



Matricules Guide

July 2008

Matricule

1. roll, register.

2. (*Mil*) regimental number; (*Admin*) administrative, official or reference number.

Source : Collins & Robert French-English English-French Dictionary

Matricules

Visual documentary register of the history of Studio XX, *Matricules* offers the Canadian public and community at large, an artistic glimpse into our trajectory, as well as an overview of our critical reflection and history regarding issues of creation, feminism and engagement with technologies of tomorrow's digital society.

Matricules was made possible through Canadian Heritage's Canadian Culture Online initiative..



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Summary

1. Matricules Archiving Guide

- How to Archive a Document

2. Matricules Digitilization Guide

- How to Digitize and Prepare a Document for Archiving

3. Matricules Archiving Policy

- Understanding the Matricules Archiving System

Note : Note: this guide is available in PDF format on the Studio XX and Matricules Website: www.studioxx.org, as well with an accompanying booklet and an FAQ on the working and the development of the site at: www.studioxx.org/faq

THE MATRICULES ARCHIVING METHOD

User's guide

STUDIO XX

Rechercher

English
Français

Studio XX
activités
production
ateliers
adhésion
bénévoles
dossier de presse
bulletin
calendrier
Ouvrir une session



Constanza Camelo : Dilater ou contracter l'univers



Constanza Camelo a suivi auprès de la Fondation MIRA(2005) un cours type offert aux personnes dotées d'handicaps visuels. Ceci lui a permis de découvrir les mécanismes primaires de déplacement avec le chien guide. C'est à partir de cette expérience qu'elle a imaginé le projet Dilater ou contracter l'univers.

Hommage à Hélène Prévost



Hélène Prévost, vice-présidente de notre conseil d'administration, fut célébrée le jeudi 7 février dernier. Tout le milieu musical et radiophonique s'était réuni à La SAT (Montréal) pour lui rendre hommage. Cet événement est venu souligner le travail exceptionnel de cette femme réalisatrice à la radio de Radio-Canada qui au cours de 30 ans d'activités a manifesté passion et curiosité pour les musiques nouvelles de tout azimut.

Drafted for **Studio XX** by Annie Bonsaint, April 2008

Revision by Stéphanie Lagueux, June 2008

Translation by Anne Kmetyko, May 2008

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1. DOCUMENTS «TO BE PROCESSED»

New documents that are in the process of being added to the Matricules archive can be placed in the «to be processed» file when these new documents cannot be registered or numbered immediately.

Material (Physical) and Digital documents will be processed differently according to their type.

Material:

- Place the item in the red box identified by « To be identified, to be processed»



The material will be stored in this box until we are ready to proceed to the next step.

Digital:

- Identify the file with an appropriate name to help locate it in the future.
 - Place the file on the Studio's local server in the **Matricule** section (not to be confused with the UQAM web server). A password is required to log on.
-
- Proceed to the TO BE PROCESSED file (in red).
 - Place it in the TO BE IDENTIFIED file (also in red).

2. ASSIGNING AN ACCESSION NUMBER TO A DOCUMENT

- Refer to the document *Matricules Archiving Policy* to understand how an accession number is created.
- Understand the configuration of an accession number.
- Open the Excel document *MatriculesDocumentCatalog.xls*
The file is located in the Matricules section of Studio XX's server.
- Enter the required data in the fields/columns according to the established procedures.

	A	B	C	D	E	F	G	H	I	J	K	
	Numéro d'accès/alon	Numéro d'accès/alon	Date	Type	Funct	#	Status	Catégorie (exonomique)	Médium (audio/visual/etc)	Support (mini DV/CD/etc)	Auteur	Titre (orig)
74	2001FBR30090O	2001FBR30090O	2001	FBR	3	0090	O	FBR	Audio/Visual	Mini DV	Studio XX	Femmes Br 5 Oct 2001
	2001ADM70105P	2001ADM70105P	2001	ADM	7	0105	P	ADM	Paper Print	Binder	Studio XX	StudioX Do presse 1997 1999, 2000
75												
76	2001FES50120O	2001FES50120O	2001	FES	5	0120	O	FES	Audio/Visual	CD	Pascale Trudel	Constellatio
77	2001FES50121O	2001FES50121O	2001	FES	5	0121	O	FES	Audio	CD	Pascale Trudel	Constellatio
78	2001FES50122O	2001FES50122O	2001	FES	5	0122	O	FES	Audio/Visual	CD	Tara Bethune-Leamen	Viruscorp 24
79	2001FES70155P	2001FES70155P	2001	FES	7	0155	P	FES	Paper Print	Poster	Studio XX	HTMiles / M Cyberspace
80	2001FES70164P	2001FES70164P	2001	FES	7	0164	P	FES	Paper Print	Program	Studio XX	Les HTMiles festival de c Maid in Cyt 2001 progr
81	2001FBR30170O	2001FBR30170O	2001	FBR	3	0170	O	FBR	Electronic File	Photograph	Studio XX	Salon#35 s
82	2001FBR30171O	2001FBR30171O	2001	FBR	3	0171	O	FBR	Electronic File	Photograph	Studio XX	Salon#36 ArtActivism
83	2001ADM30172O	2001ADM30172O	2001	ADM	3	0172	O	ADM	Electronic File	Photograph	Studio XX	StudioEntra
84	2001ADM30173O	2001ADM30173O	2001	ADM	3	0173	O	ADM	Electronic File	Photograph	Studio XX	StudioLab0

- For **MATERIAL** documents; continue to the next step *Identifying material with the P-Touch labeller*.
- For **DIGITAL** documents:
 - Rename the file with its new accession number.
 - Place the file onto the server – see the section *Filling system for documents* on the Studio's local server.
- For a **photo gallery**, which is a Matricules document, and has its accession number, each photograph that is part of a gallery must be renamed with an accession number followed by a distinct ID number: (Ex. 2007FOR30406O_201.JPG). An application like Renamer (MAC) can be used for batch renaming of files. Leave all the photographs on the local server. However 10-15 photographs should be selected and optimised for the web (reduced in size and colour corrected) before importing them into Drupal.

3. IDENTIFYING MATERIAL WITH THE HELP OF THE P-TOUCH LABELLER

Be sure to have obtained the **accession number** previously created in Excel.

Studio XX is equipped with the portable « P-Touch » labelling system. This little machine prints self-adhesive labels on a laminated tape.

The P-Touch labeller is kept in a red box with the stored material. The box is labelled:
« TO BE IDENTIFIED, and TO BE PROCESSED»

Before printing: Make sure that the type settings (height and spacing) are configured as described in the printed user's guide. The instructions are explained in detail.

Once this step is completed:

- **Print** the accession number
- **Apply** the label on the material, ideally on the support envelope.

- **Store** the document in it's corresponding archive box (by year).

If this material document is to be digitally captured, proceed to *The Digitalization Guide for Matricules Material*.

Once this step is completed go to the section *Classification System for Documents on the Studio's local server* in order to learn how to archive the digitalized document.



MATRICULES DOCUMENT FILING SYSTEM ON THE STUDIO'S LOCAL SERVER

The system for archiving digital files is explained in the document *Matricules Archiving Policy*.

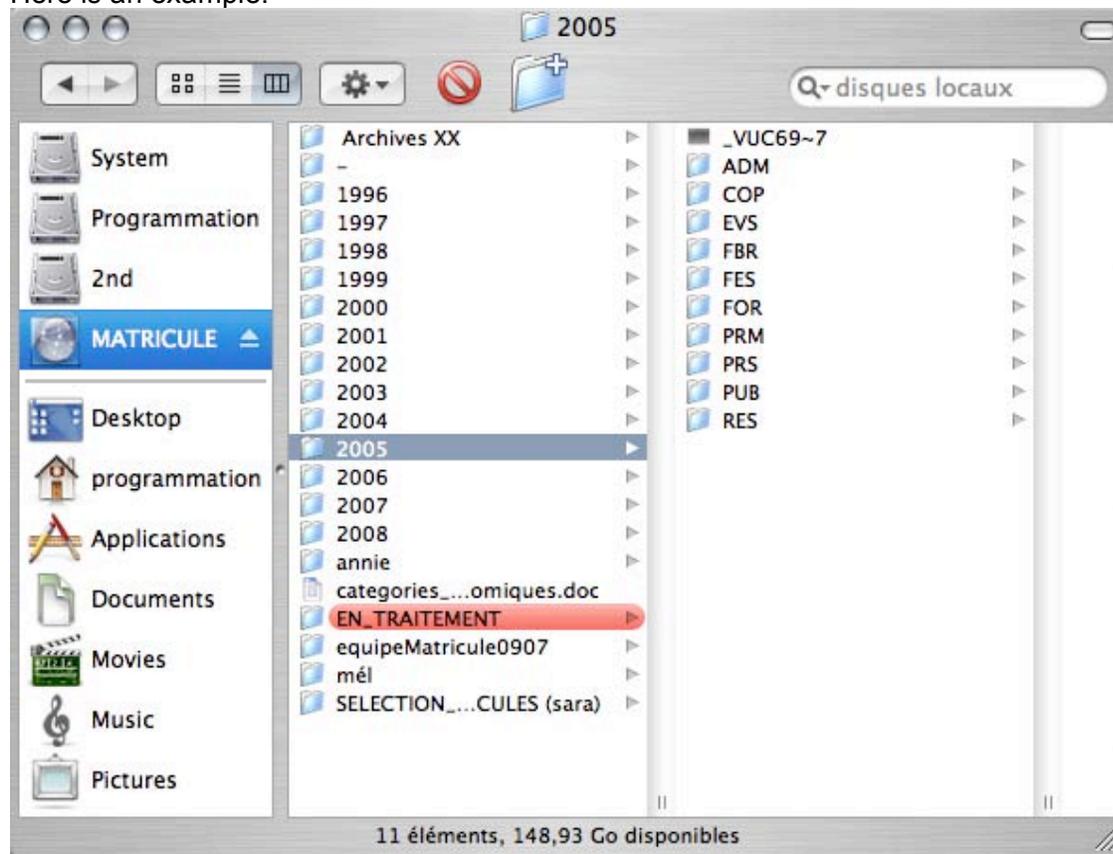
To upload a file on the server:

- Connect onto the Studio's local server by choosing the MATRICULE section (requires a password: _____).

