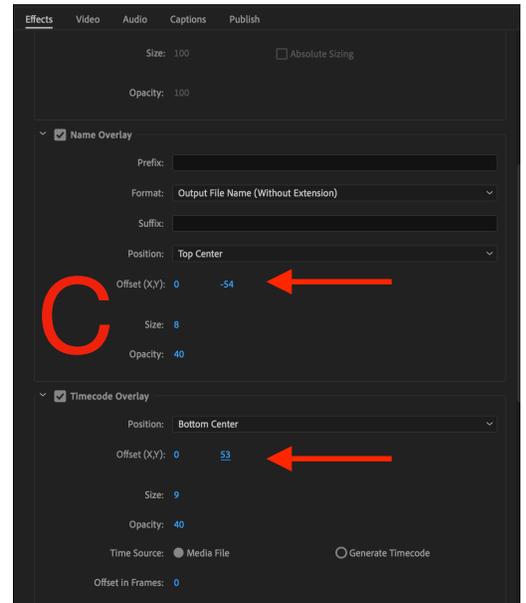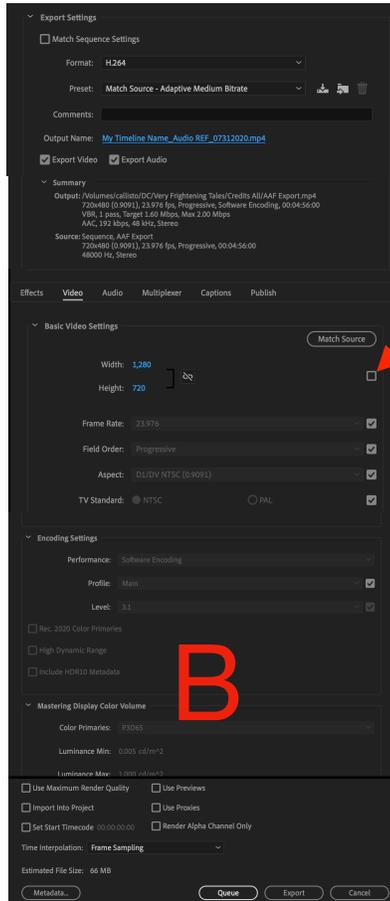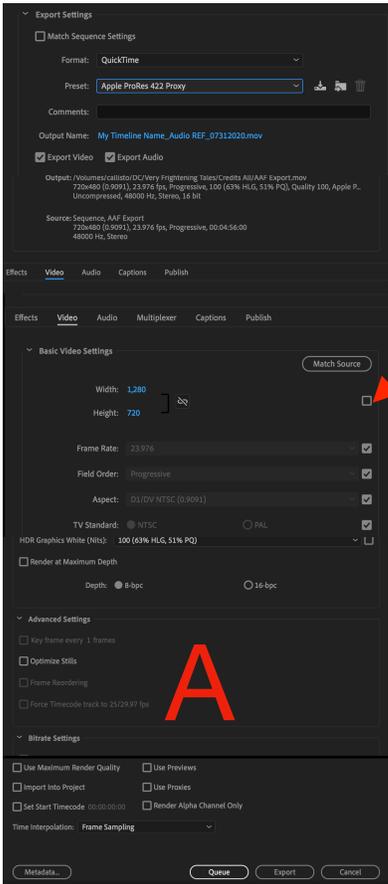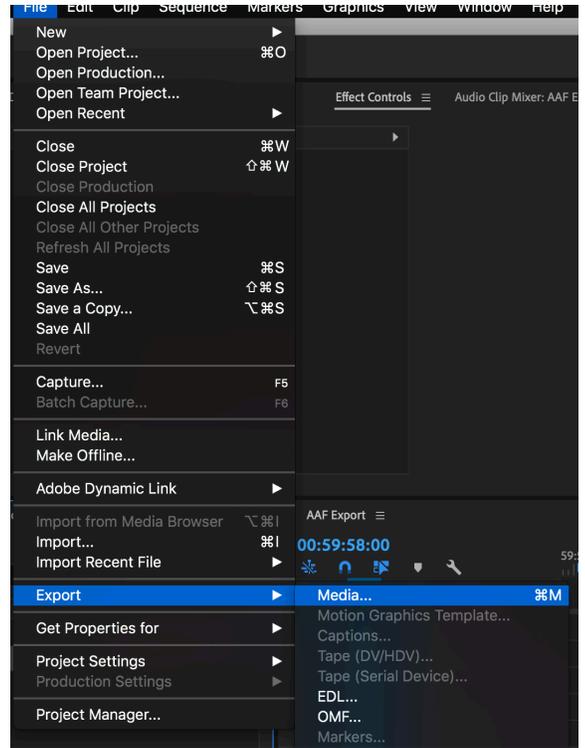**Create a reference picture.** *Please ensure that the first frame of video or audio (which ever starts first) is at exactly 01:00:00:00 with a 2-pop at 00:59:58:00.* Output a low-res video file that shows the cut as it stands. This is critical for the Mixer to make sure the prep comes across correctly and can diagnose if it doesn't. *Please ensure the timeline is labeled with the export date.*
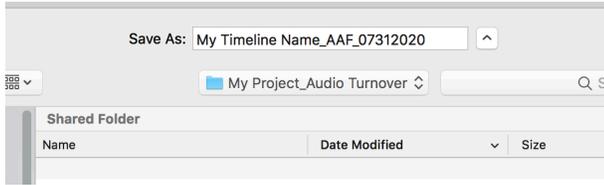
If Delivering Digitally- Output as an H264 file (this will be smaller for the online delivery) -720p Maximum size- **See Image "A"**

