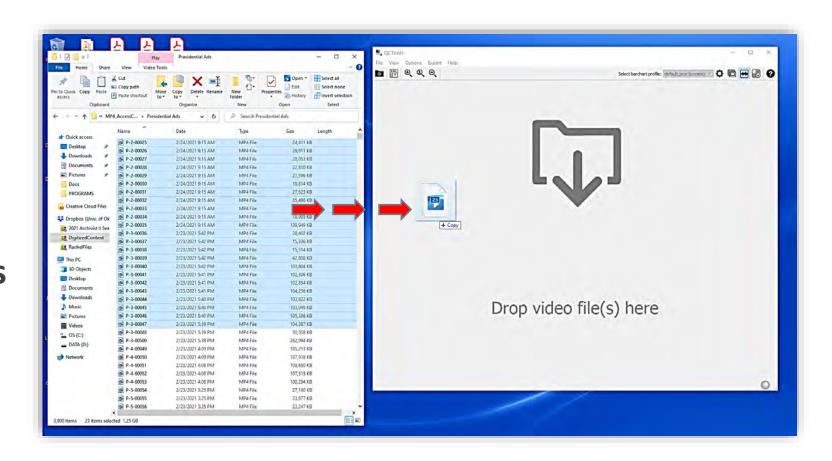
## Metadata Tools - Software

## Extracting Metadata - Quality Control - QCTools

- QCTools: software tool that helps users analyze and understand their digitized video files through use of audiovisual analytics and filtering.
  - Funded by the National Endowment for the Humanities and the Knight Foundation
- Download: <a href="https://mediaarea.net/en/MediaInfo">https://mediaarea.net/en/MediaInfo</a>

# **QCTools**

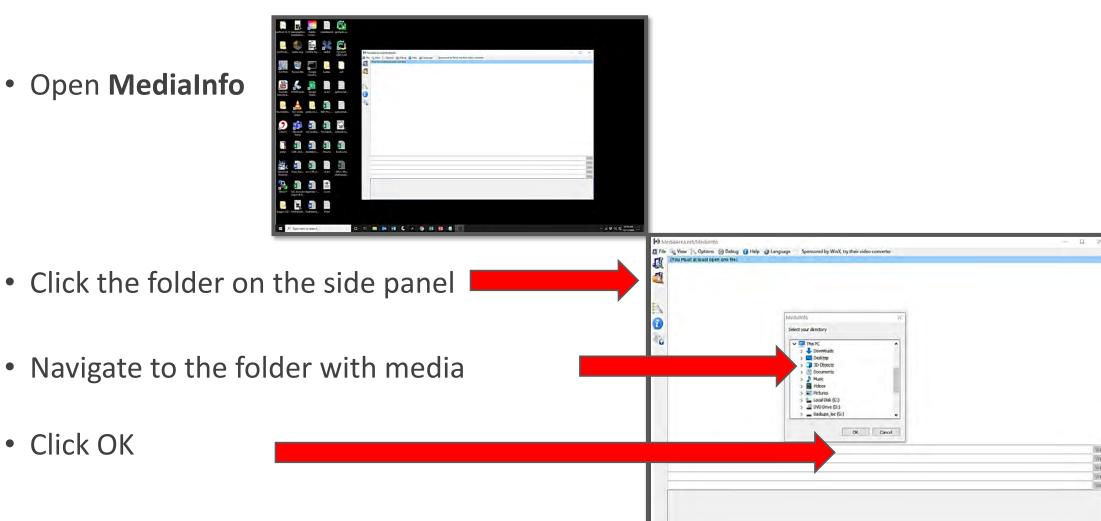
- Open QCTools
- Open folder to files
- Drag files into QCTools



