Converting Video Files with HandBrake

Context

Uploading a video file to the TeachForward system is a two-step process:
1. The upload of the physical file from the user's computer to the TeachForward server
2. A process on the TeachForward server that converts the file into a standard video format that can be used across the TeachForward system

The upload portion of the process can fail if the user is trying to upload a very large video file and/or they have a slow internet connection. The conversion part of the process can fail if the user is using a video format that the TeachForward server does not recognize.

Both of these issues can be resolved by converting the file to a compact, compatible format using HandBrake, which is a free, open-source software application for video file conversion.

Installing HandBrake

1. Go to the **HandBrake** downloads page: http://handbrake.fr/downloads.php
2. Download and install the Mac or PC version
3. If you have a PC, you may also need to install **.NET**
   a. Go to .NET downloads page: https://dotnet.microsoft.com/download/dotnet/6.0/runtime
   b. Under "Run desktop apps" choose the appropriate download for your machine

Converting Video (with manual settings)

1. Open the HandBrake application (look for the icon with the Pineapple and Cocktail Glass)
2. Select the file you want to convert:

a. **On a Mac**, click on "Open Source" at the top of the screen
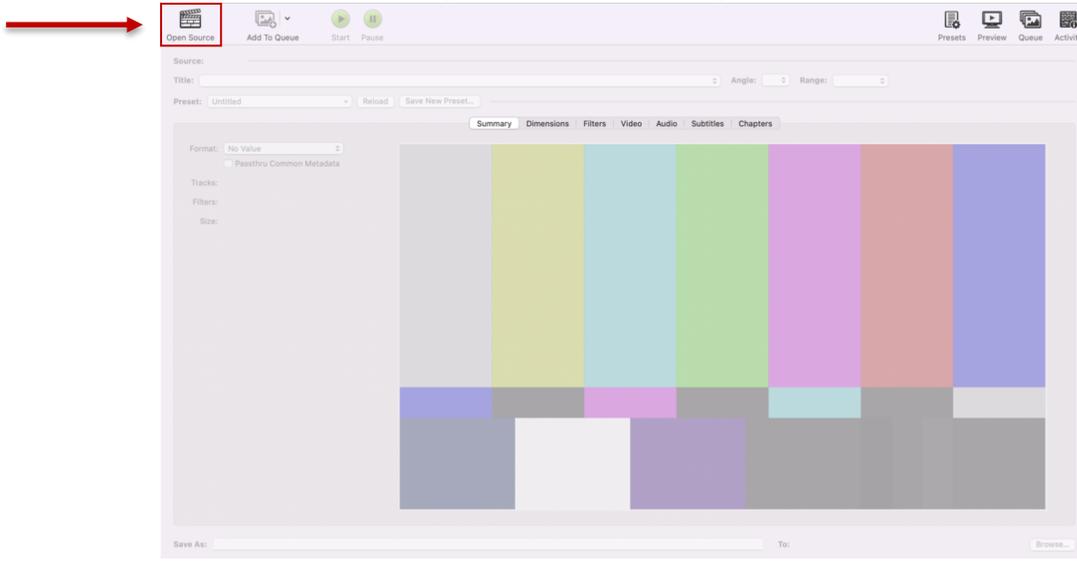
b. **On a PC**, under Source Selection click on "File | Open a single video file"
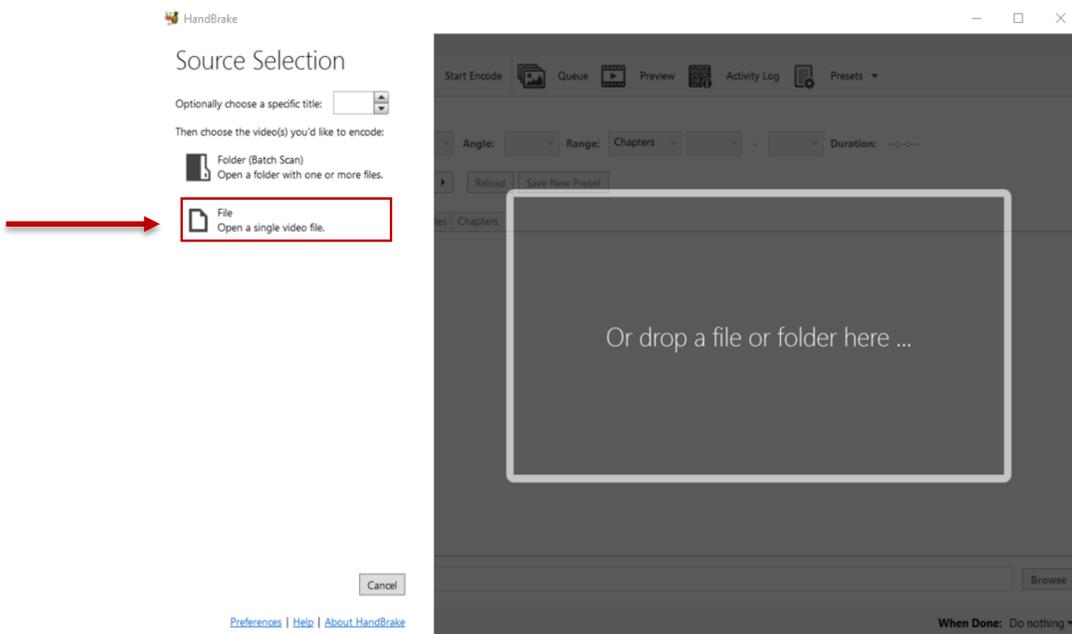
c. Then locate your file on your computer and select it

3. After the file is loaded, make sure the **Preset box** at the top of the page is set to "Fast 1080p30" (this should be the default selection).
4. Click on the **Filters** tab in the middle of the page.
5. In the **Colorspace** dropdown, select "BT.2020" (when you make this change the **Preset** text will automatically be suffixed with "Modified").
6. In the **Save As** box at the bottom of the window, make sure the new file name is not the same as your original video file name.

7. Start converting the file:
    a. On a Mac, click the green "**Start**" button at the top of the window
    b. On a PC, click on the "**Start Encode**" button at the top of the window
8. The play button will turn to a Stop icon until encoding conversion is complete. The bottom of the window will show the progress of the encoding (which can take a bit of time).
9. When you are finished, upload the new file you have created to the TeachForward system.

If you have any questions, please email support@teachforward.com.