Compressing Video for TaskStream

Currently, TaskStream allows users to upload videos up to 500 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 500 megabytes in size.
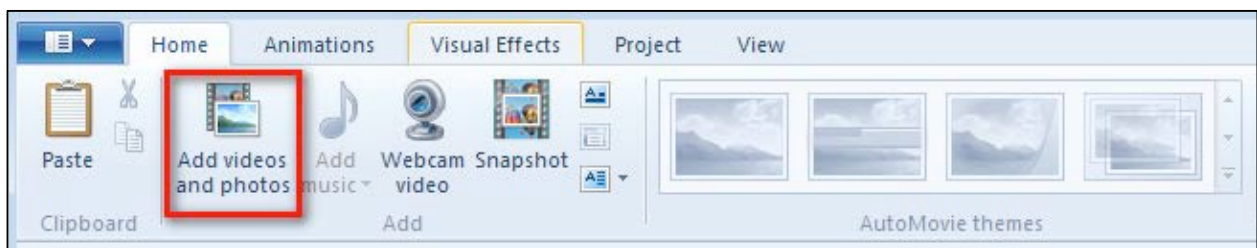
Below is a list of issues that may prevent you from uploading your videos on to TaskStream:

- Videos over 500 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.
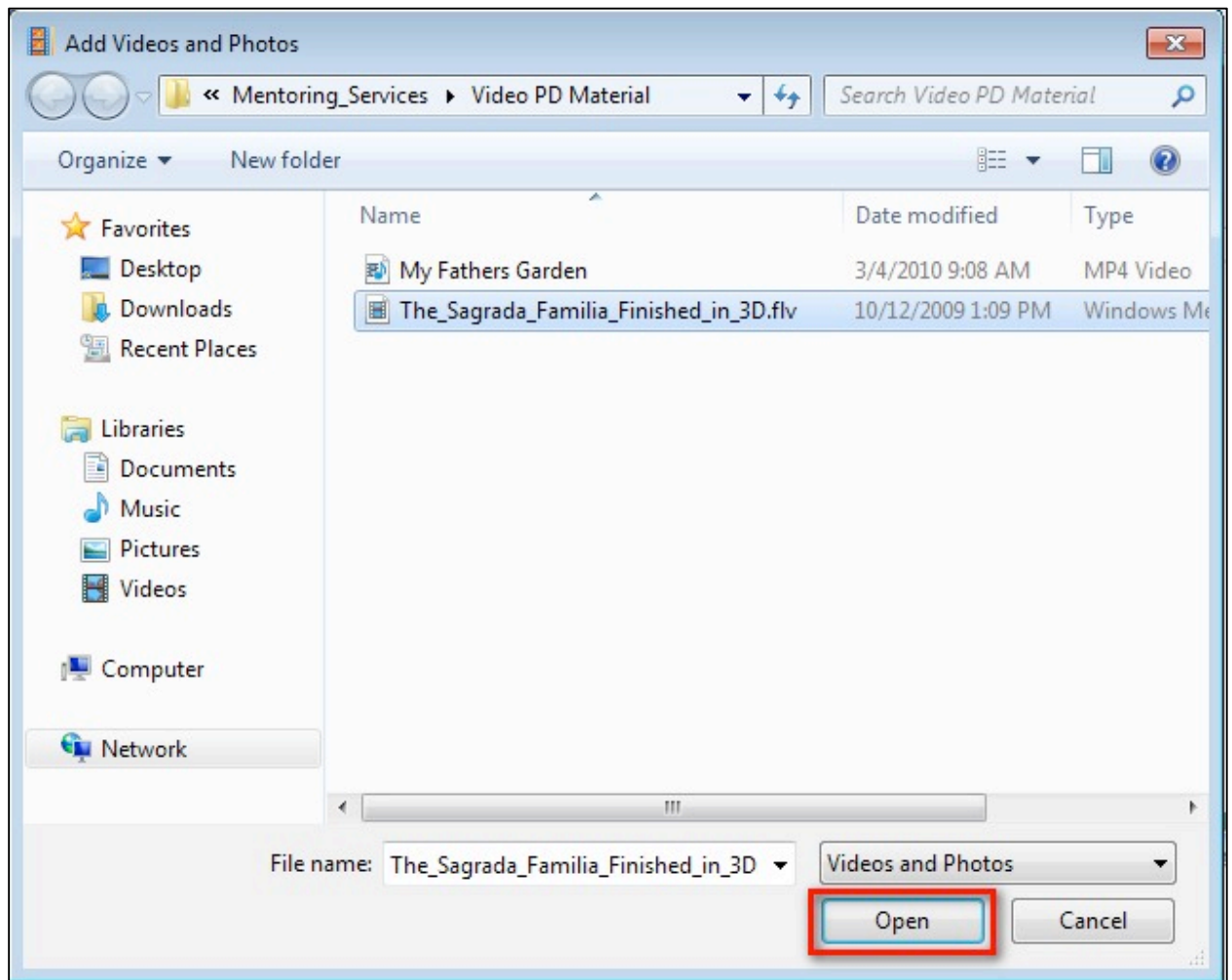