- The tree structure is as follows:

YEAR / CATEGORY CLASSIFICATION (FBR, FES, PUB...)

Here is an example:



- Place the document in the appropriate file. The file name (which is the accession number) always starts with the year followed by the category classification (FBR, FES, PUB...)

In the following example: 2005PRM303250.mp3

- Find the file named 2005, then
- Choose PRM
- Place the file in that location.

ADDING A MATRICULES DOCUMENT INTO DRUPAL

On the Studio XX web site:

<http://www.studioxx.org>

- Open a session in Drupal*

**First you must have some basic notions of how Drupal works. A user name and password are required to add or modify the content.*

In the left menu select **Create content** then choose **Matricules Document**.

Complete the fields with the same information previously entered in the Excel document. (*documentspreadsheet.xls*).

ATTENTION: The LANGUAGE field must be left empty, unless there are a translated version of the same document (ex: a Press release on PDF). In the field *Description of Content* you can specify if the event is in English or in French (in the case of a press conference or an interview etc...).

Only when this new document will have been linked to it's corresponding *Matricules Event* will a language be chosen.

Création de contenu

Document
Matricules
Entity
Event
Matricules
Page
Problème
Projet
Publication du bulletin
Story
Webform

Language:

If you change the Language, you must click on *Preview* to get the right Ca: language.

Translation workflow:

Use the translation workflow to keep track of content that needs translation.

- Determine what type of document it is: Audio, Video, Text or Image. Choose the appropriate field (the permitted type and extension are indicated just above the field).
 Note: Enter only ONE TYPE of content even if all the fields are available.

▼ **Fichiers audio**

Br

Allowed extensions: *mp3 wav mid mov ogg.*

Upload

▼ **Fichiers vidéo**

Br

Allowed extensions: *avi mpg ogg wmv mov.*

Upload

▼ **Fichiers texte**

Changes made to the attachments are not permanent until you save this post.

Attach new file:

Br

Allowed extensions: *txt pdf doc ps eps odt xml shtml*

Upload

▼ **Galerie d'images**

Br

Upload

- Make sure you are connected to the Studio's local server on the MATRICULES Section.
- Click on the BROWSE tab to choose the document (file) to import. Retrieve the file (already positioned in right place) on the local server in the MATRICULES section.
- Click the UPLOAD tab to upload the document into Drupal.

Please Note: Importing a QuickTime file (.mov) takes a while.
 Allow approximately 30 minutes for a document of about 150-200MB
 Wait for the upload process to be complete to avoid any loss of media to the document.
 For smaller files (< 20 MB), normally the length of time is not more than 5 minutes.

- **Source documents (« afférents » documents) :**
A distinction must be made between a *Source Document (afférents documents)* for a **Matricules Document** and a *Source Document (afférents documents)* for a **Matricules Event**. In this case (for a *Matricules Document*) a source document is the second part of a video file. The source document must already be imported into Drupal so that you may select it at this point. At the start of the capture process, a small circle located to the right will begin to spin; this indicates that Drupal is searching in the database. Choose your *Source Document (afférent document)*.

This field includes the document numbers of any documents that relate to this event (hence this is a relational database).

Documents afférents:

<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>

- Click on the **Submit** tab to confirm, and add the new **Matricules Document** into the archive.

[Aperçu](#) [Soumettre](#)

- Presto! It is added! Now you can link this **Matricules Document** to its *Corresponding Event* if such is the case.

Note: This addition is made in the database. However if you perform a search immediately after for that Document it might not be located right away. Drupal updates (refreshes) its database every 60 minutes +/- . That means that the *Document* is in effect in the database, but the user does not yet have access to the updated data.

6. ADDING A MATRICULES EVENT IN DRUPAL

- In the left menu, go to **Create content**
- Choose **Matricules Event**

English
Français

Studio XX
activités
production
ateliers
adhésion
bénévoles
dossier de presse
bulletin
calendrier

Création de contenu
Document
Matricules
Entity
Event
Matricules
Page
Problème
Projet
Publication du bulletin
Story
Webform

Publier Event Matricules

Start date
04 Avril 2008 00:00

End date
04 Avril 2008 00:00

Title: *

Langue:
Français

If you change the Language, you must click on *Preview* to get language.

Translation workflow:
Aucun
Use the translation workflow to keep track of content that needs

- In the **Title** field, enter the exact official title of the *Event* to be added.
- Choose **the language** in which you wish to import this new *Event*. In general, Studio XX's productions and activities are bilingual. You will have to enter the *Event* twice, once in English and once in French.
- **Photo Galleries:** If a photo gallery exists that corresponds to this *Event*, enter its accession number here. **Note:** You must first add this gallery as a *Matricules Document* in Drupal.

Document contenant la galerie d'images:

- Add a thumbnail of the *Event*. The image that represents the *Event* will appear on the site as such:

Journée internationale des femmes [8 mars 2008]



Journée internationale des femmes [8 mars]
47 organismes réunis pour un grand événement fi
de la thématique Fortes, fières, influentes et plurielle
Venez rencontrer l'équipe du Studio XX!

Samedi 8 mars 12h-17h
à L'Agora du Pavillon Judith-Jasmin À l'UQÀM
— Kiosque RMK08
Entrée : coin de Maisonneuve et St-Denis, métro Ber
+ lancement de .dpi #11 à 14h ::

Courants d'images. Réseaux de mémoire, signes de présence?

- The dimensions of this image are 150 x 150 pixels.
2 options are now possible to post this image:

Create the thumbnail in any photo software application in the right format of (150 x 150). Optimise it for the web.

Let Drupal **create** the thumbnail. In this case it is not necessary to use a photo software application. All you need is to choose an image (of any dimension) from the following field:

The image is then ready to be imported into the following field:

- Click on BROWSE to retrieve the image to be imported. This can be placed on the desktop of your computer, but must also appear in the photo gallery of the *Event* (as an archive).
- Click on UPLOAD to upload the image into Drupal
- **New fields to complete** will appear:

Filename: banniere_dpi11_0.jpg Supprimer

Texte alternatif:
Alternate text to be displayed if the image cannot be displayed.

Titre:
Text to be displayed on mouse overs.

If a new image is chosen, the current image will be replaced upon submitting the form.

Br

Upload

Alternative Text: Text that replaces the image if image does not appear.

Title: Textual description of the image when you mouse over it.

«Delete» box to check to remove image.

- **Adding a description** of the *Event* in the field provided for that purpose:

Description:

▼ **Format d'entrée**

Filtered HTML filtré

Allowed HTML tags: <a> <cite> <code> <dl> <dt> <dd>
Les lignes et les paragraphes vont à la ligne automatiquement.

PHP code PHP

Vous pouvez entrer du code PHP. Vous devriez inclure les balises <?php ?>.

Full HTML complet

Les lignes et les paragraphes vont à la ligne automatiquement.
Web page addresses and e-mail addresses turn into links automatically.

[Plus d'informations sur les options de formatage](#)

- Three options are given for the **data input format**.
The choice of **data input format** is up to the user.
Some notions of HTML mark-up are essential in order to integrate text according to the required formats (bold, italics, hyperlinks etc.).
- **Link** the *Source Documents* to the *Event* by entering the **accession numbers** in the field designated for that purpose.

Document vidéo:

Document audio:

Lists the names of the participants.

Participant:

- Every type of content (audio, video, participants, PDF Press releases and PDF Programs)
- has a required field to fill in. This content information must already be entered as a **Matricules Document** in Drupal.
- Once these steps have been completed, you are ready to confirm the addition of this new *Event*.
- Verify if the selected **publication options** correspond to what you want. « Placed on the homepage» will show an excerpt of the event on the home page. This is ideal for upcoming or recent events.

▼ Options de publication

Publié

Placé en page d'accueil

Epinglé en haut des listes

Créer une révision

Aperçu Soumettre

- Click on the **Submit** tab to confirm and add this new **Matricules Event** in the archive.

7. ADDING A MATRICULES ENTITY IN DRUPAL

An *Entity* refers to a person, often an artist or an organisation.
The biography of the artist or the mandate of an organisation is entered here.

Enter here miscellaneous information requested on *Entity*:

To access this view:

- In the menu select **Create Content**, located on the left side of the page.
- Choose **Entity**.

Rechercher
English
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bénévoles
dossier de presse
bulletin
calendrier

Création de contenu
Document
Matricules
Entity
Event
Matricules
Page
Problème
Projet
Publication du bulletin
Story
Webform

Publier Entity

Email:

Name: *

▼ Multilingual settings

Langue:
Français ▼
If you change the Language, you must click on *Preview* language.

