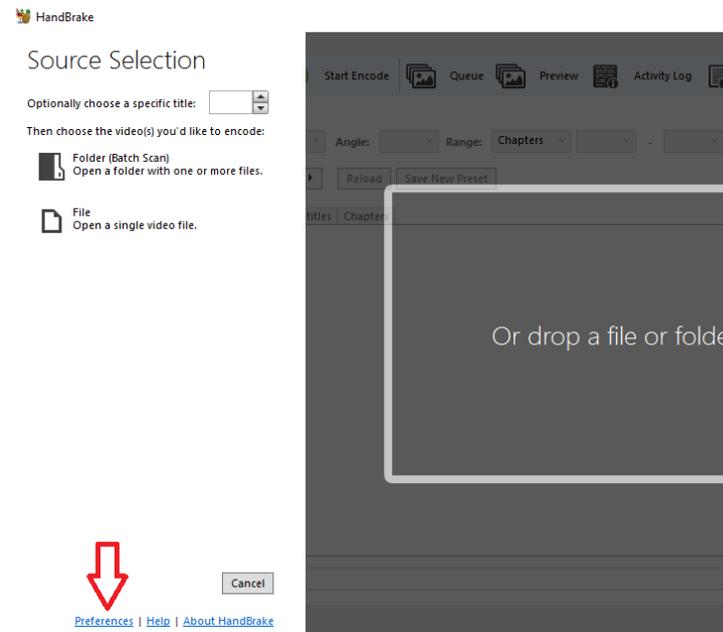


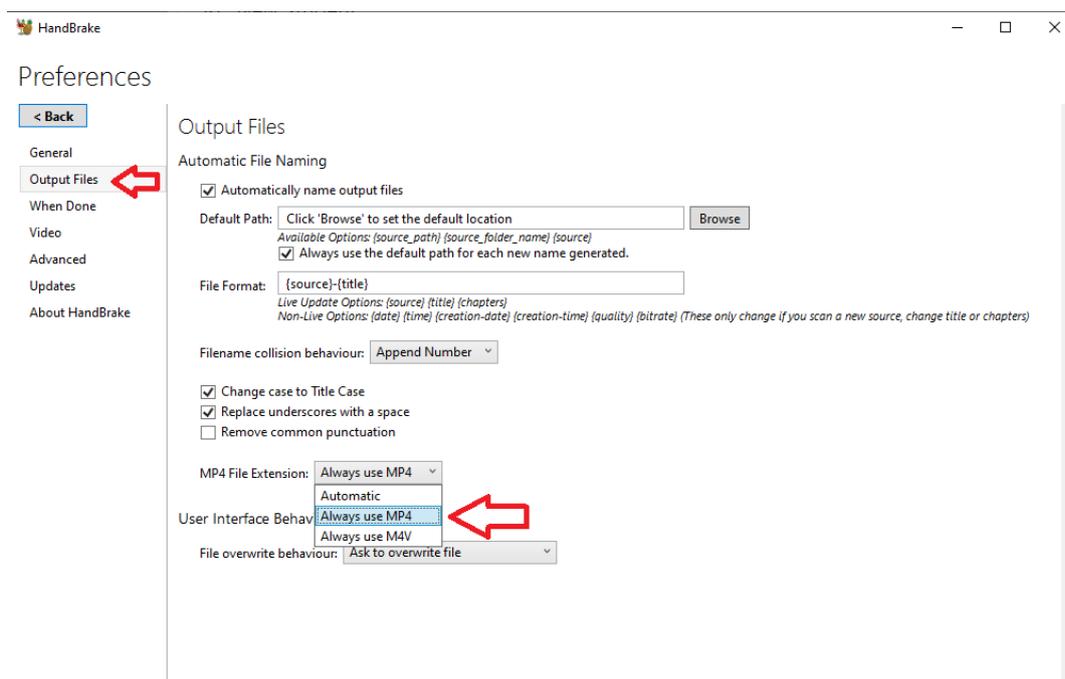
Video compression using HandBrake

In order to adhere to TASS and QCAA upload requirements, students and staff will need to compress video files so that they are less than 150 megabytes in size. It is suggested to do this using a free program named HandBrake.

