Files must be uploaded to Frame.io to their designated folder. With the exception of the high rez master files, no other asset management system will be accepted for YTO deliverables.

Fill out this <u>Frame.io User Request Form</u> and send to your Post Production Coordinator to have accounts created for your team.

### Log into Frame.io

- Visit YouTube Originals Frame.io
- Log in using your credentials
  - NOTE: Only Collaborators and Team Members can access the project.

### <u>Uploading</u>

- Each project has a preset of folders for specific files:
  - Click the upload button, navigate to the destination folder, and drag and drop the file(s).

Media			
Name ↑			
	01_Dailies/Selec 1 item	ts	
	02_Rough Cuts No items		
	03_ Fine Cuts No items		
	04_Locked Cuts No items		
	<b>05_Final HD Dov</b> No items	vnconverts	
	06_Audio Splits No items		
	07_Marketing No items		
	08_Graphics No items		
	<b>09_Post Paper D</b> 10 items	eliverables	
	<b>10_Dubbing</b> 10 items		
	99_Production D 4 items	eliverables	

• Files ARE NOT automatically distributed to YTO contacts after uploading. All files MUST BE manually shared via a **Review Link**.

### Sharing and Distributing Cuts

All links must be shared as a **Review Link**.

Sharing cuts will be done in two parts:

- 1. Create Review Link
- 2. Email YTO Distro List

#### **Create Review Link**

- A. Choose your clip(s)
- B. Right-click
- C. Select Share as...Review Link

Review Link window opens:

Share 1 item V3_Credit Sample.mp4 Sharing Settings Watermark ID		×
Link access		
f.io/SCC38Gdt	c? 💄	Invite only 🖌
Add people		
Enter name or email address		
Shared with 0 people		

Before sending links, the following items must be addressed:

Link Access - Must be set to Invite Only. Copy URL, this will be used for the email.

#### Settings

- A. Allow Downloads TURN OFF
- B. Allow Comments TURN ON
- C. Allow Approvals TURN OFF
- D. Show All Versions TURN OFF
- E. Link Expiration TURN ON, SET 2 WEEK EXPIRATION

Example:

Share 1 item	×
V3_Credit Sample.mp4	
Sharing Settings Watermark ID	
Reviewer Permissions	
Allow downloads	
Allow comments	
Allow approvals	•
Show all versions	•
Link Settings	
Passphrase protect	
Link expiration	
Jan 4, 2021 at 4:06pm	

### Add People

Enter the YTO contacts. These are the recipients as determined by the <u>YTO Cuts Distribution Grid</u>.

Copy and paste each email carefully into the field to avoid incorrect distribution.

73_Credit Sample.mp4				
Sharing Settings Waterm	nark ID			
ink access				
f.io/SCC38Gdt		I a	Invite only	~
Add people				
🕹 Angel Acevedo 🛛				
Notify recipients via email	Add a Message		Add	4

De-select Notify recipients via email:

Share 1 item			×
V3_Credit Sample.mp4			
Sharing Settings Watermark ID			
Link access			
f.io/SCC38Gdt	Ŀ	💄 Invite only 🗸	
Add people			
🕹 Angel Acevedo 🛛			
Notify recipients via email Add a Me	ssage	Add	
Shared with 0 people	- De-select be	efore clicking Add.	

After all settings are configured correctly, click Add.

#### **Additional Notes:**

Do not use the watermarking feature unless directed by YTO Post. All files must have their proper burn-ins before being uploaded to Frame.io. Please refer to <u>Technical Specifications for Offline Cuts</u> for complete file formatting instructions.

#### **Email YTO Distro**

After creating the Review Link, a separate email must be sent to the YTO distro list. All YTO contacts on the distribution list must be CC'd. Do not BCC as notes will be shared back and forth and must be visible to all recipients.

The email must include *Show Title, Asset Description and Deadline for Notes* (if applicable) in the subject line of email, i.e: *Liza on Demand Ep 101-104 Fine Cuts - Notes Due Monday, 8th of August, 9am PST.* 

If applicable, include any notes/comments on the current status of the cuts and paste the *Invite Only* URL in the body of the message.

**Important:** Cuts received after 9am PST on Due Date are deemed late and the 2 or 3 business days turnaround will start the following business day at 9am PST.

All productions will require Frame.io accounts. Please reach out to <u>vto-post@google.com</u> or your YTO Post contacts if your accounts have not been created yet.