

Sharing Shows with the World

How to upload your shows to the WCAG site

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How to put your shows on our web site - step by step for new members

Step 1: How to log in

Every member starts by clicking on **member login** at the top of the website home page (fig. 1).

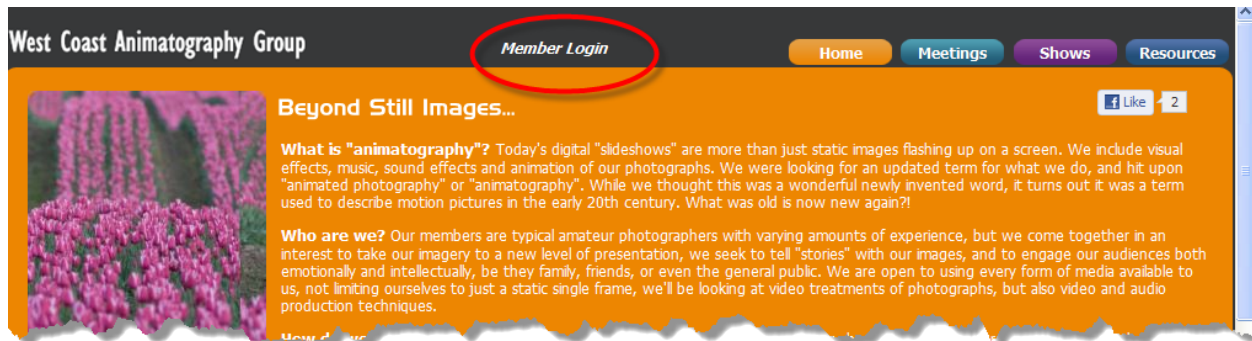


FIGURE 1: MEMBER LOGIN

You will immediately see a login box (fig. 2).

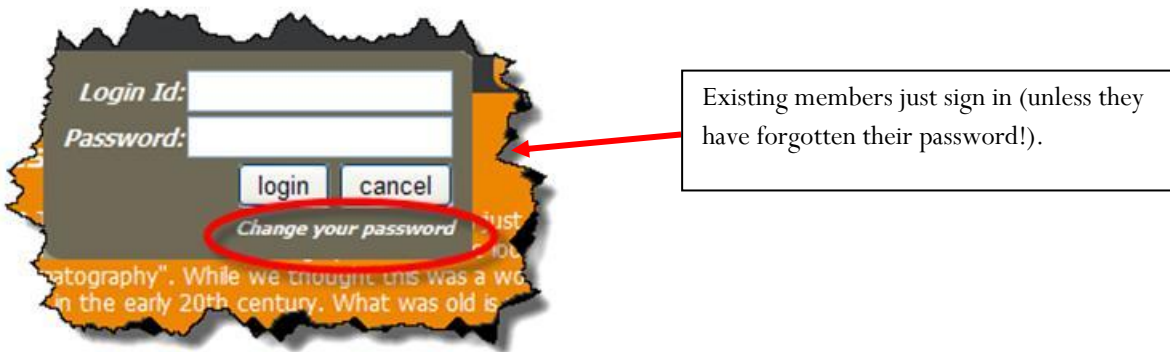


FIGURE 2: THE LOGIN BOX

If this is your first time, just click on change your password. That will take you to, you guessed it, another page that has very clear instructions. (It can't hurt to read them). All you have to do is type in the e-mail address that receives your WCAG correspondence (fig. 3). You will soon receive an e-mail containing a link that allows you to change your password. **(If you have never had any correspondence from the club, you will have to contact the webmaster first, to get on the list).** (That's all in the instructions – you did read them, right?) And, by the way, if you are an existing member and have forgotten your password, you can follow the same procedure. (Figure 3)

If you are an existing member, and remember your password, just type in your Login ID and password. It's the same procedure as for **existing members**. Have another look at Figure 1, once you have a password (that you remember!) you just sign in with your email address and password.

Step 2 – Profile

You're in! Now what?