Translation workflow:
Aucun ▼
Use the translation workflow to keep track of content tha

8. MODIFYING A MATRICULES ITEM IN DRUPAL

To modify an existing item (Document, Event or Entity) in Matricules, follow these steps:

Open a Drupal* session
<http://www.studioxx.org/>

Once you have logged in:

Choose from the **Administer** menu **Manage Content**. You can also go through search.

Choose the *Event* to be modified by clicking on its title.

You will be in «**View**» mode by default.

Choose the «**Edit**» tab to make changes.



The screenshot shows the Drupal interface for an event titled "Salon Femmes br@nchées #67". At the top, there are navigation tabs: "Vue", "Éditer", "Revisions", and "Translation". Below the tabs is a thumbnail image of a bowl of food. To the right of the image, the event details are listed: "Salon Femmes br@nchées #67", "tara rodgers + magali babin @ B-312", "Jeudi 20 mars 2008, 20h", "entrée : 5\$", "Galerie B-312, 372 Ste-Catherine Ouest, espace 403". Below the image, there are links for "_Galerie 1", "_Extrait vidéo 1", "_Extrait vidéo 2", and "_Communiqué de presse 1". To the right of these links, there is a biography for Tara Rodgers, mentioning her work with "butterfly effects" and "onion router".

The fields will now be unlocked and can be **modified**.

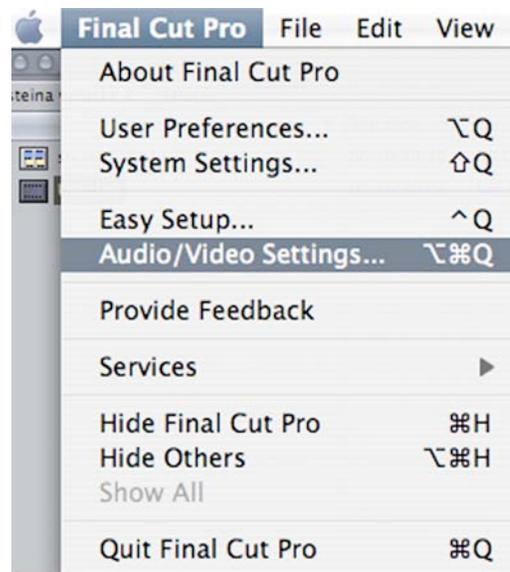
Click on the «**Submit**» tab to confirm the modifications.

MATRICULES – STUDIO XX DIGITILIZATION GUIDE

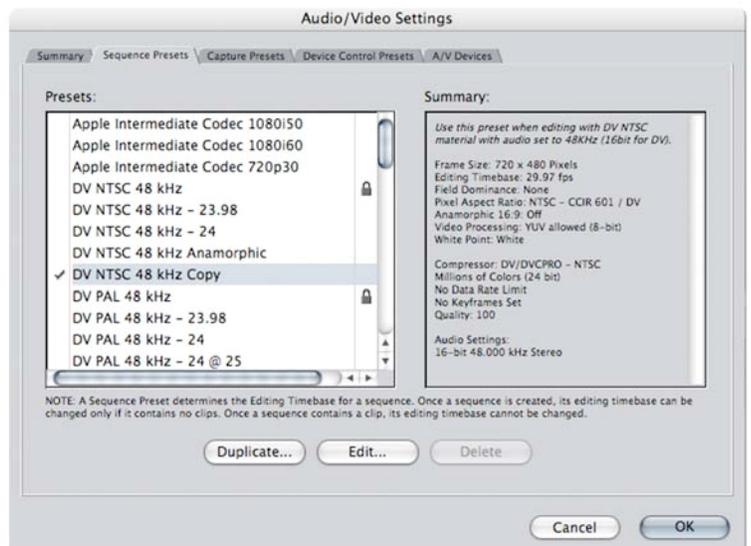
By Sara Mandana Tizhouch, April 2008

CAPTURE/SEQUENCE SETTINGS IN THE EDITING SOFTWARE:

1. Launch the software. Connect the camera to the Firewire port of the computer. Go to the *Audio/Video Settings* located in the *Final Cut Pro* tab:

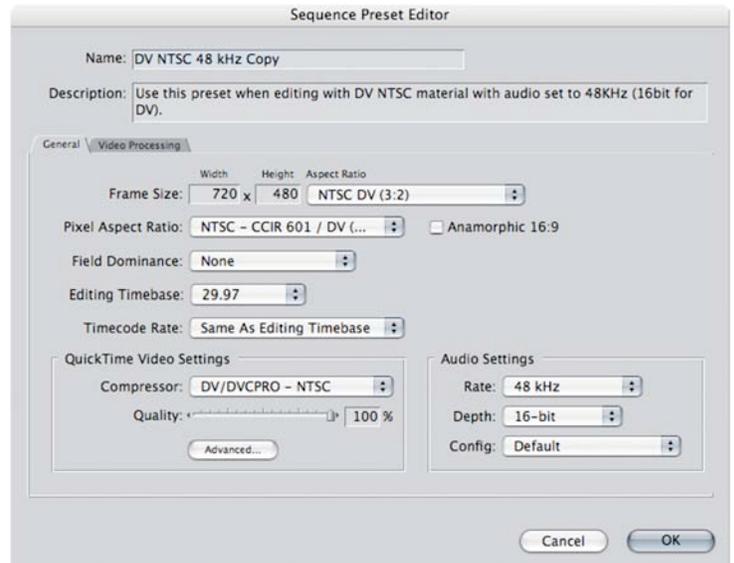


2. In *Sequence Presets*, select the preset *DV NTSC 48 khz (copy)* in order to digitalize from a DV source, then double-click on it to open up the dialog box of graph 3.



- Choose the following options:
Frame Rate: 720x480 (3:2)
P.A.R: NTSC - CCIR 601 (+ Anamorphic 16:9
If the source is Widescreen)
Field Dominance: None
Timebase: 29.97

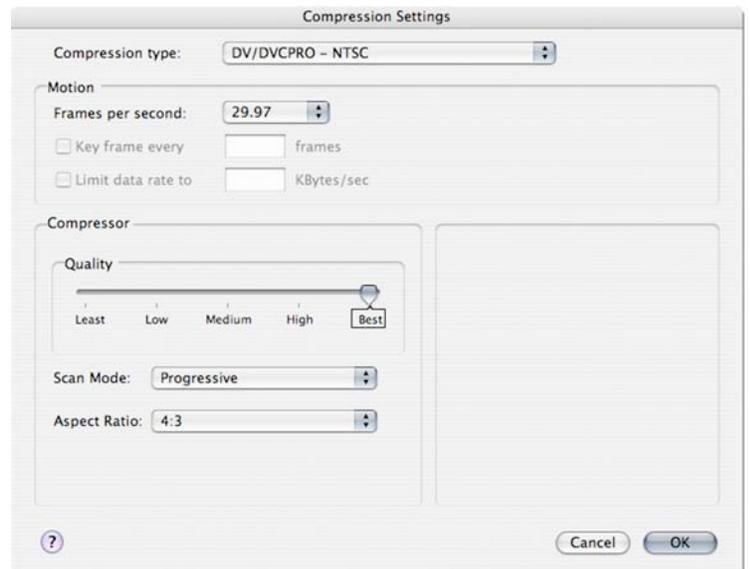
Do not click on OK right away.



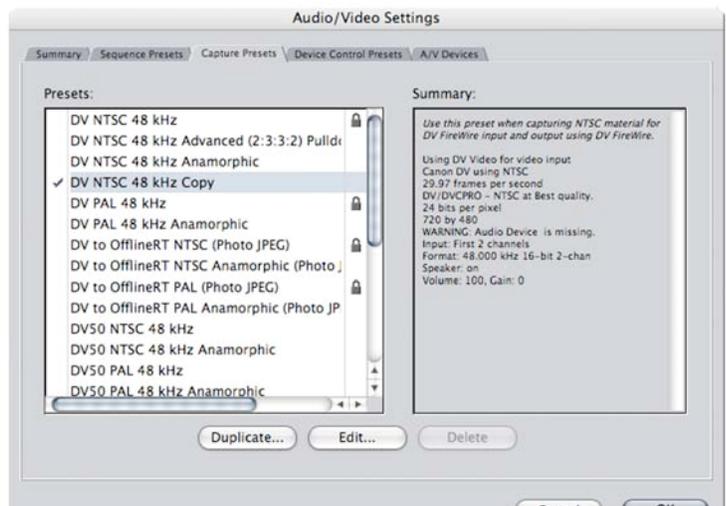
- In *Quicktime Video Settings* of graph 3, click on *Advanced* to open up the following dialog box. Make sure that the quality is set to 100% (*Best*) and that the *Scan Mode* is *Progressive*.

(You can change the *Aspect Ratio* to 16:9 if the source is Widescreen)

Click on OK.

