

## PROXY

If we're creating a caption file only, send a low-resolution proxy on a DVD, via FTP, or upload here.

*Our preferred proxy specifications:*

## MPG

- MPEG-1 is preferred; .MP4 and .M4V are also acceptable
- Video bit rate: 500Kbs, SIF (the video bit rate can vary, but this number is a good compromise between file size and video quality).
- Audio bit rate: 64Kbs, mono, 16-bit depth, 22Khz sample rate.
- Frames: Full sequence of ALL mpeg-1 frames (I, P, B) are to be encoded. This is \*very\* important. Without ALL of the frames, we cannot track timecode.
- Burn-in timecode window in active video, preferably in the upper right-hand corner. It should begin in the colorbars before first video and continue throughout the program. As with timecode windows for any work tape/work video format, it must match your needs re: timecode standard and starting point of your master. Longitudinal timecode is not needed.

*Note: We do not need timecode at all for web captioning(link to web cc).*

## WMV

WMV file specification:

- Audio encoding mode: CBR
- Video encoding mode: CBR
- Audio codec: Windows Media Audio 9
- Audio format: 64 kbps, 48 kHz, stereo CBR
- Video codec: Windows Media Video 9
- Video bit rate: 500K-1Mbs
- Video size: 480x360 or 320x240
- Key frame: 6 s
- Image quality: 85
- Buffer size: 5 s
- Timecode: Embedded or BITC. If BITC, put window in active video, preferably in the upper right-hand corner. It should begin in the colorbars before first video and continue throughout the program. As with timecode windows for any work tape/work video format, it must match your needs re: timecode standard and starting point of your master.
- Timecode is not required for web captioning (link to web cc)

## MOV

**MOV file specification:**

- Burned-in timecode window, preferably in the upper right-hand corner. It should begin in the colorbars before first video and continue throughout the program. As with timecode windows for any work tape/work video format, it must match your needs re: timecode standard and starting point of your master.
- Either mono or stereo audio is fine
- Audio rate between 44K to 48K
- Encoding rate of 1 to 3 Mbs, preferably 1Mbs
- If using Final Cut / Compressor, rendering to QuickTime 7 / H.264 LAN when following these specs produces a good file.

**For MPEG, WMV or MOV file deliveries**, the above specifications result in a video file size that is approximately 180MB for 30 minutes.

**Special Notes:** Digital video files and DVDs being delivered to VITAC, created from down-converted tapes, should be delivered with anamorphic video. Work materials created from 24-frame sources must be delivered either on HDCam or as digital video with true 24-frame video, such as the MPEG-1, WMV, or MOV. Videos that have 3:2 pulldown timecode can not be used to create a 24-frame caption file. VHS and standard DVD proxies don't allow for 24-frame video. (If FTP'ing is not an option for you, we may take a DVD or a CD containing the MPEG-1, WMV or MOV digital file of the true 24-frame video.)

## ADDITIONAL NOTES FOR ALL PROXY FORMATS

- All worktapes/videos sent to VITAC for caption or subtitling generation must match the master that will be used for encoding/authoring – They must match in regard to timecode, timecode standard (Dropframe/non-dropframe/24 frame), fully-sweetened audio, and graphics present on tape (so that we may determine appropriate caption and subtitle placement). For any special requests or questions, always feel free to contact the [Client Services Department](#).
- If delivering a digital file, VITAC will be able to retrieve the file from your FTP site, or we may give you our FTP site information so that you can upload and notify us when your video is available. For security purposes, VITAC may not record videos from links nor pull videos from file-sharing sites like YouTube, yousendit.com, etc. If FTP'ing is not an option for you, you may put the video file on a CD or DVD for delivery to VITAC.
- If you would like any physical copies of your work materials returned to you, please specify this when ordering your captions or let the Client Services Department know before your caption file is delivered.

## WORK TAPE SPECIFICATIONS (FOR VHS, DVD AND ¾ INCH TAPES)

- Burned-in timecode window, preferably in the upper right-hand corner. It should begin in the colorbars before first video and continue throughout the program. As with timecode windows for any work tape/work video format, it must match your needs re: timecode standard and starting point of your master.
- Mono mix of program audio on channel 1 and channel 2 (left and right channels for VHS and DVD).

## VIDEO TAPE

VITAC can create captions from and encode captions to any commercially available video format. Our most common requests are detailed below:

### STANDARD DEFINITION VIDEOTAPE

BetaSP	VHS
Digital Beta	XDCam
DVCAM	Mini DV
DVCPro25	Beta SX
DVCPro50	S-VHS
DVD	

### HIGH DEFINITION VIDEOTAPE

D5-HD  
HDCam  
HDCamSR  
DVCPro-HD

## NO TAPE?

Haven't output to tape? Send VITAC your hard drive or firewire – we will output to your desired format.

### Pittsburgh

[Corporate Headquarters]

101 Hillpointe Drive  
Canonsburg, PA 15317-9503  
(800) 278-4822  
(724) 514-4000  
Fax (724) 514-4111

### Los Angeles

4605 Lankershim Boulevard, Suite 250  
North Hollywood, California 91602  
(888) 528-4822  
(818) 755-0410  
Fax (818) 755-0411

### Washington DC

1501 Wilson Boulevard, Suite 1003  
Arlington, VA 22209  
(703) 807-2766  
Fax (703) 807-2761