How to prepare a Tuck Shop Quiz

- Tools
- Equipment
- Design
- Prep Checklist
- How to Guides

Tools _

1. Audio Recording - Audacity (Free)
2. Video Editing - iMovie (Free), Adobe Premiere (On the community laptop)
   1. With the updates from design I have been using Premiere to manage all the layers.
   2. Premiere login
      ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨
      ▨▨▨▨▨▨▨▨▨▨
3. Live streaming - OBS (Free)
4. Image editing - Sketch (On the community laptop)
5. Bit.ly - For short links and link tracking. ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨
6. Storage - Campus Dropbox (company license)
   1. Link to the Tuck Shop Dropbox - All previous videos and sketch files are uploaded here. The premiere project is set up so it should pull everything from dropbox folders.

Equipment

1. Samson Microphone - Have
2. Stand for mic - Have
3. Pop Filter - Have
4. Web cam - Have
5. Ethernet adaptor for Mac - Have
6. MacBook Pro for video editing - Have
   ▨▨Account▨▨▨▨▨▨▨P▨▨▨▨▨▨
7. External Community team hard drive - Have
8. Stable internet connection (not wifi) - Have
9. Good quality headphones (to listen to audio recording) - Have
10. Echo filter shield - Have

Design

Everything that we have been sent from the design team (or we have created) can be found in the design drop page.

Prep Checklist

☐ Get the clues from the content team

☐ Schedule push notification with Vanesa

☐ Get a photo of the the winner with their prize

☐ Get a photo of the new prize

☐ Compile the video

☐ Record audio for video

☐ Add audio to video and finalize

☐ Export video as MP4

☐ Have a second member of the team review the video (other than the person who compiled it)

☐ Host the event and check the event checklist

How to Guides

1. Record Audio using Audacity
2. Edit the templates in Sketch
3. Compile everything in Adobe Premiere
4. Stream Live on Youtube
5. Finding everything you need in Dropbox

Compile the quiz in Adobe Premiere

This guide will run through how to set up the video in Adobe Premiere, the video editing software we are using. If you've used iMovie or Final Cut Pro in the past you'll notice so similarities in how things work. The other great thing about using Adobe is that there are plenty of guides on how to use it online.

Here are some basic guides floating around that can help give you an overview.

- Opening the Tuck Shop project

- Updating the clues and other template files
  - If you are updating the text within Adobe Premiere
  - If you are importing .png clue files
- Adding and adjusting audio
- Adjusting the clips to sync with audio
- Some Tips and Tricks
  - Cutting Audio & Clips
  - Applying & adjusting transition duration
  - Locking layers
  - Selecting & Moving multiple layers
  - Hiding Layers
  - Audio Ducking
- Exporting the final video
- Employee Training

Note: For Tuck Shop the entire project folder is stored in DropBox - you can read through how it is organized here.
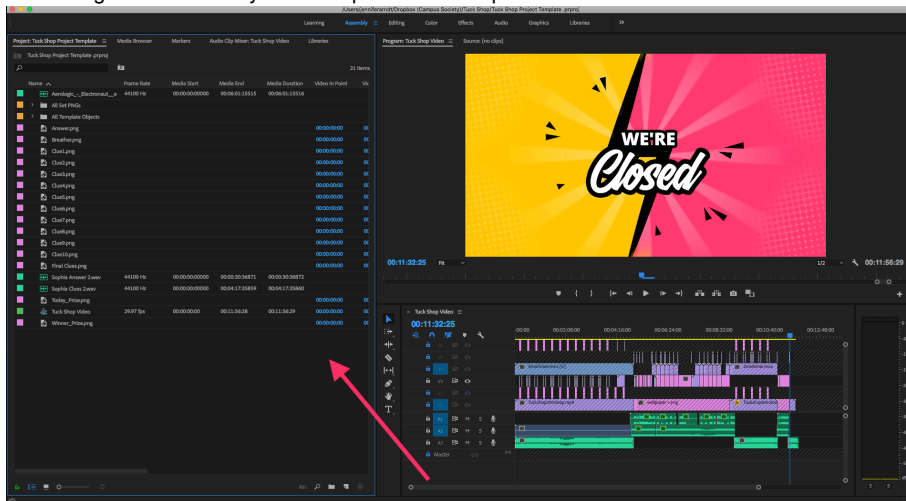
Opening the Tuck Shop project

On the main screen open the Tuck Shop Template project found in DropBox. Here is the link to the file.
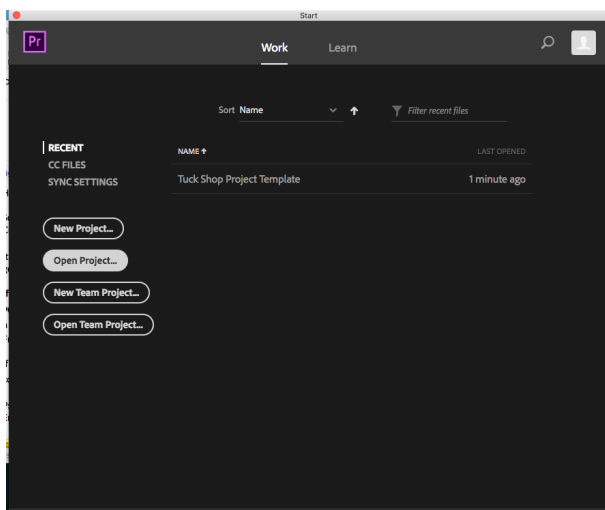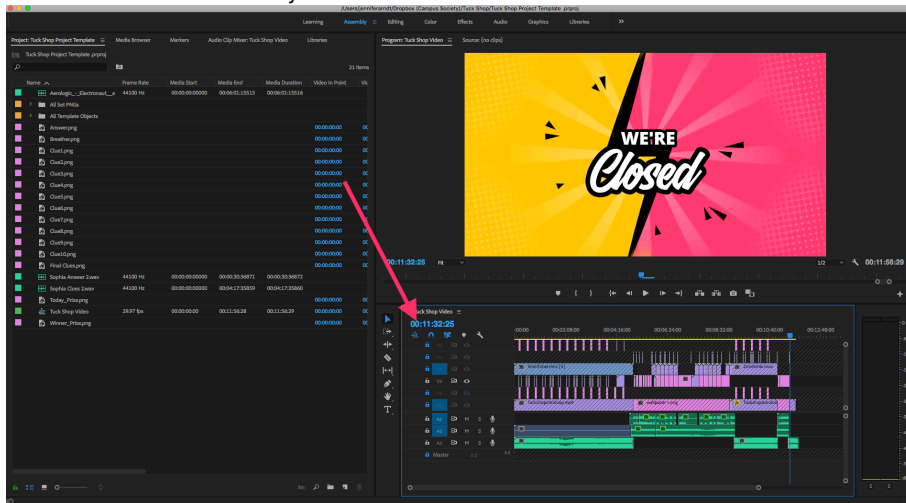

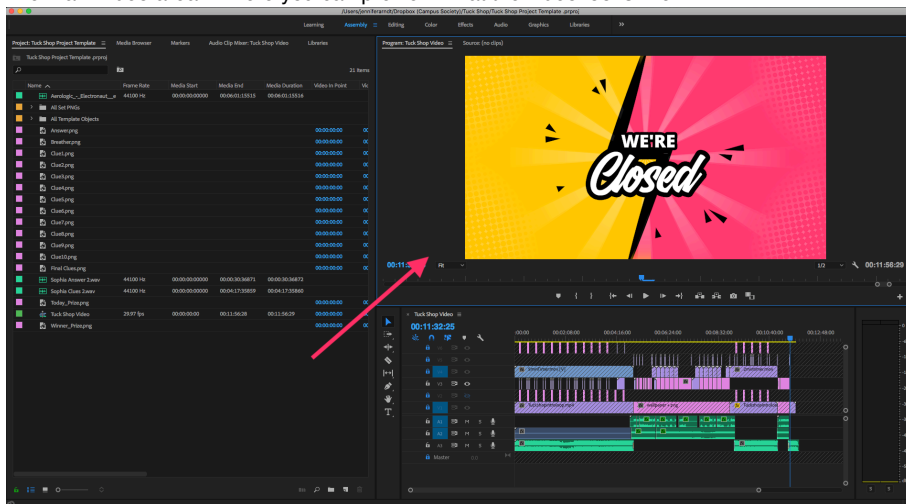You will see 3 main area's for the project.

1. The storage area - where you can import files and update them

2. The video editor area - where you can edit the video

3. The main video area - where you can preview what the video looks like
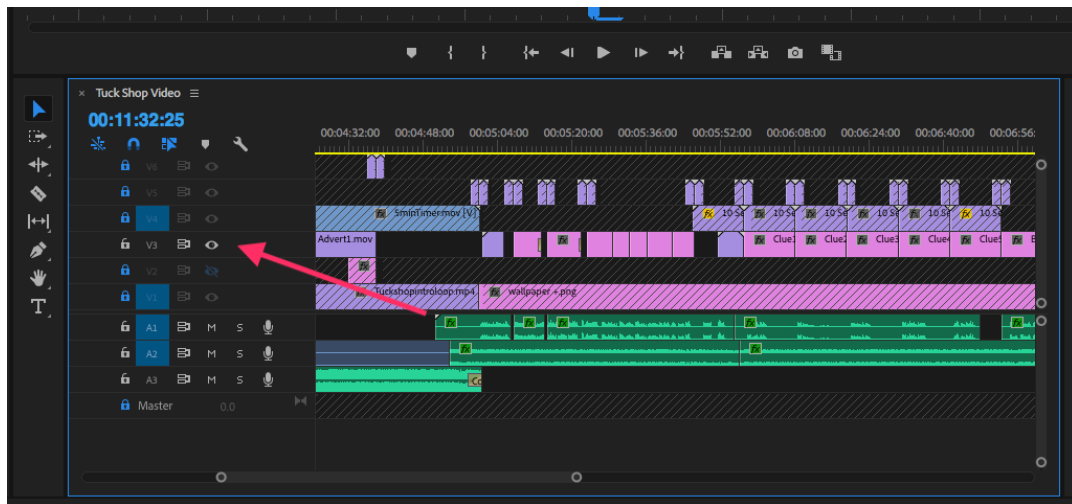

Updating the clues and other template files

If you are updating the text within Adobe Premiere

To be added

## If you are importing .png clue files

In the storage area you'll notice that there are 2 yellow boxes before the other templates. **These are all files that are not updated from video to video** so we don't have to worry about replacing these.

The rest of the templates are all files that we update in Sketch from quiz to quiz.

The exception is the file named Tuck Shop Video. This is the main video for the project and should not be deleted.

In the video editor area you will be adjusting the clips located on the V3 layer.

You'll notice that this layer is unlocked. This is so any changes you make to the video won't affect the other layers. If you want to adjust those you will have to unlock them first.