If your video is larger than 500 MB in size, you will need to compress (make smaller) your video to ensure that you can successfully upload your video to TaskStream. Luckily, all the tools to compress video files come free with your computer, either PC or Mac. There are also free programs available for download. A basic web search for compression tools should give you more options if you do not wish to use the software listed below.
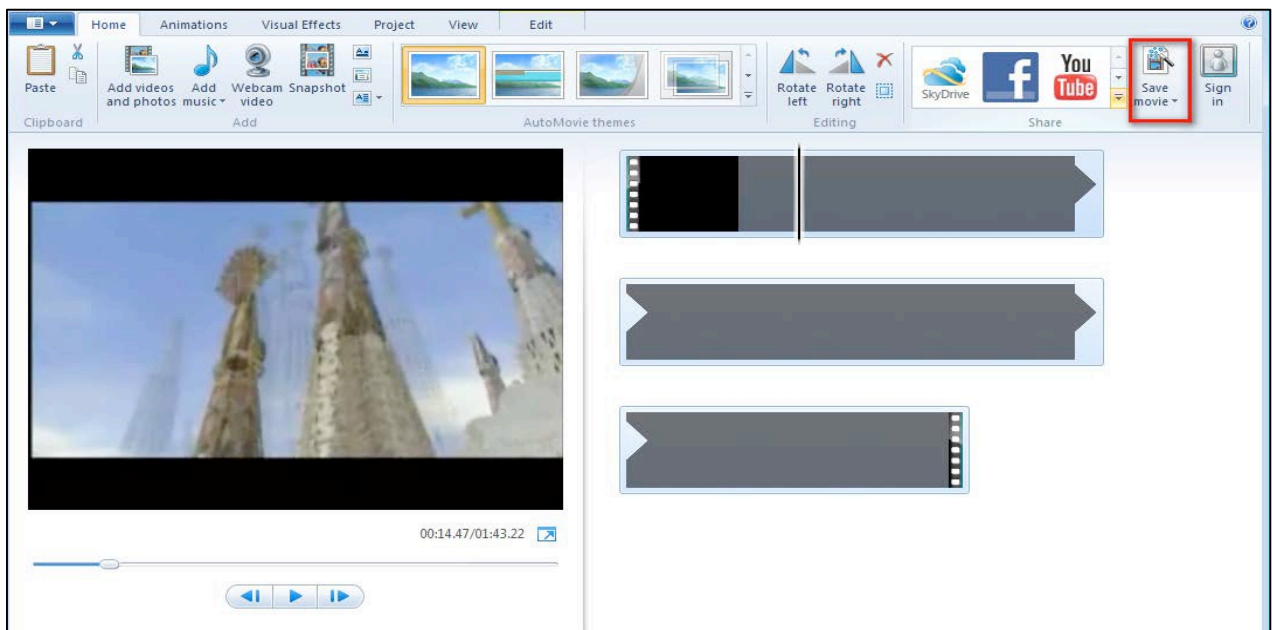
How to Compress Video using a PC