Of course you want to immediately upload one of your shows! But wait! If you are a new member, you might as well update your profile while you are signed in. Relax; this isn't like doing a profile on a dating site or Facebook. Have a look at Figure 4:

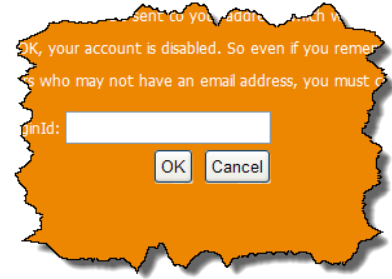


FIGURE 3: RESETTING YOUR PASSWORD

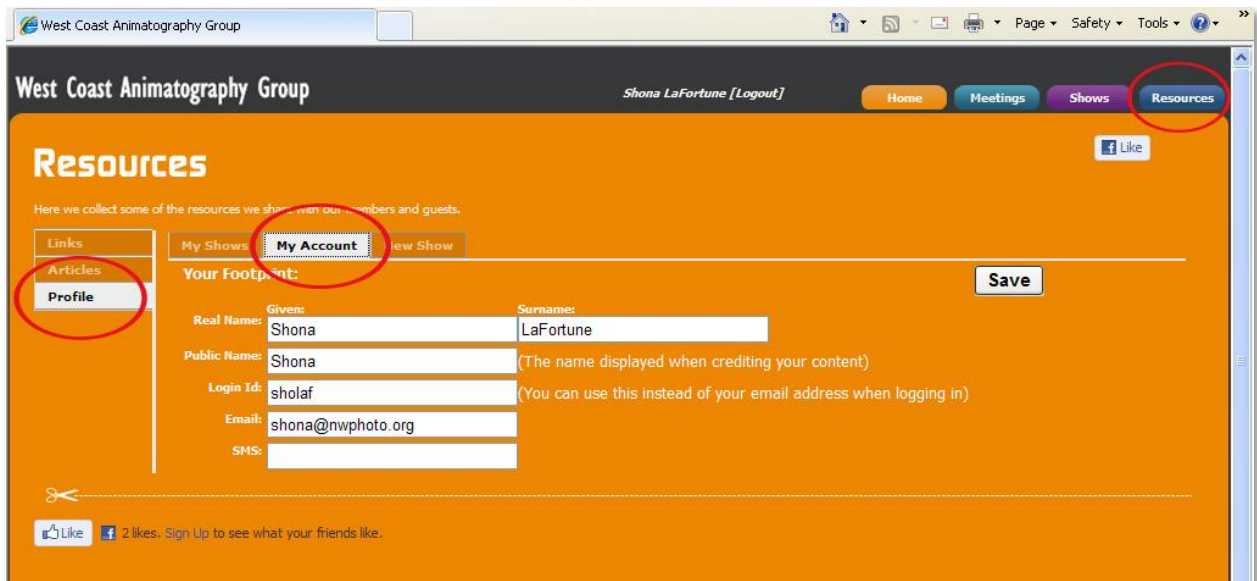


FIGURE 4: THE MEMBER PROFILE

Notice in the top centre, you will see your name followed by **[logout]**. That lets you know that you are logged in. Later, of course, you will click [logout] to log out. (If you do not log out, your session will automatically log out after about 30 minutes of no activity)

For now click on the **Resources** tab. On the left you will see Links, Articles and **Profile**. (The profile tab is only visible when you are logged into your account). Click on Profile, then **My Account**, and there you are! Ensure your **real** first and last name are on the top lines – this is for our records. Your **public name** is the one that people will see above your list of shows. You may choose to use your first and last name, first name only or a nickname or pseudonym depending on your level of Internet privacy sensitivity. Keep it family friendly please!

Until now, your **login ID** has been your e-mail address. But if you have an e-mail address such as photographerextraordinaire93@ridiculouslylongsitenamehatyouhatetyping.com you may wish to select a simpler login ID so you don't have to type all that every time you sign in to the site. (What were you thinking anyway?) Use your initials or first name or anything else you can remember easily. (If you do forget your login ID, use your email address to login then come to this panel for your reminder).

Step 3 – Getting the Show Ready – (Proshow Gold)

We will assume you have already created a show in Pro Show Gold (Producer users, see the “other” step 3 for you below), and have some files saved (and only you know where) on your computer ending in psh. Now you are going to create a totally different file that people can view on the website.

The best format for the site is **flash video** that can be viewed by PC and Mac users. **But**, if you have version 4.1 or earlier of Pro Show Gold, the video rendering is not too good. In that event, either upgrade to the newest version, have a friend prepare the video file for you, or prepare a Webshow (PX) file instead. Here are instructions for both.

Flash Video

Open your show’s project (psh) file in ProShow . Click the “**Create Output**” button.

