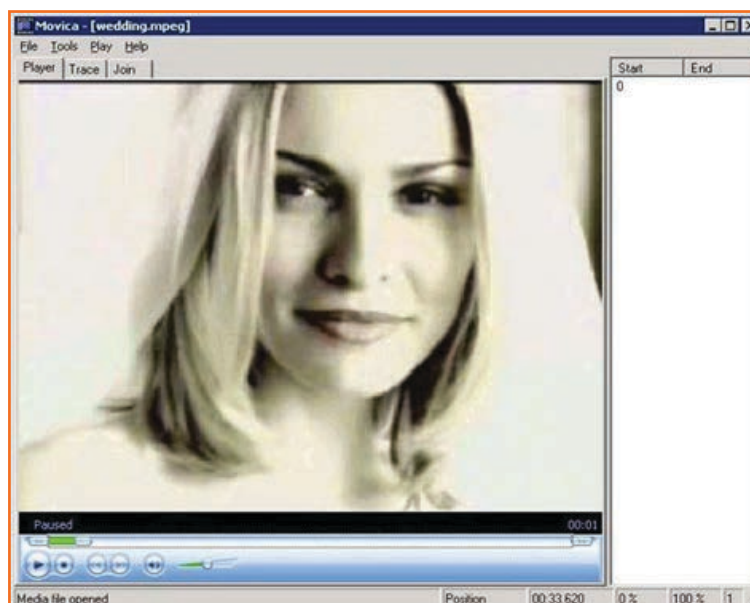

Fig.3.1.17: Movica

4. Edit the Production

MES / N 1403

Move to the next clip cyclers.mov, open it by a double click so that it opens in the clip window. Make a right bracket (outpoint) at 00:00:02:21 and then drag it onto the Timeline in the Video 1A track. Place is enough to have it close to the right of the clip you have placed in the Video 2 track. It will fall into place there.
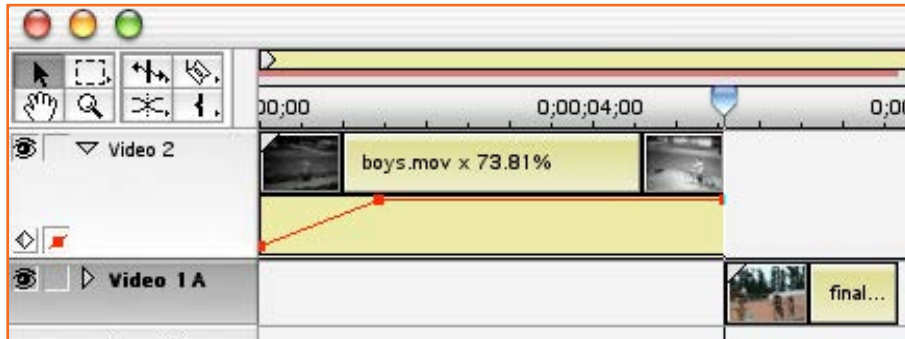

Fig.4.1.47: Adding Next Clip

Open a new clip (fastslow.mov.), put in point as 00:00:00:00 & 00:00:04:17 as out point. Drag the set video to the timeline in the Video 1B track but just by 1 second overlap it in Video 1A.

Watching the Info window closely, to the left of the clip start at around 00:00:07:00 for where you are adding to the end at point when Audio 1 track changes.
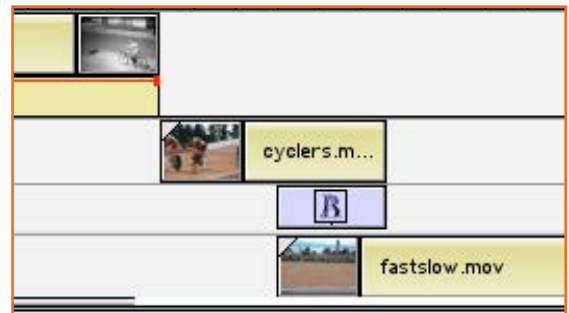

Fig.4.1.48: Adding Next Clip

Go to Windows> Show Transitions to add the transition we want. Click the grey icon adjacent to Dissolve folder, select Cross Dissolve. A dissolve example will open. Now adjust the start and end time on each movie clip for starting & ending dissolve with, however we will leave it at starting 0% and ending at 100%. Close the Cross Dissolve window. Pull cross dissolve icon (from Transitions window) to a position on transition track in between tracks 1A & 1B of Video. It would move in overlap location in between two clips and automatically fill up the space for overlap length of the two clips.