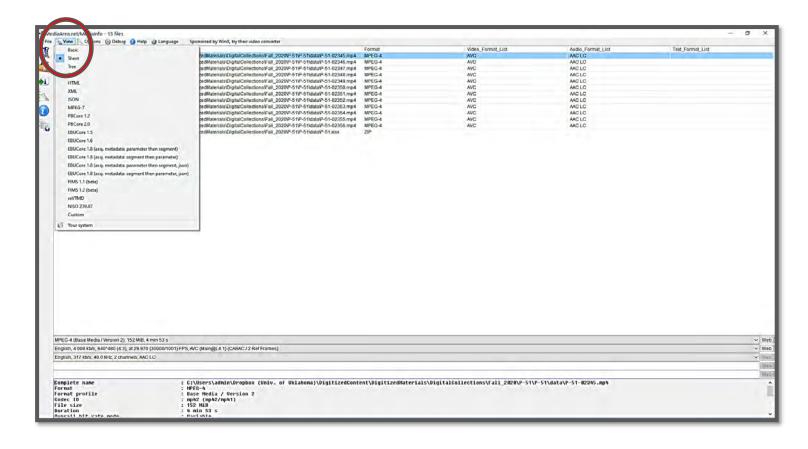
## A/V Preservation - Extracting Metadata - MediaInfo

- MediaArea: an open-source software company focused on digital media analysis:
- MediaInfo: a standalone open-source program that reads media format technical metadata and creates working reports
- Download: <a href="https://mediaarea.net/en/MediaInfo">https://mediaarea.net/en/MediaInfo</a>

• Open MediaInfo

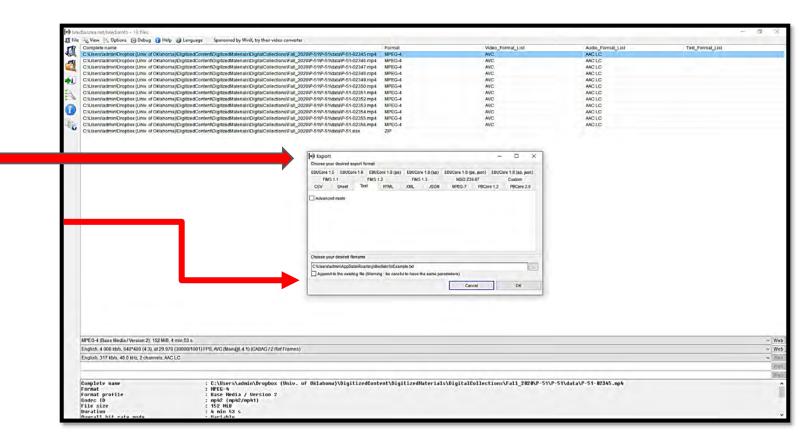


The list of media and metadata will appear by clicking VIEW and SHEET

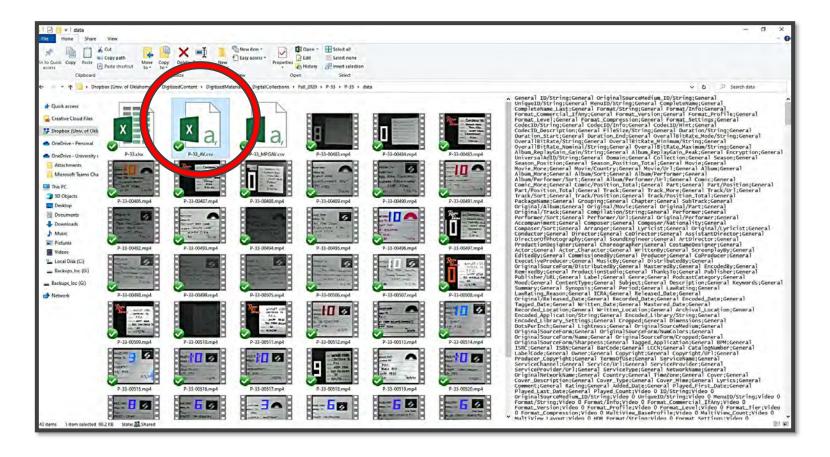


Click FILE and the EXPORT

- Click the CSV Tab
- Click the ... to browse location
- Navigate to the media folder
  - Name the csv P-###\_AV.csv
- Click OK