Select “**Video File**” output option (fig. 5)

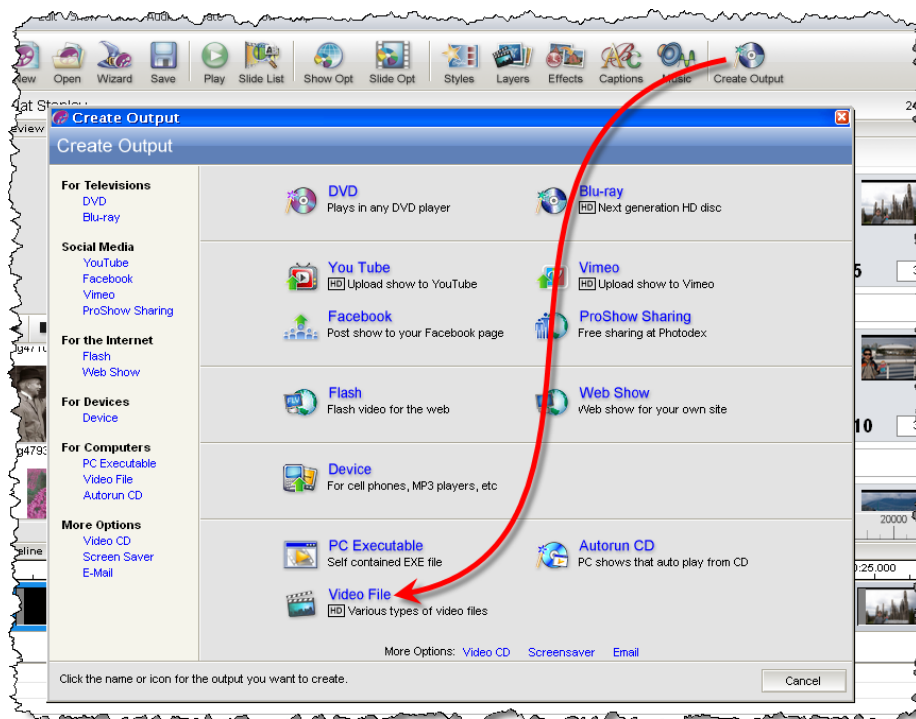


FIGURE 5: CREATE A VIDEO FILE

You will then see another page for settings (fig. 6). Use the following settings to begin with. In rare cases you may have to adjust some of them to improve quality, but these settings should work with most shows:

- Select the video type of “**Custom**”
- Set the format to “**Flash Video**” (make sure the “with audio” checkbox is set if you have any music/audio in your show!)
- Set the “**Compression**” setting to “**Video for 3M Broadband**”. (In *rare* circumstances you might take this up to 5M for a show with a lot of fine details, but this will really slow down the show download for people with slower connections.)
- Set the resolution, based on how you originally set up your show, using the following guidelines and remembering that our maximum show width is 640. (Yes, it’s a little window but that’s what our site allows and larger shows won’t look any better and will be slower to load/view).

| <i>Aspect of your show</i> | <i>Resolution (pixels)</i> |
|----------------------------|--|
| • 4:3 (normal TV monitor) | • 640 X 480 |
| • 3:2 | • 640 X 422 |
| • 16:9 (normal widescreen) | • 640 X 360 |
| • 16:10 | • 640 X 400 |
| • Something else? | • Calculate the appropriate height to go with a width of 640 |

- Set the **frame rate** to 25 (fps). **If you have a LOT of motion** in your show, you may have to increase this to 30.
- Click the **“Settings”** button next to the compression selection. This opens the Flash Video settings. In that dialog **CLEAR** the **“create a flash video player web page”**. (you don’t need that in this case), click OK.
- Set the **aspect ratio** to **“Square Pixels”** (if not, your show may look stretched)
- Set the **Encoding** to **“High Quality”** (you deserve the best!)
- **CLEAR** the checkboxes for **Desaturation** and **Anti-flicker** (these are more for shows destined for television)

