

Uploading Video to the NEXIO HD Video Server

1) Export video in Premiere using **BDJ NEWSROOM EXPORT PRESET**

- video must be exported to your own portable or external drive
- There are some important things to remember when naming your exported video files:
 - make certain that the file name starts with the six-digit date, and matches the rundown slug and segment EXACTLY!!!! (e.g. , 012815 Mayor Resigns VO 4pm)
 - ***The filename must NOT contain a dot (period) in the filename (so do not put a dot in a filename like "SU vs. Duke", etc.)***
 - ***The filename must NOT contain a space at the end (just make sure to end the filename on an alpha-numerical character, not a SPACE ... AVOID a name like: 012815 Mayor Resigns VO 4pm .mxf -- see the space in this name before the dot? Bad...)***
 - ***The filename must not exceed 32 characters. THERE IS A VIDEO SERVER LIMIT OF 32 CHARACTERS TO EACH FILENAME; HERE IS A FILENAME WITH EXACTLY 32 CHARACTERS:***

012815 City Hall Budget SOTVO 4p

MAKE SURE YOUR EXPORTED FILE DOESN'T HAVE A FILENAME EXCEEDING 32 CHARACTERS, OR IT WILL NOT BE ACCEPTED BY THE VIDEO SERVER!!!

If your filename is too long, shrink the end of the SLUG, but leave the SEGMENT part intact. Example of a truncated filename for the file above:

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- ***THE SERVER CAN NOT ACCEPT TWO FILES WITH THE EXACT SAME NAME; IT WILL OVERWRITE THE OLD FILE. MAKE SURE NO OTHER FILES IN BOTH SHOWS SHARE THE SAME NAME (ESPECIALLY FILES LIKE "HEADLINES", "TEASE A", ETC. Add the date to the beginning of the filename, and a show at the end, like you see here:***

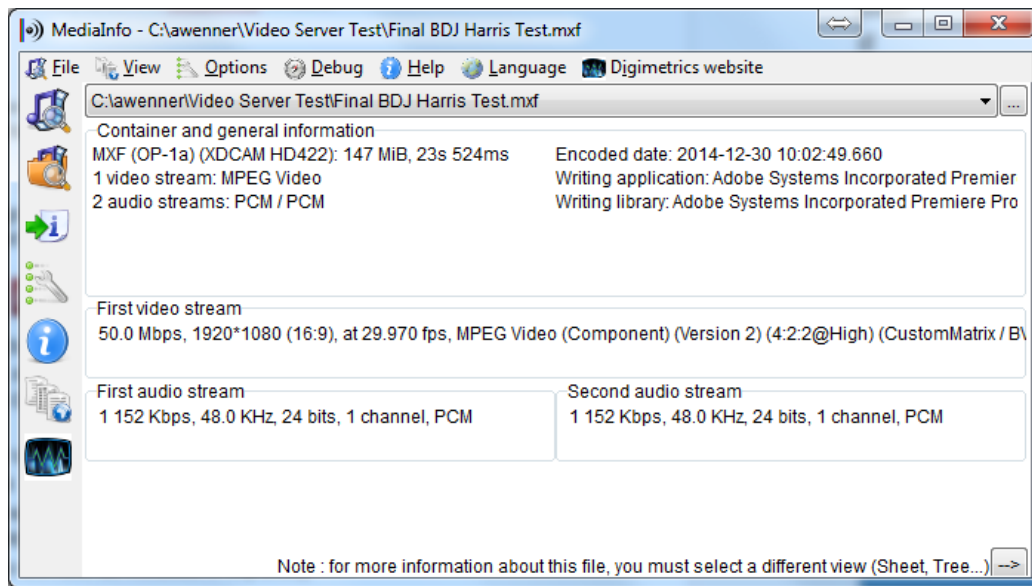
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- NOTE: if your professor wants your story exported to the web, also export from Premiere using the BDJ Class Export settings (smaller size, and .mov)

2) Verify video has the correct settings for the video server



- Run MediaInfo (Copy the entire MEDIAINFO folder to your own APPS-SU desktop folder from the CLASS FILES>APPLICATIONS folder)
- Drag your exported video file anywhere onto the MediaInfo window

