

## TECHNICAL GUIDELINES

### FILM/TELEVISION PRODUCTION

If you would like to give your project the best chance of being broadcast on mainstream media, the following suggested technical specifications are recommended.

#### Aspect ratio

Please deliver the project in whatever aspect ratio it was originally filmed. For example, if filmed and edited in **16:9 FHA** (widescreen) then deliver your project as **16:9 FHA**.

#### Video & sound quality

Make sure all sound, especially speech, is audible and not obscured by music.

Your finished master must be free from dropout (any sudden loss of quality in picture or sound on a tape) flash frames (a single frame that appears in an otherwise complete sequence of frames, this is normally down to editing or equipment problems) and unintended picture disturbance of any kind.

### AUDIO/RADIO PRODUCTION

If you would like to give your project the best chance of being broadcast/distributed onto mainstream media, **BWAV** is the preferred means of delivery rather than tape or **DAT**. **MP3** and **wav** is acceptable but only as a last resort.

**The Broadcast Wave Format File (BWF or BWAV)** is a computer file format for audio, based on the Microsoft wave (.wav) file. It supports the interchange of audio and associated metadata between audio systems.

### INTERNET

We would strongly advise that your site be accessible to people with disabilities. To ensure this, it must comply with the **WCAG 2.0** specification, available here: <http://www.w3.org/WAI/WCAG20/quickref/>

#### Below is a summary of WCAG 2.0:

Provide text alternatives for all non-text content

- Provide synchronized alternatives for multimedia
- Ensure that information and structure can be separated from presentation
- Make it easy to distinguish foreground information from its background
- Make all functionality operable via a keyboard interface
- Allow users to control time limits on their reading or interaction (e.g. animated flash panels that change after 10 seconds)
- Allow users to avoid content that could cause seizures due to photosensitivity
- Provide mechanisms to help users find content, orient themselves within it, and navigate through it
- Help users avoid mistakes and make it easy to correct mistakes that do occur
- Make text content readable and understandable.
- Make the placement and functionality of content predictable.
- Support compatibility with current and future user agents (including assistive technologies)

- Ensure that content is accessible or provide an accessible alternative

### **Site Structure**

Your website should be delivered with the following structure:

pages

images

audio

video

/ index.htm

Where index.htm is the home page of your site. All the pages are in the pages folder, the images in the images folder, any sounds & music in the audio folder, video in the video folder. This is the default structure used for websites worldwide.

Your page should be optimised for a default screen size of 1024 x 768, the most common worldwide.

### **PRINT MEDIA**

Print media can come in varied forms so please deliver your project in as high a quality as possible. Making an electronic PDF version is also highly recommended to make online distribution easier.

### **OTHER MEDIA**

If your project doesn't fit into the above criteria please email us at [mediabox@mediatrust.org](mailto:mediabox@mediatrust.org) so we can advise on specific technical guidelines for your project and ensure that your project is given the best chance possible of being distributed to the public.