With Premier since we can preview the transitions we have without rendering, let us see what we have done till now. Begin with moving your cursor to 00:00:00, then under the Timeline Menu and Select Preview to see how its looks in real time. Stop the preview once the video stops. Else the soundtrack will keep playing. However this is just an idea as to how the finished output will look but there still have to be formal renders to be made to get the finished look.
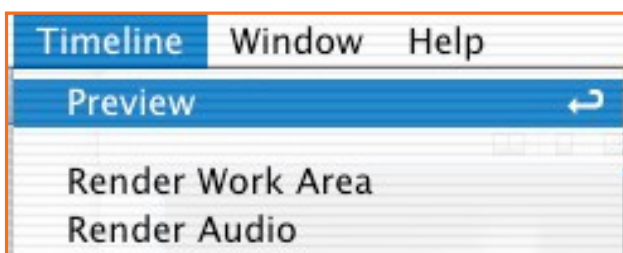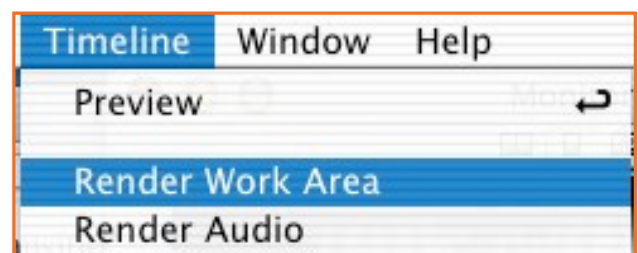

Fig.4.1.49: Preview

Fig.4.1.50: Rendering Work Area

4.2.2 What Video Format Should I Use?

File size and quality

Digital Storage Space: To understand the requirement of storage space of a project will depend on the device you are using and the quality used to record. Digital video requires around 200 MB p/m of footage, perhaps upto 12 GB p/h.

Frames per Second: Increase in the FPS will outcome a smoother image by having more images included. The standard for FPS is 29.97. Reducing the FPS will make the video abrupt and not smooth

Video Bitrate: Bitrate is a measurement of the number of bits that are transmitted over a set length of time. Your overall bitrate is a combination of your video stream, audio stream & metadata in your file with the majority coming from your video stream. The higher the bit rate the better the quality the bigger it will be.

Resolution: The amount of pixels that are there in the images of the video is referred to as resolution. It states if your video is SD or HD. The image is clear and big with higher resolution.
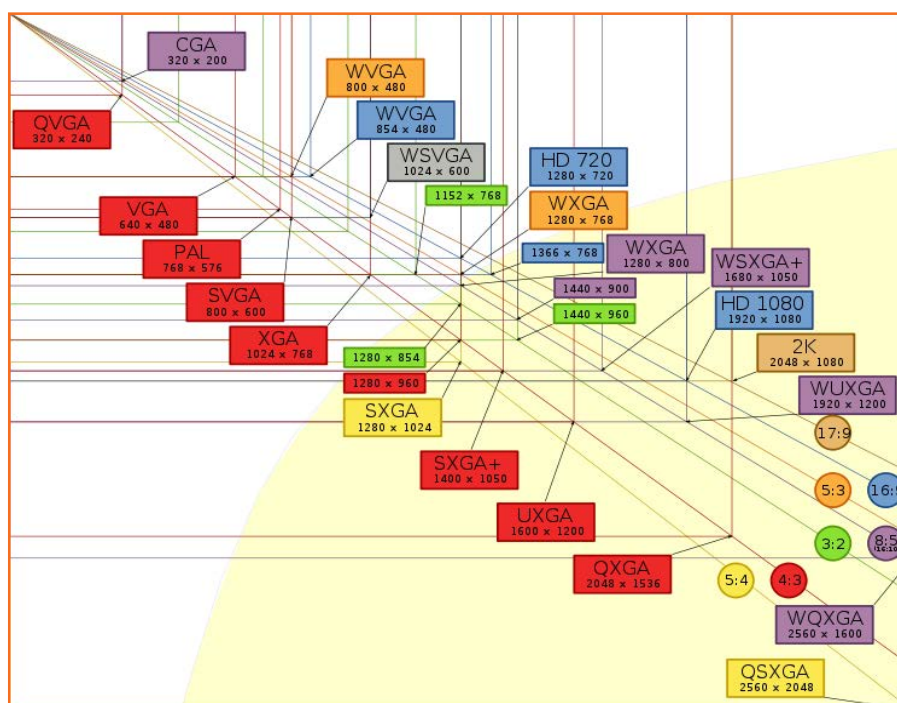
4.2.3 List of Most Common Codecs

