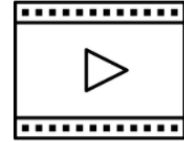


How to create an MP4 file for Documentaries



Documentary students should plan to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or DropBox. Uploading a large file can take *hours*, so allow plenty of time to complete this process before the submission entry deadline. Files typically upload fastest over a wired connection.

Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline.

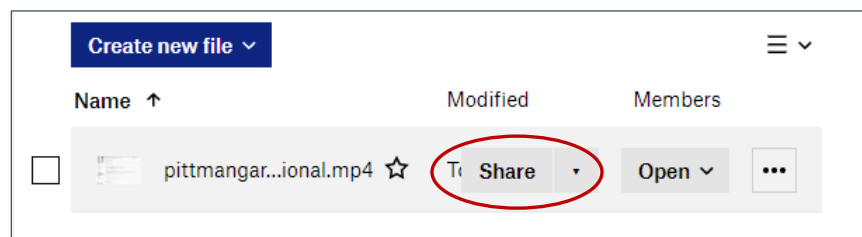
Step 1: Upload the documentary.mp4 file

Upload the documentary .mp4 file to **DropBox**, **Google Drive**, or **OneDrive**. Some Google school accounts will not allow users to share links with anyone outside of the school. If that is the case, consider creating a free DropBox or OneDrive account. If you cannot access these shareable drives, please email us (nhdar@uca.edu) *before* the contest deadline so that we can help.

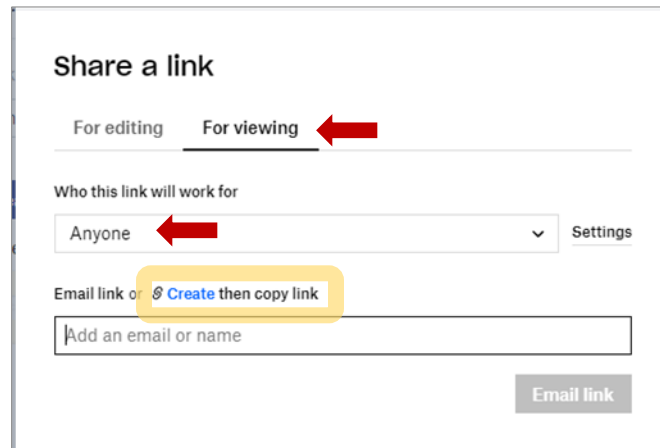
Step 2: Make the file link shareable. Drop Box, Google, and OneDrive directions below

Drop Box Share Steps

- Upload your file to DropBox.
- Once uploaded, hover your cursor over the title of the .mp4 file. Select the “Share” button that appears.

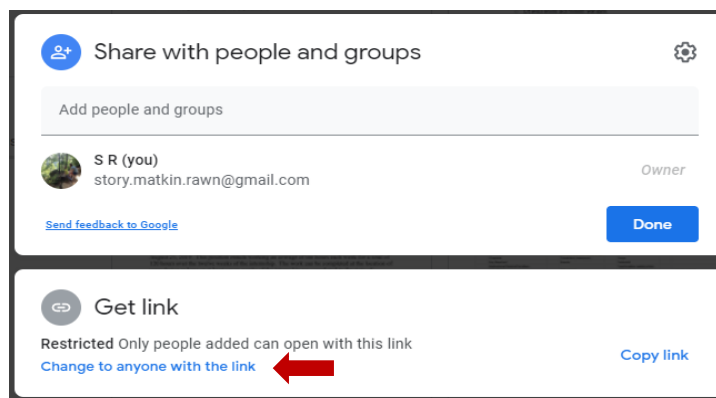


- ❑ A pop-up box will appear. Select **“For viewing.”** Choose **“Anyone.”** Then click on **“Create then copy link.”** Select **Copy link.** You can now go to step 3.

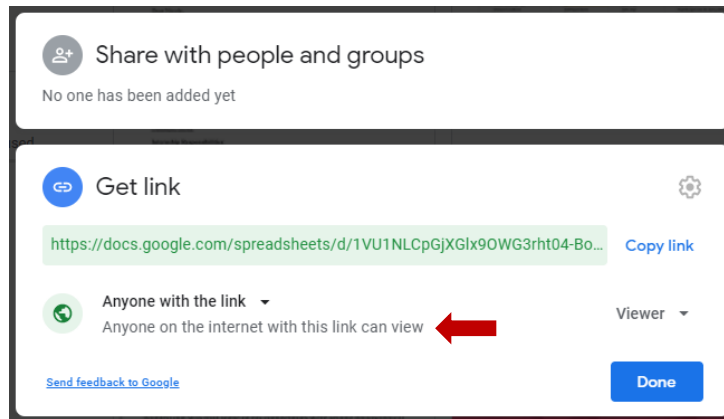


Google Drive Share Steps

- ❑ Upload file to Google Drive. Once uploaded, right-click on the file. Select **“Share”** from the menu. A pop-up box will appear:

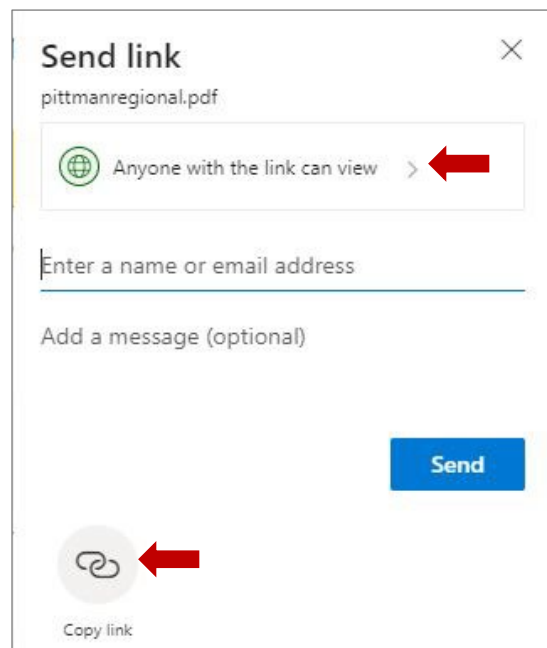


- ❑ Select **“Change to Anyone with the link.”** Check to see that **“Anyone on the internet with this link can view”** displayed. If it is not, change the setting **“Restricted”** to **“Anyone with the link.”** Now click on **“copy link.”** You can move on to Step 3.



OneDrive Share Steps

- ❑ Upload file to Google Drive. Once uploaded, right-click the file. Select the “Share” option from the menu.
- ❑ Change settings to “**Anyone with the link can view.**”
 - If it is set for “Anyone with the link can edit,” click on that setting. A pop-up box will appear. Uncheck “Allow editing” box.
- ❑ Copy the link. You are ready for Step 3!



Step 3: Check the shareable link to make sure judges can access it.

Step 3: Check the shareable link to make sure judges can access it.

Open an incognito browser tab. Copy and paste the link into that browser. If the video appears, you are ready to complete step 4!

- How to open an **incognito browser tab** (also called a private window)
 - To open incognito window in Chrome or Edge, use the shortcut Ctrl + Shift + n (Chrome, Windows, and Linux operating systems) or ⌘ + Shift + n (Macintosh/Apple)
 - To open an incognito window in Firefox, use the shortcut Shift + ⌘ + p (Mac) or Shift + Ctrl + p (Windows/Linux)

Step 4: Submit project to the contest by the entry submission deadline.

Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Using the PDF and shareable link from the instructions above, upload your project by the entry submission deadline.