Adding and adjusting audio

You'll notice that we already have some audio clips already added to the project. But if you want to import new ones from DropBox just right click on the storage area and select import.
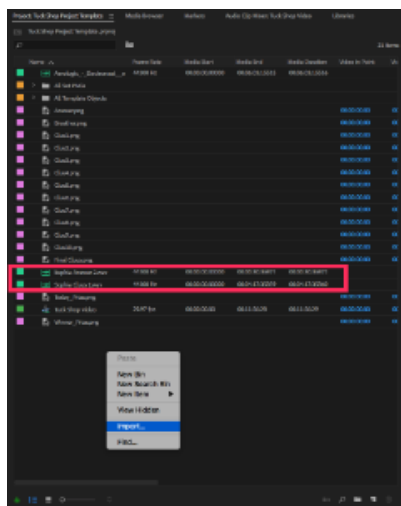

To add audio to the video just select the audio clip and drag it over to where you want it to play from in the video. In this case since it is an answer clip we've dragged it to below the answer template.
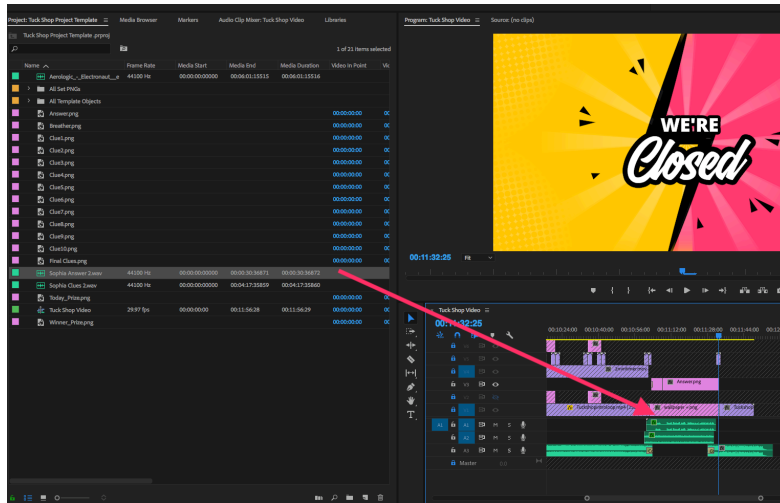
Adjusting the clips to sync with audio

When syncing the audio, use the beginning of the Clue screens to more easily match up the layer. You can also adjust and move the templates in the beginning to match up with the audio. This will take a lot of listening, nudging, more listening to get it right.

Selecting just a clip (in gray) you can literally drag it along the layer to get it in the right position.
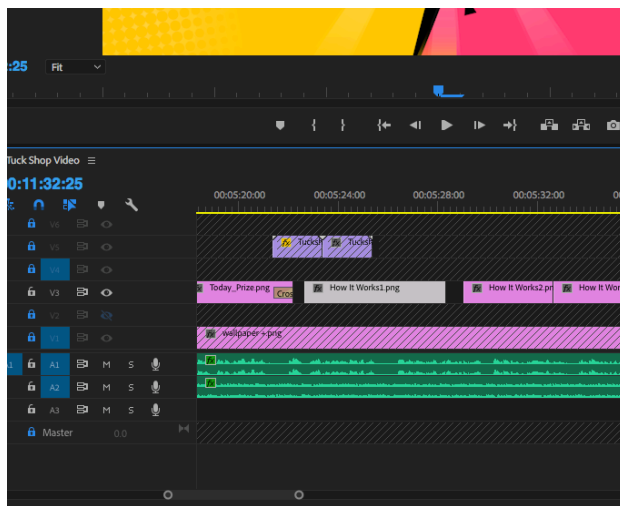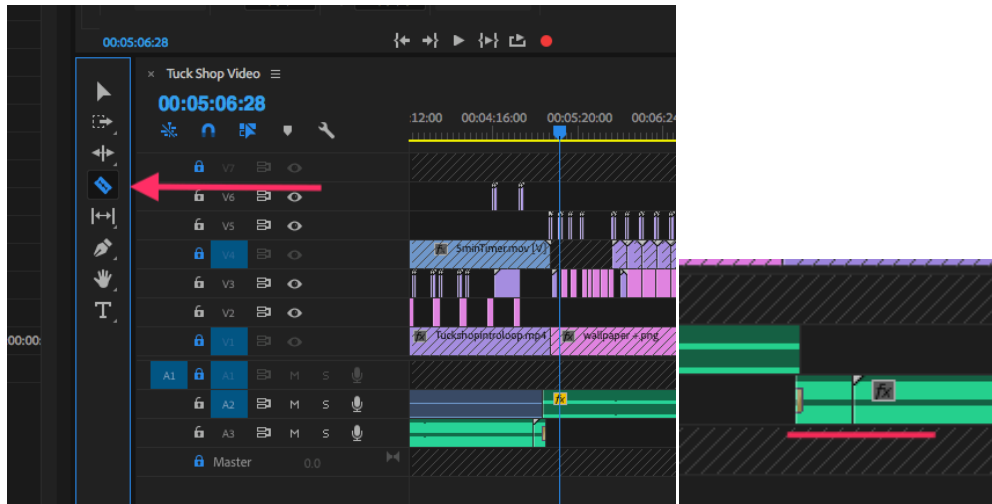

If you select one side of the .png template you can drag the clip to be as long as you need.
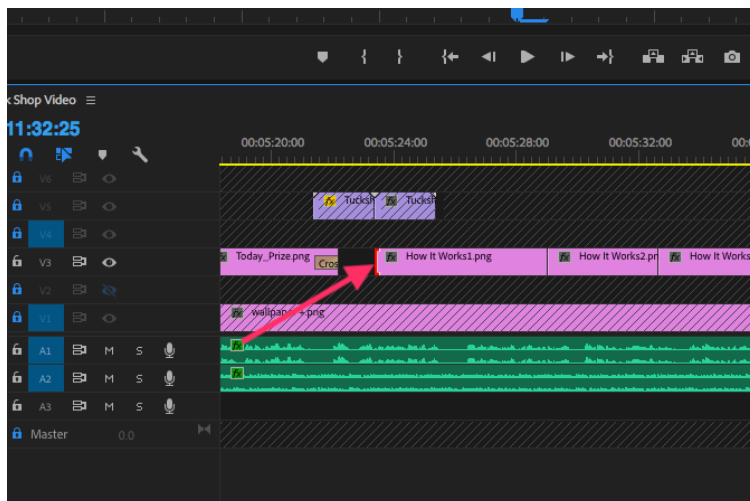
Some Tips and Tricks

Cutting Audio & Clips

To cut a clip you should select the Razor blade and then click the area you want to split the clip. You can then either drag it to a different place, edit it, or delete just that bit from the video.
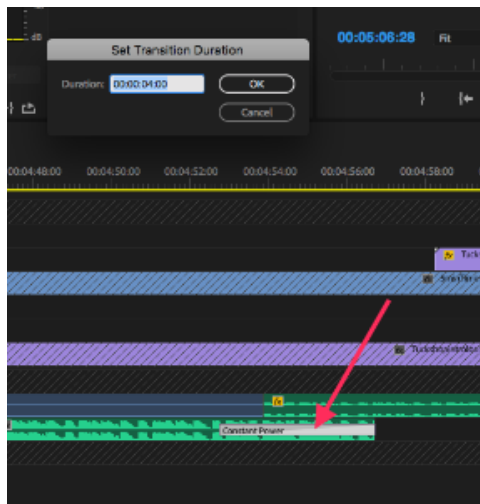

Applying & adjusting transition duration

To apply a fade transition you right click at the beginning or end of the clip and select "Apply default transitions"
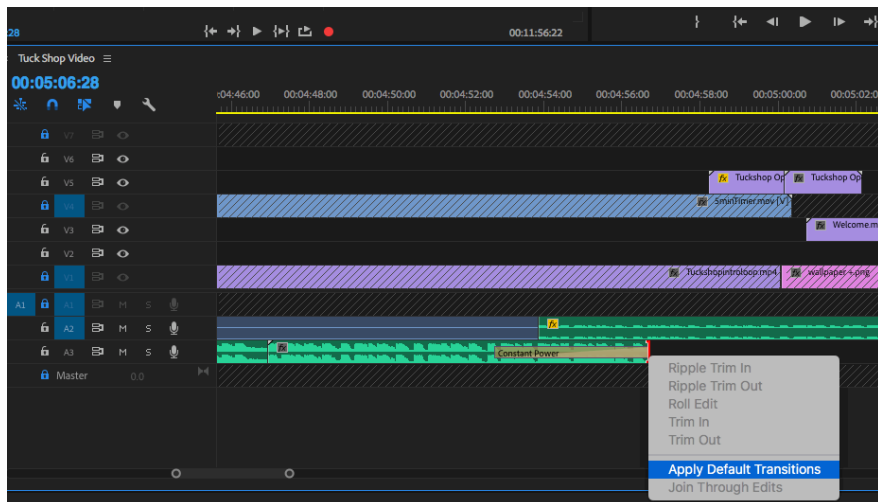

To change the duration of a transition you double click on the transition overlay and type in the time you want it to take.

Locking layers

Locking a layer will prevent changes from happening to that layer while you are working on the project. This is useful to do when you have layers that won't be changing that often and layers that you update every time.

To lock a layer select the padlock symbol and it will turn blue and look like it is locked. To unlock a layer select the padlock again.
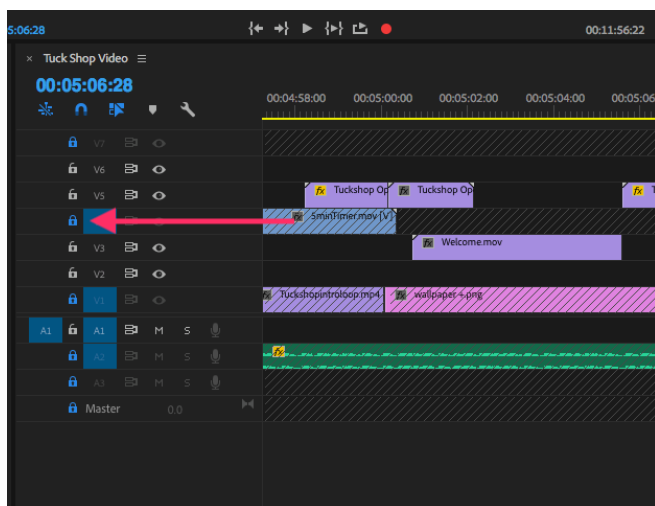
You'll notice a locked layer will have diagonal lines going across it.

Selecting & Moving multiple layers

To move multiple layers select the button with the dotted lines and then you can move clips forward of backward in the video. This will move every layer that is unlocked so if you don't want a layer to move remember to lock it before hand.
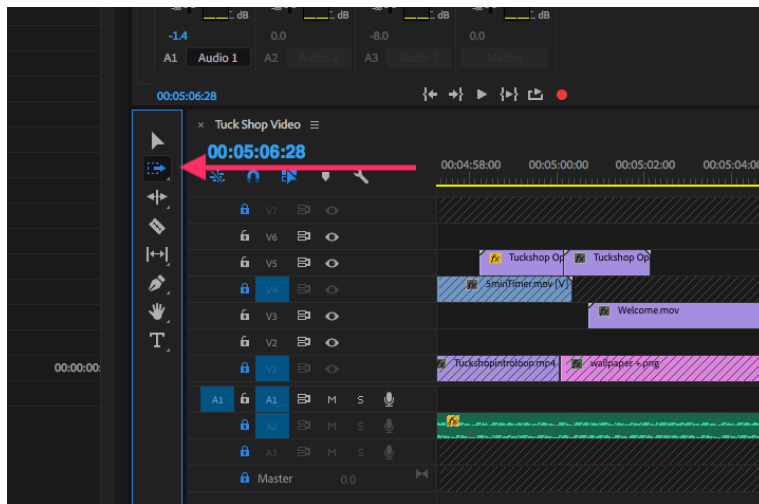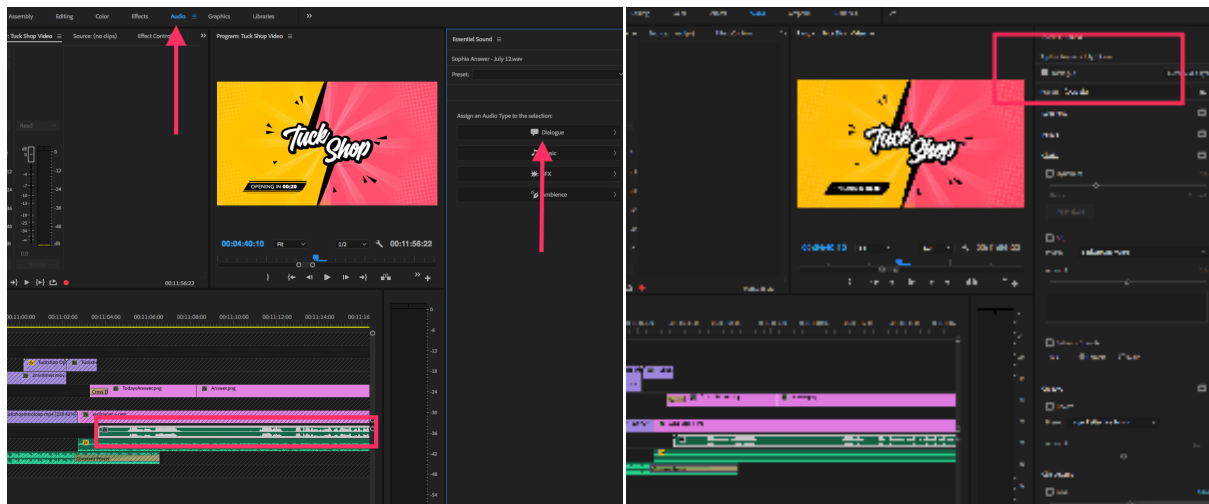
Hiding Layers