- **MPEG** (Motion Picture Proficient Group): there are 3 types, MPEG 1, 2, and 4.
- **MPEG -1:** It is a common choice for web and traditional, efficient method (at least up to 352x240),
- **MPEG-2:** A MPEG format that has good level of compression. (720x480.) Utilized in HDTV, DVD, and SVCD.
- **MPEG-4:** A family of codecs, some are open and others are Microsoft proprietary.
- **H.264:** It is component of MPEG--4 codec which is widely web based used codecs for videos.
- **MPEG spinoffs:** mp3 (for music) and VideoCD.

5. Maintain Workplace Health and Safety

Unit 5.1 - Maintain Workplace Health and Safety

6. Soft Skills and Communication Skills

UNIT 6.7: Time Management

Unit Objectives ⊚

At the end of this unit, you will be able to:

1. Understand the importance of time management.
2. Develop time management skills.
3. Learn about effective time planning.

6.7.1 Time Management

Time management is the process of planning and practicing control over the time given to a specific task, especially to increase effectiveness, efficiency and productivity. It is an activity with the goal to increase the overall advantage of a set of activities within the limited condition of a limited time.

Some effective time management

- Delegate tasks.
- Identify time wasters.
- Combine activities – Plan for them.
- Break down big tasks down to the smallest task possible.
- Accomplish them one by one.
- At the end of the day conduct a simple analysis to see which activity took time.

Fig.6.7.1: Time Management

6.7.2 Time Robbers

Time robbers are those activities which create interruption at the workplace. These activities create a deviation from the objectives which needs to be achieved. Time Robbers could be:

- Poor personal planning and scheduling.
- Interruptions by people without appointments.
- Poor delegation.
- Poor use of the media: Telephone, Mobile, e-mail, and fax, etc.
- Reading junk mail.
- Lack of concern for god time management.
- Lack of clear priorities

7. Employability & Entrepreneurship Skills

7.1.7.2 Tips for Anger Management

The following tips will help you keep your anger in check:

- Take some time to collect your thoughts before you speak out in anger.

- Express the reason for your anger in an assertive, but non-confrontational manner once you have calmed down.

- Do some form of physical exercise like running or walking briskly when you feel yourself getting angry.

- Make short breaks part of your daily routine, especially during days that are stressful. Focus on how to solve a problem that's making you angry, rather than focusing on the fact that the problem is making you angry.

7.1.8 Stress Management

We say we are 'stressed' when we feel overloaded and unsure of our ability to deal with the pressures placed on us. Anything that challenges or threatens our well-being can be defined as a stress. It is important to note that stress can be good and bad. While good stress keeps us going, negative stress undermines our mental and physical health. This is why it is so important to manage negative stress effectively.

Causes of Stress

Stress can be caused by internal and external factors.

Internal causes of stress:

- Constant worry
- Rigid thinking
- Unrealistic expectations
- Pessimism
- Negative self-talk
- All in or all out attitude

External causes of stress:

- Major life changes
- Difficulties with relationships
- Having too much to do
- Difficulties at work or in school
- Financial difficulties
- Worrying about one's children and/or family

7.1.8.1 Symptoms of Stress

Stress can manifest itself in numerous ways. Take a look at the cognitive, emotional, physical and behavioral symptoms of stress.

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