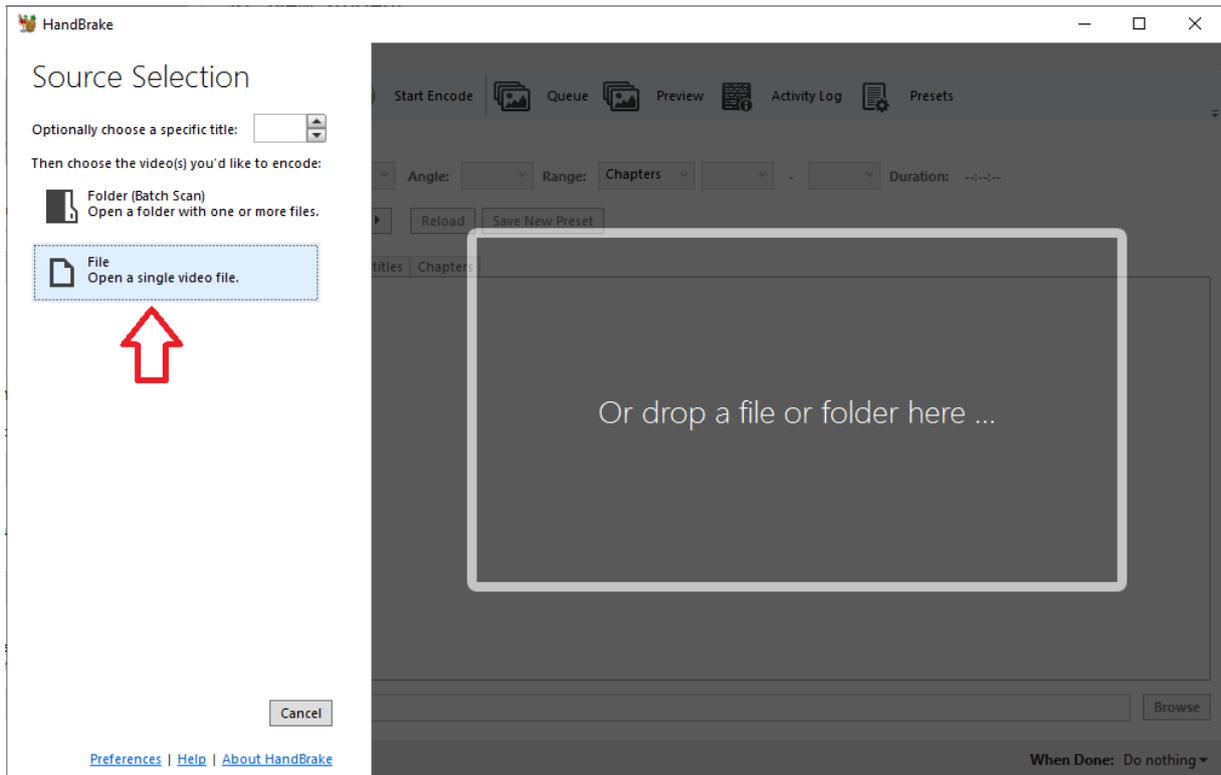
1. Download and install HandBrake from the [BYOD Portal](#) or from <https://handbrake.fr/>.
2. You will need to adjust a setting so that files always output in .mp4 format. Open HandBrake then click **Preferences**.



