

Proc 14120_INGESTING SHOWS (TelVue)

PREPARATION

1. Insert DVD disc into drive.
2. NOTE: DO NOT insert mini-DVDs into an iMac. For mini-DVDs, use the tray-loading DVD drive on the Telvue Workstation to view the contents of the disc.
3. If the disc begins playing automatically, it must be imported through the "DVD_Import" Folder. However, if your computer's preferences do not automatically play a disc when inserted, double-click on the disk to open it. If it has a "Video TS" file then continue to the next segment.
4. If the disc does not play, and it is already an MPEG-2 file. Skip to RECEIVING MPEG-2 FILES.

RECEIVING PLAYABLE DVDs THROUGH "DVD_IMPORT" FOLDER

1. From a networked computer, open the B3400 in Finder.
2. Open the "DVD_Import" folder inside the B3400 Folder.
3. Inside the "DVD_Import" folder, create a New Folder (left mouse click or "File > New Folder from toolbar) using the desired name of the file you are importing. Example: If you want the created file to be called "Junk Test 999_100214_Navy Week.mpg", name the new folder "Junk Test 999_100214_Navy Week".
4. Double-Left click on the DVD disc icon to explore the files on the disc.
5. Drag the "VIDEO_TS" folder from the DVD into the newly created folder inside the "DVD_Import" folder.
6. Allow the file sufficient time to be copied and converted. It will take several minutes (a time progress bar should appear on your screen).
7. When complete, the newly created .mpg file will be listed among the rest of the files on the server.
8. The new folder that was created will be deleted automatically.
9. The new .mpg file will also be automatically imported into the Tel-Vue library, but Meta Data must be added.
10. Skip to EDITING META DATA.

RECEIVING MPEG-2 FILES

1. Copy the .mpg file directly into the B3400 through Finder.
2. Log into Tel-Vue Princeton at <http://192.168.1.150:3000/profile/login>
3. From the CONTENT tab, select IMPORT CONTENT.
4. Select the desired file from the drop down menu and click IMPORT.
5. Skip to EDITING META DATA.

RECEIVING OTHER DIGITAL FILE FORMATS

1. Programs received in .mov format must be converted to an MPEG-2 using the "Conversion Hot Folder" before it is copied onto server.
2. Simply drag and drop the file into the Conversion Hot Folder.
3. The new .mpg file will also be automatically imported into the Tel-View library, but Meta Data must be added.
4. Skip to EDITING META DATA.

EDITING META DATA

This is EXTREMELY IMPORTANT. If an episode airs without its associated category information (especially Government Meetings) the information will not be included in essential reports and cannot be recovered later.

1. Click on the CONTENT Tab
2. Use Quick Search to locate the thumbnail of the desired imported file.
3. Click [EDIT] below the thumbnail.
4. Insert the appropriate METADATA including Program Code (e.g. "999"), Program (e.g. "Junk Test 999") & Episode (e.g. "140923_Navy Week")
5. Save the edited Meta Data.