If you toggle the eyeball icon you can hide a layer from the video but still keep your work.
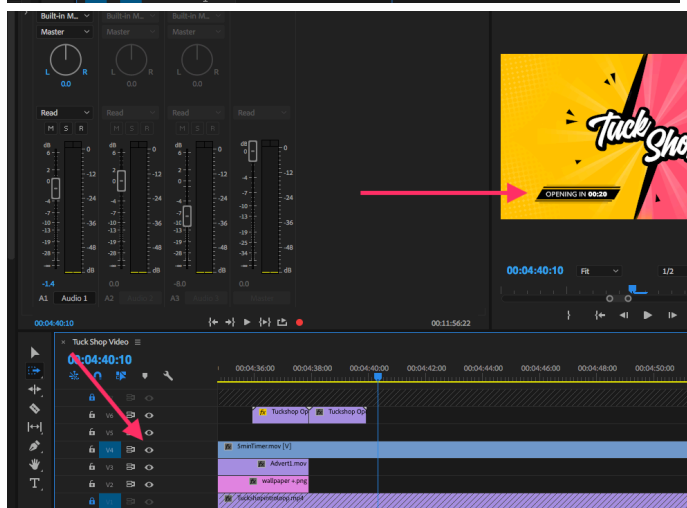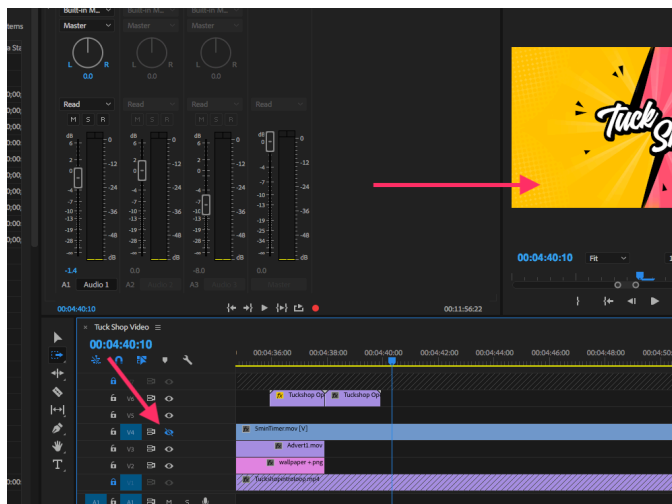

Audio Ducking

To mute the music when a voice comes in you will have to first set the type of audio for each clip. Make sure you are in the Audio panel at the top and select the clip you want to edit. For dialogue clips you select dialogue.

Still in the same panel. Select the background music clip underneath the audio and then tick "Ducking" and finally "Generate keyframes." This will automatically generate the frames so that the music ducks out when a voice comes in.
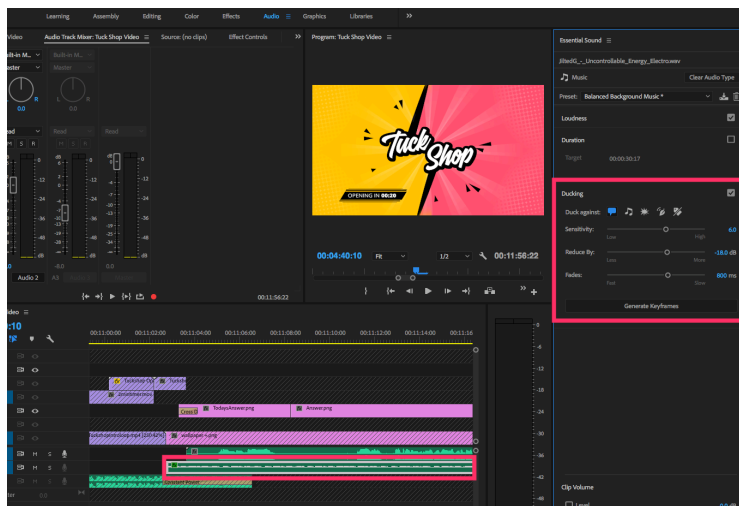

*Note - Save your work before doing this in case Adobe crashes. And also only generate keyframes for one music clip at a time (save after each one) to prevent it from crashing.
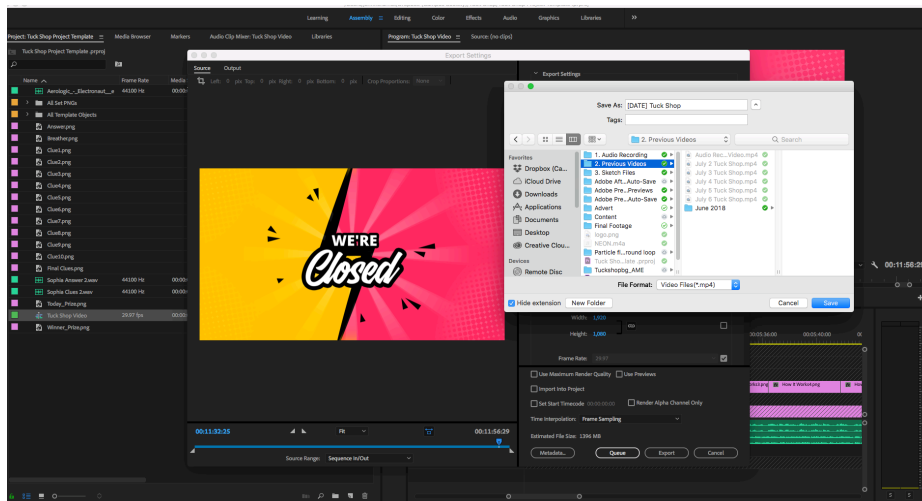
Exporting the final video

To export the video select the Tuck Shop Video from the storage area and type CMD + M
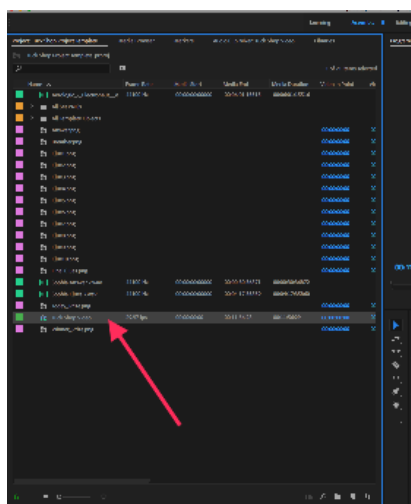
Make sure the video settings are set to **Format** H.264 and **Preset** YouTube 1080p HD and then select export.
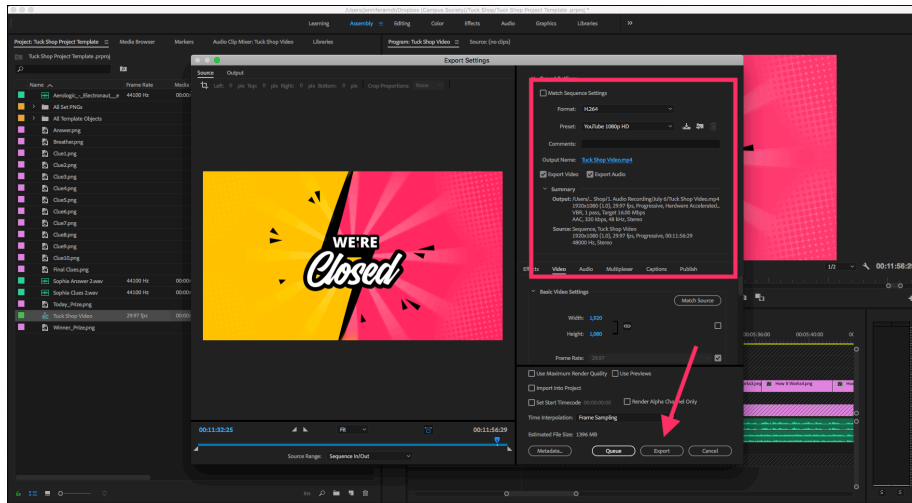
Export to the Previous videos section on DropBox and hit save. Make sure to save it as the date that the Tuck Shop Quiz is expected to go live.

Employee Training

| Name	Read this guide	Watched	Buddy Shift	Fully Trained
✕✕✕✕		X	X	
✕✕✕✕		X̲ - -	-	
✕✕✕✕✕		X		

Setting up the Live Stream

Read through the guide on downloading OBS and setting up Youtube for live streaming.

**What you will need to set up before a live stream:**

- Grab the stream key and configure OBS
- Add a thumbnail to the livestream
- Schedule the livestream and editing
- Get a link to the livestream
- Starting your stream
- Employee Training