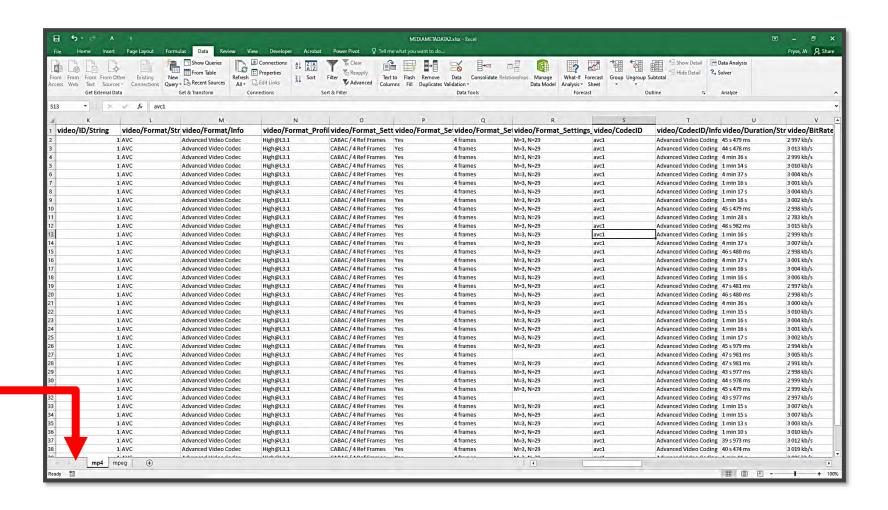
The .csv file is NOW in the location of the media



