POST PRODUCTION
HANDBOOK

LMU
School of
Film and Television

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Fall 2022

Here for all of your Post-Production needs.

The Post Production Office offers a wide variety of support for our Production and WPTV program. If you have questions or need assistance with DIT, Editing, Coloring, Sound Mixing, Finishing, DCP Authoring, or anything related to filmmaking, reach out to us at PostTech@lmu.edu

Contacts:

Will Mack - Post Production Administrator

will.mack@lmu.edu

310-929-0717

Daniel Colella - Post Production Graduate Assistant

dcolella@lion.lmu.edu

757-275-4501

AVID

22.7.0

Avid Media Composer

LMU is an ALP Partner and Avid Media Composer is the primary editing application used in editing classes. Avid is one of the most used NLE (Non-Linear Editors) throughout the Entertainment Industry.

Installer Link

Click Here For Student Discounts

ADOBE

22.5

Adobe Premiere Pro

*Installed in Labs and Suites

Click Here For Student Discounts

RESOLVE

18.0.1

Davinci Resolve

Installer Link

*Studio Version installed in Suites

Additional Software

Avid Pro Tools (2022.7)

As mentioned before, LMU is an Avid Learning Partner®, so Pro Tools is SFTV's sound editing software, and the most widely

used sound mixing software in the industry.

ProTools Student Deal   **Installer Link**

Adobe Photoshop, Illustrator, After Effects, and Media Encoder (CC22)

All of these creative cloud titles are useful in film making. With your student subscription you will have access to all of these titles.

Final Draft (Version 12)

Final Draft is the industry's leading screenwriting software. It's the choice of faculty and most

leading industry professionals.

Virtual Final Draft can also be accessed free via this link via LMU ITS:

*Final Draft is accessible in COM 204, 205, and 106, please connect to those machines for access. (User is 'Student', and Password is 'Welcome1')

If you would like your own copy of Final Draft please visit this link:

For Free 180 Day Trial, click **here**

Movie Magic Budgeting & Scheduling

For narrative films, Physical Production requires submission of both Budgets and Schedules using this format. For assistance please contact the Student Production Office staff.

MM is also available in the virtual lab listed above, If you would like your own copy of MM please visit this link

Filmic Pro

This will unlock many cinematography tools on your iPhone camera and allow you to film the best videos possible from the device.

Post Production Hardware

Hard Drives

We suggest buying at least one 4TB Hard Drive, and one SSD (Solid State Drive) . We suggest purchasing a G-Drive for the HD, and San Disk Branded or G-Drive for the SSD. Below you will find the guide we created to assist you in purchasing and formatting your Drives.

LMU School of Film and Television is almost entirely Mac-based, and as such, we only recommend drives compatible with Mac systems, and ONLY formatting hard drives as APFS or HFS+ (Mac OS Extended)

Recommended Models:

Lacie D2 – NOT the FA Porsche model, or the "Rugged" Model G-Technology G-Drive
Connections Needed: USB-C (3.1) or Thunderbolt 3, USB 3.0

About SSDs:

Solid-state drives are becoming more affordable and are wonderful options for long-term stability and higher read/write speeds. If you need more than 1TB of space, you should use using "spinning" drives. G-Technology G-Drive Mobile SSD is hands down the best external SSD on the market.

APFS or HFS+

APFS (Apple Proprietary File System) is the latest file system by Apple. It has been optimized for solid-state drives, but also works well with older spinning drives, as long as the computer is running High Sierra or later. It runs significantly faster than HFS+ (commonly seen in the menu as Mac OS Extended Journaled).

We still recommend to format your drives as Journaled for maximum compatibility.

DO NOT choose any type of encryption for your drive!

Why Can't I Format As exFAT?

ExFAT was supposed to be the format that would allow people who use both Mac and PC to move hard drives back and forth with ease, but unfortunately, it is fraught with problems. Once Apple moved to APFS for its Operating Systems, exFAT developed errors where, over time, users' permissions for the drives would corrupt. For students, this means that at some point they would be locked out of their hard drives.

