

## Compressing Video for TaskStream

Currently, TaskStream allows users to upload videos up to 100 megabytes in size. Therefore, in order to upload a video to TaskStream, you will need to compress the video to make sure it is smaller than 100 megabytes in size.

Below is a list of issues that may prevent you from uploading your videos on to TaskStream:

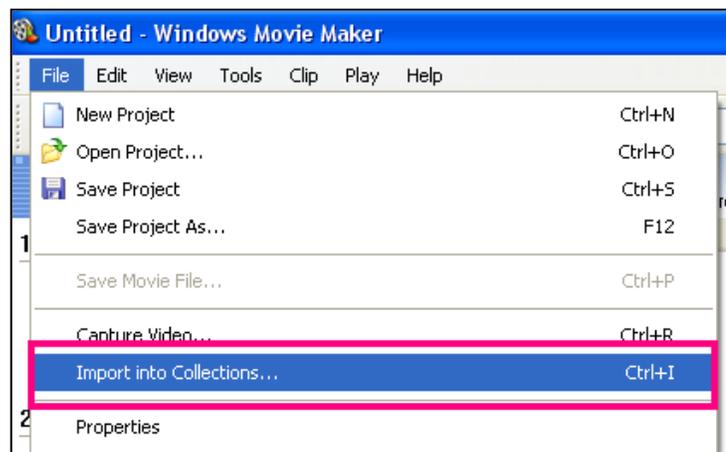
- Videos over 100 megabytes in size
- DVD video. DVD video is usually much larger in size and cannot be uploaded directly into TaskStream using conventional means. The DVD must be transcoded into a compatible digital video file, such as .wmv, .mov., or mpg.
- Streaming video from sites such as YouTube cannot be uploaded to TaskStream as is. It can be embedded if you have knowledge of HTML, but we do not recommend embedding video since it is not archival, meaning the video may be removed from the streaming service.
- Upload size restrictions from your Internet Service Provider (ISP). For more information on your upload size restrictions, please contact your ISP.

If your video is larger than 100 MB in size, you will need to compress (make smaller) your video to ensure that you can successfully upload your video to TaskStream. Luckily, all the tools to compress video files come free with your computer, either PC or Mac. There are also free programs available for download. A basic web search for compression tools should give you more options if you do not wish to use the software listed below.

### How to Compress Video using a PC

1. First open up Windows Movie Maker from the programs menu.

2. Click the File menu, and select Import into Collections. Then choose the video file you want to compress.



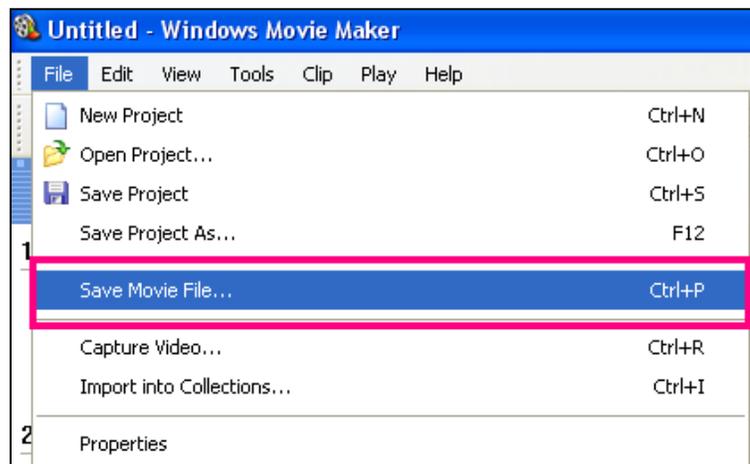
3. Your video will import as a series of clips that will appear in a list in the middle of the window. You will want to select all of the clips.

