MOTIF! The DVA Editor – Editing Quick Guide

Note: We suggest you use the Chrome browser.

Access MOTIF! from your Browser on a Mac or PC:
1.   Log into your Digital Video Archive account by **clicking here**.
    Or go to: https://app.digitalvideoarchive.com/portal/
2.   In the TOOLS window (lower right), select and click EDIT DVAs.

The MOTIF! Interface
1.   The Viewer: (upper left) you will see your selected video in this window.
2.   The Archives: (lower left) – Browse and then select DVAs/Chapters to edit.
3.   The Edit Window: (upper right) Edit and Arrange your chapters here.
4.   The Edit Chapter Window: (lower right) – Set start and end points for each chapter and/or set cut-in and cut-out points.
5.   Top right: select or create a new project, save your project and preview your project.
6.   Far top right: When you have your project finished select Create DVA (on upper right side of the window). This process prepares the new DVA for placement in to your Digital Video Archive account.

Starting A New Project in MOTIF!
1.   In the top panel above the Edit Window, use the Select Project drop down menu and select "Create New."
2.   Enter the name of your project in the Title space.
3.   Select an Output Dimension (to the right). Select 4x3 for legacy video (old 8mm & 16mm films and videotapes that have been transferred and uploaded by a Digital Video Archive Authorized Reseller) or select 16x9 for smartphone video.
3.   Click Save (to the right). Note make sure to save your project often.
4.   You can now begin the editing process by selecting your DVAs and Chapters to add to the Edit Window.

Selecting DVAs and Chapters
1.   In the Archives window select the DVAs and/or individual chapters that you wish to include into your new sequence.
2.   To do this, select any DVA and click. This will open the up the DVA and you will see the assigned chapters.
3.   Click the + symbol to the right of each chapter you wish to import into the Editing Bin.
4.   You can select the entire DVA (all chapters) by pressing the green film frame icon that appears to the right of the DVA title.
5.   Once you have finished selecting the chapters you may begin trimming each chapter, fine tuning the where you want each chapter to start and end.

Editing A DVA Chapter
1.   Select the chapter you wish to edit and double click it. You will see the chapter appear in the Viewer.

2. Play the chapter to select the new start point. In the Edit Chapter Window click the Mark button (to the right of Start At:). This will make a new start point and you will see the new time appear in the Start At: Box.

3. Play the chapter again to select the end position. Click the Mark button to the right of the End At: button.

4. If you wish to create a new thumbnail image, check the box to the left of Create Thumbnail.

5. If you wish, enter a new chapter title in the Title box (note: you may wish to name your chapters after you have made all of your edit decisions).

6. If you wish to add a description you can do so in the Description box.

7. Normally you will leave the Auto Play Next box checked.

8. If you wish to fade in or fade out the chapter enter the time for the fade in or fade out (in milliseconds) in to the respective boxes. Note: 1000 milliseconds equals one second for a fade in or fade out.

9. Repeat this process as needed for each chapter.

Arranging Chapters

1. Once you have your chapters imported into the Editing Bin you can begin to arrange the chapters in the order you wish. Simply click and drag the chapter (thumbnails) into the order you wish from left to right, up, down and so forth. When you preview the chapters will play from left to right from top to bottom.

2. At anytime, you can click Preview (upper right) to view the sequence.

3. Note that since you will most likely be changing the relative position of the chapters during the editing process, you may wish to wait until you have the final order of the chapters to actually rename the chapters: Chapter 1, Chapter 2, Chapter 3, etc.

Cutting Out A Section

1. Select the chapter you wish to edit and double click it. You will see the chapter appear in the Viewer.

2. Play the chapter to select the point where you wish to the cut to begin. In the Edit Chapter Window click the Mark button (to the right of Cut Start:). You will see Cut Start time appear in the box.

3. Play the chapter again to select the point where you wish the video to start again (passing by the portion you want edited out). Click the Mark button (to the right of the Cut End). Everything that is in between the Cut Start point and the Cut End point will be deleted once you click Apply.

Finishing and Creating a New DVA

1. Once you have your new DVA edited the way you want it, do the following.

2. Click Save (upper right).

3. Click Create DVA (upper right).

4. A Dialogue box will appear. Select the Archive that you wish to place the new DVA into. Click OK.

5.   If you wish to replace an existing DVA, select: Or Replace File and then select the DVA you wish to replace. IMPORTANT: If you follow through, this process will replace the existing DVA and is irreversible.

6.   Choose your payment method and fill out your payment information. Press Apply. The rendering process will begin. You will be notified when the process is finished. Your new DVA will be assigned to the Archive you requested. Note: Digital Video Archive charges ten cents per finished minute of your DVA. There is a minimum charge of $2.99 per DVA created.

Need to upload your smartphone video? Follow these steps.
Uploading Video From Your Smartphone
1. On your smartphone open your browser & go to https://app.digitalvideoarchive.com/portal/ Choose the Archive you want to upload video into and then select EDIT. The Edit Archive window will appear and populate.

2. Scroll down to UPLOAD, click UPLOAD and then click CHOOSE. A popup window will appear. Choose to shoot a new video or choose a video from your library. Once you make a selection, the video will be encoded.

3. Select a name for the video and a description (if you wish). Make sure to click in the middle of the name field when entering the name. When you are finished, click SUBMIT in the lower right hand corner. Your video will be uploaded into your Digital Video Account. You will receive a Success message.

Uploading Video From Your Computer
1. On your computer browser & go https://app.digitalvideoarchive.com/portal/ and log in. Go to the Tools Window in the lower right of your interface. Select Upload Video. A window will pop up.

2. Select Add. Then select your video file. Note: Media files allowed are .mp4, .mov, .flv, .f4v, and mp3, but all media files will be automatically converted to MP4 files for use in the system. The video will appear in the window. Click under Archive and select the archive you wish to upload into.

3. Select Upload.

Contacting Digital Video Archive.
If you get stuck or need help with anything please give our customer service department a call at 800-469-1976 or email help@digitalvideoarchive.com.