After a good amount of testing, we have found no current workaround that guarantees an exFAT formatted drive will maintain its permissions on a Mac computer. For that reason, we recommend ALL HARD DRIVES TO BE USED FOR EDITING BE FORMATTED APFS OR HFS.

If you need to open a Mac formatted hard drive on a PC, I recommend using Mac Drive: https://www.mediafour.com/software/macdrive/ It is well worth the minimal cost.

Tips:

- Do NOT edit on drives that do not have a separate power supply. If your drive only uses one USB cable for both power and data, it is going to fail much more quickly. First, power and data are moving through the same port, forcing the drive to work hard, work hotter, and the drive is 5400 RPM, meaning it has to work even hotter to maintain proper data rates. These are great for storage and transferring files, but NOT EDITING.

- Drive should be 3.5", 7200RPM or higher

- Do not buy any drives that include hardware encryption. If the drive goes down, you may not be able to recover encrypted data.

- Do not buy any drives with "eco-friendly" options. This means the drive spins down constantly, which will cause it to wear out faster.

- Buy the size you need. You generally don't need hard drives bigger than 4TB. Buy smaller and invest in 1 or more back- up drives.

Student Discounts for Western Digital Products Click Here

Computers

- At least 16 GB of RAM (32 GB recommended)

- At least 500 GB of storage capacity

- At least an i7 Processor with at least 2 GHz (i9 recommended)

- A GPU (Graphics Card) with at least 4GB of dedicated memory

Apple typically offers student discounts and promotions in summertime. In addition, Apple and many other websites sell certified, refurbished computers, which are often an excellent deal compared to buying new.
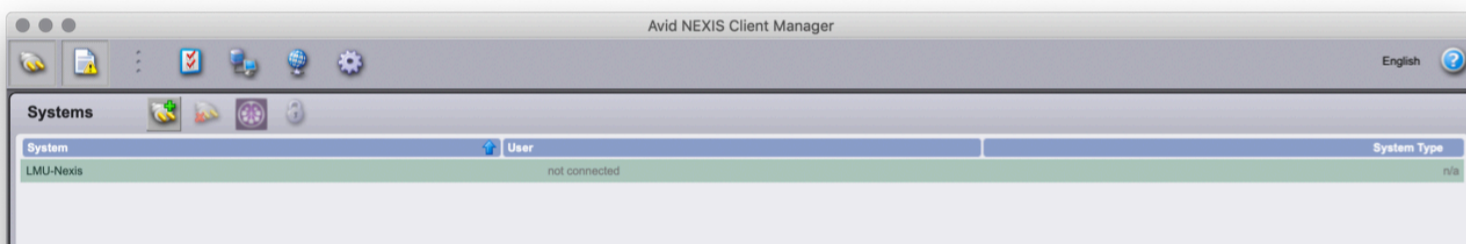
Student Discounts for Apple Computers Click Here
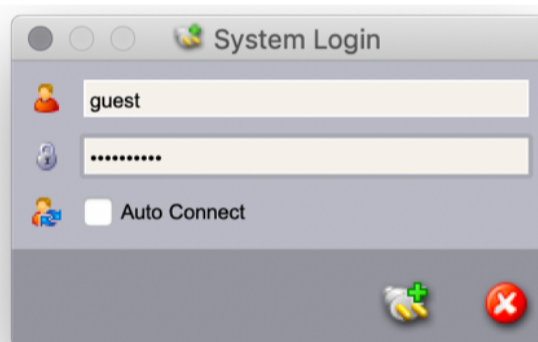
Student Guide to the Avid Nexis Server

Every student workstation in SFTV has access to the Avid Nexis Server. To access the server, launch AvidNEXISClientManager from the dock or from the Applications window.