Grab the stream key and configure OBS

From the live dashboard on YouTube you can set up your stream. To get the stream key select 'reveal' below and copy the number sequence that is displayed.
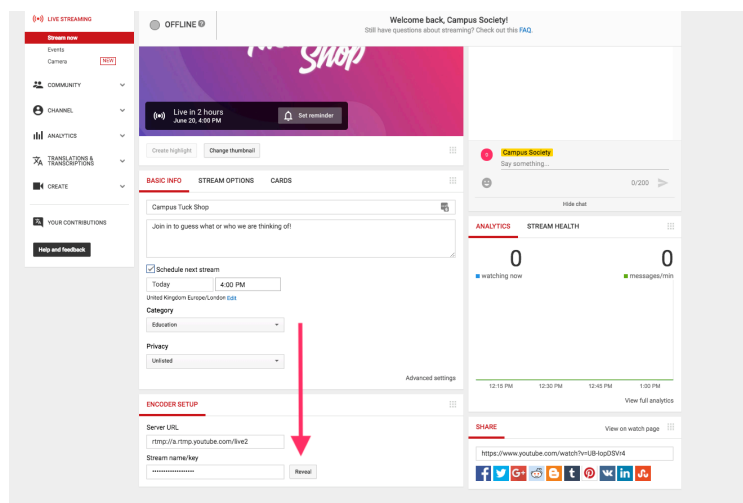
In OBS go to 'preferences' and then 'stream'. Where it says 'Stream key' paste the stream key there.
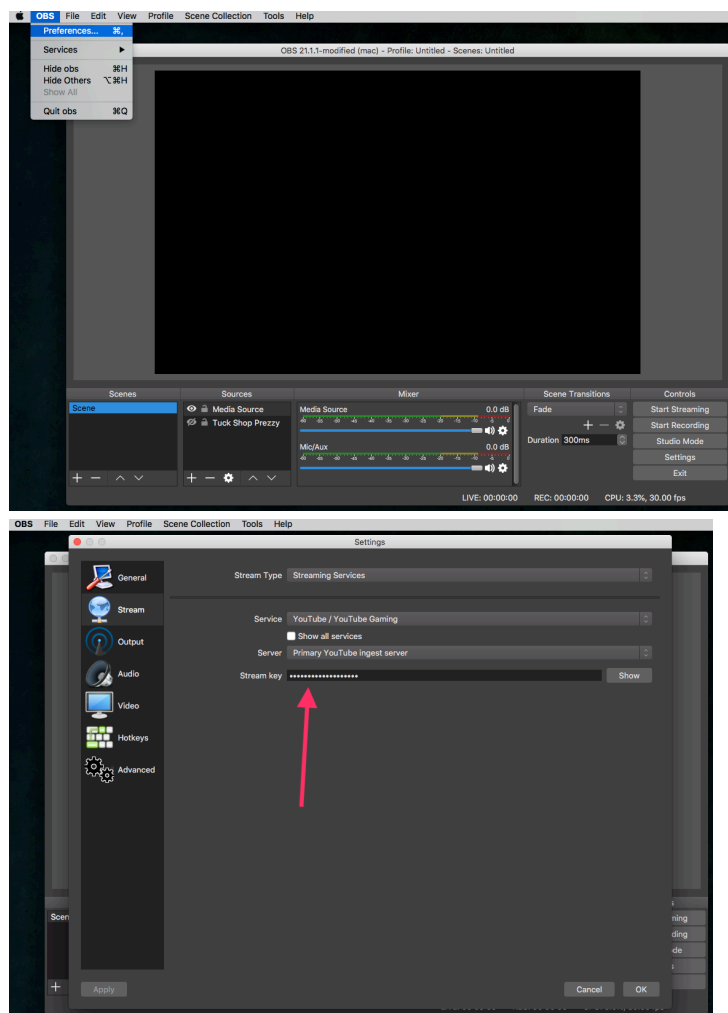
To use the pre-recorded video for the stream. Select the + icon under sources and then 'media source'. From there 'browse' for the file on your computer and select open.
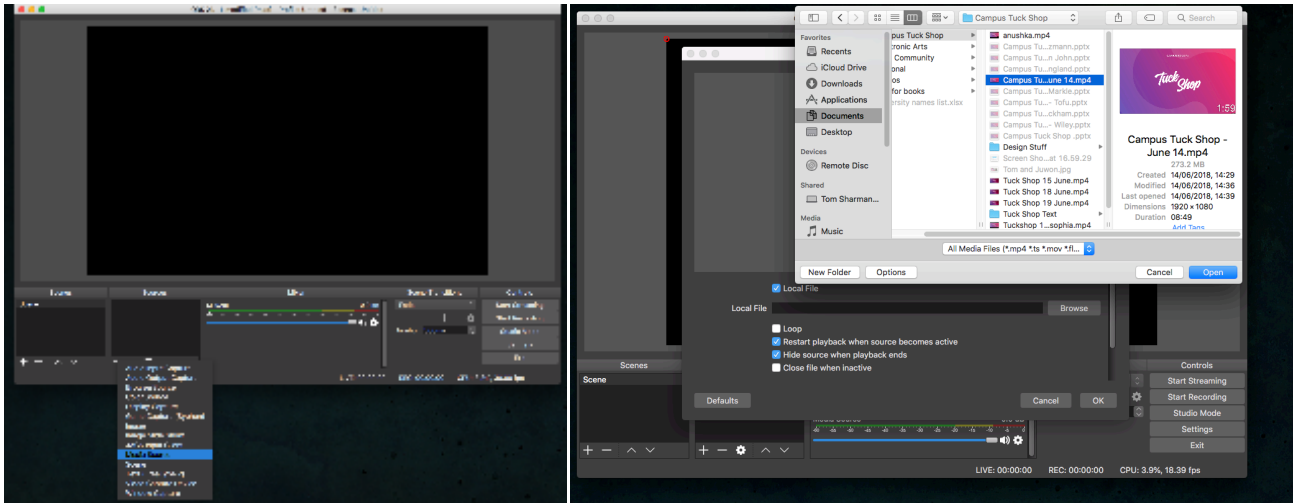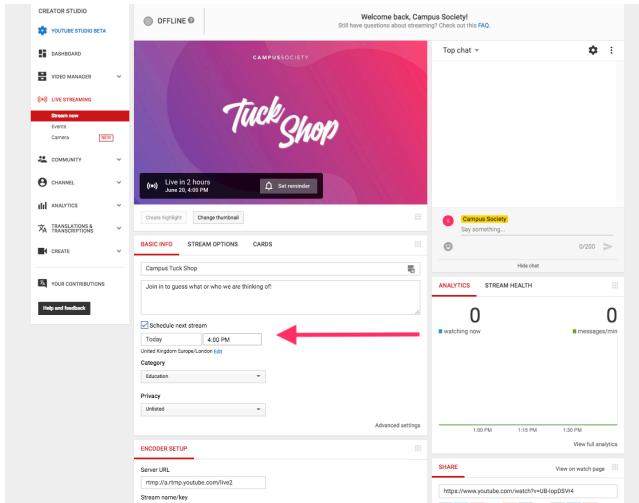
Add a thumbnail to the livestream

To add a thumbnail select 'change thumbnail' underneath the video screen in the live dashboard.
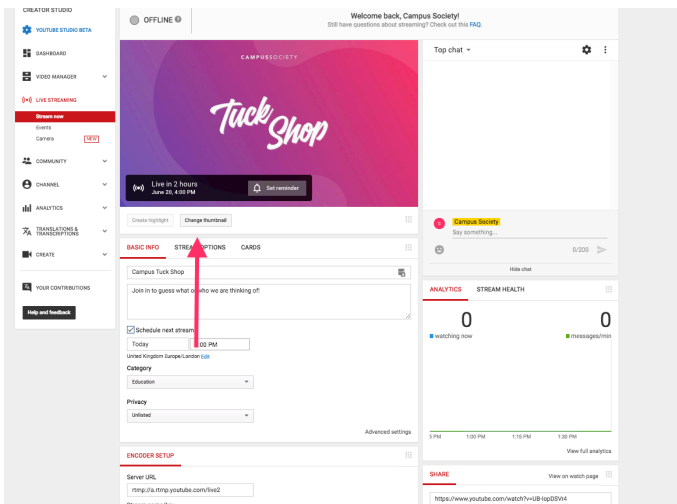
You can find the Youtube thumbnails in the Design Drop.

Schedule the livestream and editing

To schedule a livestream select the tick box next to 'Schedule next stream' and change the time to when you want to start streaming.
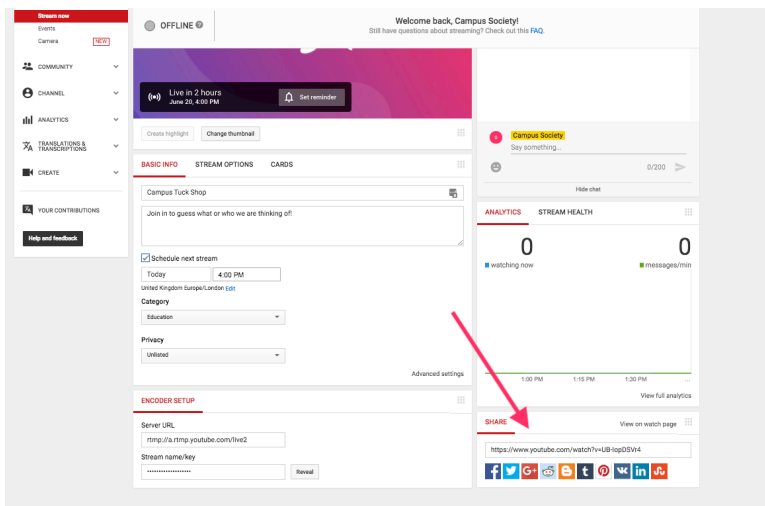
Notes about editing:

- It is good practice to have your title and description updated to reflect to upcoming event.
- If you are testing the Tuck Shop leave the privacy as 'unlisted' and if this is a live event change it to 'public'

Get a link to the livestream

To grab a link to your upcoming livestream. Copy the link from the 'Share' box on the lower left and slide. This is the link you can use in the announcement post in the Campus Tuck Shop channel.
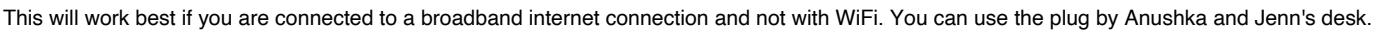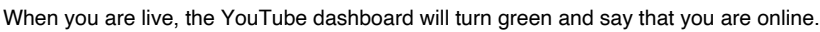

Notes about links:

- Every time you start a new stream in OBS a new stream link will be generated in YouTube.
- If you do get a new stream link you will have to replace the link in the announcement post.

Starting your stream

When you are ready to start streaming select 'Start Streaming' under Controls on the lower right hand side in OBS.

When you are live, the YouTube dashboard will turn green and say that you are online.

This will work best if you are connected to a broadband internet connection and not with WiFi. You can use the plug by Anushka and Jenn's desk.

Employee Training

Name	Read this guide	Watched	Buddy Shift	Fully Trained
▨▨▨▨▨▨▨▨▨▨▨▨▨		▨▨▨▨▨▨▨▨▨▨		
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Tuck Shop Dropbox Guide

Download the Dropbox app to your laptop for easier access to the files.

- 1. Audio Recording
- 2. Previous Videos
- 3. Sketch Files
- Premiere Template
- Design Sections
- Employee Training

We are using Dropbox because it provides an easy way to sync up the files within the team. You can access the folder through your browser here but it is highly recommended you set up dropbox on your laptop to make it easy to save files instantaneously to it. There are three main sections we would need to update for every quiz. The video template is set up so that it pulls files from certain folders so if you are unsure of the video being affected it is best to double check with another team member before hand.
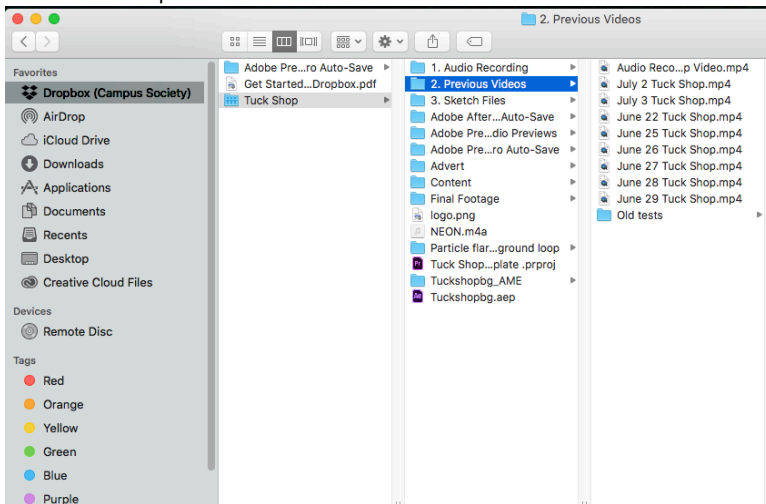
1. Audio Recording