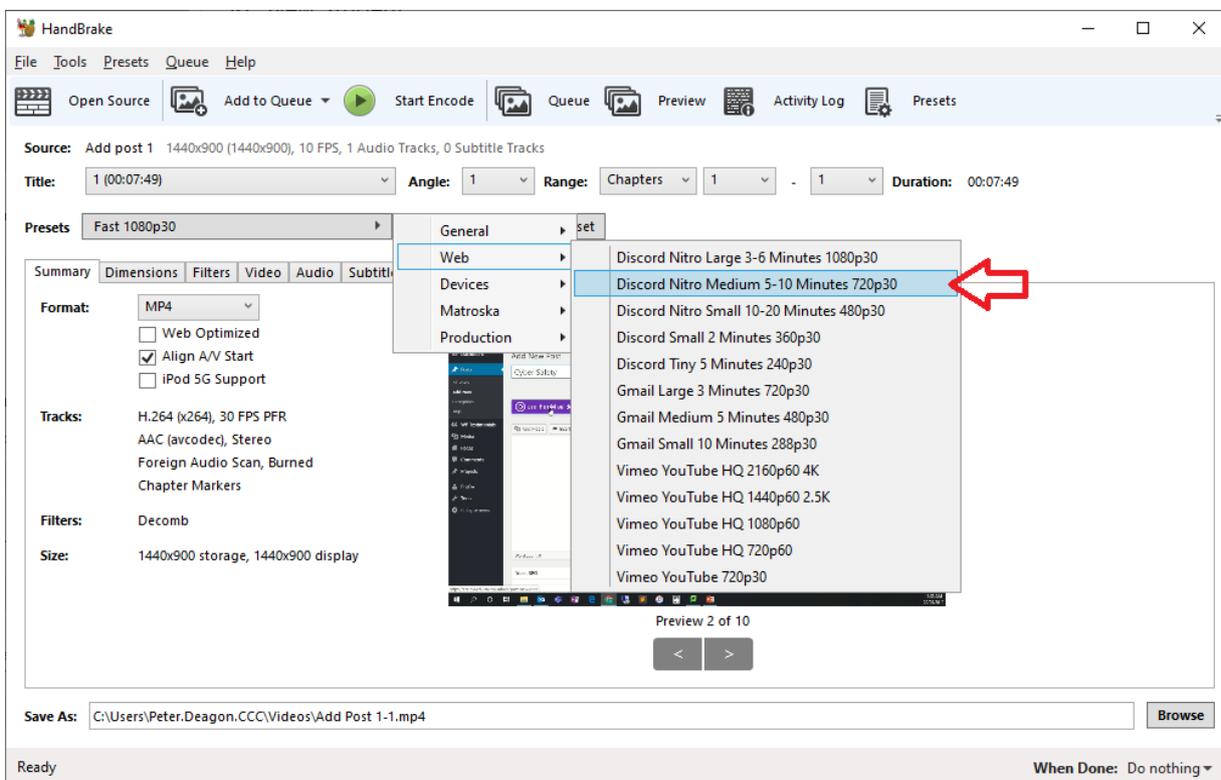
3. Click on **Output Files** then choose **Always use MP4** from the MP4 File Extension dropdown. You only need to do this once. You can also adjust the default names and save location for your output files on this screen. For example, you may wish to set the Default Path to your Desktop and the File Format to *{source}-compressed*.