1. Select the LMU-Nexis, and in the SYSTEMS menu, click the plug with a green + sign.

2. Enter your login credentials and click the plug to connect.
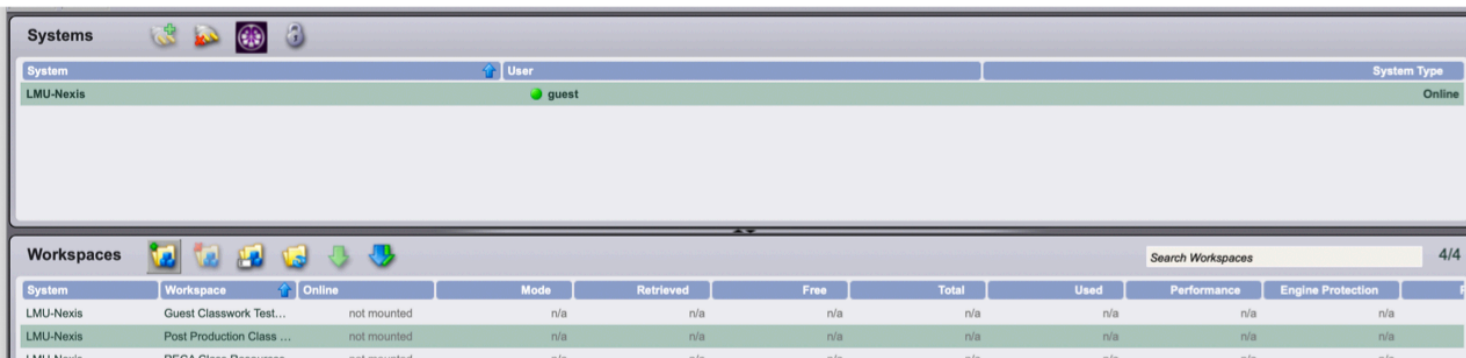

AS A STUDENT, YOUR GENERIC LOGIN IS:

User: Student

Password: Welcome1

3. Once signed in, you will see a list of the workspaces that you have access to. Think of each one as a separate hard drive you are choosing whether or not to connect to the computer. Simply choose the one you'd like to access and click the MOUNT WORKSPACE button. It looks like a folder with a green + sign.

SFTV Technical Standards for Delivery – Finals Week Screenings

Please use this guide to ensure that your files are encoded correctly for screening in any of SFTV's theaters:

<u>**NAMING**</u>: All files will be named as follows:

<div align="center">

SemesterYear_Class_StudentLastName
<u>Example</u>: **F2021_PROD490_Smith**

</div>

<u>**SLATE**</u>: Your film must include a four (4) second slate at the beginning of your film, followed by one (1) second of black. The slate should be left justified to the title safe margin, white text on black, and include the following information:

Semester, Year, Class Number and Section, Student First Name and Last Name, Title of film, Total Running Time, Video and Audio Format Information

<u>Example:</u> Fall 2021

> PROD 490-01
> John Smith
> "The Movie"
> TRT: 5:00
> Apple ProRes 422, 1920x1080, 23.976FPS, Rec709
> 24bit, 48kHz WAV, Stereo

<u>**Timecode**</u>: All movies should have the first frame of the actual film, meaning first frame of picture or first frame of movie sound, start at 1:00:00:00 exactly. That means your timeline should start at 00:59:55:00. Your slate should be the first thing in the timeline, then 1 second of black, then the film should start at exactly 1:00:00:00.

<u>**Formatting**</u>: regardless of what software you use for editing, you must export to these specifications:

SPECIFICATION	SETTING	NOTES
Video Codec	Apple ProRes 422	NOT HQ, LT, XQ, Proxy or anything else
Video Format	1920x1080	
Framerate	23.976 FPS	Projection must be notified of other framerates **prior to screening**
Aspect Ratio	16x9 (1.78:1)	All other aspects should be in a 16x9 window with black bars
Color Space	Rec 709	Make sure color is set to Video or Head Level, NOT Full or Data
Audio Format	AIFF or WAV, 24bit 48kHz	Projection must be notified of 5.1 mixes **prior to screening**
Audio Mix	-20dB Reference Level	
Audio Tracks	CH1 = Left, CH2 = Right	

<u>**Delivery**</u>: You will upload files by connecting to the Avid Nexis Server, opening the SCREENINGS Workspace, then navigating to the folder for your semester and class. File delivery deadlines are assigned by your instructor and must be strictly followed.