- Now OPEN the metadata sheet
- MEDIAMETADATA.xlsx

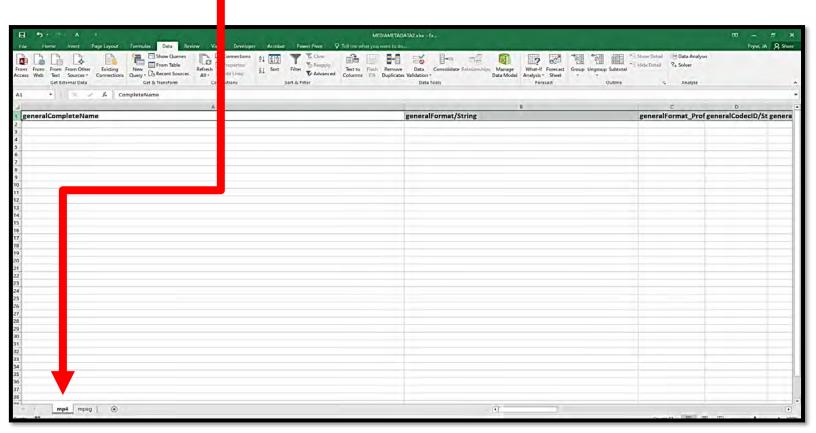
https://rb.gy/f1ncan

Notice two tabs at the bottom
of the sheet – MP4 and MPEG

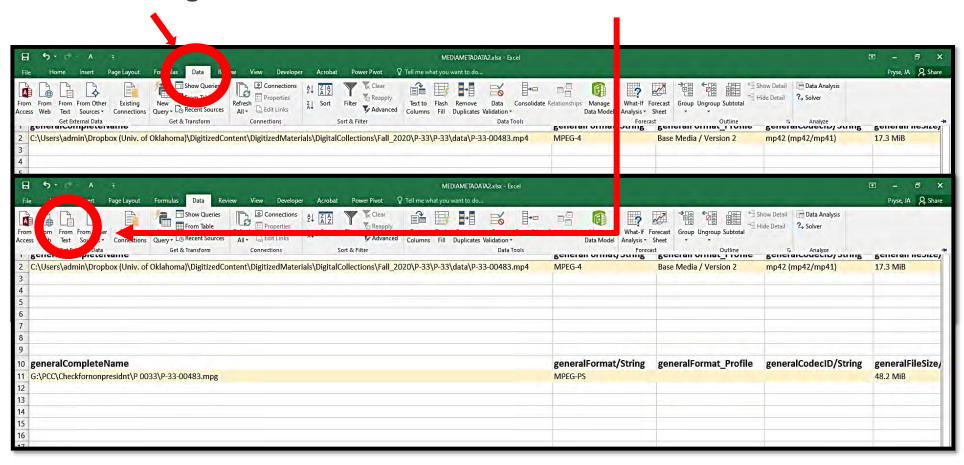


• Click on the appropriate TAB (mp4 or MPEG)