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

2. Add the video file you want to compress by clicking the **Add Videos and Photos**.
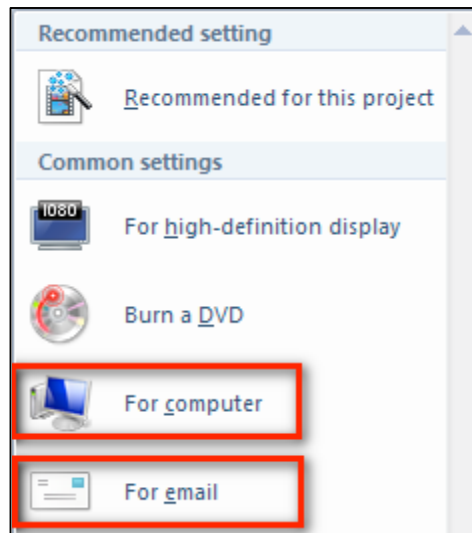
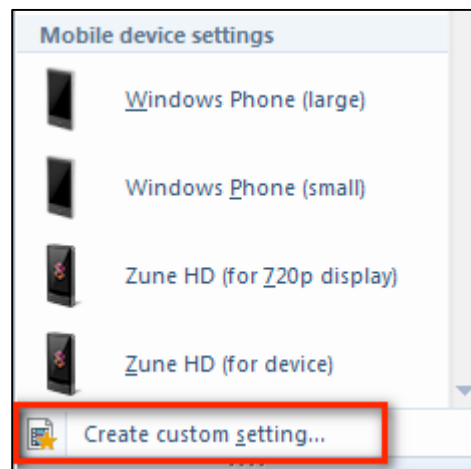3. Select your video file and click the **Open** button.