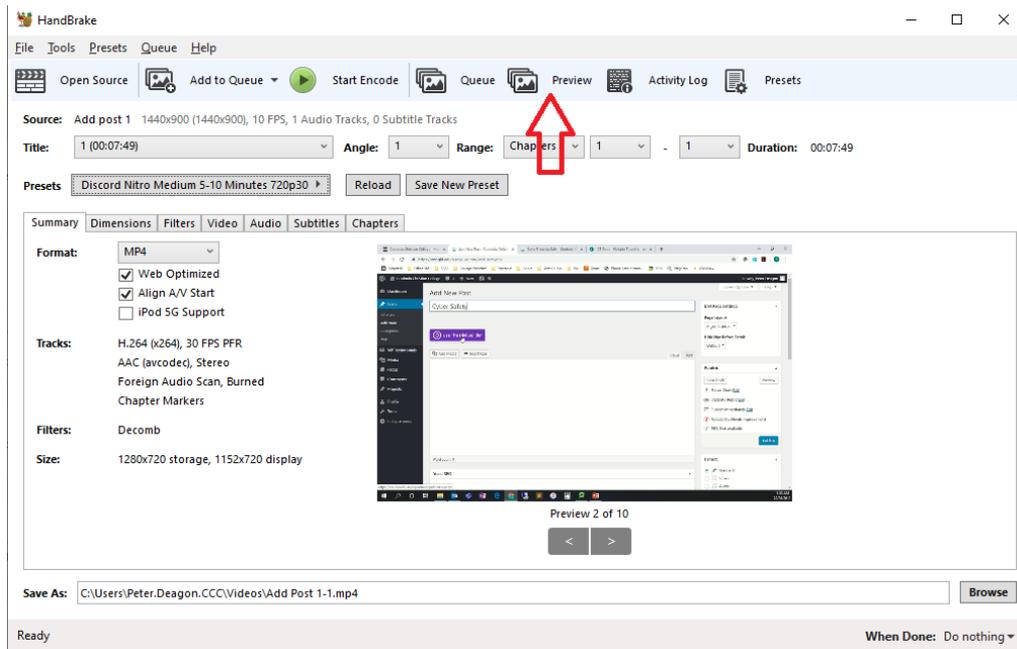
- Click the **Back** button to return to the Source Selection screen. To compress a single file, click the **File** option and choose your file or drag and drop your file into the window.



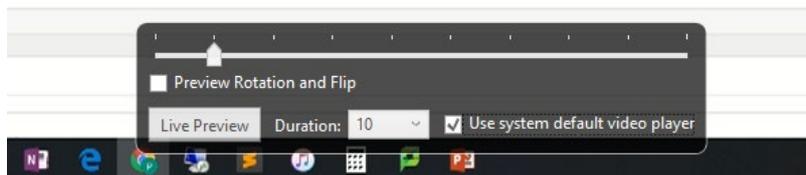
- When your file has finished importing, choose the **Discord Nitro Medium** preset by clicking the **Preset** menu and hovering on the **Web** category.



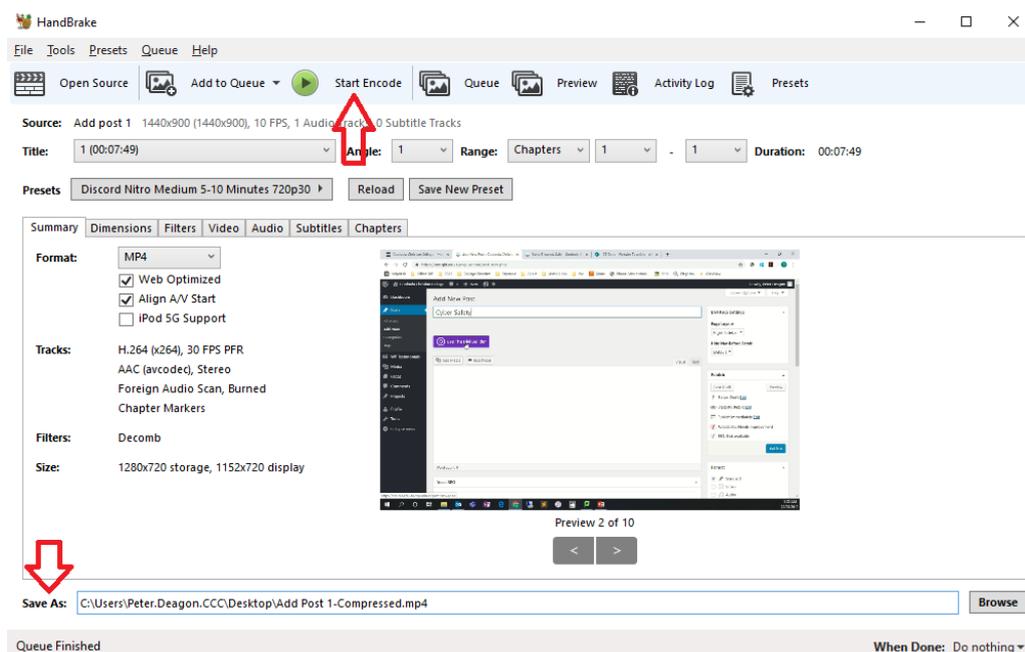
6. Before you compress your video, you can preview what the output file will look like to ensure that video and audio quality are still acceptable. Click the **Preview** button to bring up the Preview settings screen.



