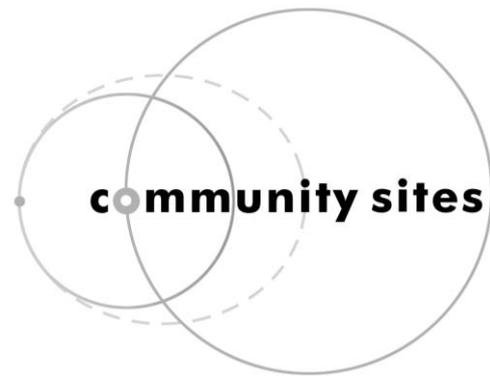


UPLOADING VIDEOS TO VIMEO



WHAT'S COVERED IN THIS TUTORIAL?

Preparing video files for the web can be tricky, partly because the files are so big, and partly because formatting video files correctly is quite complicated. One way of getting round this is to upload your video to a video hosting website called Vimeo. You will still be able to make the video display within our website and you can also give us access to the video file on Vimeo so that we can archive it.

These instructions provide a quick introduction to:

1. Creating a Vimeo account
2. Uploading your video to Vimeo
3. Adjusting the settings so the video can be shared with this website
4. Adding your video to this website

1: CREATING A VIMEO ACCOUNT

1. Go to Vimeo at <https://vimeo.com>
2. Sign up for a free basic account.

2: UPLOADING YOUR VIDEO TO VIMEO

1. Prepare your video for upload to Vimeo.
 - There are helpful guidelines about this at <http://vimeo.com/help/compression>
 - You should choose the options recommended for videos that are SD (standard definition) rather than HD (high definition). In particular, notice the resolution settings, which are currently 640x480 for 4:3 SD video, 640x360 for 16:9 SD video.
2. Log into your Vimeo account and click on the link to *Upload a video*. You will be prompted to choose a file to upload. Once it has been uploaded and processed by Vimeo, you will be able to view the video.

3: ADJUSTING THE SETTINGS SO THE VIDEO CAN BE SHARED WITH THIS WEBSITE

1. While viewing your video, scroll down and select Settings
2. Select the Privacy heading on the horizontal menu and select the following options:
 - Who can watch this video? Anyone
 - Where can this video be embedded? Anywhere
 - Who can comment on this video? You decide which option to choose.
 - What can people do with this video? Tick both options: Download the video and Add to their collections.
3. Save all changes

4: ADDING YOUR VIDEO TO THIS WEBSITE

1. Copy the website address of your video on Vimeo. You do this by going to the screen where you view the video and copying the address that appears at the very top of your browser. It should look something like:
`https://vimeo.com/12345678`
2. Paste this address into the video field on this website, where you are prompted to do so.
3. If you would like us to archive the original video file you have uploaded to Vimeo (so that we have a copy of it independently of Vimeo) then send us an e-mail to telling us you have uploaded a video to Vimeo. Include the web address of the video clip on Vimeo in the e-mail.
 - We will then go to the Vimeo website and download the video file you originally uploaded. This is important for archiving purposes, so that we have a copy of the video file just in case Vimeo one day ceases to exist.
 - Please contact us immediately – as the original file you uploaded to Vimeo will only be stored by Vimeo for one week.