

## Workflow overview for video files

This project requires the creation of at least three versions of each video; these are saved in separate folders so they can be easily identified.

The **Archive** version is the raw digitized video, saved in an uncompressed file format (.avi) without any editing. This version is the one that is critical to include in a backup, as it is the closest to the original item.

The **Projects** version of your video contains working files; this *may* include an mp4 output file from converting the original avi, and will include files from Adobe Premiere Elements, the video editing software. You will notice that when you open your file in Adobe Premiere Elements, it will separate the media components (sound, image, etc.) to make each one independently editable. When you save your project, it creates an additional .prel file containing the separate elements, plus a log file.

You may also want to save a **copy** of your Archive file (.avi) in the Projects folder as well, as a precaution against altering the original.

The **Upload** version is the file that will be uploaded to Vimeo to be embedded in Omeka. You will need to create two files in the Upload folder for each video: a version of the video for online display (.mp4), and a square thumbnail image (.jpg) that will represent your file on the website.

Remember, if you need to go back and edit your video, do not use the mp4 version; instead, open the Adobe Elements file (.prel) in your Projects folder and re-save the video as an mp4 file in the Upload folder.

The following table provides a quick comparison of the three versions.

<i>Folder name</i>	<b>Archive</b>	<b>Projects</b>	<b>Upload</b>
<i>File type</i>	.avi	.prel (add-on file)	.mp4
<i>File size</i>	Very large	<i>(does not incl. video)</i>	Very large
<i>Use</i>	Original unedited file	Use to edit video	Upload to Vimeo
<i>Example</i>	CV_Teenage Years.avi (775 MB)	CV_TeenageYears.prel (200 KB)	CV_TeenageYears.mp4 (801 MB)

SCKLS now provides video hosting for digitization projects at Vimeo. The videos are embedded in Omeka item records instead of having to upload them to the server. This allows for much faster loading for site visitors, and removes the need for breaking up longer videos.

See the last page of “Basic Editing in Premiere Elements” for information on privacy defaults and options.