Name	Duration	Star...	End Time	Dimensions
The_Sagrada_Familia_Finished_in...	0:00:05	0:00:00	0:00:05	352 x 288
The_Sagrada_Familia_Finished_in...	0:00:37	0:00:05	0:00:42	352 x 288
The_Sagrada_Familia_Finished_in...	0:00:33	0:00:42	0:01:15	352 x 288
The_Sagrada_Familia_Finished_in...	0:00:03	0:01:15	0:01:18	352 x 288
The_Sagrada_Familia_Finished_in...	0:00:08	0:01:18	0:01:26	352 x 288
The_Sagrada_Familia_Finished_in...	0:00:09	0:01:26	0:01:35	352 x 288
The_Sagrada_Familia_Finished_in...	0:00:08	0:01:35	0:01:43	352 x 288

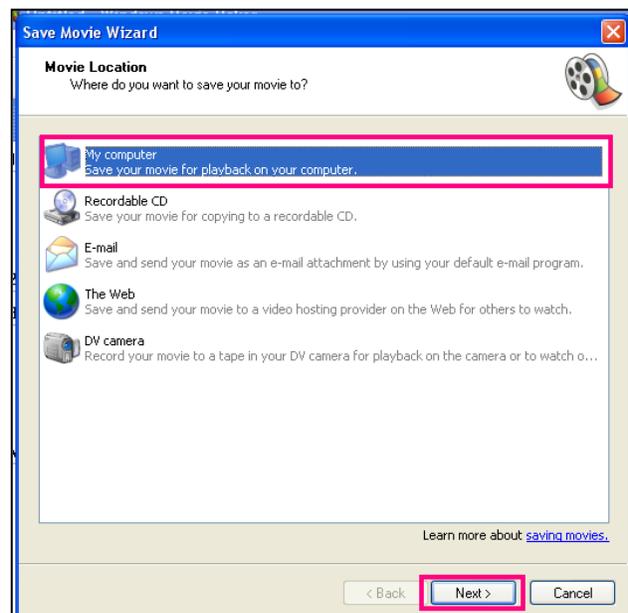
4. Once you have selected the clips, drag them onto the timeline at the bottom of the window.



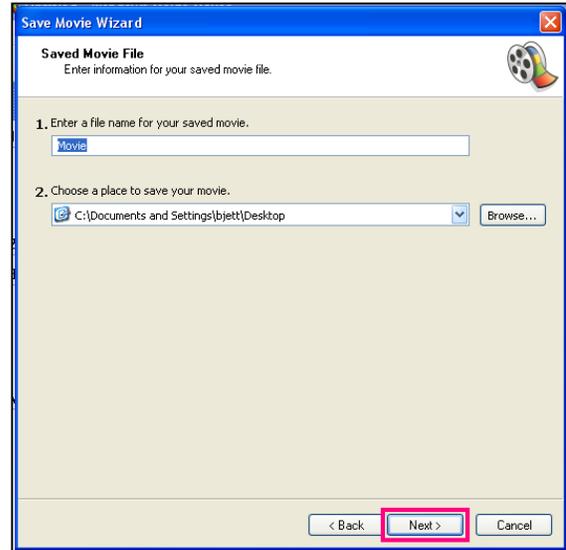
5. Go to the File menu and select Save Movie File.



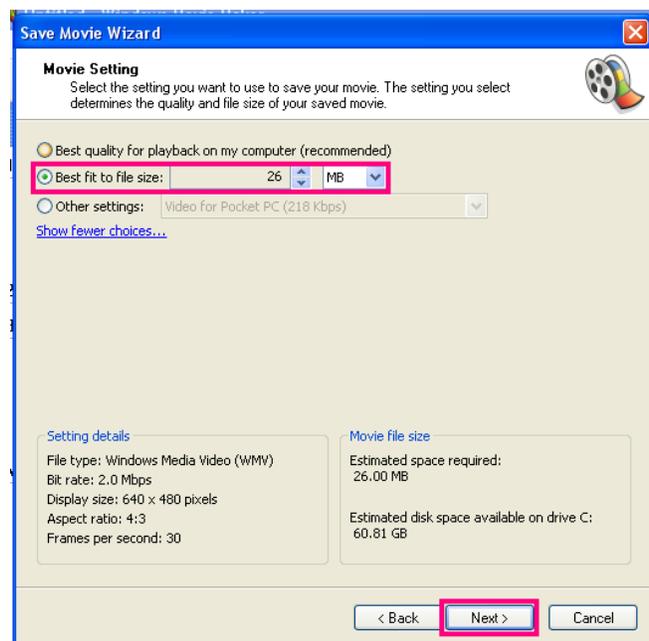
6. A new window will appear. Choose "My Computer" under Movie Location and click "Next."