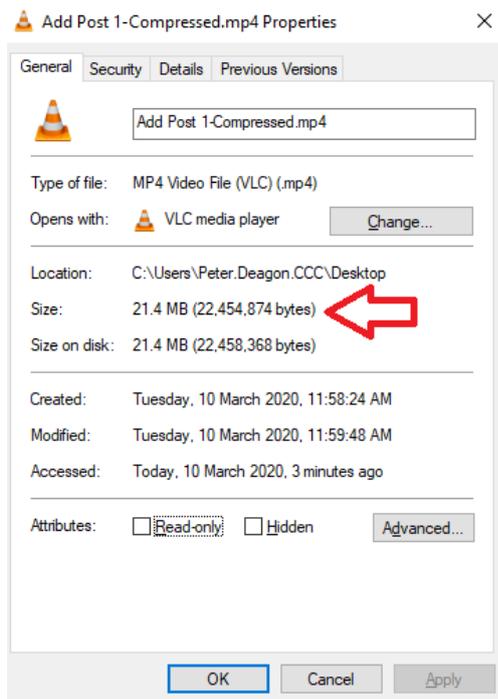
7. In the Preview settings, change the **Duration** to 10 seconds and tick the **Use system default video player** option. Then click **Live Preview** to generate the preview file.



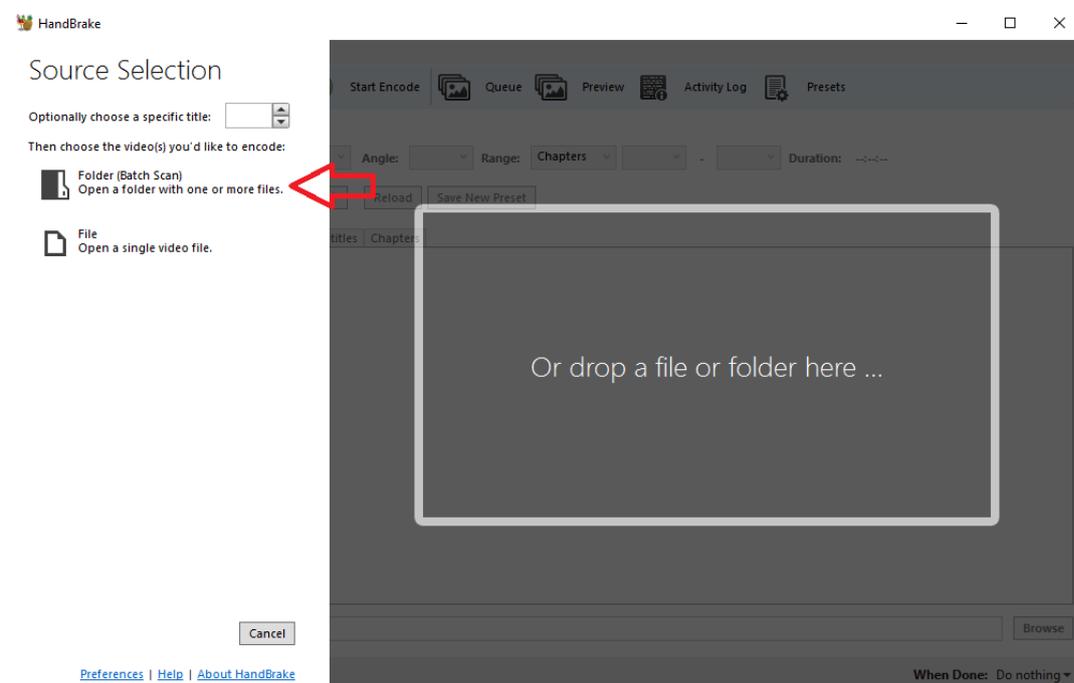
8. If you are happy with the quality of the Preview file, go back to the main HandBrake screen. Adjust the **Save As** path as required then click **Start Encode**. HandBrake will now create a new compressed video file in the folder you have chosen.



