

## VMX Committee - VT Access Network

### *TelVue Connect Format Recommendations*

In order to foster a more effective shared use of the Vermont Media Exchange, the VMX Committee has put together these recommendations for the usage of the main metadata fields in TelVue Connect by uploaders.

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When a file is uploaded to Connect, it automatically has the filename placed into the “Title” field. Correspondingly, when a file is downloaded, it automatically creates a filename based on the “Title” field. We recommend stations choose between one of two options for dealing with this. However, regardless of which option a station uses, the *most important* feature is that the “Title” field be **unique**.

#### **OPTION 1**

*Leave the filename in the “Title” field. Update it only to make sure it is unique and to conform it to the formatting best practices outlined on pages 4-6.*

#### **OPTION 2**

*Replace the filename in the “Title” field with a program title that is unique.*

#### **How to Make a Unique Filename or Title**

In order to assure that the filename or title is unique for every program, especially for those in a series, please include at least one of the following (preferably all of them if applicable):

- **Episode Number**

*Examples of unique filenames and titles utilizing episode numbers.*



- **Record/Production Date**

*Examples of unique filenames and titles utilizing dates.*



- **Series & Episode Title**

*Examples of unique filenames and titles utilizing specific, and together unique, series and episode titles.*



**Issues that Occur with Non-Unique Filenames and Titles**

When the “Title” fields for multiple programs are exactly the same, this causes a very confusing situation after download. The filenames will all be exactly the same, and taking the steps necessary to differentiate the programs can take a significant amount of time.

*Example of identical filenames after download through a TelVue HyperCaster. The result is the same for direct download as well.*



Background Task Status

Show  results per page.

Displaying all 52 Task

Filename	Task	
<a href="#">Victory For You (Connect Medi...</a>	Download Connect Content	<a href="#">working</a>
<a href="#">Victory For You</a>	Download Connect Content	<a href="#">working</a>

File Information

Ingest Date: 08/07/17    Time: 16:18:16

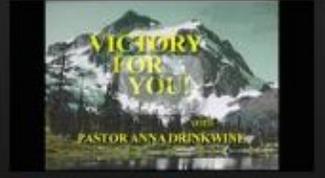
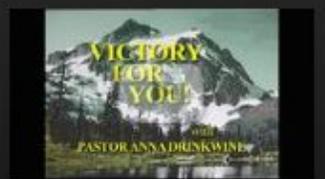
Delete at:     Time:

Filename: Victory For You

Duration 00:30:07



Examples of non-unique titles that could cause this issue.

 <p><b>Victory For You!</b></p>	<p>EPISODE 10: THE <b>GRADUATE</b></p> <p>VT Film Essentials</p>	 <p><b>Vermont Voices</b></p>
<p>ified both now and eternally</p>  <p><b>Victory For You!</b></p>	<p>EPISODE 9: 2001: A SPACE ODYSSEY</p> <p>VT Film Essentials</p>	 <p><b>Vermont Voices</b></p>
 <p><b>Victory For You!</b></p>	<p>EPISODE 8: THE <b>SEVENTH SEAL</b></p> <p>VT Film Essentials</p>	 <p><b>Vermont Voices</b></p>
 <p><b>Authors at the Aldrich</b></p>	 <p><b>The Rhema Word</b></p>	 <p><b>The FEED</b></p>

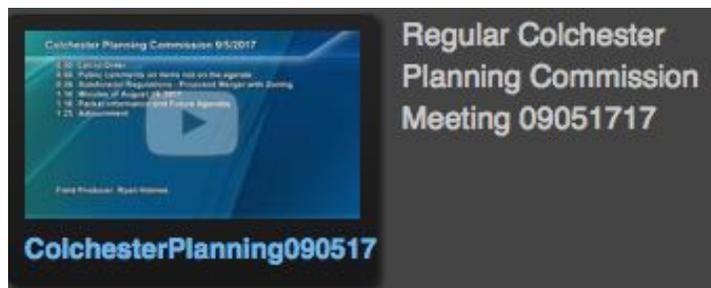
## Formatting Best Practices

In addition to the necessity of unique "Title" fields, there are a few other formatting considerations and recommendations:

*If using a filename in the "Title" field:*

- **Use CamelCase and do not use spaces between the words.**  
([https://en.wikipedia.org/wiki/Camel\\_case](https://en.wikipedia.org/wiki/Camel_case))  
This makes the filename easy to read. Additionally, in the "Title" field Connect converts underscores to spaces upon upload, and converts spaces to underscores upon download. Therefore, by eliminating spaces, there are less underscores other stations have to delete when updating downloaded filenames to match their specific filenaming conventions.
- **If the filename does not have enough information for a program title, include the title in the "Short Summary" field.**  
This makes the title easily visible and copyable in the Connect interface.