To add a recording for a video create a folder in Audio Recording named for the expected broadcast date. You want to then save all of the audio files into that folder.
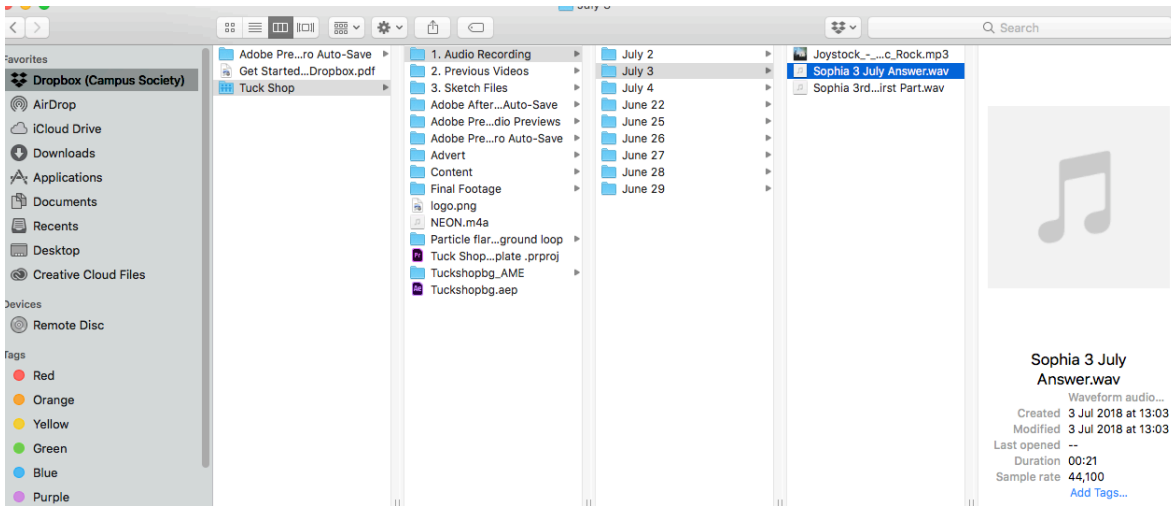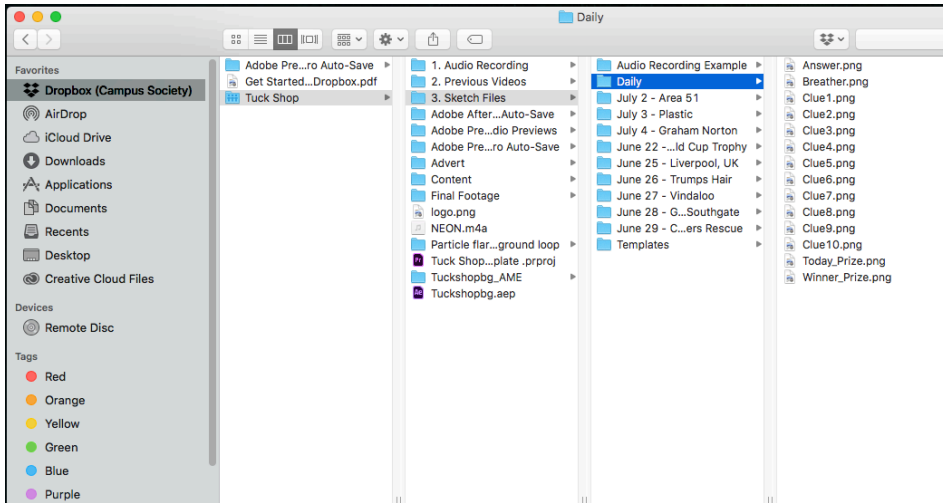

2. Previous Videos

You can access previous videos to review in the folder called Previous Videos. They will all be saved under the expected broadcast date.


3. Sketch Files

Previous files (or future ones!) for quizzes can be found here. They are saved under the broadcast date and that day's answer.

The Daily folder is what is used to update the daily changes for the movie in premiere. Once you have exported the finished movie, copy the contents of that folder into a new folder named with the Broadcast Date + Answer.

The Template folder is what is used to store the hints, how it works, and more stable sections of the movie. This should remain pretty much the same from quiz to quiz.
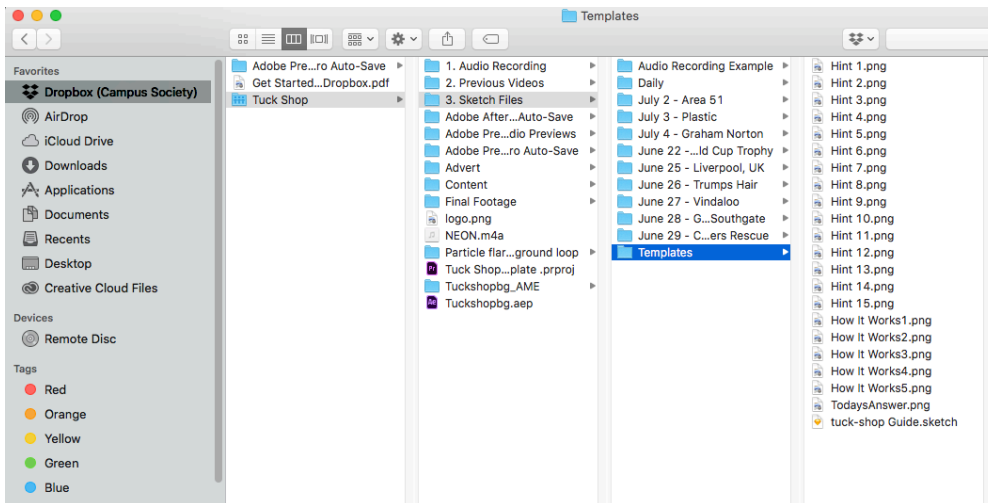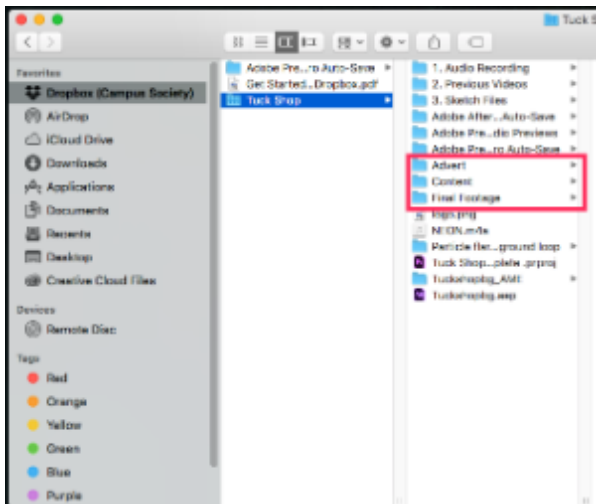

Premiere Template

When you have access to Adobe Premiere this is the file you will want to open to edit the videos. The guide on editing video can be found here.
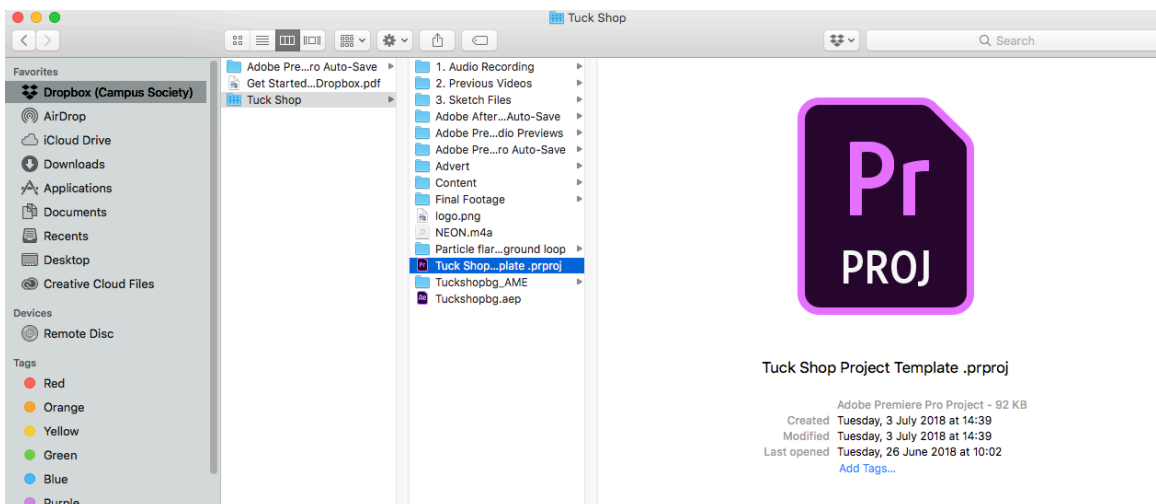
Design Sections

You'll notice that there are three extra folders called Advert, Content, and Final Footage.

These are the folders where the design team will drop any updates they have for the Tuck shop Video.

Employee Training

Name	Read this guide	Watched	Buddy Shift	Fully Trained
▨▨▨▨▨▨	▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨			
▨▨▨▨▨▨	▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨			
▨▨▨▨▨▨ X		X	X	X

Using Audacity to Record

Audacity is a free recording program available on Mac & PC. With it you can record audio, edit audio clips, merge clips together and more. This guide goes over the basics you will need to record audio for a Tuck Shop quiz.

- Setting up the Recording
- Recording a clip
- Editing the clip
- Exporting the clip
- Employee Training

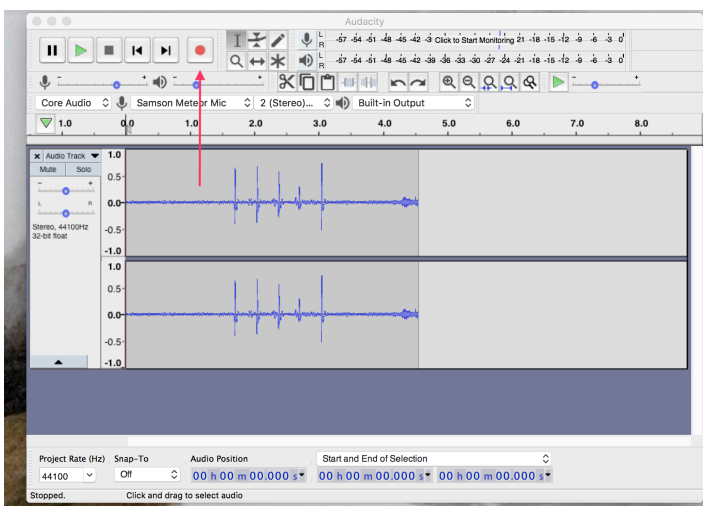**You can watch along with a blank video of the Tuck Shop here to help you record.**

