

# How to Compress Your Tk20 Video

## User Guidelines for Video Uploads

### List of accepted video file types:

- .mov
- .mp4
- .avi
- .mpg
- .wmv
- .m4v

### List of Requirements/Guidelines for video file upload

- Videos files must be in one of the accepted video formats.
- Videos should not be in HD.
- Video files should be 100MB or less.

## Compression

- Tk20 strongly recommends that all video files, regardless of size, be compressed.
- At minimum, video files must be compressed to be no bigger than 100MB.
- Most university-owned computers have video compression software (e.g. QuickTime, Window Media Player). If you have questions about video compression, please consult with your institution's IT department.
- Handbrake can be used to compress video files. Instructions for this program are listed below.

## Troubleshooting

### Video file is not uploading

- Check that the video file is compliant with the file format and file size requirements.

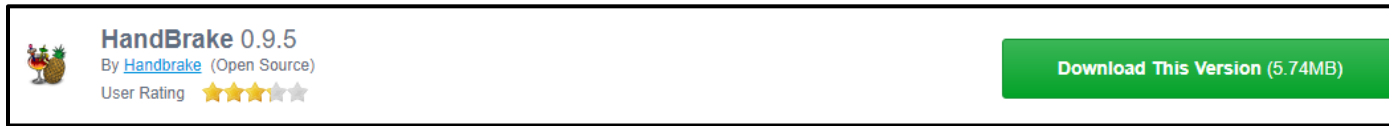
### Video upload is slow

- This may be attributed to server location (e.g. remote versus on-site). The greater the distance, the longer it will take to upload the file.

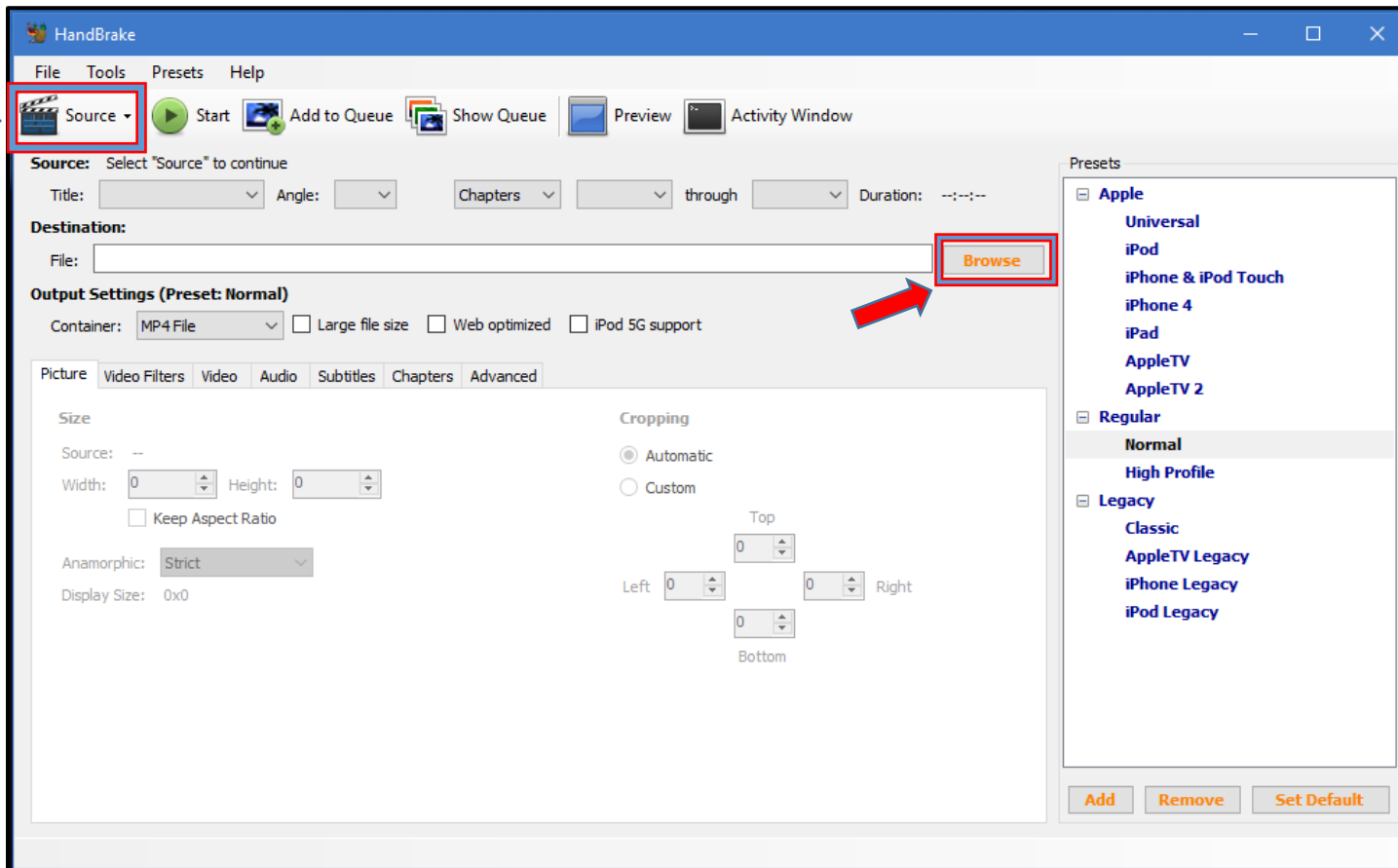
- Network details (e.g. wireless, T1, remote versus on-site, etc.) may depress upload speed. Users can run a test through <http://www.speedtest.net/> to determine upload speed.

