

Frame.io: Uploading & Sharing Assets

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.

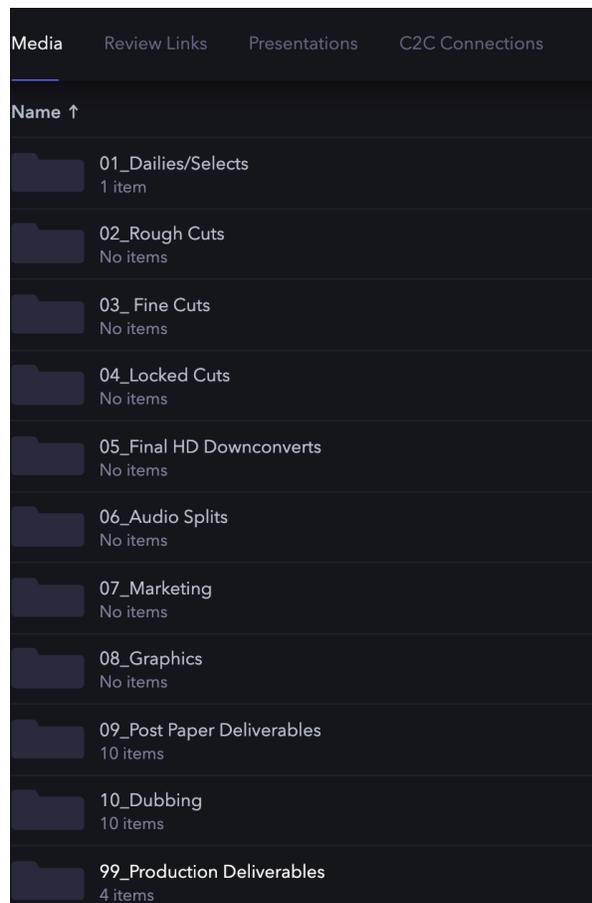
Fill out this [Frame.io User Request Form](#) and send to your Post Production Coordinator to have accounts created for your team.

Log into Frame.io

- Visit [YouTube Originals Frame.io](#)
- Log in using your credentials
 - *NOTE: Only Collaborators and Team Members can access the project.*

Uploading

- 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).



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

Sharing and Distributing Cuts

Frame.io: Uploading & Sharing Assets

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

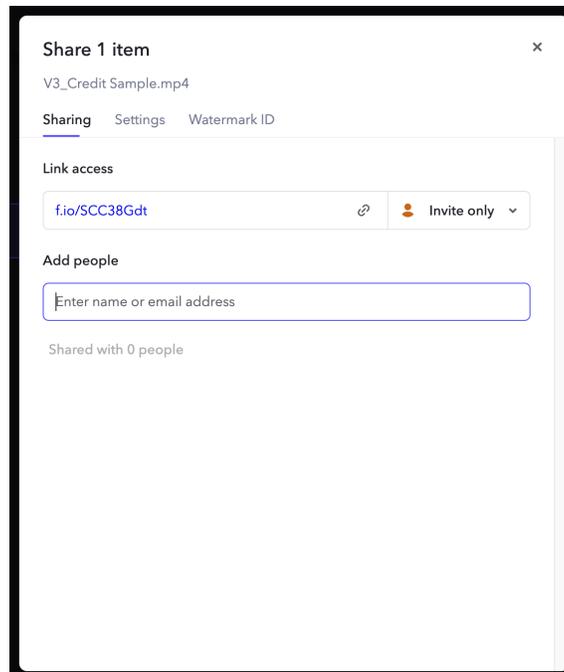
Sharing cuts will be done in two parts:

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:



Before sending links, the following items must be addressed:

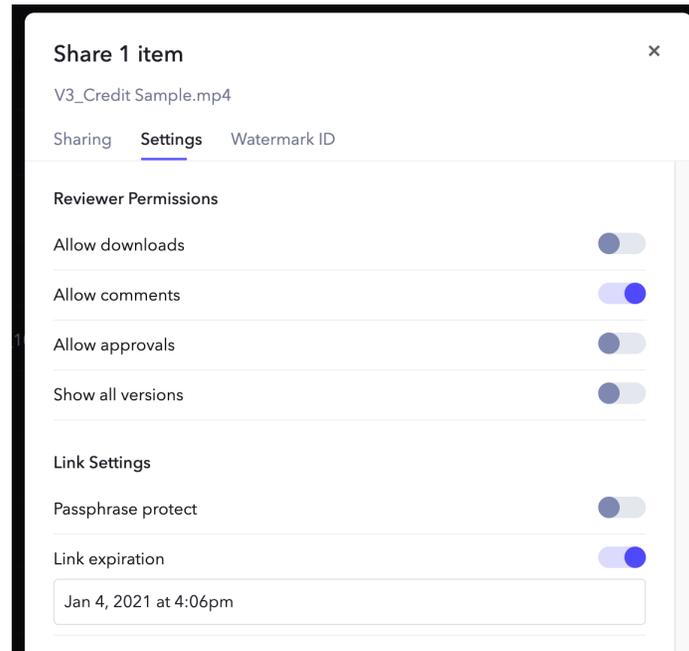
Link Access - Must be set to *Invite Only*. Copy URL, this will be used for the email.

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

Frame.io: Uploading & Sharing Assets

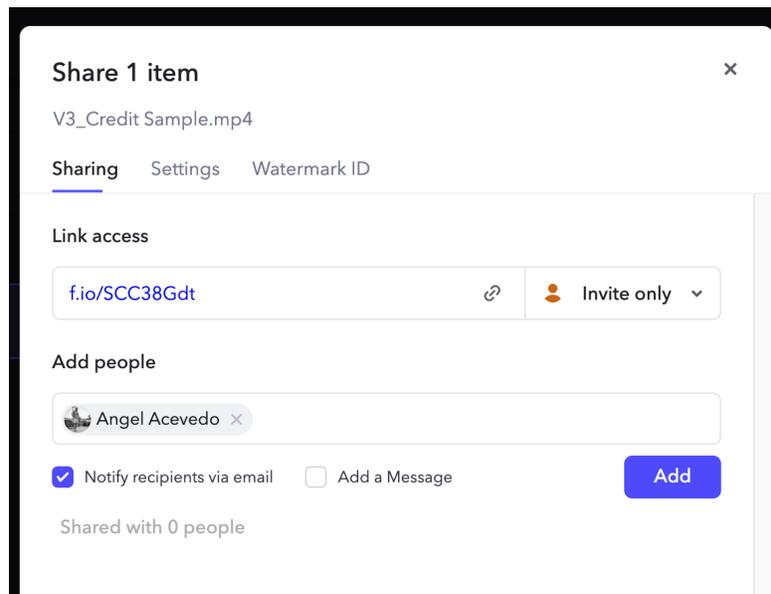
Example:



Add People

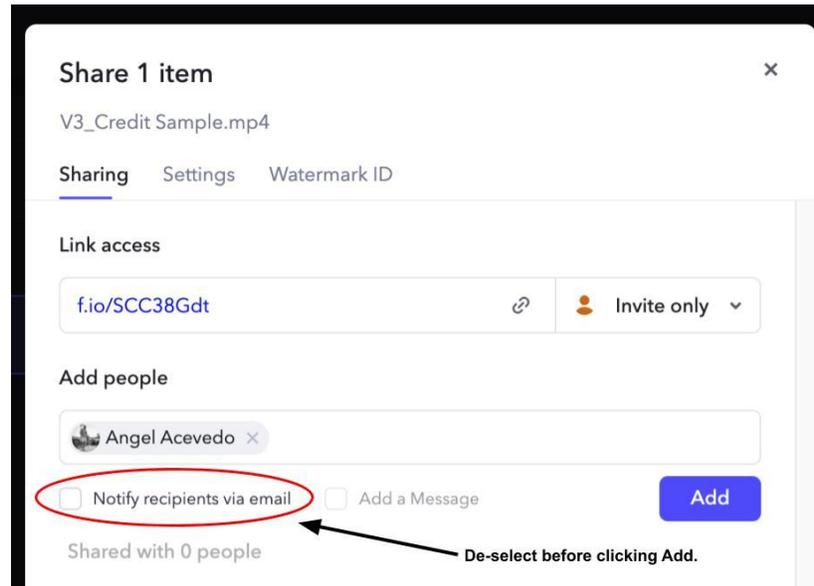
Enter the YTO contacts. These are the recipients as determined by the [YTO Cuts Distribution Grid](#).

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



Frame.io: Uploading & Sharing Assets

De-select *Notify recipients via email*:



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 [Technical Specifications for Offline Cuts](#) 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 yto-post@google.com or your YTO Post contacts if your accounts have not been created yet.