Setting up the Recording

After you plug in the microphone to your laptop open up Audacity. You will need to set the audio input to the Samson Meteor Mic.
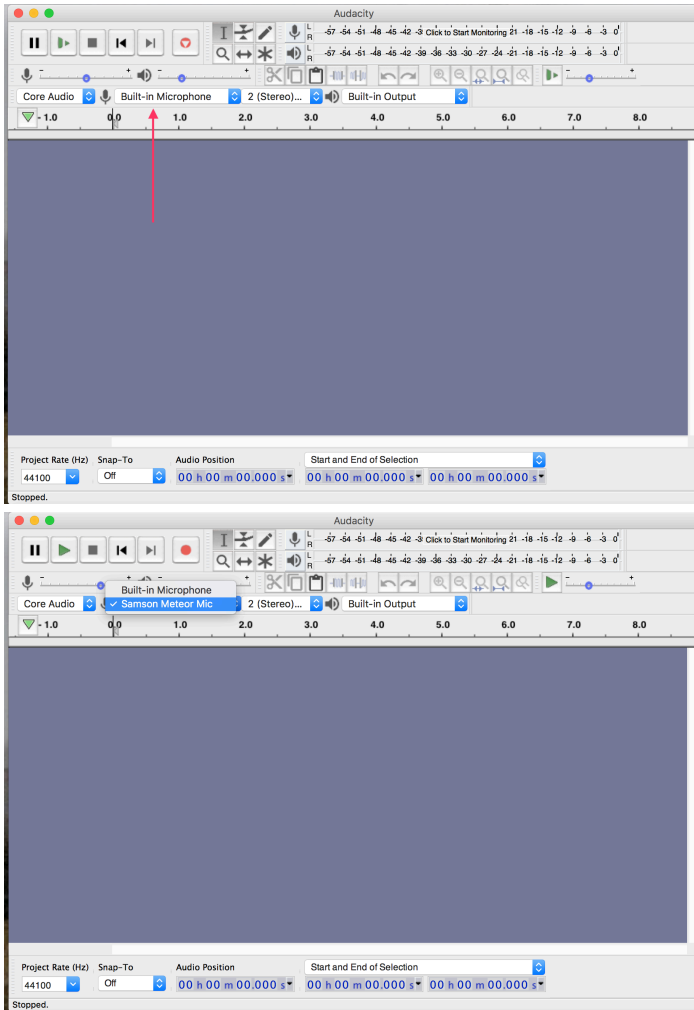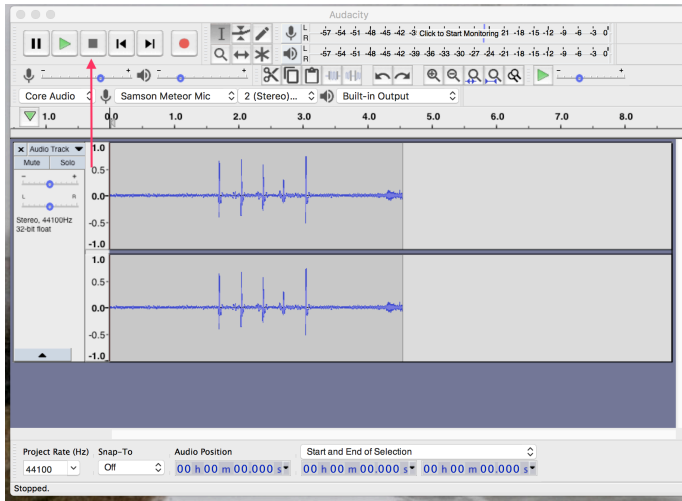
Recording a clip

To record a clip push the red circle and a new track will appear on the screen.

I usually do a couple of finger snaps to make sure the mic is on and actually recording.

To end a recording push the gray stop button and it will stop recording audio.
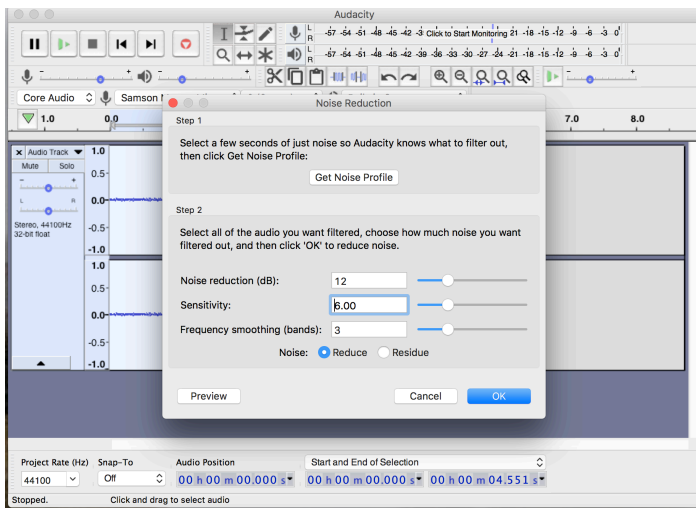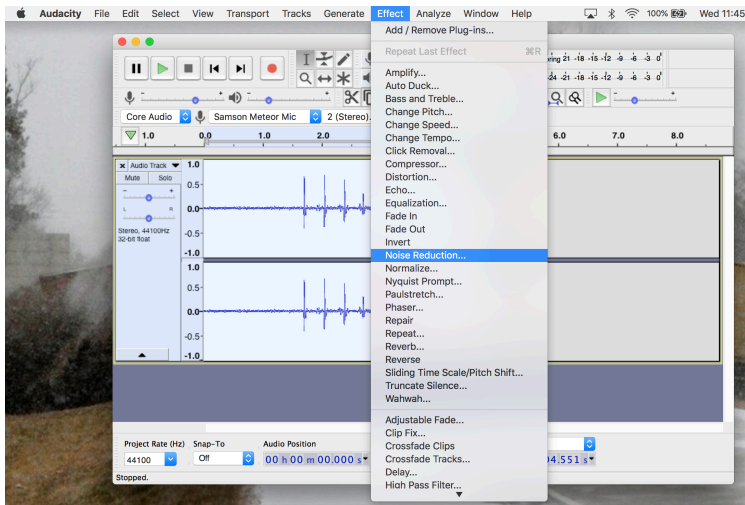
Editing the clip

To cut out a portion of audio, select the bit you want to cut (the part in light blue in the image below) and that click the scissors.
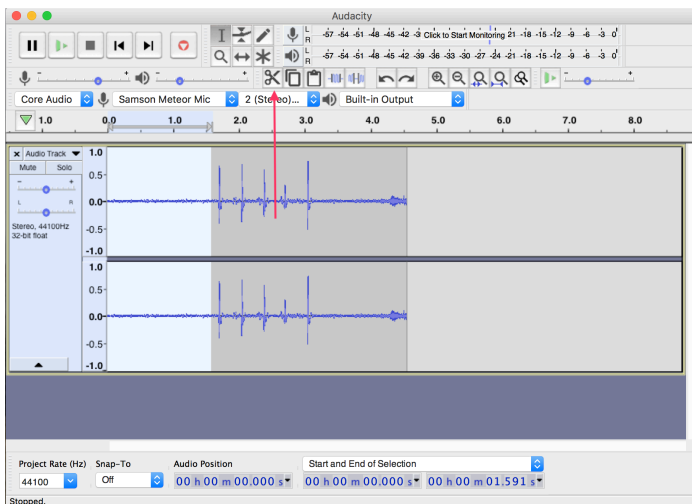

To clean out the background noise in a clip, select the clip and then 'Effect' and then 'Noise reduction'

Sometimes you will be asked to get a noise profile first. Usually I record about 10 seconds of 'silence' at the beginning so that the software can pick up the difference between just noise and an actual recording.

Exporting the clip

To export the audio, select file, export, and then export as WAV format to save a higher quality version.
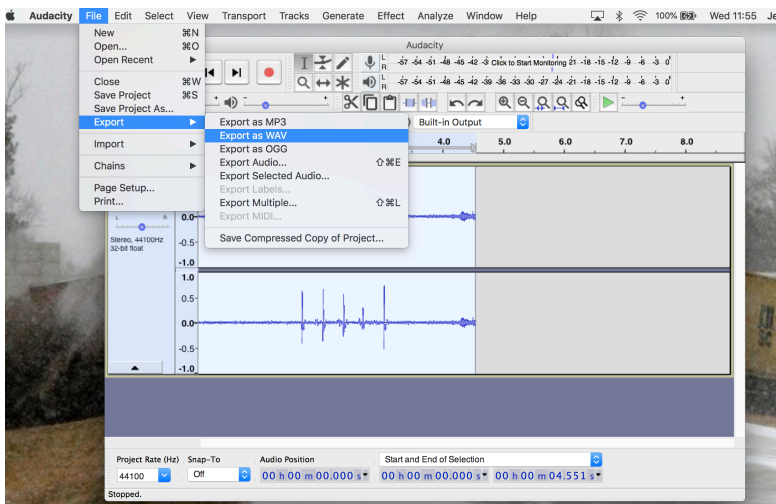
From there just follow the instructions on the screen and save as either 'main [person] audio' or 'answers [person] audio' to the appropriate folder in Dropbox. I usually record the main audio and then open a new project to record the answers audio so I end up with two files to plug into iMovie.
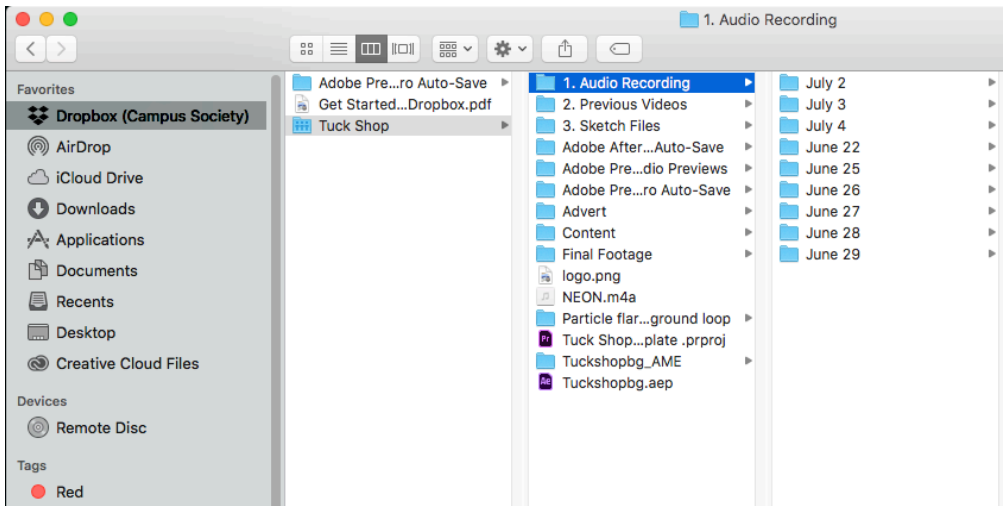
Here is the guide to read more about the Dropbox folder set up.

Employee Training

Name	Read this guide	Watched	Buddy Shift	Fully Trained
XXXX		X	X	X
XXXX		X	X	X
XXXX		X	X	X

Using Sketch

- Opening Sketch
- Editing a Text Template
- Editing an Image Template
- Editing the Breather template
- General notes about style
- Employee Training