4. Once your video file has loaded, click on the **Save Movie** button located in the top menu bar.
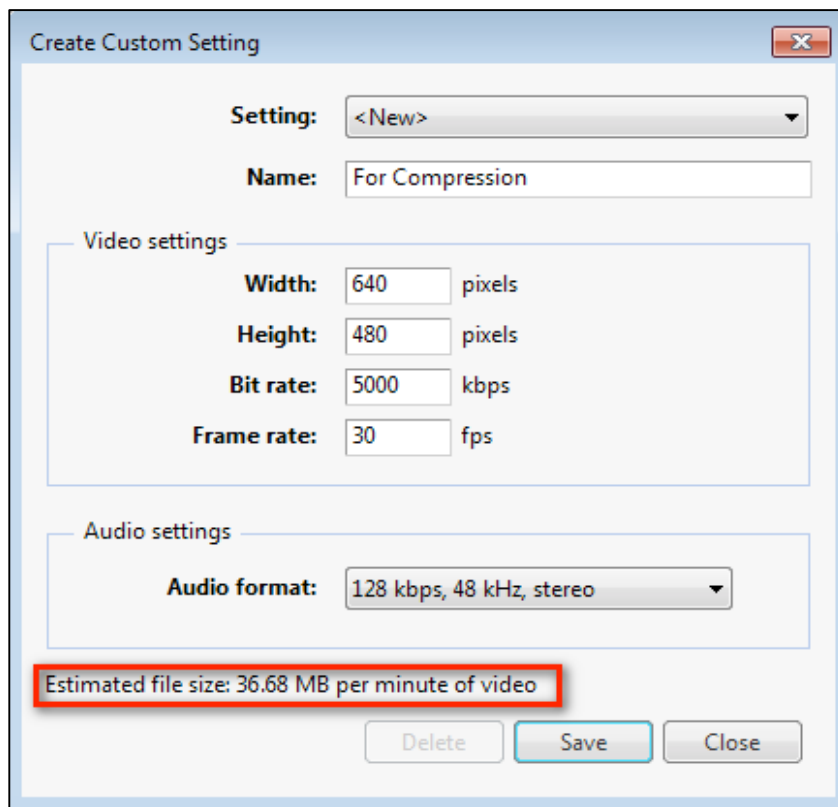
5. In the Save Movie menu, select a setting. The **For Computer** or **For Email** settings will likely be the best options for compression in order to upload to the web.
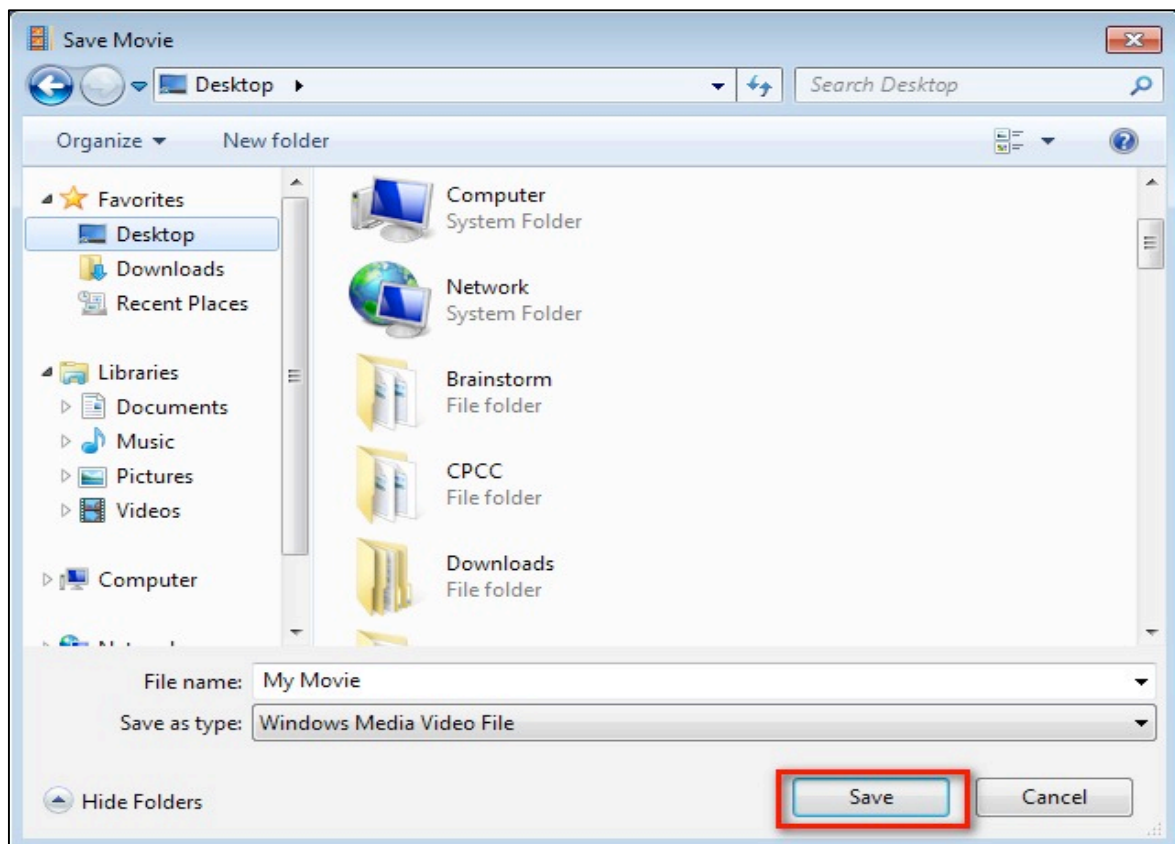

You can also choose to make your own custom setting if neither of the above settings compresses the video to below 500MB.