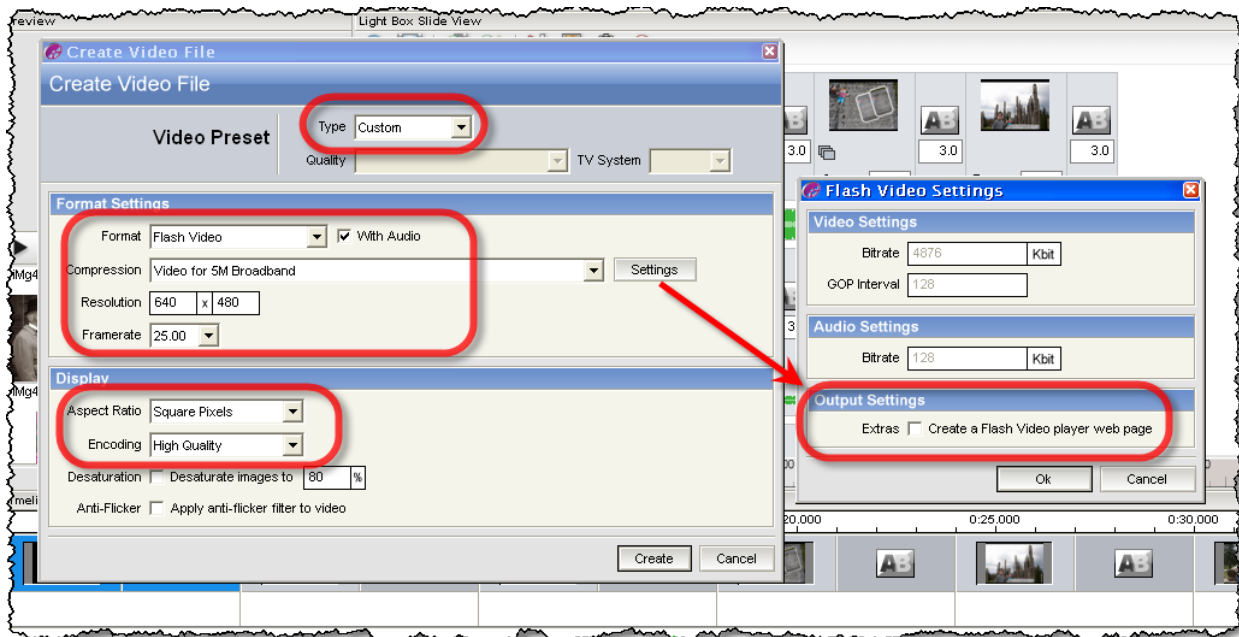


FIGURE 6: VIDEO FILE OPTIONS

Don't worry. It will get easier with practice.

So with all your settings properly set (double check Figure 6), click the Create button. This brings up a standard Windows "Save" dialog. Choose a location where you will put your show file. Make sure you know where it is so you can find it later!! (eg: the same folder as your show, your desktop or in a "output" or "rendered shows" folder, whatever works for you).

ProShow will now start to render your show and will create your video with a file type of FLV. This can be a slow process, but when it's done, you will get a little dialog box popping up to say something like "Video Encoding Finished" and then some information about timing. Just click OK. Don't worry about how long it took.

At this point your show file is ready to send to our site! The moment you have been waiting for. Go to Step 4.

PX File

This is a less favoured version for the web for a number of reasons. If you have version 4.1 or earlier, perhaps you could have a fellow member render your video file for you. If not possible, here are basic instructions:

Start with "Create Output", but this time select Web Show.