7. Enter a file name for your movie and choose a place on your computer to save your movie. Then click "Next".



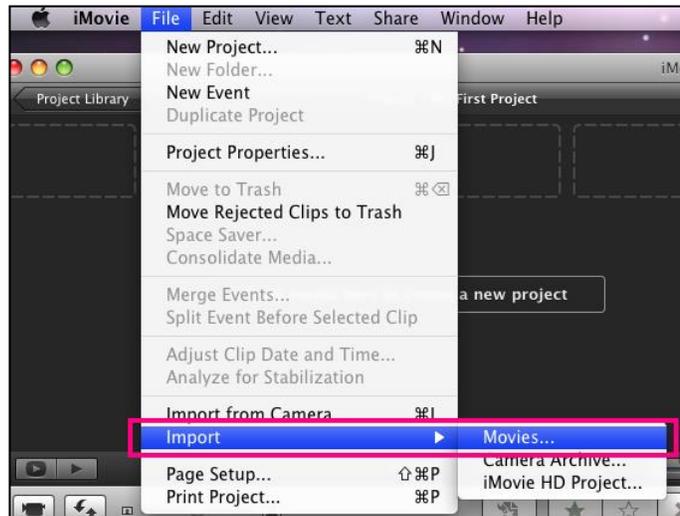
8. If the only option showing is "Best quality for playback on my computer. (recommended)", click "Show More Choices". Another menu should appear which will have the radio selection, "Best fit to file size". Choose a size under 100 megabytes and select "Next".



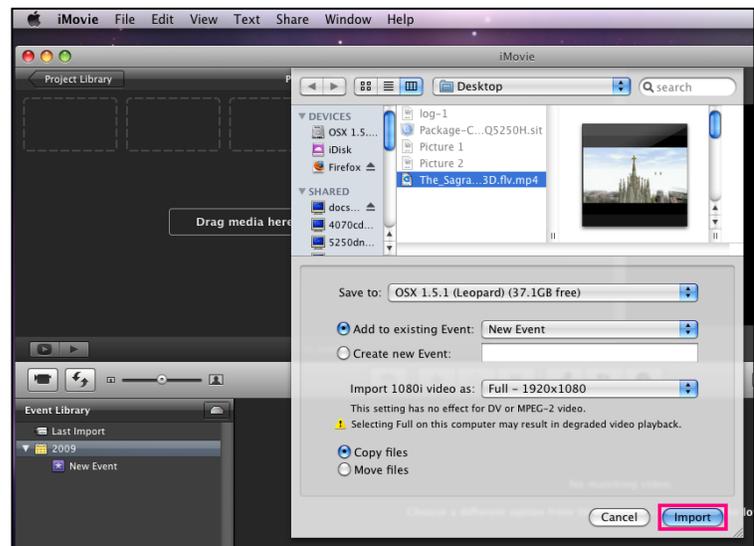
9. Your movie will begin saving to your computer. When it is finished, you will be able to upload the file to TaskStream.