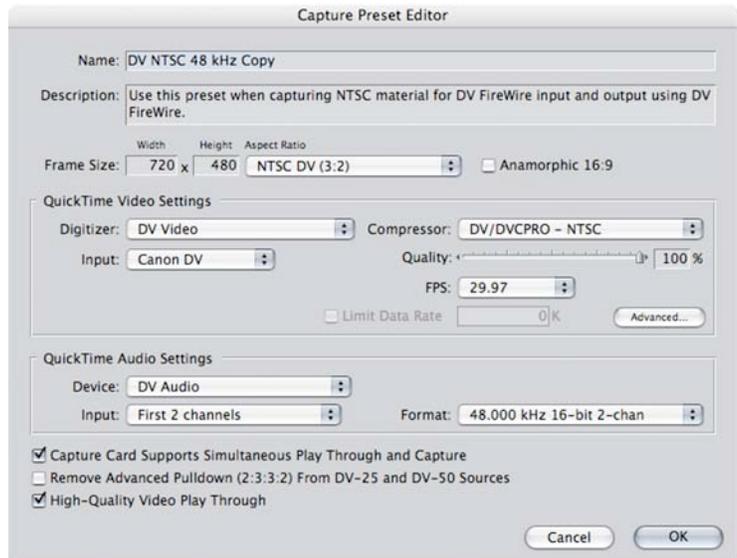


- Back in the main menu of *Audio/Video Settings*, select the tab *Capture Presets*. Choose the preset *DV NTSC 48 khz (copy)* by double-clicking on it.



- Make sure that under *Quicktime Video Settings*, the option *Digitizer* reads: *DV Video + Canon DV*.

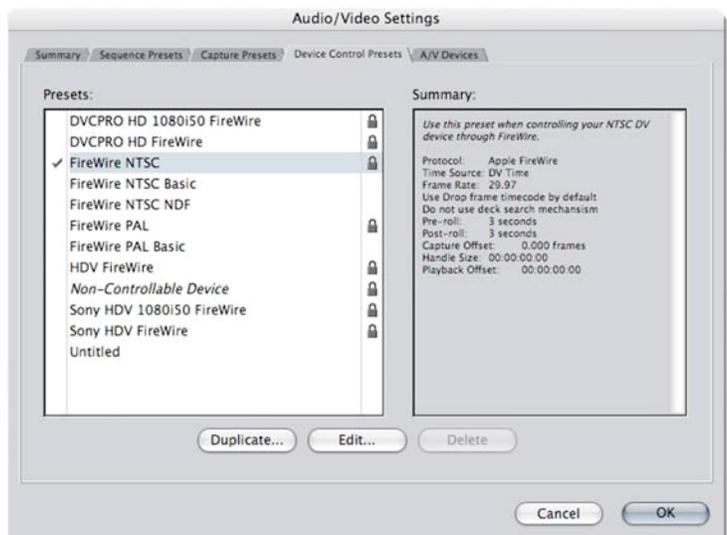
Click on OK.



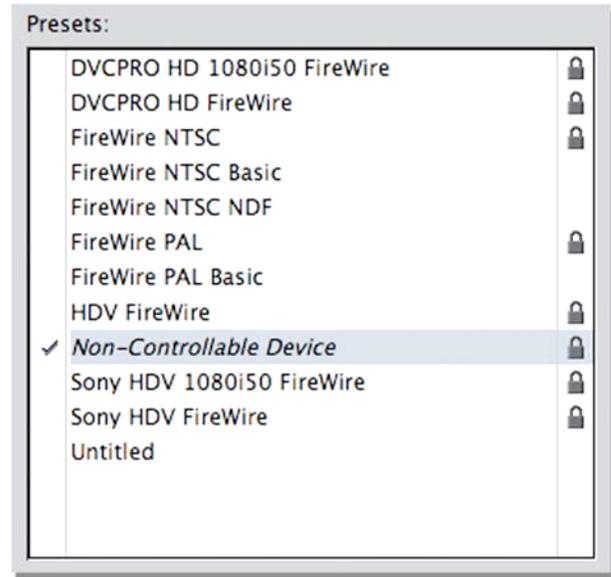
If you instead read *[Missing] DV Video*, reboot the camera as well as the software to correct this problem.



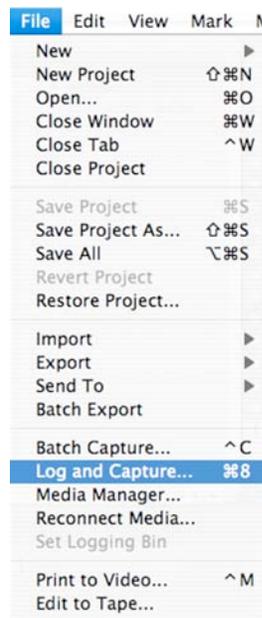
- In *Device Control Presets*, leave the default setting at *FireWire NTSC*.



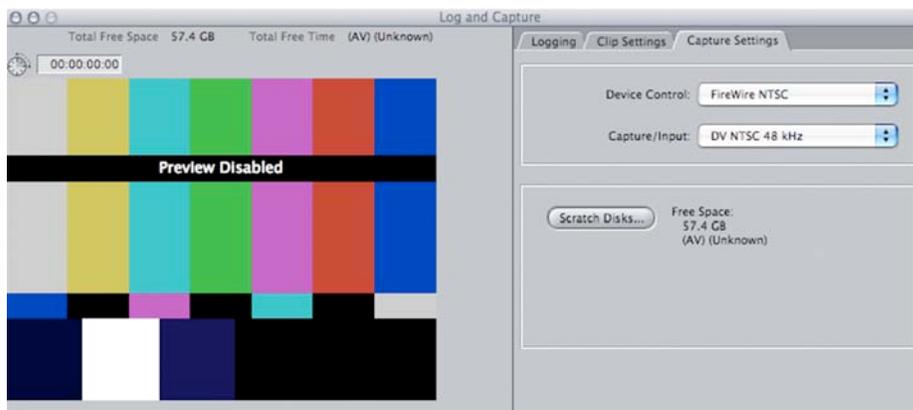
However, if you want to digitalize from an analog source like the Hi8, select the option *Non-Controllable Device* in order to digitalize. Afterwards, connect the Hi8 camera with the AVC converter.



8. Once done, go to *File -> Log & Capture*.



9. Make sure that the presets you just chose are selected in *Capture Settings*.



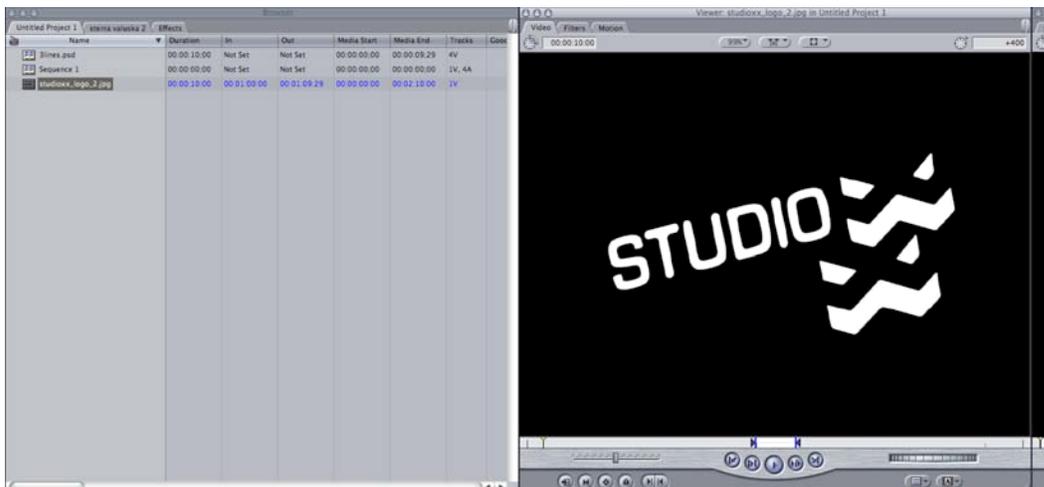
In order to be able to hear audio during the digitalization, select the option *Audio* under the tab *Clip Settings*, and then select *Preview*. Make sure that the stereo mode is selected as well (icon of the 2 intertwined circles below).



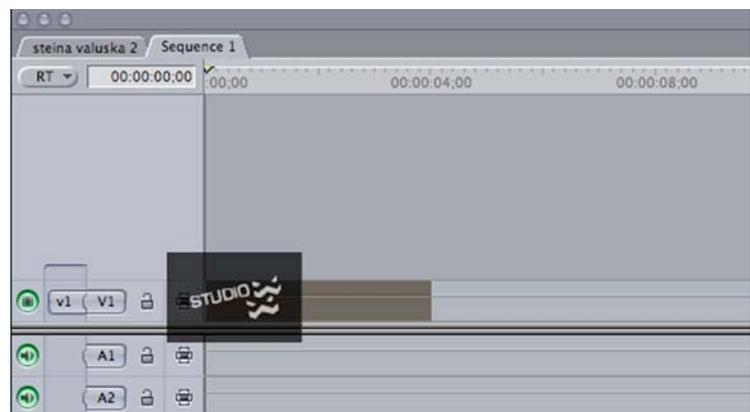
10. In the main window, click on *Capture Now* and then on the *Play* button of the camera to begin digitalizing.
11. Once the digitalization finished, click on *Escape* (button in the upper-left corner of the keyboard). The clip will appear in the project window under the name Untitled1. Save the project and rename the sequence with the same name as the project in order to export it later.

INTRO SETTINGS:

12. Import the **studioxx_logo_2** JPEG as well as the one that you have just modified for the intro taken from the PSD template **2lines** or **3lines**. Double-click on the file **studioxx_logo_2** in order to open it up in the Viewer. Once in the Viewer, click on the image and hit the letter "i". Then, punch in the following value: **+ 400** (+ enter), followed by the letter "o".



