



BLOOMBERG
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Student Guide

Video Creation

Version 1.6

► Introduction & Tips

Tips:

1. Your video needs to reside on a device with access to the internet before the upload can begin.
2. From a typical home computer, the upload process can take 1 hour to 6 hours. The actual time required for a video upload is dependent on the size of the video and the internet speed. Upload from the fastest internet line available to you. The UofT campus has excellent internet speed. **If you are uploading from home, use compression software to reduce the size of your video.**
The recommended compression software is the Handbrake compression tool, which can be downloaded from <http://handbrake.fr/downloads.php>.
3. What to expect - example timeframe for the uploading and the compression process:

Time/Size	
Source Video Size	30 minutes in length, 1.3 Gb .mts video file
Compression Time	30 minutes on a Intel core 2 Duo 2 GHz machine with 2GB RAM (3 yr old Dell laptop), using Freemake compression software
Compressed Video Size	30 minutes in length, 71.9 Mb .avi (Divx 320x180) video file
Time to Upload to LHP	21 minutes on a Rogers Express Service Package with 0.5 Mbps upload speed. Browser: Mozilla FireFox 14.0
Total Time	51 minutes

4. Do not run other applications on your computer while uploading your video. This will add time to the upload process.

► **Guide for Video Capturing (Recording your video)**

Equipment:



Digital Camera (minimum 3x megapixel) or any Digital Camcorder



Cellphones are not recommended since the results are poor in low light and blurriness is caused without the use of a tripod. If you are **certain** that you do not have these issues with your cellphone, there are no technical reasons why you can't use your cellphone.

Settings:



If you record in High Definition or you have a lengthy video, compress the video to reduce hours of upload time.



640 x 480

File Format / File Extension:



(accepted formats) ASF, AVI, FLV, MOV, MP4, MPG, MPEG, MPEG-4(Divx), SWF, WMV



(unaccepted formats) 3GP, H264, MKV, RM, RMD, VOB, others not listed above

Tips While Recording:



To avoid shaky and blurring effects, use a tripod, table or a flat surface to stabilize the camcorder throughout the recording session



Record in a very well-lit room or in a very bright outdoor environment. It's best to avoid any light sources (windows, lamps etc.) behind the subject. The **source of lighting should be behind the camera** toward the subject.



Speak Up!!! Clarity and voice projection are important for audibility



Avoid recording in noisy environments

► **Guide for using Handbrake Software**

Step 1 of 5 Download and Install the Handbrake Software

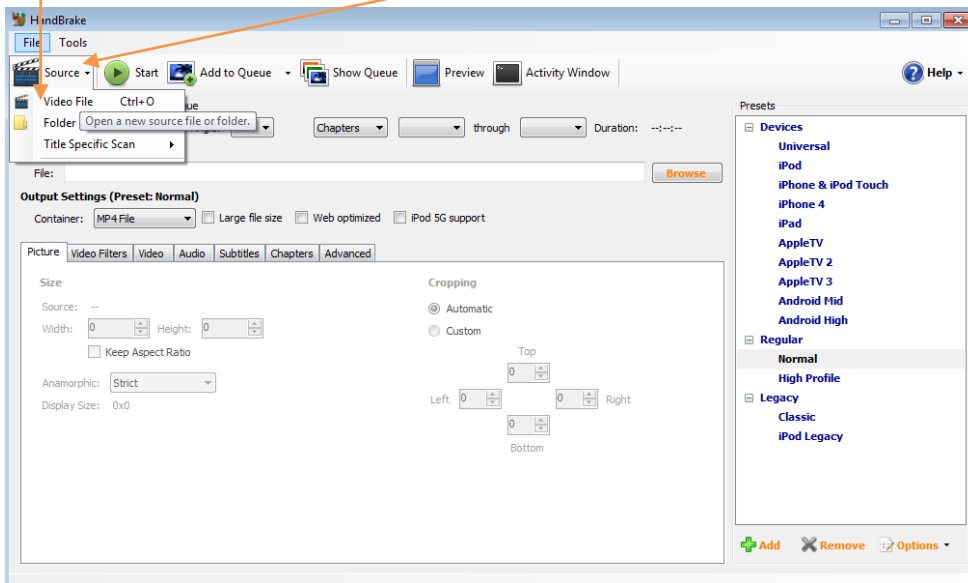
Go to: <http://handbrake.fr/downloads.php> and download the software appropriate for the MAC OS.



