

## How to submit a file for the Penn State Film Festival

First, export your file as an H.264 encoded Quicktime File. **WARNING: This process will take time! Do not wait until the last minute. Remember you need to encode the file and then transfer it to the server!**

In Final Cut Pro choose File -> Export -> Using Quicktime Conversion.

If your project is in High Definition, click on "Options", then "Size". For "Dimensions" choose "Custom" and then specify **640 x 360** in the size box.

If your project is a Standard Definition, click on "Options", then "Size". For "Dimensions" choose "Custom" and then specify **480 x 360** in the size box.

No other changes to the Quicktime Export settings are necessary.

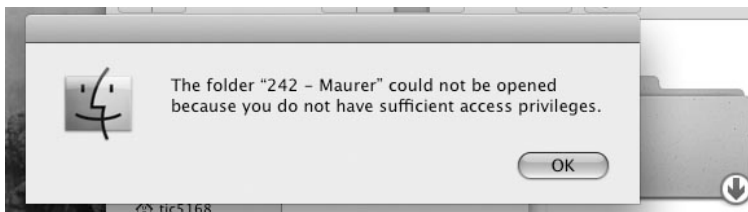
For a filename you must use [Lastname]-[ProjectName].

After the export has completed, verify that it is in fact an H.264 file and that it is your complete project.

Using a Mac OS X system, click somewhere on your Desktop. This will switch your active application to "Finder". Click on the "Go" menu and choose "Connect to Server". You must do this! You cannot connect from a web browser.

For the address type: projects.comm.psu.edu.

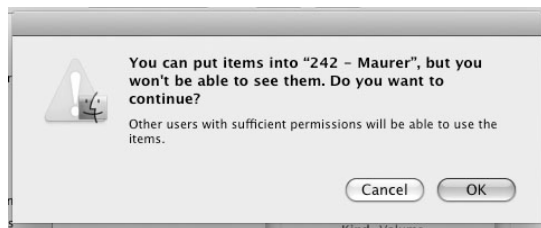
When prompted enter: User Name: **submit**  
Password: **film2011**.



You will get a message that says the folder could not be opened, etc. This is normal. It is because you can only "write" to the folder. Click "OK"



Drag the file you exported onto the Big Blue folder with the arrow in the lower right hand corner of it. This folder may appear in a "Finder" window (pictured at the right here) and on the desktop. Let go of the file.



You will get a message saying you can put things in the folder, but not see them. Again, this is normal. Click OK and your file will copy.



After the file has copied to the server, disconnect from the server by clicking on the little eject button. If you get a message about it being "in use", try again. If you are working on the desktop, drag the blue folder to the Trashcan / Eject button.