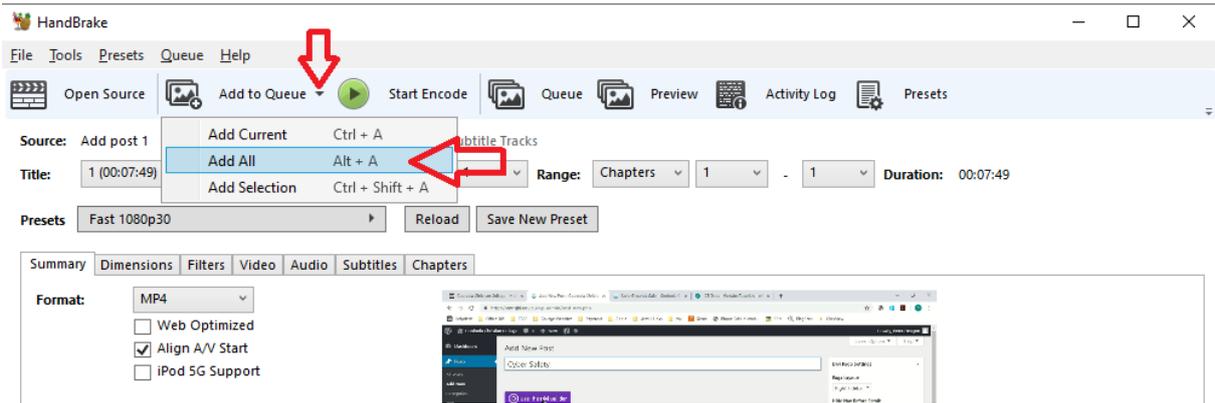
9. Once the file has finished encoding, check that the compressed file is less than 150 MB. You can do this by right clicking on the file and choosing **Properties**. The size of the file will be displayed in the window that appears.



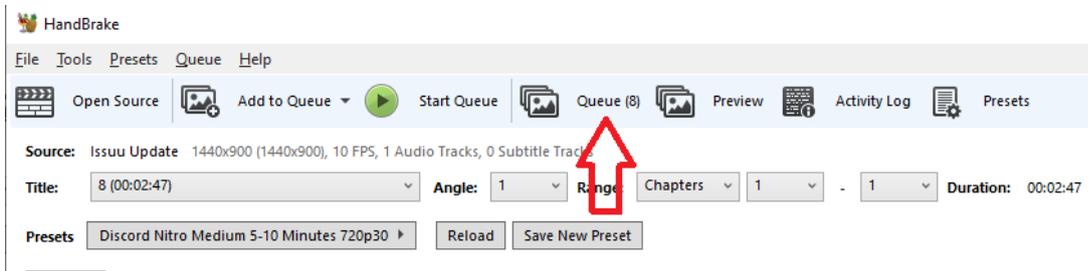
10. HandBrake also allows you to compress a batch of files at once. This is useful if you have multiple videos that need to be compressed. To open a batch, first ensure that all the videos you need to convert are in the same folder. Then choose the **Folder (Batch Scan)** option or drag and drop a folder into the HandBrake window.



11. Adjust your **Preset** as per Step 5 and ensure the **Save As** path is set as required. Now click the dropdown arrow beside **Add to Queue** and select **Add All**.



12. You should now see that your videos have been added to the Queue. Click **Queue** to view these.



13. When you are ready to start the conversion, click on **Start Queue**. If you are converting a lot of videos this may take a while. It's a good idea to plug your computer in and leave this run overnight. Then in the morning your videos will be ready.