Once downloaded, run and install the software

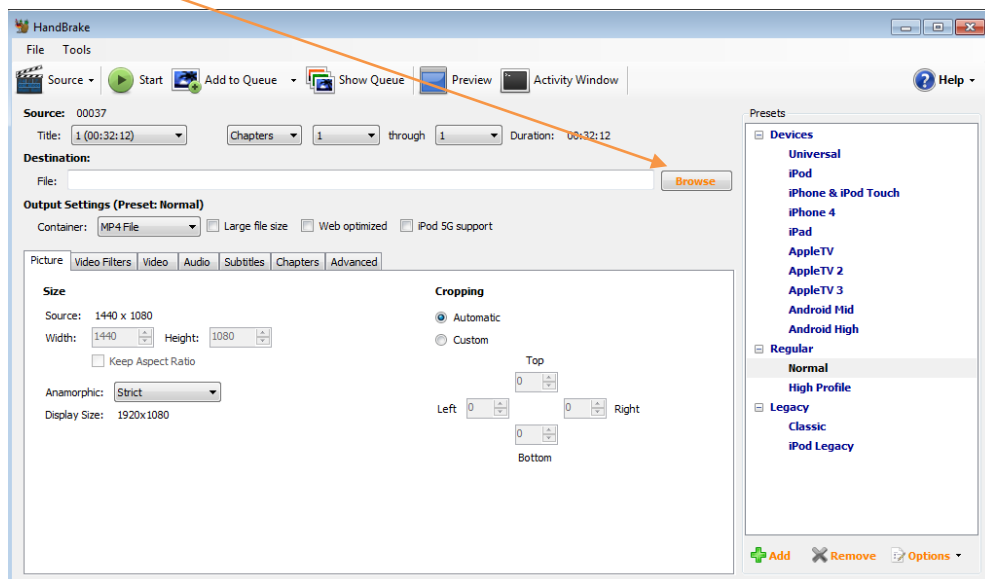
Step 2 of 5: Select the Source Video

Select the video that you would like to compress by clicking the “Source” button and selecting “Video File”. This will display a popup box for you to find your file.



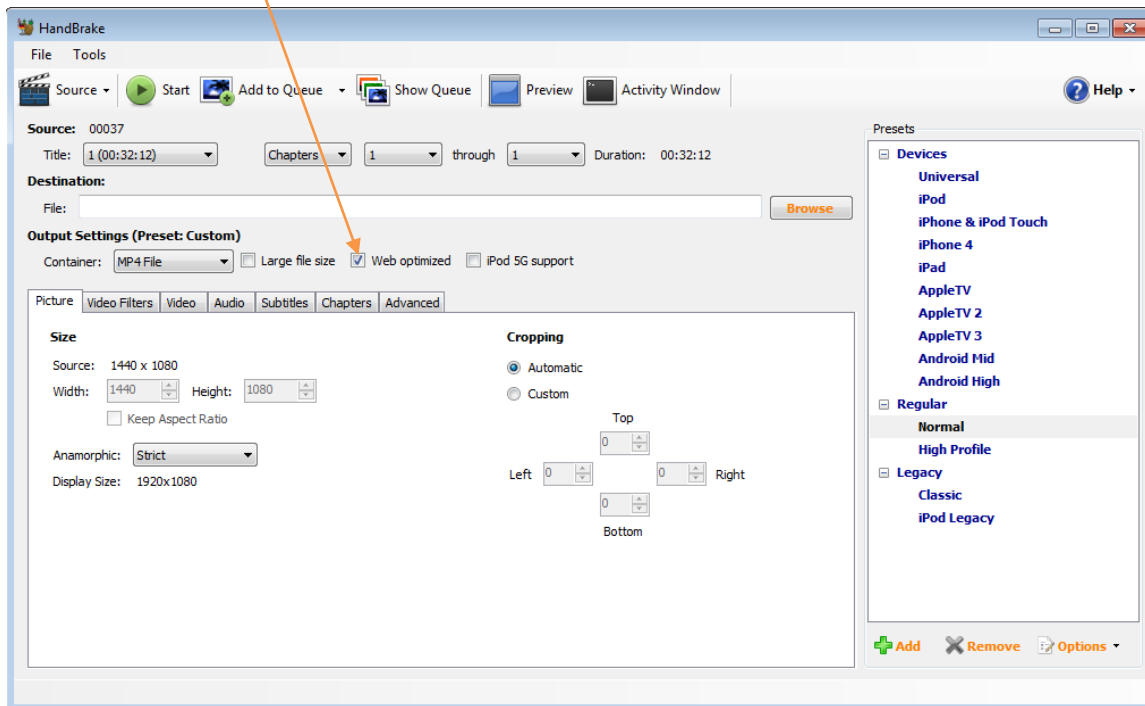
Step 3 of 5: Select output destination and name:

Click the “Browse” button under the Output Settings header to select the folder and name for your file. You should keep it as an MP4 file.



Step 4 of 5: Check the “Web optimized” Checkbox

Next, check the “Web optimized” checkbox to allow for greater compression.



Step 5 of 5: Press the “Start” Button

Finally, press the “Start” Button to start your conversion. Depending on the size of your video and the speed of your computer, this can take a considerable amount of time.

