OU AV Digitization Training Workshop

1. Explain the equipment and what it does
   a. Sony Betacam deck
   b. Panasonic DVCpro deck
   c. Mackie Audio mixer
   d. Blackmagic Design UltraStudio Express
   e. Horita Color Sync Generator
   f. Horita Black Burst Generator
   g. Leitch analog TBC
2. Demonstrate software
   a. Blackmagic
   b. Vrecord
   c. Premiere Pro (mention this as use for DVCpro, but may need video tutorials since I wasn't trained on it).
3. Overview of handling per archival practices.
   a. Store upright
   b. Handle with clean hands
   c. Temperature control
   d. Put tape in safe mode to prevent recording over archival materials
4. Demonstrate cleaning both decks
5. Using the handbook, walk through the process of setting levels and digitizing a tape.
   a. Set audio levels,
   b. Set TBC levels
   c. Set preferences (where the files will be saved, 10 bit YUV, etc).

If time permits, explain MD5 checksums.