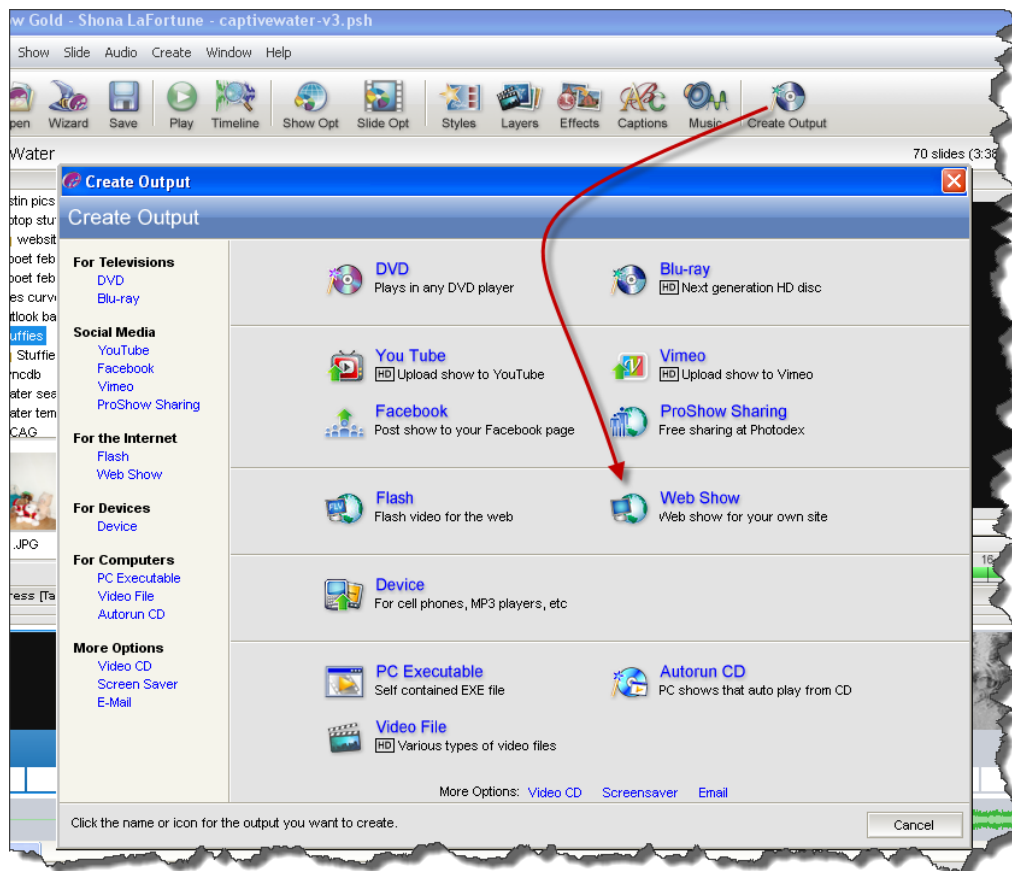


FIGURE 7

Create the show with NO MENU and make sure the show aspect ratio matches what you created (eg 16:9 for widescreen).

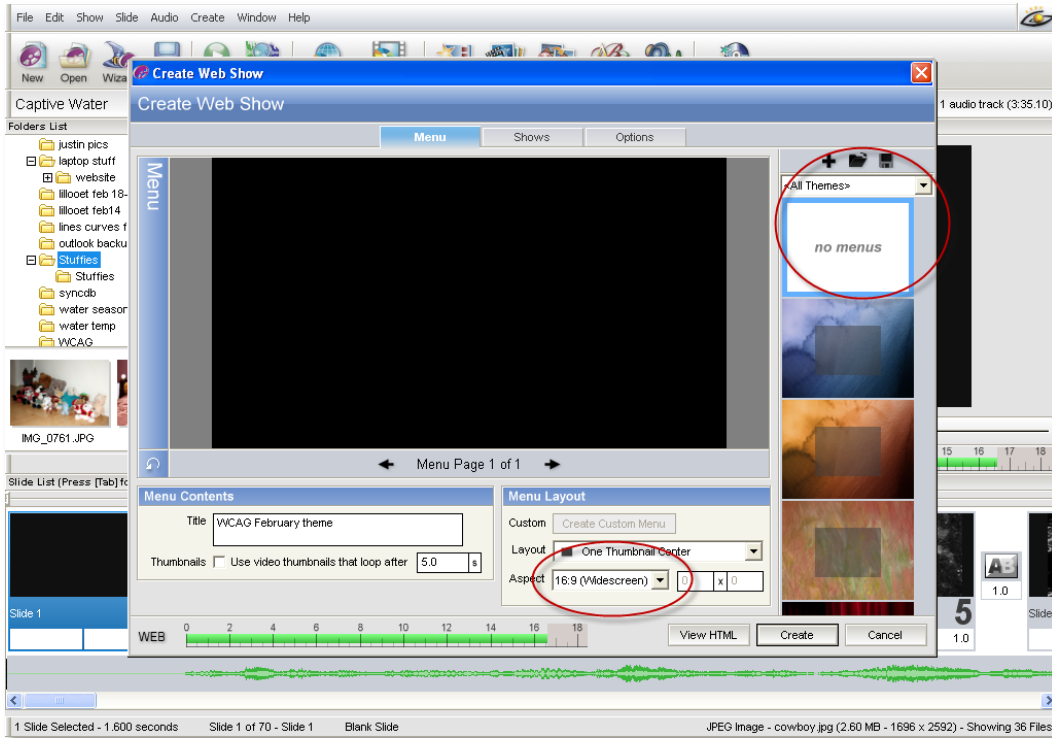


FIGURE 8

Then select the **Options** tab.

