



1 Splicing & Desplicing

1. Handle the film with care
2. Find the box with your film in it, they are clearly labelled
3. Remove reel number 1 and place it on the split spool + then on the tower
4. Gently pull the header, if you see the BBFC certificate (see below) then this is the beginning of the film, wind the film back on to the reel, and then attach the end of it to the film reel using masking tape
5. If you see pictures from the film then wind the film back and replace it in it's can, repeat the above with the last numbered reel + you should see the credits, if so then attach this to the film reel
6. If starting with the first reel place the film reel at the bottom of the tower, if starting with the last reel then place the film reel at the top of tower
7. If you start with reel one then carry on splicing the reels in numerical order while if you start with the last reel then work backwards through the reels, so reel number one is the last to be spliced on
8. Always check that the headers and footers match the reel number + film that you are splicing
9. Always ensure that there is a **reference** film on each header and footer so that they can be put in the correct place if they get mixed up. A **reference** frame is a frame which is attached to the header or footer or each reel.
10. Always place headers and footers back in the right can
11. Once you have spliced the last reel on secure the film with a piece of masking tape or electrical tape.
12. Ensure there are four holes to each frame. This is important as otherwise the picture will jump 'out of rack' which means that the picture will look odd on screen.
13. Ensure there are no part frames at the join. Again this can cause the film to jump out of rack or even get the film caught in the projector.
14. The two pieces of film should overlap by no more than 1mm. This provides a clean splice, but if there is too much overlaps then the film and projector can get damaged.
15. There should not be a gap between the two pieces of film, which are being joined together. This makes a bad looking splice on screen and can cause the film to go out of rack.
16. Remove all previous pieces of splicing tape. If any splicing tape is left this can cause the film to jump in the projector and may cause problems to the running of the film.
17. Ensure the film is flat and secure when it is in the splicing machine.
18. Remove the headers from all the reels except the first one.
19. Remove the footers from all the reels except the last one
20. Pull splicing tape over the join and smooth down bottom to top or left to right
21. After remove your hands from inside the splicing machine close it and press firmly on the handle
22. Open the splicing machine, turn the film over and repeat the above process
23. Ensure the two pieces of film are the right way up
24. Ensure the sound loop meets - the purple track which runs down the edge of the film.
25. Ensure the film is not twisted
26. Place a thin piece of white sticker along the edge of the film on the same side as the sound loop, this is your splice mark.
27. Ensure the splice mark does not cover any of the holes on the film or the soundtrack
28. The two blades at the right hand of the splicing machine are for cutting the film, but only use the straight blade
29. Only removed damaged or partial frames from the splice point
30. Only use white stickers, pieces of for splicing marks