13. While selecting the image in the *Preview* window, drag it underneath onto the timeline. The clip should be 4 seconds long.

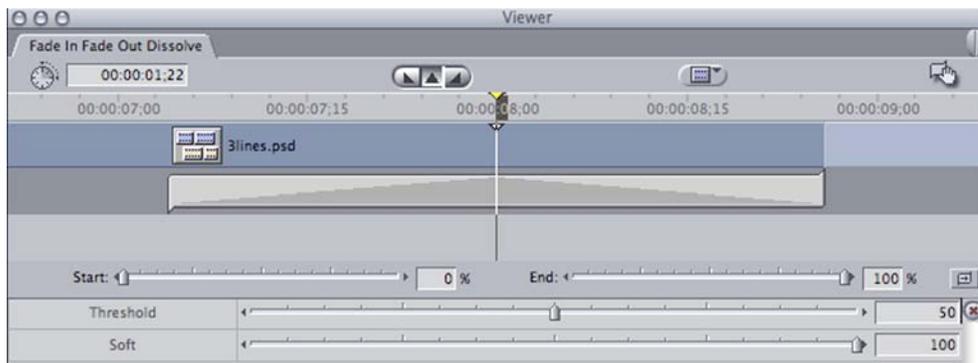


14. In the project window, select the tab *Effects*.
 Under *Video Transitions* -> *Dissolve*, choose the *Fade In Fade Out Dissolve* effect and drag it onto the timeline underneath, at the end of the logo clip.



15. Select the JPEG that you have modified for the intro (event title, date, etc.), and double-click on the file to open it up in the Viewer.
 Once in the Viewer, click on the image and hit the letter "i". Then, punch in the following value: **+ 400** (+ enter), followed by the letter "o".
 Afterwards, follow steps #13-14 again, by adding it directly behind the logo clip.

(You can as well adjust the type of fade that you want by selecting one of the 3 icons in the *Viewer* (in the center on top), either Beginning, Center or End.)



EDITING PROCEDURE:

16. Once the 2 clips stuck together back-to-back with the *Fade In + Outs*, add the Untitled1 clip that you digitalized right behind it. Add a *Fade In* from the *Effects* menu on the video track at the beginning of the sequence and again another one at the end (which lasts at least 3 seconds), as well as on the audio tracks (*Effects-> Audio Transitions -> Cross Fade - 0db*).
17. All along the sequence, pay attention to the audio levels and make sure that they are correct. In average, they should read between -18 et -6, but -9 would be ideal.
On the other hand, the background noises and room tone should not be as high.



By double-clicking on the audio track in the timeline, the *Viewer* window will open up the image below.
Write the number **0** (+ enter) for the *Pan*, to make sure that the audio track channels are well balanced.

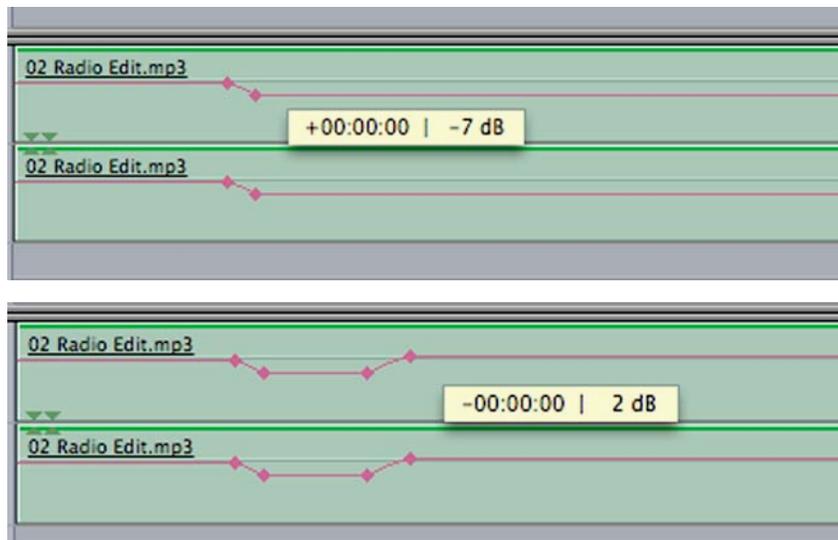


18. By listening to the video sequence, if you notice huge differences in the audio levels, hit the letter **P** (for *Pen Tool*), and insert keyframes to adjust the levels, by raising or lowering the levels.



(You can increase the size of the track preview for even more precision by clicking on the button that the arrow indicates below).

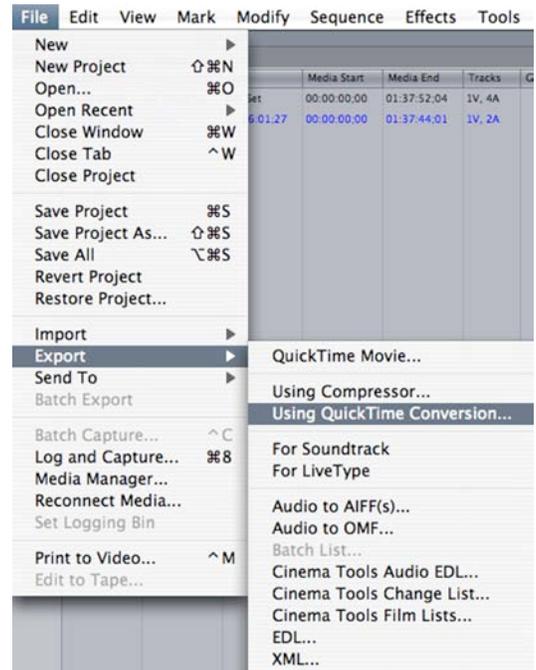
If at some point the levels get too high, insert *keyframes* to correct them by placing a first *keyframe*, followed by a second one that goes down one or two seconds later (therefore lowers them), and then a third keyframe where the levels should normalize again, followed by a last *keyframe* that brings the levels back to the same as the rest of the sequence:



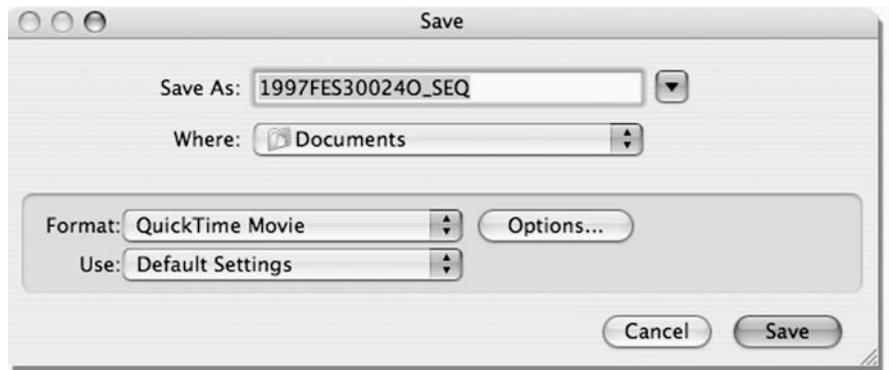
19. Once the editing done and the audio fixed, go all the way to the beginning of the sequence and hit the letter "i", then go all the way at the end and hit the letter "o".

EXPORT AND COMPRESSION SETTINGS:

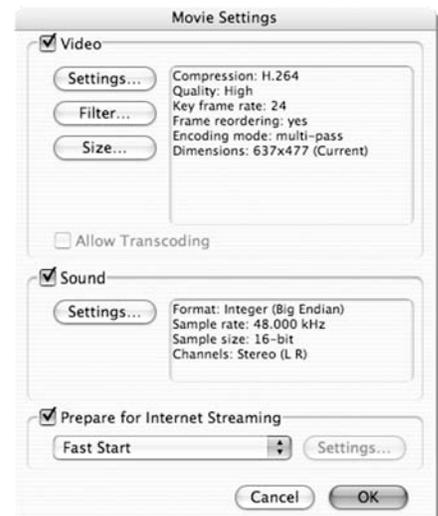
20. Select the timeline window and go to
*File -> Export -> Using Quicktime
Conversion:*



21. The following dialog box will open up. Name the document and choose a destination to save it to.
Click on *Options*.



- Once the following dialog box appears, click on the *Settings* button in the *Video* section:



22. Choose the following options:

Compression Type: **H.264**

Frame Rate: **15 fps**

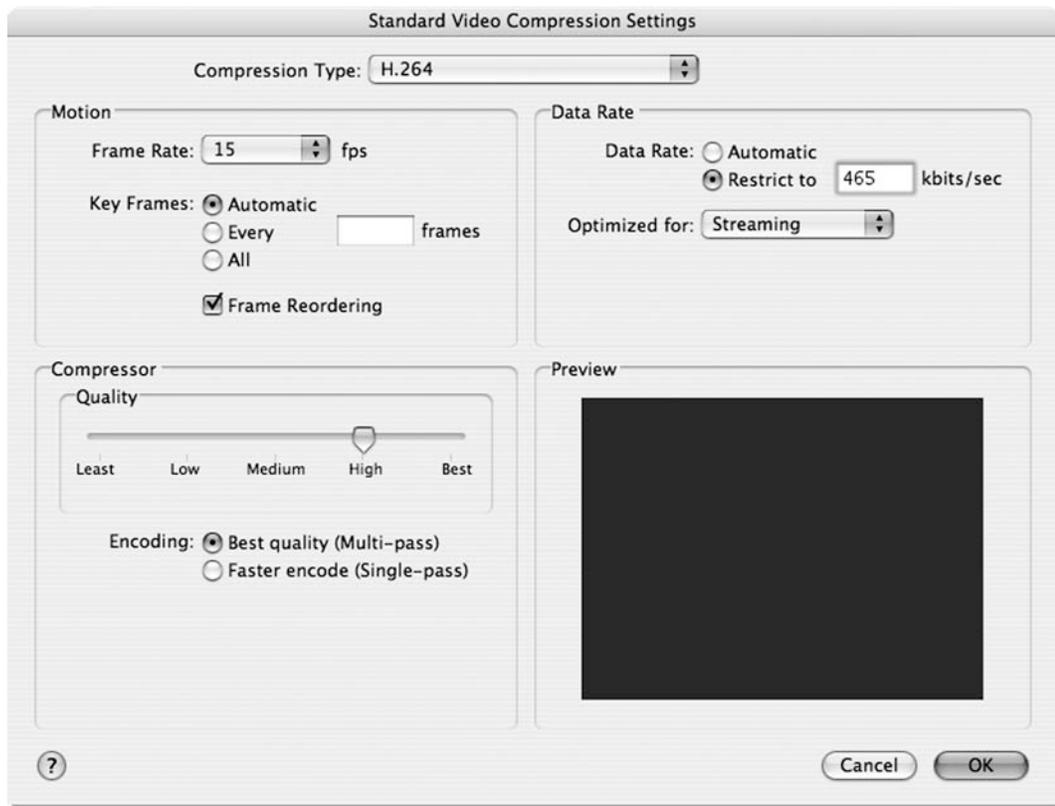
Key Frames: **Automatic**

Data Rate: **Restrict to 465 kbits/sec**

Optimized for: **Streaming**

(By default if we choose these settings, the quality should stay at *High*, and *Encoding* at *Best Quality -Multi-Pass*).

Click on OK.



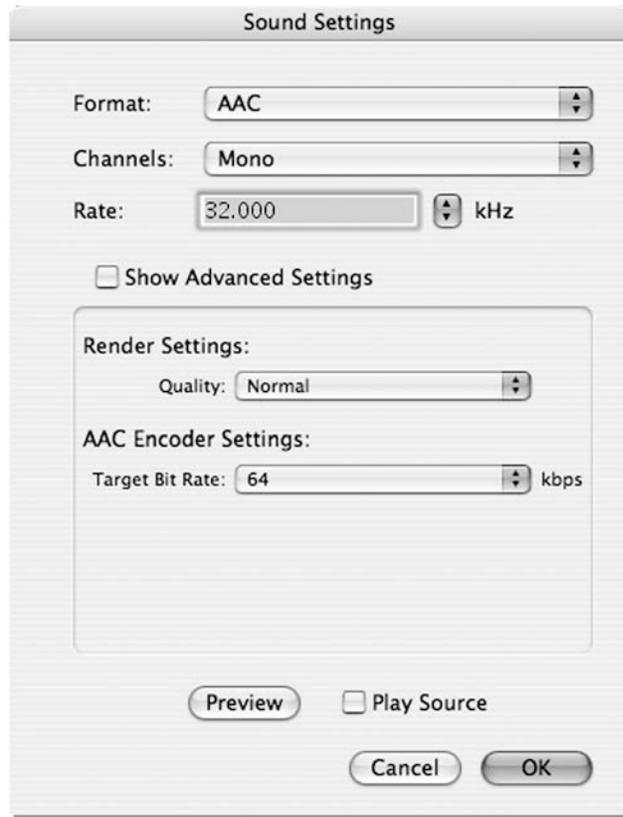
23. In the main dialog window, click on the button *Size* in the *Video* section in order to open up the following window. In *Dimensions*, choose **320x240 QVGA**, and **Deinterlace Source Video**. Click on OK.



24. Back in the main dialog window, choose the *Settings* for *Sound*.
Choose the following options:

Format: **AAC**
Channels: **Mono**
Rate: **32.000 kHz**
Target Bit Rate: **64 kbps**

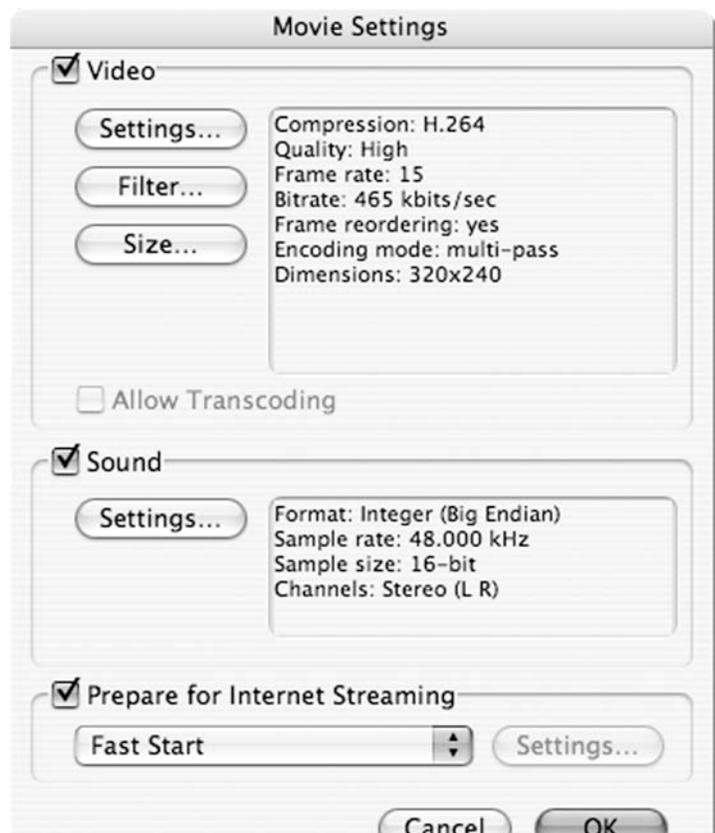
Click on OK.



25. Once done, the whole should loOK like this:

Make sure that the option **Prepare for Internet Streaming** is selected.

Click on OK, which will bring you back to the initial window of *Quicktime Conversion*.
Click on Save.

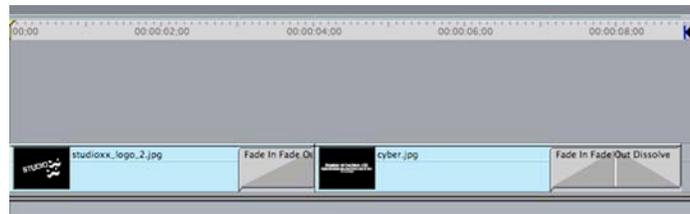


PROCEDURE FOR MODIFYING THE INTRO:

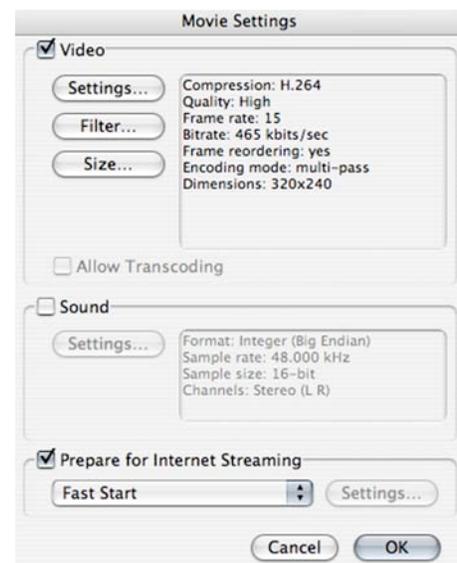
1. If you ever need to change or add a new intro to an already compressed clip, modify the PSD document in Photoshop then save it as a JPEG.



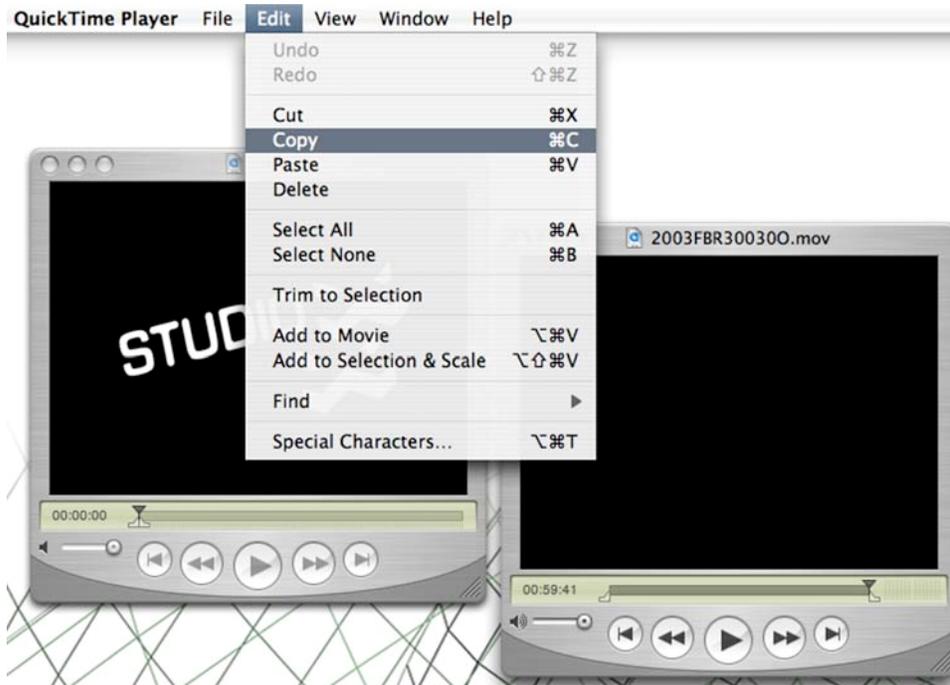
2. Import the new document into Final Cut with the file **studioxx_logo_2** and follow the procedure of paragraphs #12 to 15 once again.