Using this option, you can customize the video width, height, bitrate and frame rate. Continue to adjust the settings until the estimated file size per minute is reduced enough to reduce the total size to under 500MB. The lower the file size is under 500MB, the faster it will upload.
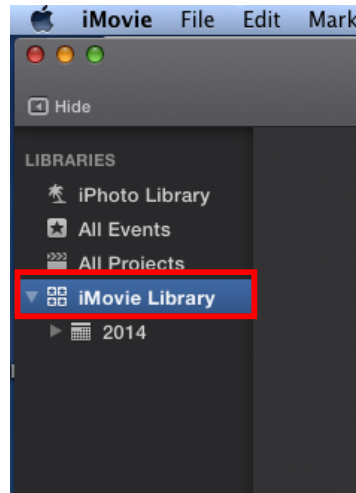
6. Once you have chosen the setting of your choice, choose the location where the video should be saved and click the **Save** button.
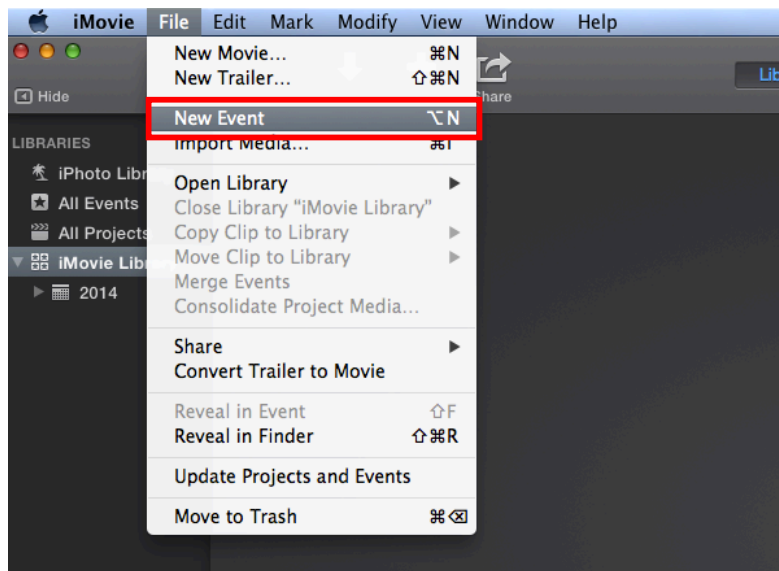

7. Your movie will begin saving to your computer. When it is finished, you will be able to upload the file to TaskStream.
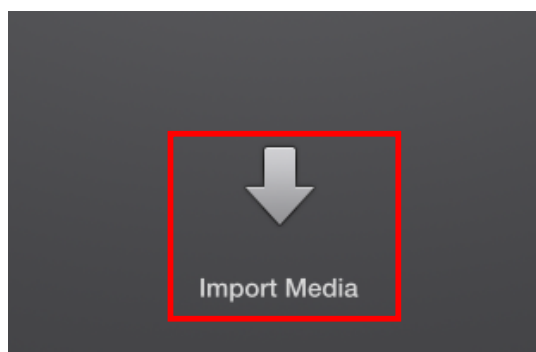
How to Compress Video using a Mac

