

## Video Post-Production

### Using a Time-Code Burn

A time-code burn is a copy of your video footage with numbers visible on the screen. These numbers are in HH:MM:SS:FF format. (Hours, Minutes, Seconds, Frames)

#### Step 1.

Creating a Footage Log.

Watch the footage and write down the major sections using the time code numbers and a brief description. Minutes & Seconds is usually sufficient. Make sure you indicate which master tape this log relates to.

*example:*

Tape 1

0:00 exterior shot building  
0:34 ext bldg pan left  
0:53 ext bldg pan right  
1:23 students walk through door  
1:45 reverse angle from inside building  
2:11 students in hallway  
3:26 interview students - joe  
4:57 intvu - sue & jane

#### Step 2.

Pick out the particular shots and comments you want to use. Include start and end time codes, a slightly more detailed description and first and last lines of any on-camera dialogue.

*example:*

Tape 1

0:36 - 0:42 nice pan ext bldg - smiling faces walk past  
3:44 - 4:01 joe: I really like it here because ... it's great

#### Step 3.

Transfer this time code information to your script.

*example:*

<i>video</i>	<i>audio</i>
tape 1 0:36 - 0:42 ext pan bldg	(music for :05 (CD 2, track 17) narration: Okanagan College is a ...
tape 1 3:44 - 4:01 joe on camera super: Joe Student	student: I really like it here ... it's great
title: For more information contact:	(music under credits)

#### Step 4.

Use your footage log to locate and capture the shots you need from your original footage tapes into your editing software. Follow your script to assemble the finished product.