## How to Compress Video using a Mac

1. First, open up iMovie.
2. Click the File menu, and then select Import → Movies.

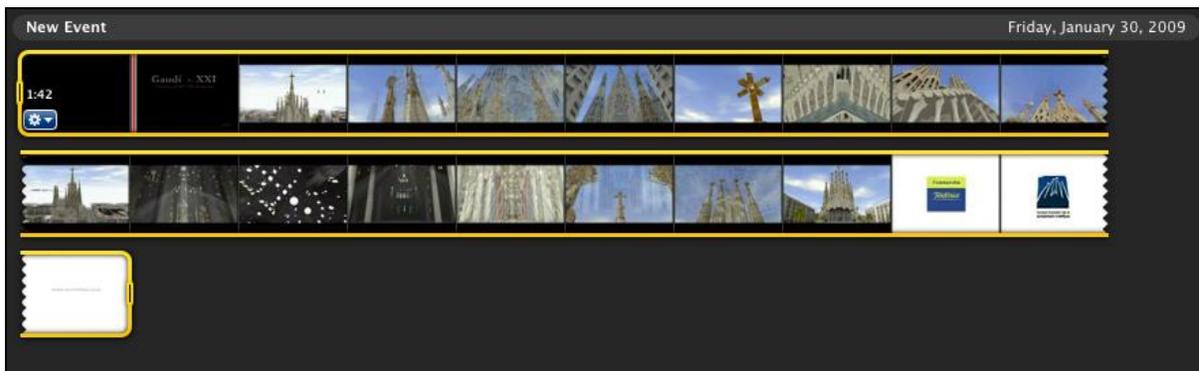


3. Choose the video file you want to compress and click Import. iMovie will take some time to import your movie.

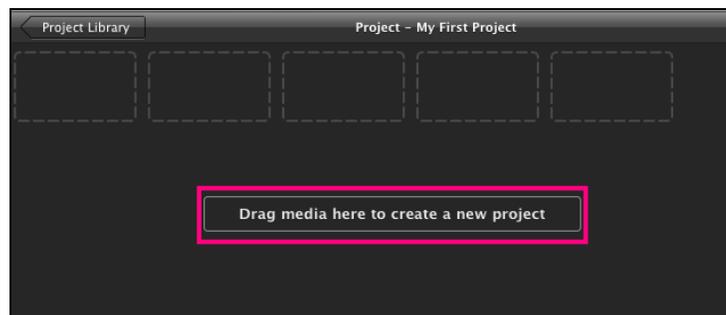


4. When your movie has finished importing, you will see it in a series of clips near the bottom of the window.

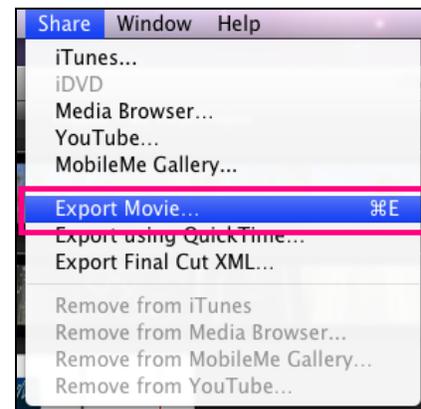
5. You will now need to select your entire movie by clicking and dragging, or you may right click and choose Select All.



6. Click and drag your selected movie up to the area that says "Drag media here to create a new project".

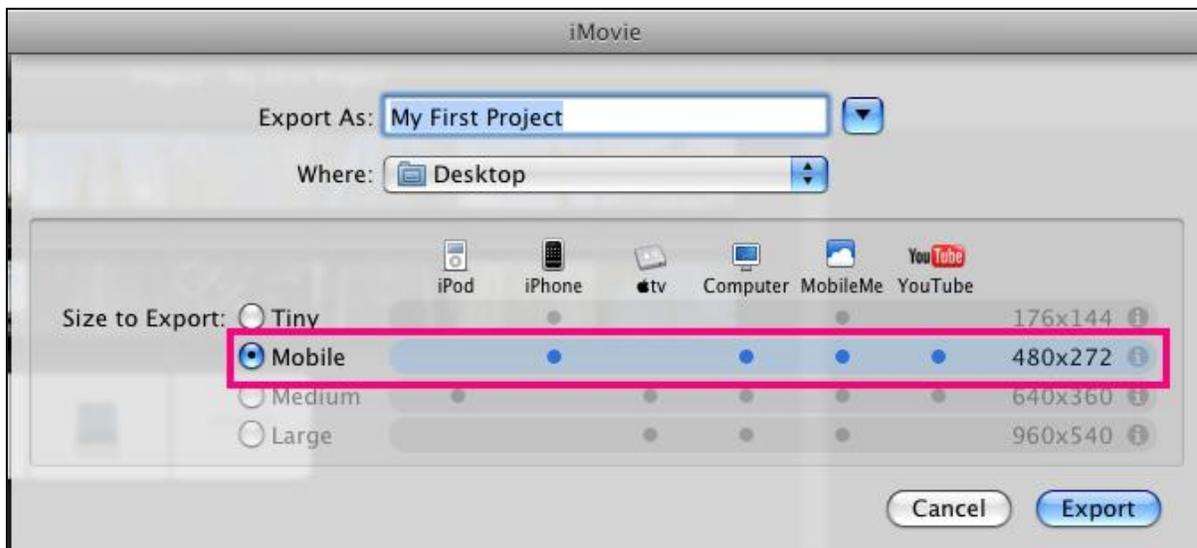


7. Go to the Share menu and now select Export Movie.



8. A window should appear with the following options:

- Export As: Enter your file name here.
- Where: Select the area of your computer where you would like to save your file. (i.e. Desktop or Documents)
- Size to Export: For the most optimal video size for uploading to the web, you will want to select "Mobile (480x272)".



9. Once you have made your selection, click Export. When your video has finished exporting, you will be able to upload the file to TaskStream.