



National Captioning Institute Receivable Media Specs

☐ Digital media

- ShareFile - NCI uses ShareFile, a secure file sharing and transfer service. New clients can be given a folder to upload their media. Maximum file size for optimum performance is 6 GB.
- Digital transfer service - Hightail, WeTransfer
- Vimeo (with download enabled)

☐ Physical media - NCI can accept physical media, but it should be delivered to a post house we work with.

- DVD
- Thumb drive
- Hard drive - If using full-resolution video for encoding purposes, it should not contain BITC. The post house will create a compressed work file with BITC to be used for captioning.

SCRIPTS

Please make every effort to provide a script. The script is often our only source for the proper spellings of characters and fictional places, as well as hard-to-understand slang and fictional languages. Securing scripts is critical and much appreciated.

☐ General specs for all media formats:

- Physical media must be clearly labeled with client name, program title, episode number and title if appropriate, and frame rate of timecode.
- For most projects, we require BITC (Burned-In Timecode). **The timecode on the media we receive must match the timecode on your master,** otherwise captions may not sync properly.
- BITC should be placed at the top of the display, preferably to the right side (to avoid on-screen graphics).

NCI Media Specs – Captioning Projects

DVD Video

- MPEG1, MPEG2, M2V, MP4, Mov
- Region 1
- BITC

Digital Video Files

- MPEG, Mov, MP4, AVI, WMV
 - **MPEG**
 - Frame Rate: NTSC - 29.97fps, 30fps, 23.98 fps, 24 fps, 25fps (PAL)
 - BITC (frame rate must match frame rate on master)
 - **Mov or MP4**
 - Compressed video – H.264 or ProRes
 - Frame Rate: NTSC - 29.97fps, 30fps, 23.98 fps, 24 fps, 25fps (PAL)
 - BITC (frame rate must match frame rate on master)
 - **AVI:**
 - Frame Rate: NTSC - 29.97fps, 30fps, 23.98 fps, 24 fps, 25fps (PAL)
 - BITC (frame rate must match frame rate on master)
 - **WMV**
 - Frame Rate: NTSC - 29.97fps, 30fps, 23.98 fps, 24 fps, 25fps (PAL)
 - BITC (frame rate must match frame rate on master)

The digital video file specs must be strictly adhered to.

Digital Audio Files

- MP3
- Bit rate-128kbs
- sample rate- 44khz

NCI Media Specs – DVI Projects

Digital Video Files

- Mov
 - H.264 or ProRes codec
 - Video: Any resolution is acceptable; 320 x 240 or 720 x 480 suggested. (Native resolution is acceptable for and HD source)
 - Audio: 48kHz, 16 or 24 bit uncompressed

- BITC

NCI Media Specs – SAP Projects

Digital Files

- Mov of the program (can be same specs as those for DVI creation)
- AIFF or .WAV of the stereo pair
- AIFF or .WAV of the M & E (Music and Effects)
- Script of the show (strongly preferred but not necessary)

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