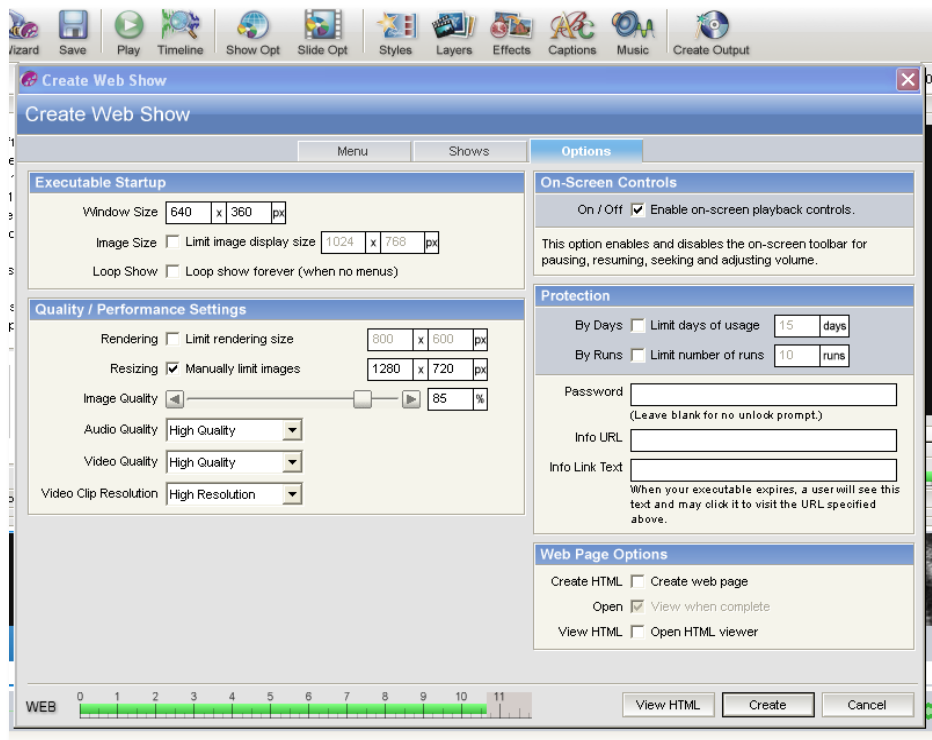


FIGURE 9

The Window width should be a max of 640. Please refer to the table under Flash Video for the corresponding heights.

Set your options as per figure 9.

When all the settings are what you want, save your PX file to a location on your computer that you will remember, such as your desktop or a folder that you use for rendered shows. Just remember where it is!

Now that you have the show saved on your computer as an FLV or PX file, you can continue to **Step 4**.

Step 3 – Getting the Show Ready – (ProShow Producer) Flash Video

If you are a Pro Show **Producer** owner, you are looking for your own instructions. Here they are:

The Producer process is very similar to Gold (see above for more detailed explanations). The “Create Video File” panel has a couple of options that Gold does not, but you probably won’t use them for our site.

The main things to remember, just as with Gold, use the following initial defaults:

- Flash video
- 3M broadband compression
- Appropriate resolution size
- Square pixels aspect ratio
- NO ROTATION (unless you really want it:?)
- You do not need to create the web page files (Flash Video Settings) unless you need them for your own uses