If Delivering on a Hard Drive - Out put as a Prores Proxy -720p Maximum size- **See Image "B"**

For Either File - Add the following Effects in **Image "C"**, please adjust the Name and TimeCode "Y" position to the top and bottom as needed in **Image "D"**
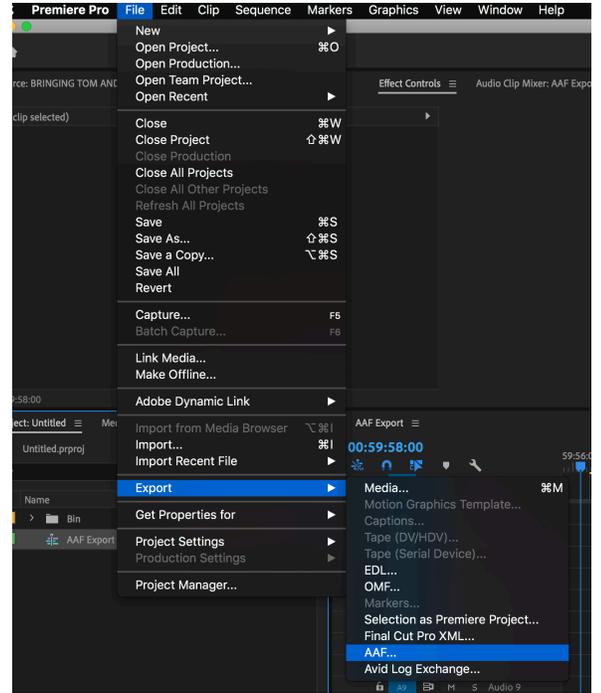
Create the AAF File. This is pretty straightforward. Using **Image "E"** below, match your settings in the "AAF Export Settings" dialogue box. Please name the file the same as the timeline, but with "AAF" in the file as well.

This export may take some time, and once completed, the file will be rather large depending on the length and complexity of the project.

Copy both the AAF and the Reference video to a folder entitled "My Project_Date_Audio Turnover" for delivery.

Make sure this is Un-Checked

In rare circumstances, this may be used, but please contact us if you believe you may need two use this.

E