To edit the files for the Tuck Shop, download the needed template *(tuck-shop Guide.sketch)*. This will have all the templates you need for updating clues, answers, prize announcements, and the breather clip. Now open Sketch.
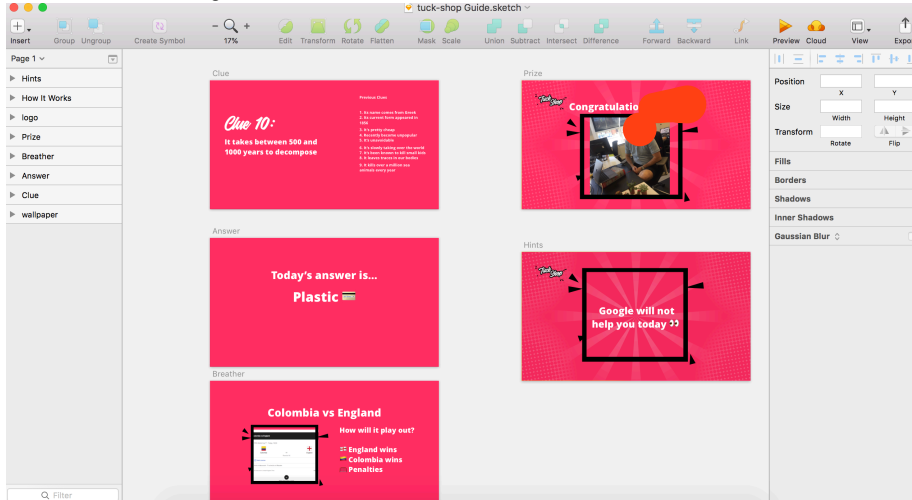
Opening Sketch
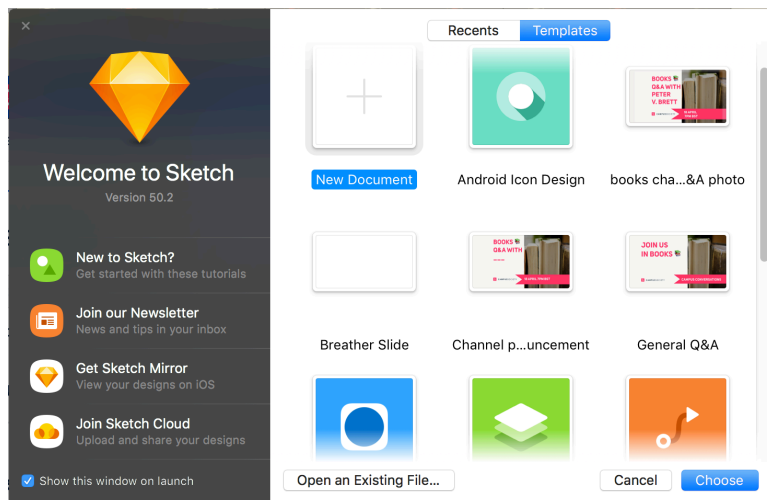
You can open the template either by going to Recents, or select "Open an Existing File...". You can find the template in the folder you downloaded it to.
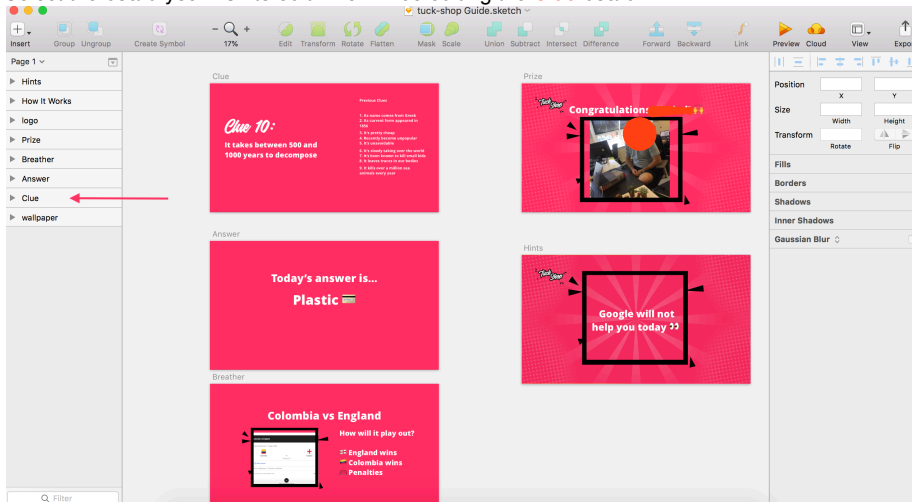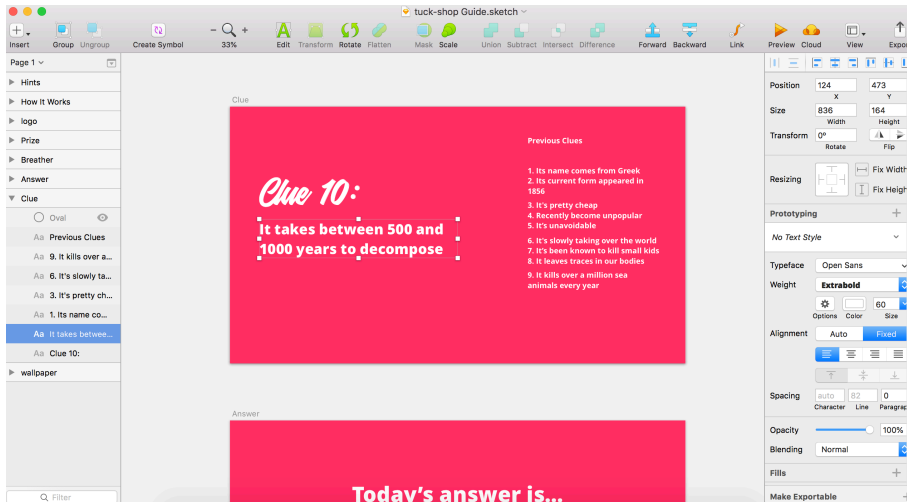
Editing a Text Template

Step by Step:

1. Open the Tuck Shop guide template
   You will see something like this:

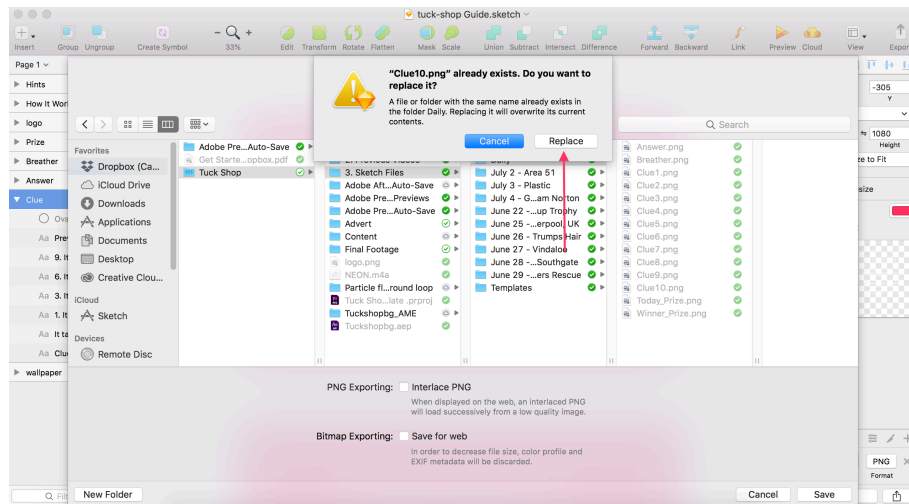2. Select the board you wish to edit - we will be editing the Clue board

3. Select the section you wish to edit. We will be editing the clue so select a text box. Then Add your first clue - Clues will be added by the content team here


4. Select the whole Clue board and then export it as .png and save as: Clue1, Clue2, Clue3, etc into the communal sketch Tuck Shop folder on Dropbox
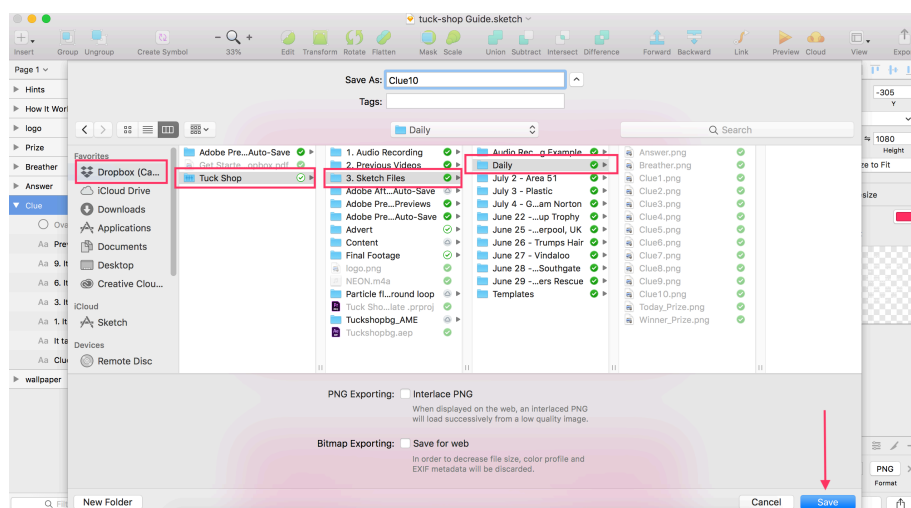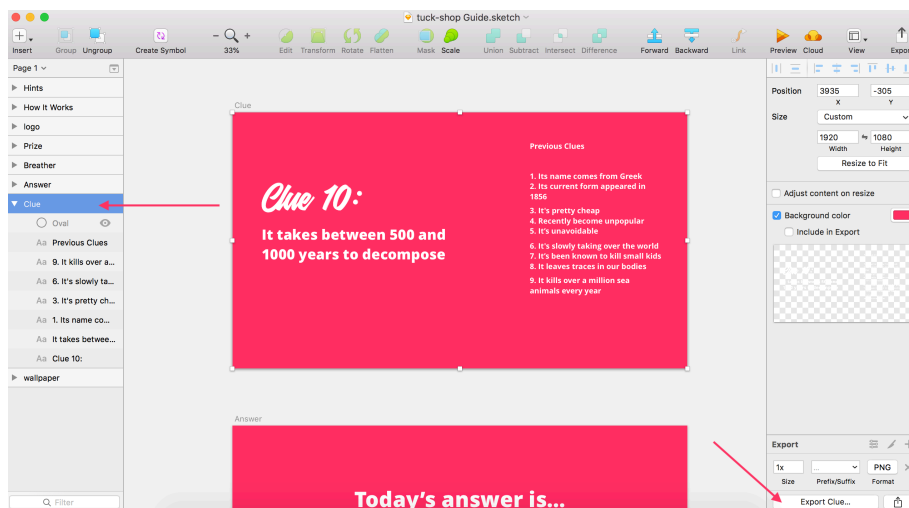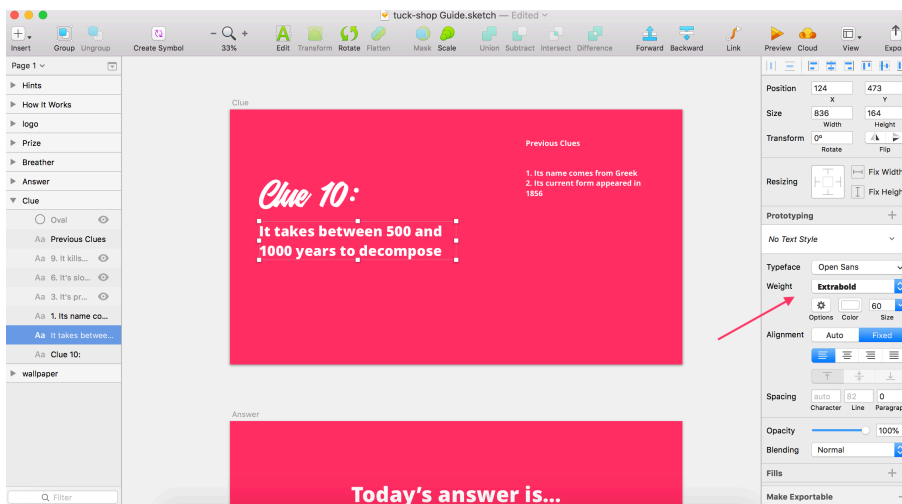
Make sure you have highlighted Clue before exporting

5. Instead of deleting text boxes you can filter them from being visible by selecting the eye ball on the left hand side. Please do this so we don't move around the boxes and make things jump.
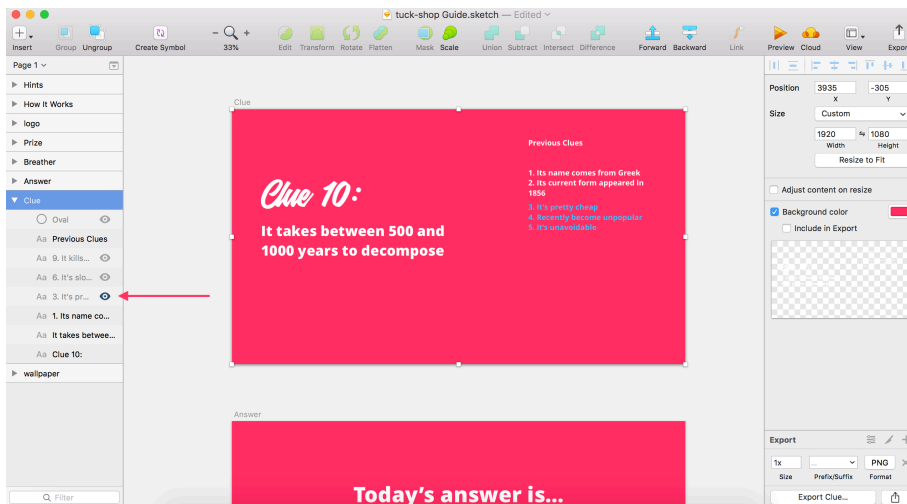
6. Repeat the above for the next 9 clues.