*Examples of a title placed in the "Short Summary" field.*



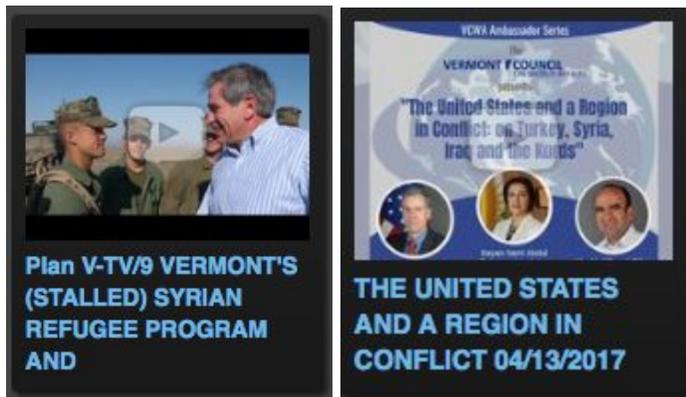


*If using a title in the “Title” field:*

- **Do not use ALL CAPS.**

In the case of stations using a TelVue Hypercaster with VMX, some fields are automatically imported to the server, such as the “Title,” “Short Summary,” and “Description” fields. When these fields are also visible to the public through continuity schedules or interactive program guides, ALL CAPS is a very undesirable formatting.

*Examples of titles with ALL CAPS that could cause this issue.*



*If using either option:*

- **Include a record/production date whenever possible.**

In addition to acting as a unique title identifier, dates are a key piece of metadata used to keep track of programs for some stations. We realize more edited/documentary style programs will not have an associated record/production date. However, for programs based on a specific event on a specific day, please include the date in either the “Title” or “Short Summary” fields.

- Put the full program description into the “Transcript” field if it does not fit into the “Short Summary” field. Then leave a note in “Short Summary” letting syndicators know the full description is in “Transcript.”

This lets stations share full descriptions of programs that can’t otherwise fit into the small character limits of the “Title” and “Short Summary” fields.

*For reference, here is a list of the character limits for the TelVue Connect text fields. These include the fields from both the “Media” and “Metadata” tabs.*

Text Field	# of Characters	
	Media	Metadata
Title	60	128
Brief Title	n/a	19
Short Summary	255	256
Episode ID	255	Unknown <sup>1</sup>
Description	n/a	Unknown*
Transcript	Unknown*	n/a

\* Unable to determine limit. They fit a lot of text.

<sup>1</sup> The field does not seem to cut off, but the entry will not save correctly if there are too many characters.

Example of a program utilizing "Transcript" for a program description.

The screenshot shows a video player interface. At the top, the video title is "Artful Word: Brickwork Studios First Friday -- See Transcript for description." and the date is "8/8/17 9:38 am". The video player shows a thumbnail of a sunset over water with the title "The Artful Word" in a cursive font. Below the video player, there is a metadata section with the following information:

Title	ArtfulWordBrickwork F 06252017
Short Summary	Artful Word: Brickwork Studios First Friday -- See Transcript for description.
Syndicator	CCTV
Licensing	<a href="#">Creative Commons Attribution-NonCommercial-ShareAlike 3.0 United States</a> 
Number of times licensed	3
Transcript	Community producer James Gero comes to the Brickwork Studio during a First Friday Artwalk for the photography of Jude Domski and Lyna Lou Nordstrom. Jude Domski is an abstract photographer, her work revolves around the shape of water. She is able to capture minute details in water flowing, frozen, and in many ways people do not perceive. You will appreciate her fantastic work, it is called The Shape of Water. Lyna Lou Nordstrom is a spectacular print maker. Her work consists of many different objects that are all printed by hand. You may see an Asian influence in her work. She has a diverse creative sense and you may find an abstract quality to her exquisite prints.

Below the metadata, there is a "Details" section with the following information:

Media Type:	Video
Original Filename:	ArtfulWordBrickwork_F_06252017.mpg
Created:	8/8/17 9:38 am
Storage Size:	1.09 GB
Trim Offset:	unset
Trim Duration:	unset
Final Duration:	1802 seconds

On behalf of all our Vermont Media Exchange users, we thank everyone for their cooperation in making TelVue Connect a more coherent and efficient experience for everyone!

Sincerely,

**The VMX Committee (2017)**

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