1. First, open up iMovie.
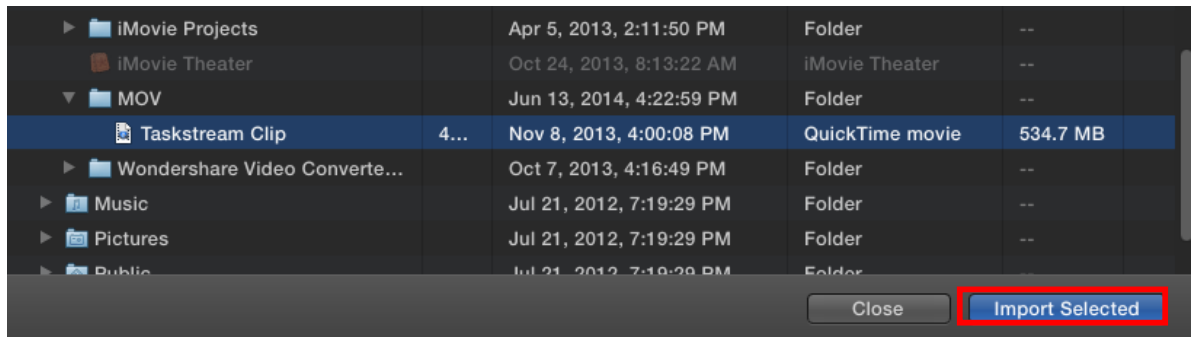
2. Select the iMovie Library under Libraries.

3. Click the File menu, and then select New Event. Assign a name to the new event.
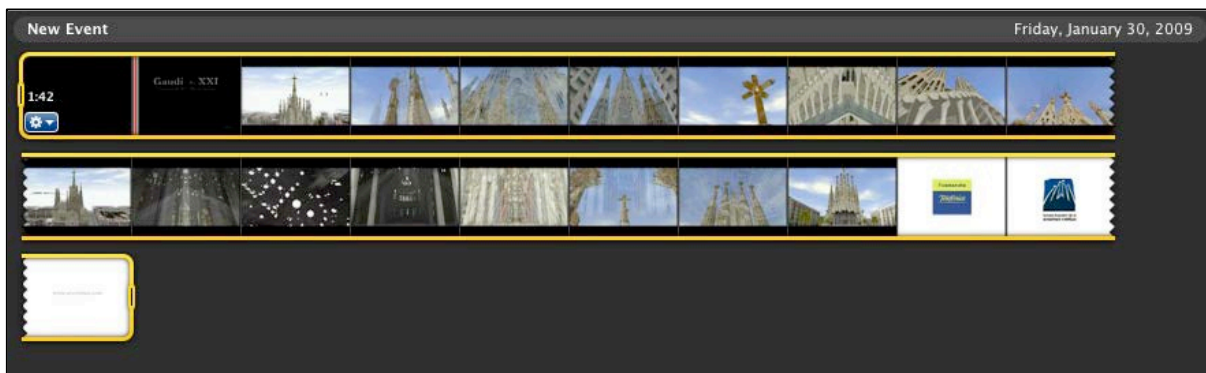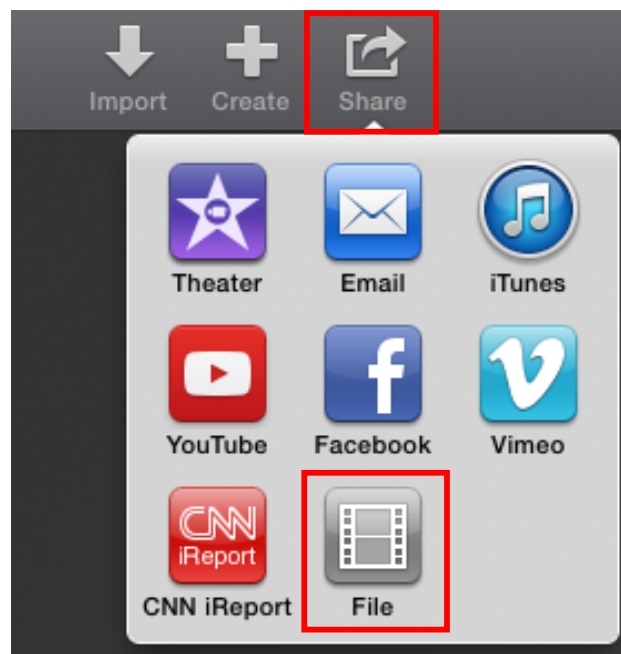

4 . Click on Import Media.