3. Once done, hit the letter “ i ” at the beginning of the sequence and “ o ” at the end.
With the timeline selected, go to *File -> Export -> Using Quicktime Conversion* to export the intro.
Choose the same options for compression than the ones in paragraphs #21 to 25, with the exception of #24 - leave the *Sound* option unchecked. Click on OK and save the new intro.



- Find the clip you just saved and open it with Quicktime. Do a CMD-A (Control-All) followed by a CMD-C (Control-Copy).
Open up the clip you want to add the new intro to. At the very beginning of the clip, do an "i" followed by a CMD-V (Control-Paste) in order to insert the intro.



- Verify that the insert is well done and save the clip.

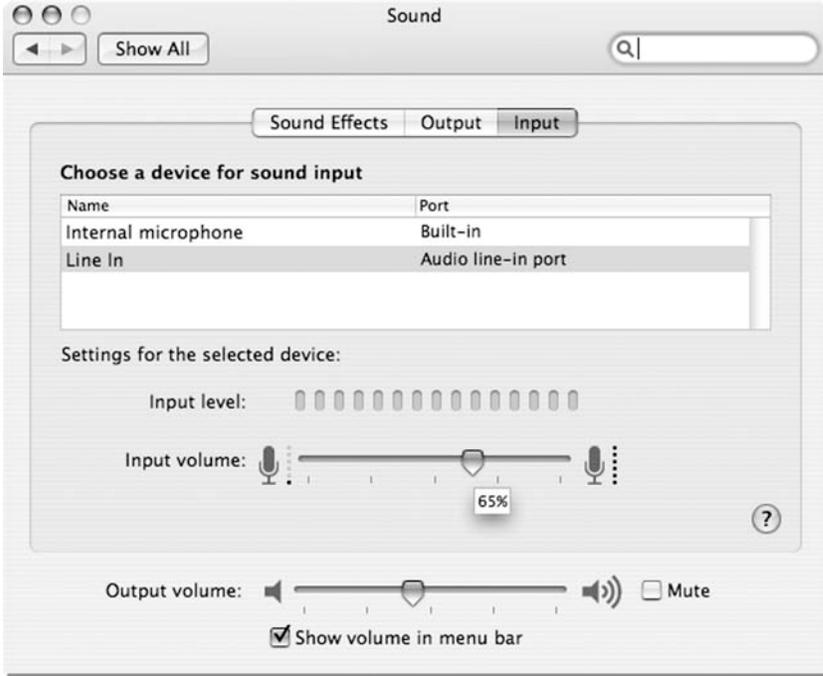
DIGITALIZING AUDIO:

- Launch the sound editing software. Connect the mini-disc player from the player's headphones output to the computer's mic input with a *jack 1/8* cable. For audio cassette players, connect with an *RCA* cable the 2 audio outputs of the player to the mic input of the computer with a *jack 1/8*.
Click on *Record* in order to test the audio levels. In the dialog box that appears, the *Input* should read *Built-in Input*, and *Monitor* should read *Built-in Output*.

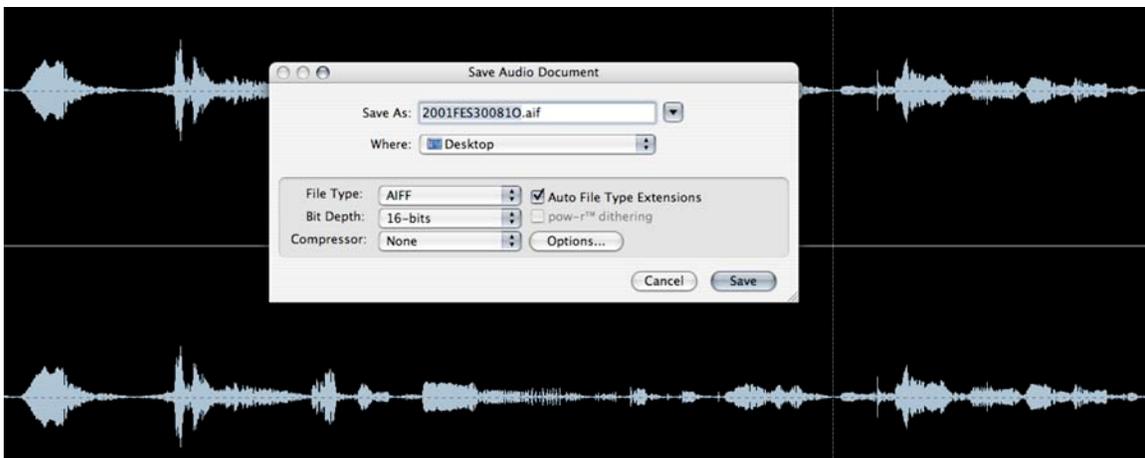


2. Press *Play* on the player and then go to the *System Preferences* of the computer (located in the *Dock*) in the *Sound* section. In *Input*, make sure that *Line In* reads *Audio line-in port*. You should be able to hear what is playing out of the player at the same time.

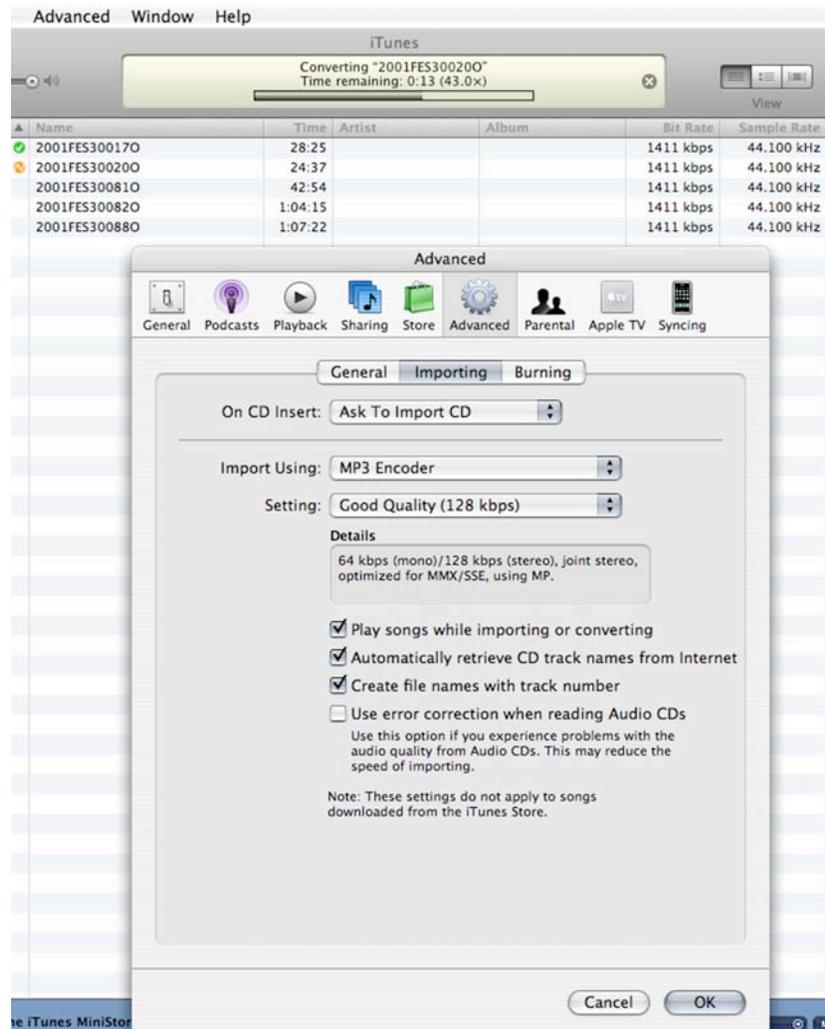
If the volume is too loud or too low, you must adjust the levels in *Input Volume*, so that in general the levels read somewhere between the center of the scale to the top. If it's too close to the top, the sound will be distorted. You can also adjust the output levels directly on the mini-disc player.



3. Once set, return to the sound editing software and press the red button (Record) at the bottom of the dialog box (table 1) to begin digitalizing.
4. Once the recording finished, hit OK to save.
Choose the following options:
File Type: **AIFF**
Bit Depth: **16-bits**
Compressor: **None**



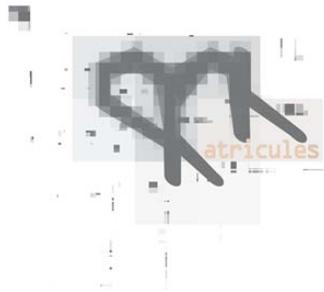
- Open up iTunes. Go to *Edit -> Preferences -> Advanced*. Make sure that under the *Importing* tab, *Import Using* is *MP3 Encoder* and that the *Setting* is at *Good Quality (128 kbps)*. Now import your audio clips.