Notes about font:

*Edit font style and font weight on the right hand panel in sketch*

- For the clues use **OpenSans** for the typeface and **ExtraBold** for weight
- Actual Clue is **Extrabold** for weight and size **60**
- Previous clues are **Bold** for weight and size **32**
- Clue number typeface is **Fresty Script**, **Regular** weight and size **165**

Handy copy to have on hand:

- Pro Tip
    - When you know the answer drop it as a comment on this post
- How it Works
    1. There are 10 clues to help you guess what we are thinking of
    2. Each clue is displayed for 10 seconds
    3. Comment below when you think you've got the answer
    4. The final clue will be shown for 30 seconds
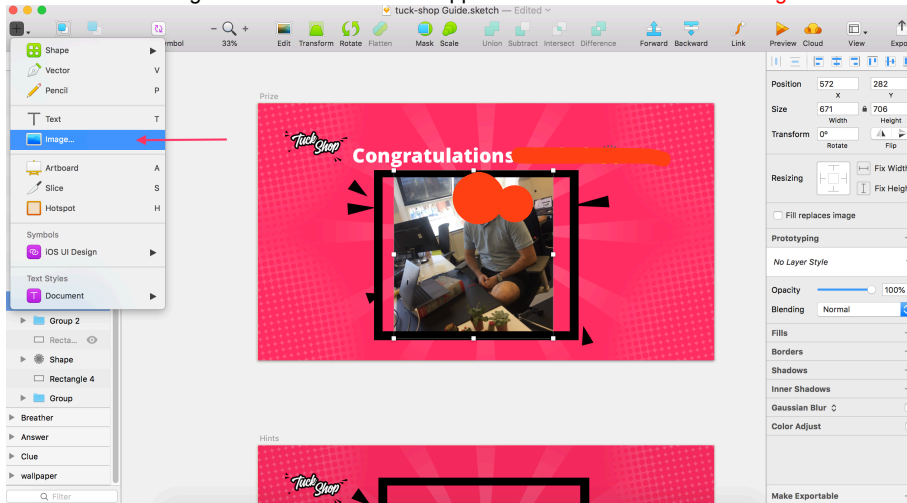   5. Stay tuned to see if you've won

Editing an Image Template

1. Open the Tuck shop guide template
2. Select the the board you wish to edit and add either the previous winner or the upcoming prize
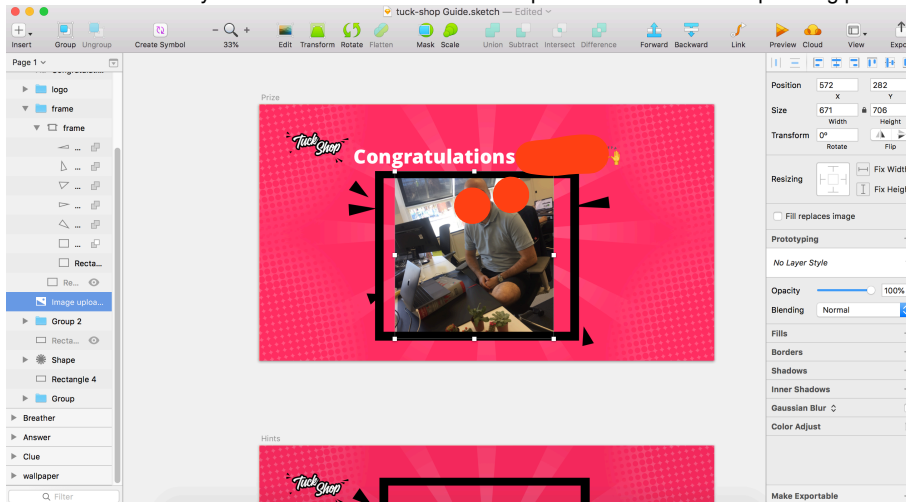
3. To remove the image there select the one there and hit delete/backspace on the keyboard
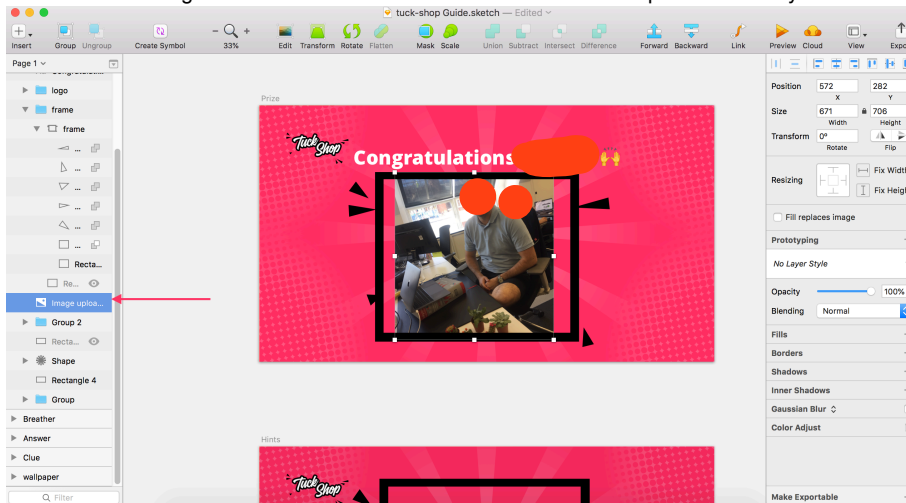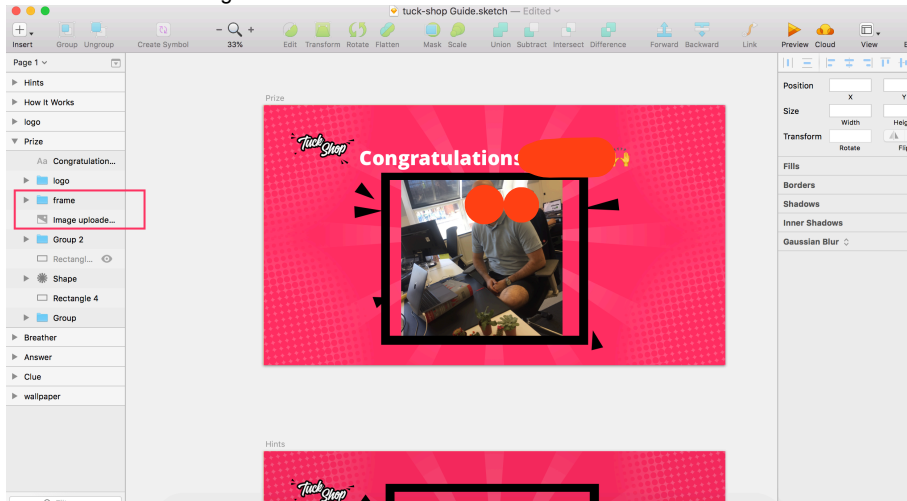
4. To insert a new image select the + icon in the upper left hand corner and then image

5. To crop an image select the image and then Edit. From there select the selection you wish to keep (whatever fits into the frame) and then Crop and finally Finish Editing.
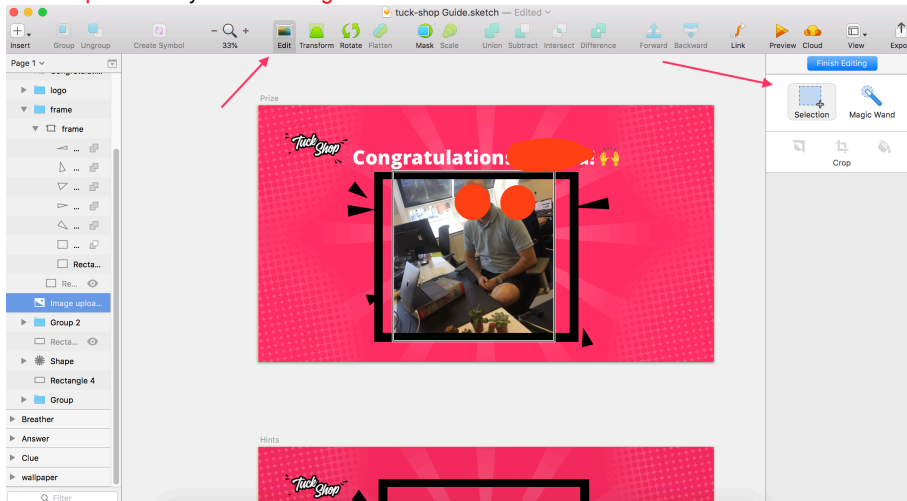
6. Make sure that the image is set behind the Frame on the left hand side.

7. Select the Prize board and export as .png and save as either 'Today_Prize' or 'Winner_Prize'
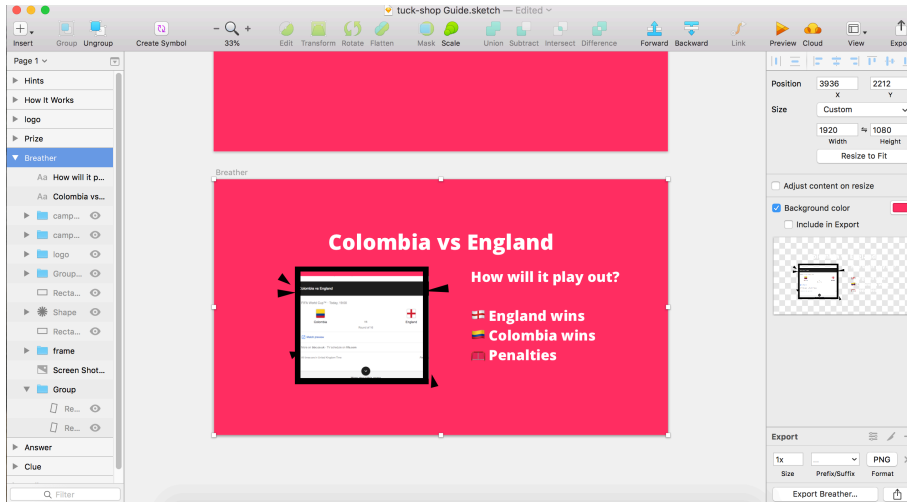
Notes about font and image:

- Use Open**Sans** for the typeface and **ExtraBold** for weight
- The text size is **82**

Handy copy to have on hand:

- Who's ready to win (the prize goes here) + Emoji
- Congratulations to (the winner's name) for winning (the prize that won) + celebration emoji

Editing the Breather template

1. Select the Breather board

2. Edit the text the same as is the Editing a Text Template Section. Select the text your wish to change and type away.
3. Insert an image on the left side just like you would for the Prize and Winner templates.
4. Export to the same place as before as a .png and save as 'Breather'

Notes about font:

- Use **OpenSans** for the typeface and **ExtraBold** for weight
- Title text size is **90**
- Question text size is **60**

Handy copy to have on hand:

- Time for a breather...
- Would you rather...

General notes about style

- Always save as .png - the reason why we save as a .png is because we want to the image to be on a transparent background.
- Font: Use **OpenSans** for the typeface and **ExtraBold** for weight and #FFFFFF for color
- Don't move the text boxes between clue slides because then the text will jump around in the video
- Always save to the Tuck Shop dropbox so the whole team will have access to the files
  - Remember to copy and paste the previous daily clues to a new folder before updating them. More about how you can do that is here.

Employee Training

Name	Read this guide	Watched	Buddy Shift	Fully Trained
▨▨▨▨		X		
▨▨▨▨		X		
▨▨▨▨		X		

Past Livestreams

Livestreams will continue to be stored here.

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