

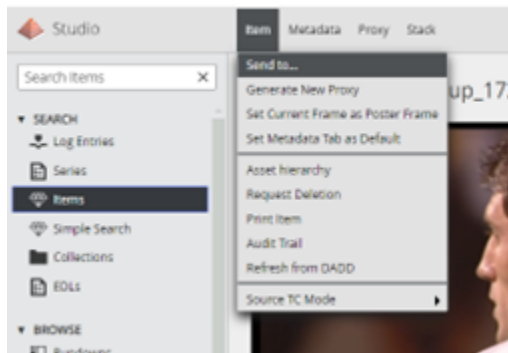
Digital Library Switch Off - Guide to Exporting Content from the DA

Clipping & Exporting - Overview

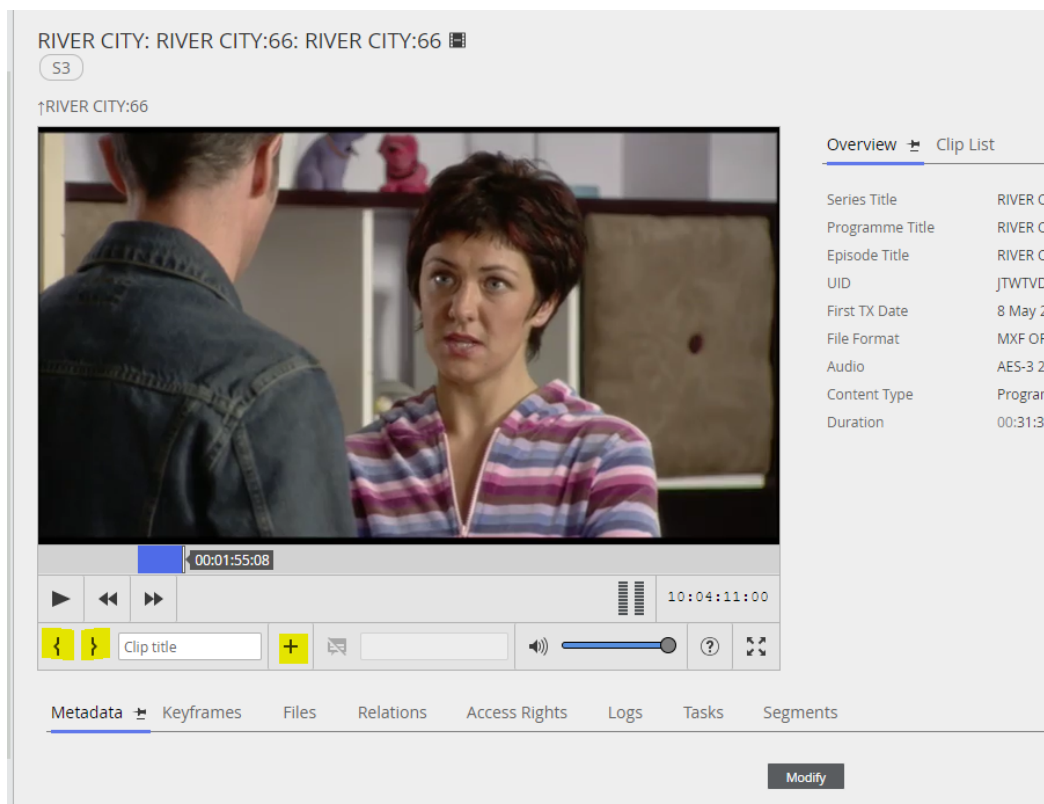
You can send a full asset from the DA by clicking on Item / Send To from an asset page.

Please DO NOT send a full asset if you do not need to. Full asset exports use up bandwidth and will slow down exports for you and for other users. Always clip instead if you can.

Whenever you export from the Digital Archive you will be sending the Broadcast Quality file. If you want to send a low-res browse quality file you can do this from Archive Search - instructions for this are included below.



To clip and export navigate along the timeline and use the curly brackets to select your In and Out points and then click on the + sign:



The clip will then appear on the left of your screen.

Click on the 'create clips' icon and the destinations list will appear.

The screenshot shows a video editing software interface. On the left is a video preview window displaying a woman with short dark hair wearing a pink and blue striped cardigan. On the right is a 'Clip List' panel. At the top of the panel, it says 'Overview Clip List'. Below that, it indicates '1 clip - Duration: 00:01:55:08'. There are icons for 'Show Relative TC', a refresh button, a play button, a yellow highlight button, a download button, and a trash icon. A table below lists clip details:

Source In	Source Out	Duration	Clip title
10:02:15:18	10:04:11:00	00:01:55:08	Click to add a title

At the bottom of the preview window, a timeline shows the current timecode as 10:04:11:00.