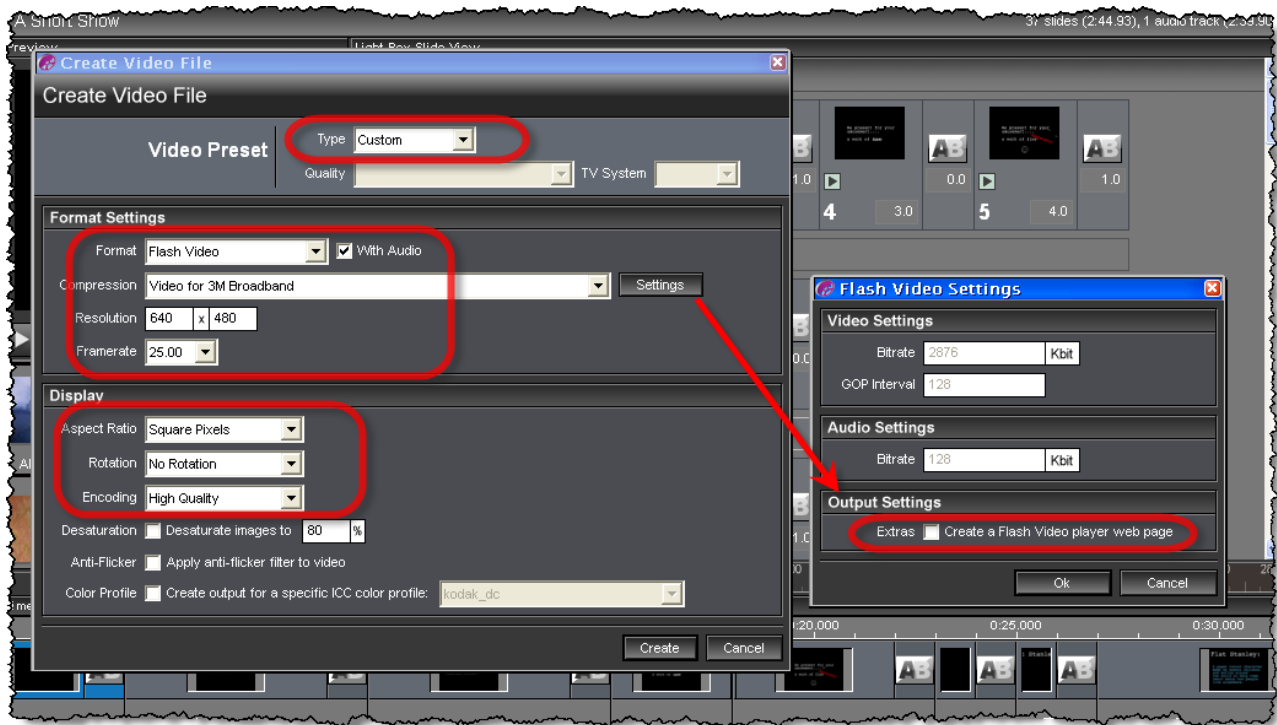


FIGURE 10

Producer users have the option to create MP4 Flash video via the “Flash Video”. Similar options are available and the member can use that if they want (at the frame size we use MP4 gives you only marginal improvements in quality).

Step 4 – You Send It

Just leave your flv or px file on your computer for now. We have other matters to attend to, like the magic carpet that is going to zap your file from your computer to the WCAG website. (Your files are too big for e-mail in most cases).

So first, we need a transportation device. There are many applications out there that can accommodate large file transfers, and you may have another favourite, but for now we have chosen an application called **You Send It**, and that is the only one the website will currently accept. Currently they offer a free account that lets you send files up to 100 megabytes in size. This should be enough for almost any “normal” slideshow product for our group.

STOP! *If you have a dial-up or very slow Internet connection, copy your FLV file to a flash drive of some sort and deliver it to the webmaster as a meeting. Once it has been posted, you can edit your show information in Step 6.*

If you already have a You Send It account **and** You Sendit Express on your desktop, you can ignore this part and go to Step 5. Otherwise, follow along.

Open your browser (Internet Explorer, for example) and go to www.yousendit.com. Click on the “Plans & Sign Up” tab and look for the **Lite** (free!) account.

| | Lite | Pro | Pro Plus | Corporate Suite |
|--|------------------|-----------------------|------------------------|----------------------------|
| Special Offer | | | | |
| Buy Pro Annual & save nearly 40% \$109.99 \$69.99 Go! | | | | |
| Free Single User | Free Single User | \$9.99/mo Single User | \$14.99/mo Single User | Free Trial Minimum 5 Users |
| SIGN UP | SIGN UP | BUY NOW | BUY NOW | BUY NOW |
| Send | | | | |
| Maximum file size | 100MB | 2GB | 2GB | 2GB |

FIGURE 11

When you click “sign up”, all you need is an email address and a password. (You can ignore the full name if you like.)

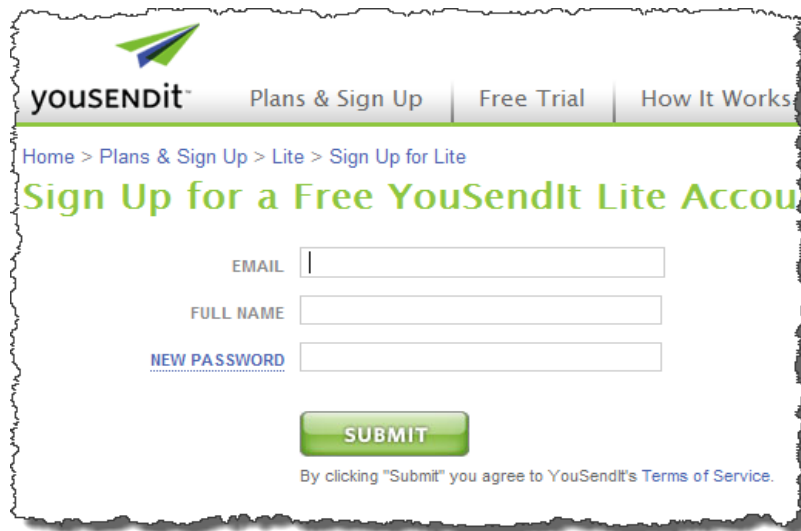


FIGURE 12

Then wait for the e-mail (and open it of course).