- Select them and go to *Advanced* (in the menu bar) and choose *Convert Selection to MP3*. Once done, the new clips will appear under the 44.100kHz clips with a new *Sample Rate* of 128kbps.

The screenshot shows the iTunes library with a progress bar at the top indicating 'Converting "2001FES300200"'. The library table is as follows:

	Name	Time	Artist	Album	Bit Rate	Sample Rate
1	2001FES300170	28:25			1411 kbps	44.100 kHz
2	2001FES300200	24:37			1411 kbps	44.100 kHz
3	2001FES300810	42:54			1411 kbps	44.100 kHz
4	2001FES300820	1:04:15			1411 kbps	44.100 kHz
5	2001FES300880	1:07:22			1411 kbps	44.100 kHz



Matricules Archiving Policy Catalogue Headings

- There are 3 types of items that can be catalogued:
 1. A document
 2. An event
 3. An entity (individual or organisation)

Each category has its distinct database system for cataloguing with a specific heading to manage the content. Please refer to the correct section depending on the type of item you are cataloguing.

- General guidelines: If you do not know the information, leave the field blank. *Do not invent or hypothesize information.*

DOCUMENT FIELDS

***** = Mandatory fields

1. *** Accession Number:** This is the unique identifier number for each document (Please see the following document for further clarification).
2. *** Recurring Activities:** Select from the list (FBR, FES, ADM, etc - see accompanying document for item labels).
3. *** Medium:** Select from the list (audio, audio/visual, paper print, electronic print, etc.)
4. *** Support:** Select from the list (Mini DV, Mini Disc, VHS tape, PDF, etc.)
5. *** Author:** Refers to who produced the item. This is not the name of the person speaking in the video, etc. but, rather, the name of the person or institution responsible for creating the document. Thus, for the majority of documents the Author will be 'Studio XX.'
6. *** Official title:** This is exactly what is written on the item; regardless of whether or not this is an accurate reflection of the content. No subjective judgments are to be made at the cataloguing stage; the title is whatever is written in the normal title space on the item. It is, therefore, an Official title and could be something like: "Femmes Branchées/Cameraman: Caroline Martel."

7. *** Date:** Is the date of the creation of the *document*. This date represents the date the video was shot, the date the CD was burned, etc. In the case of a website, the date specified is when the URL was last visited. **NB:** The format for the date must always be entered as **MONTH/DAY/YEAR**. If the date is unknown or partially unknown, or if only the year is noted, enter **01/01/YEAR** or **01/01/01**.
8. **Physical description:** Other relevant information about the physical aspects of the document such as brand, duration, length, size of document, colour, etc. The physical description can be written in either French or English.
9. **Content description:** Description of content - if available. For instance: the subjects recorded in the audio-visual material, the project description, bibliographical references for published material. The content description can be written in either French or English.
10. **Source documents (documents “afférents):** List the accession numbers of all reference documents.
11. **Archivist’s notes:** These are notes made by the cataloguer and/or the archivist. They can include any information the cataloguer and/or archivist deems pertinent. Examples might include: “This is CD 3 of a 5 CD set”, “The CD appears scratched”, “The audio tape is missing its case”, etc.
12. **Location:** This refers to the number indicated on the box in which the item is stored.

EVENTS

1. *** Title:** Is the title of the event. If distinct titles exist in both English and French, enter both titles.
2. **Participants:** Lists the names of the participants.
3. **Funders:** List the names of funders (i.e.: entities or organisations).
4. *** Date:** The date of the event. The date of the event must always be formatted **MONTH/DAY/YEAR**.
5. **Description A:** Description of the event in French- only if available. Usually directly copied from grant or website, but can also include pertinent information, such as: the affiliation of the participants, information about funders and co-producers, etc.
6. **Description B:** Description of the event in English- only if available.
7. **Archivists notes:** Internal notes made by the cataloguer or archivist related to the archiving process or data entries such as issues related to clarity of information, items or missing information, etc.
8. *** Source documents:** This field includes the document numbers of any documents that relate to the event.

Entities

The cataloguing of individuals and organizations involved in the studio's activities will exist in a relational searching process derived from information entered in the fields of descriptions, authors and participants.

Document Item Labels By Accession Numbers

Accession Numbers

All items should be catalogued with an accession number that takes the following form:

Year (4 numbers), Cataloguing tag (3 CAPITAL letters referring to the recurring activities of the studio), Function (one number), Unique identifier number (4 random digits, starting with 0001 and going up), Status (letter).

Example: 2001FBR70001M

If there is more than one copy of an item, the first label is followed by “- 1”, the second is followed by “- 2”, etc.

If unsure of the cataloguing tag, put “---“ instead.

Example: 2003---0003

Classification categories (Recurring Activities)

FBR = Femmes branches.

Including Méta Femmes branchées (presentations + workshops).

FES = Festival (Maid in Cyberspace/HTMLles).

EVS = Special events organised by Studio XX.

Including all types of events presented outside of the series Femmes Branchées, Méta Femmes branchées and the Festival.

PRS = Special projects produced by Studio XX.

Projects such as research, outreach and productions of Studio XX.

FOR = Training (workshops, master classes, courses).

RES = Solely projects by artists in residence.

COP = Co-productions and co-presentations.

Projects, activities, art events for which Studio XX is a facilitator.

PUB = Printed or electronic publications (.dpi).

PRM = Media programming (XX Files).

ADM = Key administrative documents related to the organizational structure of the studio, specifically the charter, list of statements of mandates, AGM reports, list of team and board members/year, organizational structure, yearly programming and production grants from the Canada Council, etc.

Function

Each document catalogue item can be identified as performing one of four functions:

Administration: Administrative documents are both a function and an activity. They include documents that are the back up of administrative documents.

This is coded as FUNCTION 1.

Factual live recordings: Includes all documents that record events, aka “documentation”.

Examples: Video, audio, photographic records of events.

This is coded as FUNCTION 3.

Accompanying Materials: Any documents/items relating to or about an event including artworks, works presented at the studio, publications from events, artist’s statements, and bios.

This is coded as FUNCTION 5.

Promotional Materials: Posters, flyers, press.

This is coded as FUNCTION 7.

No specific function:

Some projects that cannot be categorized according to the four above-mentioned functions are primarily listed as an independent activity (the best examples would be dpi and websites not related to events or residencies).

This is coded as FUNCTION 0.

Status

Each catalogue item code must indicate whether or not it is an original document, a copy, a working document or a printed version. Some items may have different versions (i.e., original, copy, working version), which means they have the same accession number but each item would have a different status code.

Status terminology changes when dealing with different media (i.e., Audio-visual documents vs. print and digital documents) but for the purposes of the usability of archived information, *Matricules* has simplified the terms accordingly:

O = Original document. An original document is the first recording (for audio visual documents), the digital file of a printed poster, the website, etc. NB: for the purposes of the *Matricules* project, the most pertinent version is the original.

C = Copy (used only for audio visual recording). Refers to a direct copy of the original document. It is unlikely that the studio would have many copies of audio-visual recordings.

W = Working document. Refers to elements that are used in the production of a document. Ex: The electronic work file for the design of promotional material.

P = Electronic version (PDF) or paper version for which there is an original electronic file.

Example:

- You are cataloguing a poster.
- Does the poster have an accompanying digital file?
- If yes, then the digital file is the most pertinent and is therefore labelled as *original*.
- If not, then the poster will be the *original*.
- If there are associated files/elements that have gone into the production of the digital file, then these are *working versions*.
- The PDF made during the archiving process of the digital file is the *Print version* of the item.

Each of these versions as well as each item will have its own accession number that will be identical to the related documents, except for its status code.

If there is more than one copy of an item, the first label is followed by “- 1”, the second is followed by “- 2”, and so on.

Lexicon for Descriptions

When entering the physical description and the content description of an item, language should be consistent to guarantee the linked relationships between items.

Physical Description

In addition to listing the colour, size, and type of the item, the most accurate physical description will use the following classifications for the medium and the support material:

Medium options:

- Audio
- Audio/Visual
- Electronic Print
- Paper Print
- Electronic File
- Other

Support options:

- Audiocassette
- Binder
- Book
- Brochure
- Catalogue
- CD
- DAT
- Digital Multimedia
- Digital Photograph
- DVD
- Floppy disc
- Hi8
- Invitation
- Journal
- Mini disc
- Mini DV
- PDF
- Photograph
- Poster
- Program
- Report
- Slide
- Travan drive
- VHS
- Zip disc
- Other

Recommendations

- Archived Items should be stored by year in both digital storage systems and physical storage systems.
- Digital files should be transferred from discs to the server and then to the external archive.
- When a file already exists on the server the back-up diskette is unnecessary.
- For promotional print material, it is only important to save approximately 10 copies.
- PDF's of all possible files should be created and stored on the external hard-drive.
- The external hard-drive archives should be categorically organized according to the system described by the accession numbers.
- If possible, do not label CDs or DVDs with a regular pen or with stickers. Archival quality pens should be used for labelling disks if necessary.
- All future CDs, DVDs, Cassettes, Mini DVDs, should be labelled with the following information: Title, author, date, and event.

Other Notes