UPLOADING THE VIDEOS TUTORIAL

RECORDING THE LECTURE

1. Use Ken’s camera (with the internal 8 GB memory and the microphone jack).
2. Give the speaker one of the audio transmitters (AU 6/7/8) and instruct them to tune it to one of the two channels. Make sure they leave it on and placed near their mouth for their speech.
3. Plug in one of the receivers (also AU 6/7/8) into the camera. Make sure the receiver is tuned to the same channel as the speaker.
4. Stop and restart (a new segment) every 20-30 minutes or so in order to avoid auto shutoff of the video.
5. The camera will most likely be already set to the lowest resolution .MTS file format. Just check with Ken to make sure.

COMPRESSING THE LECTURE FILES

1. Plug camera into the computer to access the files.
2. Open Handbrake and select the first .MTS file of the lecture. Select and press “Open”.

![Handbrake screenshot](image)
3. The main screen will appear in which you will change the settings into what you want the new file format to be. I made a preset called “S’mores” that has all of the correct file formats. It’s on the right side of the program on the supplementary window.

If the S’mores preset is no longer there, change to the following formats:

1) Make sure the format is MP4 file
2) Make sure the Web optimized box is checked
3) Video codec should be H.264 (x264)
4) Then you must change the picture settings aspect ratio. Click on the TV button above “Picture Settings” in the upper right hand part of the program.

5) Change the aspect ratio to Width: 640 and height: 462.

4. Then you are ready to press start on the upper left hand side!
5. Since there will be multiple files to compress each lecture, you can use the Queue function. Instead of pressing “Start” on the first video, press “Add to queue”. Press “Show queue” so that you can keep track of all the files you upload at once.
6. Then, press the Source button on the upper left side next to the Start button. Choose the next video segment of the lecture (be sure to go in order!)

7. Make sure the destination presets are all the same, and then press “Add to queue”.

8. Repeat steps 6 and 7 for all of the files in the lecture (going in order is important!)

9. Once all of the files have been added to the queue, press “Start”. Depending on how long the lecture is, the compression process will take a while. When the process is done, the program will let you know!

10. Ask Ken for the naming conventions of the different lectures. In 2015, the naming conventions were as follows:
   a. Tuesday Hillier Lectures: FHSlecture##
   b. Friday Community Speaker Lectures: CSSlecture##
   c. Wednesday ALC Lectures: ALClecture##
UPLOADING THE FILES TO THE WEBSITE

1. Open Cyberduck. Check with Ken for the secure host site, username, and password. If there is no automatic connection, the login screen will look like this.

![Cyberduck login screen]

2. Once you log in, a list of all of the videos currently on the file will be shown. Upload each video to both the main folder (with all of the other lecture files) AND into the folder labeled IOS.

![List of videos]

3. Make sure all of the segments are uploaded. Check the website link to make sure the video loads properly.

![Website link check]