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

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

7. You will now need to select your entire movie by clicking and dragging, or you may hold the Control-key, click and choose Select Entire Clip.
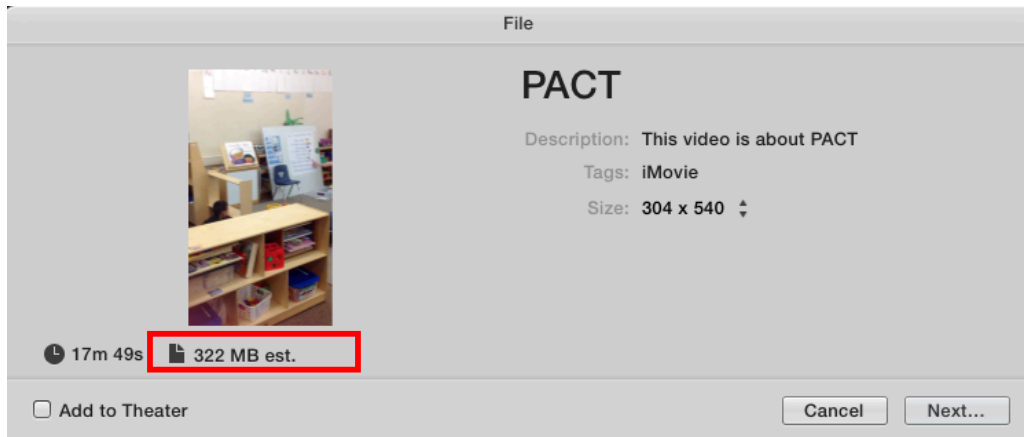

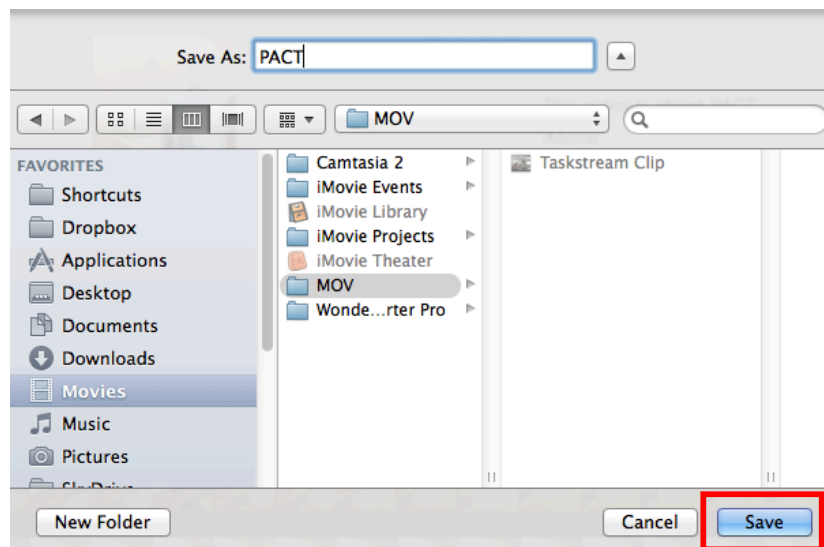8. Click the Share button in the toolbar, and then click File

9. In the window that appears, do any of the following:

- To set the title of the video: Click the name at the top, and type a new name.
- To set the description: Click in the Description field, and type new text.
- To get tags for the video: Click in the Tags field, and type tag names separated by commas.
- To set the size: Choose an option from the Size menu. Continue to choose a size until the estimated total file size is reduced to under 500 MB. The lower the file size under 500 MB, the faster it will upload.

10. Click Next.

11. In the window that appears, type a name in the Save As field, or leave the default name. Navigate to the location where you want to save the video, and click Save.

12. An activity indicator appears on the right side of the toolbar. Click the activity indicator to see details. The indicator disappears when the operation has finished.

13. After the share process is complete, a "Share Successful." notification appears and you will be able to upload the file to TaskStream.