## Instructions for Compressing Your Video:

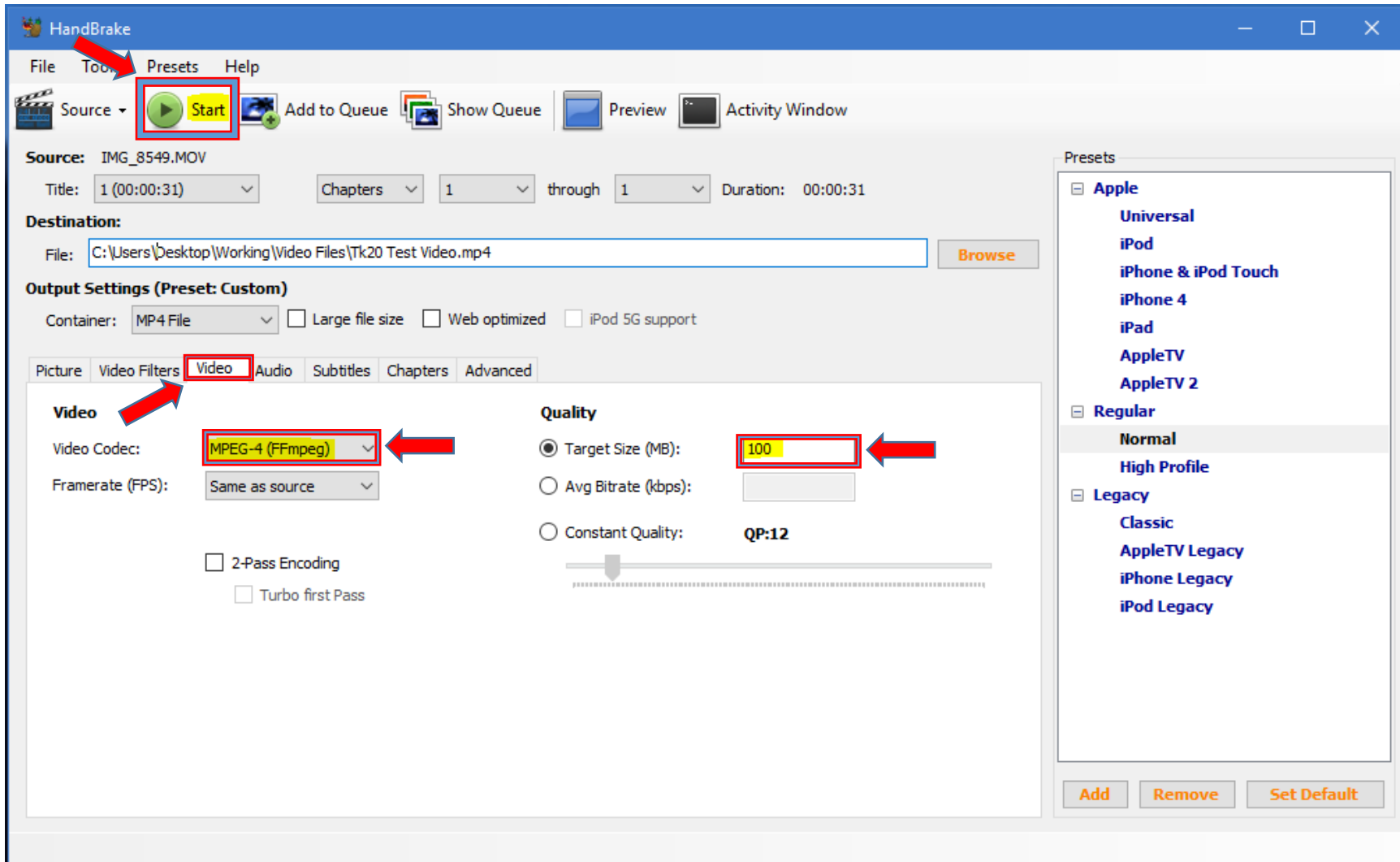
1. You can download the compression software known as "Handbrake" here: [http://filehippo.com/download\\_handbrake/9044/](http://filehippo.com/download_handbrake/9044/)
  - a. Make sure to download version 0.9.5. This version will allow you to specify a target video file size, unlike more recent versions.
2. Once on the download page, click on the **green** download button that looks like this:



3. Once you have the software select "**Source**" → "**Video File**", select the video that you would like to compress, and click "**Open**".
4. Next indicate "Destination" (the location where you will save the file). Click "**Browse**", and enter a new title, select "**save**".



Select **"Video"** tab → **"MPEG-4 (FFmpeg)"** from the dropdown menu next to "Video Codec" → **"Target Size"** under "Quality", and enter desired file size (must be under 100MB), next select the **"Start"** button.



Once complete the file will be saved on your desktop with the title listed on the "Destination" field.

**For any additional questions, please contact your Tk20 Unit Administrator: [tk20@westga.edu](mailto:tk20@westga.edu)**