



Guidelines for Completing the Testimony Clip Reel Entry Form

Sequence Number (required)

Designates the order of all clips and titles in your testimony clip reel.

Interview Code/Interviewee Name (required for clips)

Uniquely identifies the testimony.

Start Time Code/End Time Code (required for clips)

Time code is used to reference specific points in the original testimony footage. The *Start Time Code* indicates where the clip should begin, and the *End Time Code* indicates where the clip should end. Time code will be entered as hours, minutes, seconds, frames (HH:MM:SS:FF). Frames are optional and should only be used when it is necessary to be more precise than a second.

If you are using the Visual History Archive to create your clip reel, the tape number refers to the "hour" in the time code. For example, 03:12:34:00 refers to tape 3 at 12 minutes and 34 seconds into the video.

If you are using a MPEG-1 screener to create your clip reel, the last number at the end of the file name refers to the "hour" in the timecode. Use the counter on your media player software to determine the minutes and seconds.

Start Phrase/End Phrase (required for clips)

Please enter the first few words and the last few words of each clip to ensure that the correct footage will be included in your testimony clip reel.

Title (optional)

A *Title* is any text you want to appear in your clip reel. *Title Cards* are used before or after clips and often introduce or summarize a particular segment of the reel. To request a *Title Card*, enter the desired text in the *Title* column along with a sequence number (all other fields in that row are left empty). *Lower Thirds* (text placed in the lower third of the screen) appear during a clip, usually indicating the interviewee's name. To request a *Lower Third*, enter the desired text in the *Title* column on the same row as the video clip.

Chapter Points (optional)

A *Chapter Point* is a DVD function which allows you to jump to a particular time in your clip reel using a DVD player remote control (or software player chapter button). If you would like to add these, place a "C" next to each sequence number that you would like to become a *Chapter Point*.

Menu Text (optional)

A simple chapter menu can be added to a DVD copy of your clip reel which contains an index of the *Chapter Points* in the clip reel. Using a DVD player remote control (or software player chapter button) you will be able to jump to any *Chapter Point* listed in the index from the chapter menu. The menu will appear when you first insert the disc into a DVD player (or computer). Enter the *Menu Text* to designate the text that you would like to appear in the index for the given *Chapter Point*. (Not every *Chapter Point* needs to be listed on the menu, but every *Menu Text* must refer to a specific *Chapter Point*.)