The screenshot shows a 'Create clips' dialog box. On the left is a list of destinations for creating clips, with 'Create clips to Email' selected. The main area of the dialog is titled 'Clip names' and contains a message: 'An auto generated title will be created for clips that do not have a title.' Below this, it says '1- Untitled clip'. The 'Settings' section is titled 'Fill in the following fields:' and contains three fields: '*Filename' (empty, with a red border and a red error icon and text 'Filename is required'), 'File handles' (empty), and '*Email Address (Recipient)' (empty, with a red border and a red error icon and text 'Email Address (Recipient) is required'). The 'Email Address (Sender)' field is pre-filled with 'SentfromDigitalArchive@bbc.co.uk'. At the bottom are 'Cancel' and 'Send' buttons.

The main export route out of the DA for most users is the 'send clips to email' destination. This will send an email to the user, or whoever you add to the 'Email Address (Recipient)' field, as a clickable link to download the high res from a Media Shuttle folder.

Send to Defined Locations

As with the DL, the DA has a set of configurable defined locations that users can send content to. All of the relevant locations in the DL have been set up in the DA so you can send direct back to defined Avid folders and to VCS.

The 'send to Avid' destinations have been configured to work in the same way in the DA as they did in the Digital Library, so there are exports back to Avid for News and for Sport:

Item to Avid Glasgow News
In

Item to Avid Glasgow Sport
In

Exports to the Avid FLA and Scotland Playout:

Item to PQ Avid FLA

Item to PQ dropzone

Item to PQ Morpheus
Playout

Exports to Aberdeen, Edinburgh and Inverness:

Item to Avid Aberdeen
General In

Item to Avid Aberdeen
News In

Item to Avid Edinburgh In

Item to Avid Inverness In

And the various folders for Audio content going back to VCS:

Item to DIRA General

Item to DIRA Music

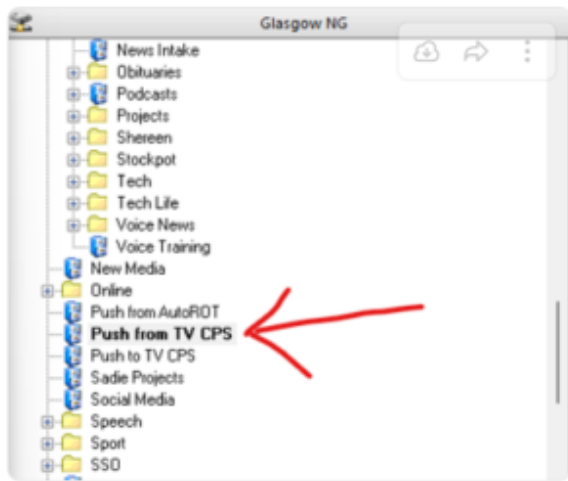
Item to DIRA News

Item to DIRA Programme

Item to DIRA Sport

The DA export list also includes a destination called 'Item to Audio from Video for Glasgow Dira'. This allows for a send of a full item, or a clip to go to the Glasgow Dira installation. Anything sent via this route will land in the following folder: *Push From TV CPS*

(NB - the reason it lands in this folder is because it goes through the same Vantage process to strip out the video as content sent from Avid to VCS)



There is also an option in the DA to send audio stripped out of an AV file to a MediaShuttle folder called 'Item to Audio Export'.

An export sent via this route will arrive in this folder:

<https://bbcdaexports.mediashuttle.com/>

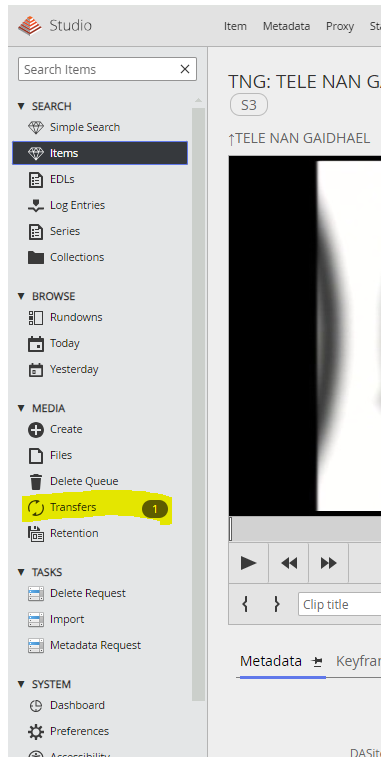
To get access to the folder you just need to email mediacentralni@bbc.co.uk

More information on this export route here: [Release notes for 4.8.2 - Audio Only Export](#)

Transfers Page

Active transfers out of the system are displayed on the DA Transfers page:

 Digital Archive  BBC Archive Search



You can view your own active transfers by clicking on 'mine':

digitalarchive.tools.bbc.co.uk/studio/#TransfersPlace:A-NNN-

Digital Archive BBC Archive Search... PROD - Re-Ingest M... Richard Crosby - Mi... FBDS How to Onbo... Home - BBC Progra... Teams All Bookma