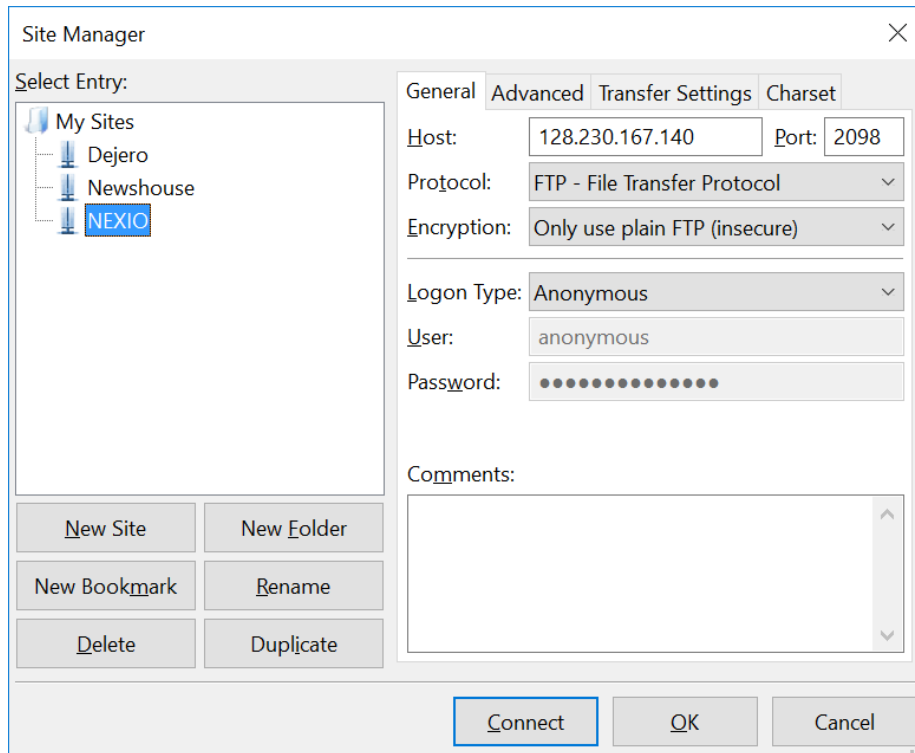


- Make sure your video shares the following settings:
 - CONTAINER AND GENERAL INFO: **MXF (OP-1a) (XDCAM HD422)**
 - 1 VIDEO STREAM: **MPEG Video**
 - 2 AUDIO STREAMS: **PCM/PCM**
- If the video has different settings than these, re-export from Premiere USING THE CORRECT PROJECT TEMPLATE AND EXPORT PRESET

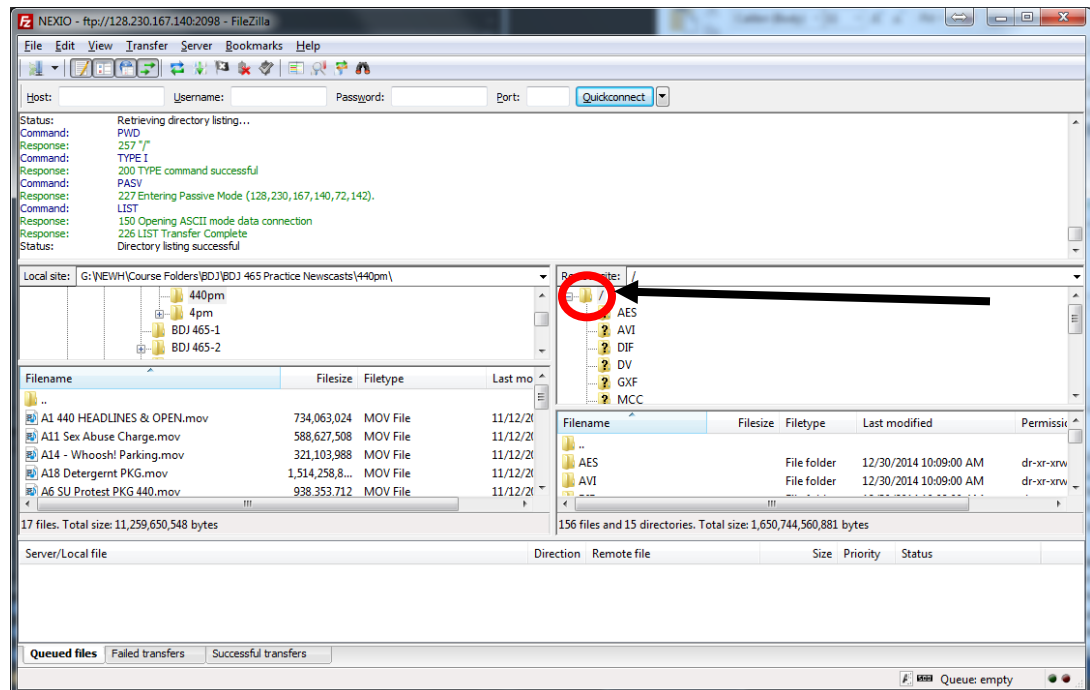
2) Send video file to newscast server:



- Open the ftp program FILEZILLA (type FILEZILLA into the Windows search box); suggest you drag it to your taskbar to create a permanent shortcut, since you'll use it often
- Click the icon under FILE to Open the Site Manager
- Click on NEW SITE



- Type **NEXIO VIDEO SERVER** as the name
 - **HOST: 128.230.167.140 PORT:2098**
 - **ENCRYPTION: plain FTP**
 - **LOGON TYPE: Anonymous**
 - **USER and PASSWORD: (leave the default)**
 - Click **CONNECT** (this will now be included in My Sites)
- The server is represented by the file explorer pane on the right labeled **REMOTE SITE**; your own computer is seen in the left pane labeled **LOCAL SITE**



- NOTE: BE CAREFUL! YOU CAN DELETE MATERIAL, EVEN FILES NOT YOUR OWN, SO PRACTICE SAFE FTP'ING. **The ONLY thing you should EVER do is drag and drop files into the server, NEVER rename, delete, etc.!!**
- First, notice the main folder under the label REMOTE SITE (circled above); All videos for that show should be dragged inside this folder. IGNORE ALL THE SUBFOLDERS LABELED AES/AVI/DIF, ETC.
- Find the file you want to upload in the folder where you saved it on your external drive by drilling through the folders on the left (LOCAL SITE)
- When you find it, just drag and drop it across onto the right pane of the server into the correct folder, THE UNLABELED ONE CIRCLED ABOVE.
- Along the bottom you'll see the transfer in progress
- if needed, upload your web version to NCC NEWS ONLINE, or wherever your professor instructs