




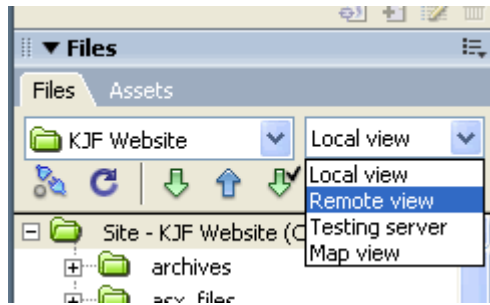
Shut Down & Completion Sequence

Rev. Feb 2006

1. Verify to camera operators that the broadcast is no longer live.
2. Turn off-
 - a. Audio soundboard
 - b. Video Mixer
 - c. Small camera monitors
 - d. Radios
3. Locate the .WMV file from today's broadcast. Look for E:\WMV\2006date.wmv Rename the file to today's date in the format YYYYMMDD-Orig.wmv (ie. 20060218-Orig.wmv)

Split the file at the beginning of the pastoral prayer.

- a. Open "**AVI MPEG ASF WMV Splitter**" and open the file.
 - b. Move the slider to the appropriate point and click the "{" to mark the beginning of the split.
 - c. Go to the end of the video and mark the end with the "}".
 - d. Click  and name the file to the same YYYYMMDD.wmv date format.
4. Using Filezilla FTP program, upload the split file to the **Archive Video** site.
 - a. Open **Filezilla**
 - b. Click on the site manager  icon and choose the **Archive Video** site.
 - c. Drag the file from the left column and drop in the right column. File will transfer. This can take up to 15 min depending on the file size. Close Filezilla when complete.
 5. Finalize DVD-
 - a. Press "**Home Menu**" button
 - b. Choose "**Disk Setup**"
 - c. Choose "**Finalize**"
 - d. Press "**Enter**" 2 times. You will need to wait for a few seconds to see the process start. If you press the "Enter" button too many times, you end up canceling that part of the operation.
 6. **Modify web page to show next week's sermon and remove this weeks. Add new link to archived sermon's page.**
 - a. Open Dreamweaver
 - b. In the **Files** panel, click the drop down box and choose **Remote view**. (You may need to click the  icon to make the connection.) Locate the "sermons.php" file and double click it. It will then download. (See illustration on the next page)



- c. It MAY ask you to overwrite the local copy. Click yes if it does. Do not download the **dependant files**
- d. Remove today's sermon info from the top line in the left column of the "sermons.php" page by highlighting the date and description and pressing the delete key.
- e. Save the file and click the upload icon. Click on **Put** and do not upload the

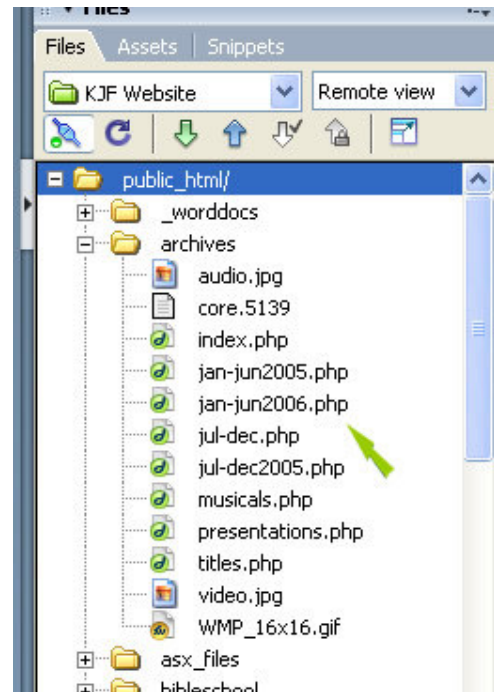


"**dependant files**"

- f. Open "index.php" and change the sermon info from today's title and date to next weeks' title and date. (The info for this is on the sermons page) Save and upload like the previous file.
- g.

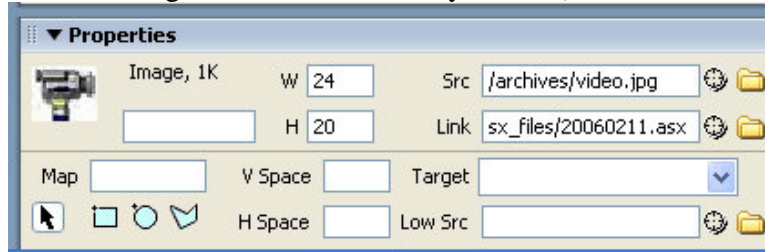
Opening the current archive file.

The file is located under the "archives" folder. As we have now gone to a static page, the naming of these pages is by semi-annual archiving. So, if this is February, 2006, the appropriate page would be "jan-jun2006.php" (see green arrow)



- h. Drag and drop the file "video.jpg" from the **archives** folder to the video column for today's sermon. It will copy the icon to the column.

- i. At the bottom of Dreamweaver is the **Properties** panel. Find the **Link** line and change the .asx file to today's date (ie. /20060218.asx)



- j. Save the page and upload as before.
- k. Close all open programs.
7. After the .wmv file has completely uploaded, open a browser and **ensure the link on the archive page works.**
8. Shut down all equipment and go home!