Studio Transfers Stack Filter All Mine Waiting Active Done Hold Update

Search Items High resolution Low resolution

Description	Status	Created	Owner	Priority	Id	
<input type="checkbox"/> Partial source for conform rochelle.thomas@bbc.co.uk_20241015_142046_927505_dm18	→ Active	15:20	rochelle.thomas@bbc.co.uk	900	11985784	Cancel
<input type="checkbox"/> Archive S3 5: 5	→	15:20	mirrord	2000	11985783	Cancel
<input type="checkbox"/> Clips for rochelle.thomas@bbc.co.uk_20241015_142046_927505_dm18	Active	15:20	rochelle.thomas@bbc.co.uk	900	11985782	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985781	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985780	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985779	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985778	Cancel
<input type="checkbox"/> Archive S3 SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→	15:20	mirrord	2000	11985777	Cancel
<input type="checkbox"/> Archive DIVA SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→	15:20	mirrord	2000	11985776	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985775	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985774	Cancel
<input type="checkbox"/> Proxy S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985773	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985772	Cancel
<input type="checkbox"/> Proxy Audio S3 Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY (part of #11985770)	→ Ok	15:20	mirrord	2000	11985771	Cancel
<input type="checkbox"/> Mirror SPORTSCENE 2024/25: RANGERS V GLASGOW CITY	→	15:20	mirrord	2000	11985770	Cancel

Once a transfer has finished (ie exported successfully, or failed) they can be viewed on the Transfers History page.

Archive BBC Archive Search... PROD - Re

Transfers Stack Filter All

Set Priority of 0 Queued Transfers to
 Retry 0 Transfers
 View History

Partial source for conform rochelle.thomas@bbc.co.uk_20241015_142046_927505_dm18

Archive S3 5: 5

Clips for rochelle.thomas@bbc.co.uk_20241015_142046_927505_dm18

You can search for content that has been exported using the search bar, or search filters, in the normal way.

To find any exports by individual users click on the 'owner' filter and enter the user's email address in the filter search. Hit return and the user's name should appear as a search option. Click on their name and then the transfers page will display the exports for that user:

digitalarchive.tools.bbc.co.uk/studio/#SearchPlace:%7B"o":"-search.creationDate",%20"i":false,%20"q":true,%20"p":"transfer"

Search Transfers Selection History Saved Searches Stack

Search Transfer History Find

Show All Transfer state Creation date Destination storage Destination storage class Destination storage type Transfer method Duration Transferred data Owner Step co

Owner joe.sandford@bbc.co.uk
 BBCNATIONAL+joe.sandford@bbc.co.uk - 223

Results 1-25 of 11,930,367 sorted by Creation Date Reverse

Description/Item	Method	Destinations
<input type="checkbox"/> ✓ Result for conform rochelle.thomas@bbc.co.uk_20241015_142046_927505_dm18 Danger Mouse Series 2: For Your Insides Only: For Your Insides Only	→ preimport, ardftp	w1-exp-2
Partial source for conform		

Sending Low Res (Browse Quality) Files

Exports from the Digital Archive will always be in Broadcast Quality so they will be big files. All content held in the DA is also available in Archive Search and from here you can clip and export low-res.

Log in to the Archive Search here: <https://archivesearch.tools.bbc.co.uk/>

Search for your asset - there are search guides here: <https://archiveservices.tools.bbc.co.uk/> - but you can search via programme number, title etc.

From the asset page select 'web quality' and enter your In and Out points and then hit Export and your low res clip will be sent to you via email:

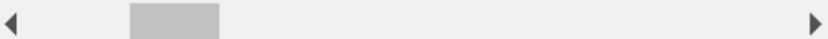
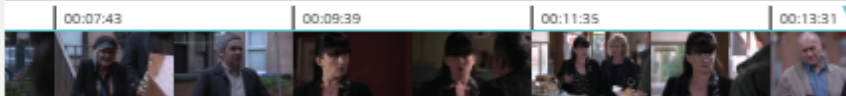
River City : 25/09/2018

Content Type Version

Programme Number SADA874P/01

First

SADA874P/01 Digital Archive



Export clip

Clip quality

Web quality Broadcast quality

Clip name

AS_River_City_25092018_SADA874P_01_65d40ca024ac980a343d2842

Click IN/OUT to select current time from media player

⚠ You must clear this content prior to reuse and ensure that any reuse meets the **BBC's Editorial Guidelines**.

uk/search?q=* &genres=100003

Duration 00:08:01

Export

Overview

Keyframes

Hierarch

Synopsis

A newcomer causes ructions in the O'Hara

Key information

Brand	River City
Series	
Episode	25/09/2018
Published Title	25/09/2018
Genre	Drama, Soaps
Platform	BBC1Scotland
Version Title	
Episode Number	

Legacy Notes

Not available for this asset.

Description

Not available for this asset.

Tags

There are no tags applied to this asset.

Comments

There are no comments for this asset.