<u>**Technical Assistance**</u>: If you encounter problems exporting or delivering your film, contact the Post-Production Department immediately.

<div align="center">

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310-338-1923	310-568-6662	
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POST PRODUCTION OFFICE

(COM 001, and PVC 263b)

310-883-3020

Our Office is open from 9AM until 8PM, Monday through Friday

Students can book two 3 Hour Slots per Week, and must be working on SFTV Project.

All Reservations must be made 24 hours in advance.

To reserve a room, complete the agreement form in this link:

Agreement Form (Fall 2022)

You must use Legal Name, Provide Correct University ID Number, and Working Phone Number.

Next steps are available **AFTER :33** mark of this video (Previous steps in video are now out of date)

https://lmu.app.box.com/s/ftegwqghvdayt1viheuzrb7hxfwva3bn

*Policies for Main Campus and PVC have changed for Fall 2022.

Reservations MUST be made 24 hours in advance.

Students are encouraged to use COM 204, 205, HFP 200, and PVC 261 after hours and on weekends.

Post Production
Agreement Form

IF YOU NEED TECHNICAL SUPPORT EMAIL POSTTECH@LMU.EDU OR CALL 310-338-3020

_____ No Food or Drinks in the rooms at anytime.

_____ I will not be more than 15 minutes late, leave more than 15 minutes early, or not show up to my reservation. If I do I am subject to a $25 fine.

_____I will close the door after my reservation, and turn off the equipment. If I fail to power off the reference monitors or projector, I am subject to a $150 Fine.

_____ I will not update any of the software, or install new software without the consent of the department staff. If I do so, I am subject to a $250 Fine.

_____ NON-STUDENTS are not allowed in rooms without current students present at all times.

_____ If equipment, is missing or damaged. There are signs of food, or any other violations, I must report this to Post Production staff, otherwise I will be the one fined for the violations. (The last person in the room at the time of evidence of the violation is responsible. They must notify us or they are the one who will be held responsible.)

_____I agree to follow all the rules stated in the Production Handbook, and understand if I break rules I am subject to fines and possible loss of room checkout privileges.

_____ I will be present in the room during the time of the reservation, if I have to leave early I will notify staff.

_____I will follow all posted signage.

By Signing below, I agree to all the above rules, and understand that if I violate any of them I am subject to the consequent fines and possibly loss of room privileges.

_____   _____   _____
Printed Name   Signed Name   Date

Student ID: _____
Phone Number: _____
Email: _____

Please initial, sign and date form. Send completed forms to PostTech@lmu.edu AND will.mack@lmu.edu

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Tutorials -

Video Export tutorials

LinkedIn Learning (Login with LMU Credentials)

Other Services Offered By Our Department

*Please contact the Post Production help desk for access to these resources

DCP Creation

Color Calibration

Drive Recovery

Music Library -

1) Please use the Chrome browser and go to: www.TheSupervisor.com

2) Click on "Sign Up" (upper right)

3) Fill out the form, be sure to enter the "GROUP ACCESS CODE" at the bottom. The group access code for this school year is: **macguffin**

4) You can now sign in, search and download music for your LMU projects.

*IF YOU DO NOT ENTER THE GROUP ACCESS CODE FOR THIS YEAR, YOUR ACCOUNT WILL NOT BE ACTIVATED.

*If you previously had an account, you will still need to sign up for a new account for this school year. Accounts for previous school years are deactivated. You can use the same email address but will, however, need to use a new unique username.

Sound Effects Library -

The sound Effects Library is on the Avid Nexis server. Mount the partition "SFX" to your computer and copy the files that you need.

Tutorial on Searching

HFP	Com Arts	Playa Vista (PVC)
200	204	262
	205	231
	005	232
	006	234
	007	237
	008	238
	009	
	018	
	029	

*Red Denotes Communal Computer Lab

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