You will delete the highlighted cells before importing data

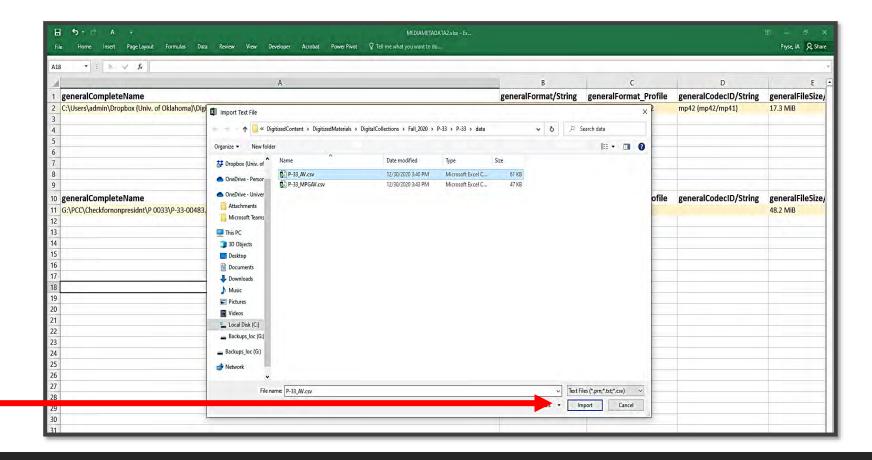


Click the DATA heading from the toolbar then FROM TEXT



A pop-up will bring the file explorer and navigate to saved P-###.csv

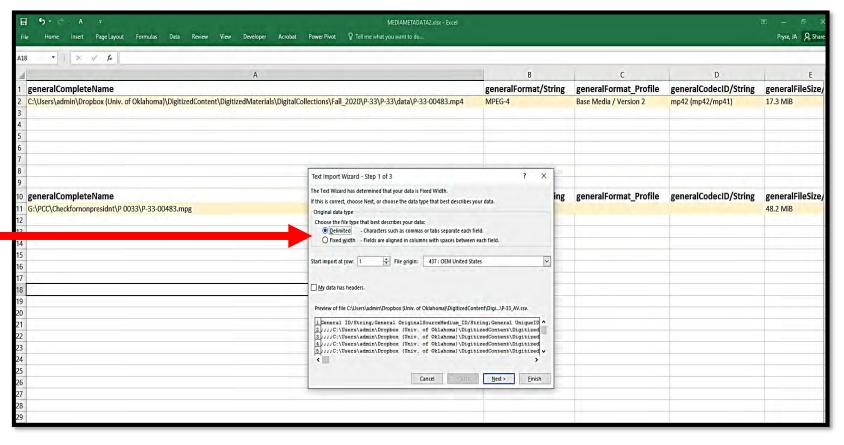
Click IMPORT



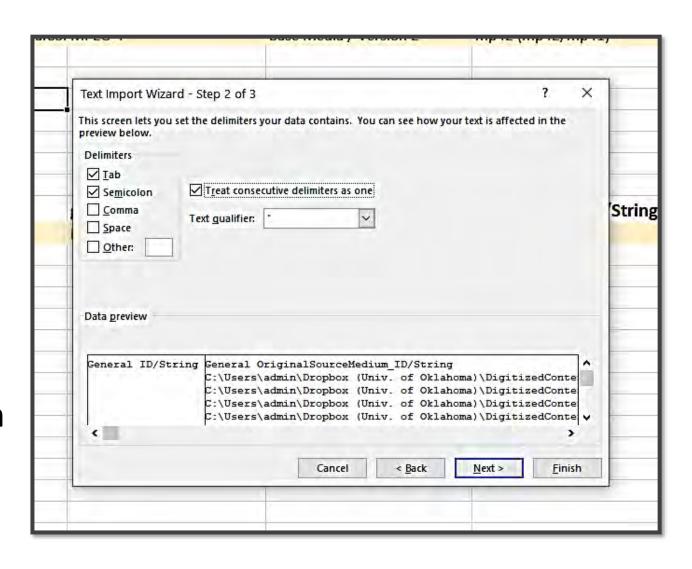
A pop-up will bring the file explorer and navigate to saved P-###.csv

Click IMPORT

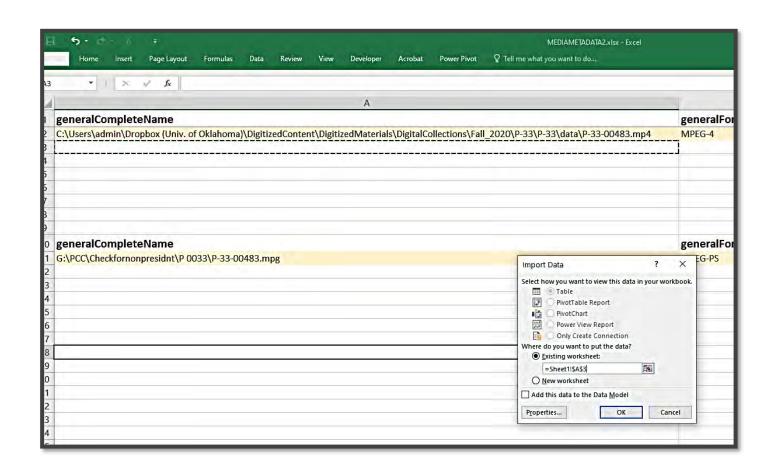
- Click Delimited
- Click NEXT
- Then click FINISH



- A new popup will appear
- Click TAB
- Click Semicolon
- Click Treat consecutive...
- Click NEXT
- Click FINISH on next screen

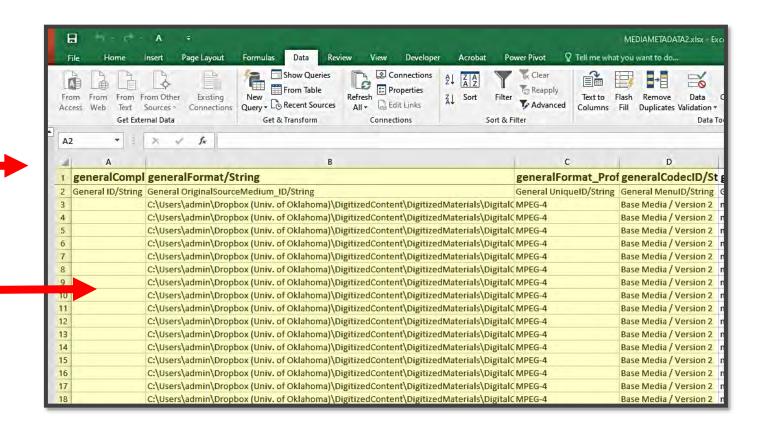


- A new popup will appear
- Click the cell to start the import (=Sheet1!\$A\$2)
- Click OK



 The worksheet populates BUT the data needs to be edited a little

- 1. Delete top row
- 2. Highlight all cells and CUT/PASTE at A2 -



- Make sure all of the columns match up and are in order
- Repeat steps for the mpeg data
- Save the workbook in the media folder as P-###\_AV.xlxs