Fig. 10 is **similar** to the email you will receive. Do as they say and click on the link to activate your account. Again, all the need is the e-mail address and password.

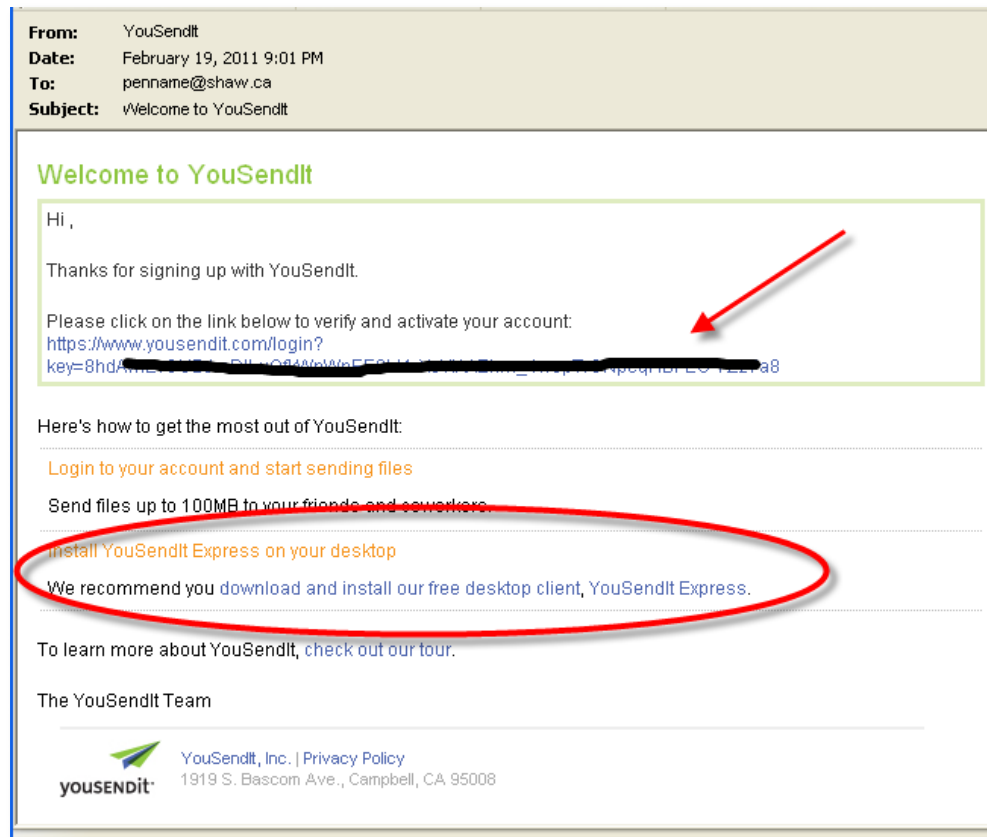


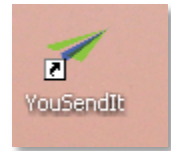
FIGURE 13

Note the circled section. **You Sendit Express** is faster, and it sits ready for you on your desktop. You have to register first, so once you activate your account as described above, close out of that website, come back to the email and click on **Download and Install...** (Circled in fig. 10). This is a typical download procedure: Save the exe on your desktop or in your download file, then run it and accept the defaults unless you are fussy about your program file locations. There, a new icon on your desktop!

I know this seems ridiculously complicated, but you **only have to do that part once**.

Step 5 - Sending the file

Double click on the You Sendit Express shortcut icon on your desktop. It looks like a little paper airplane.



The sign-up screen is very straight-forward. Name and password. Click sign in. You don't need a picture for that, right?

You will **always** send the file to the same place: myshows@animatography.photoclans.net. Then click "add files" and navigate to wherever on your computer you saved the fLv file you created earlier. You don't need to fill out the subject and message boxes. Your form should look similar to Figure 14 below (different show name of course!). Click **Send It**.

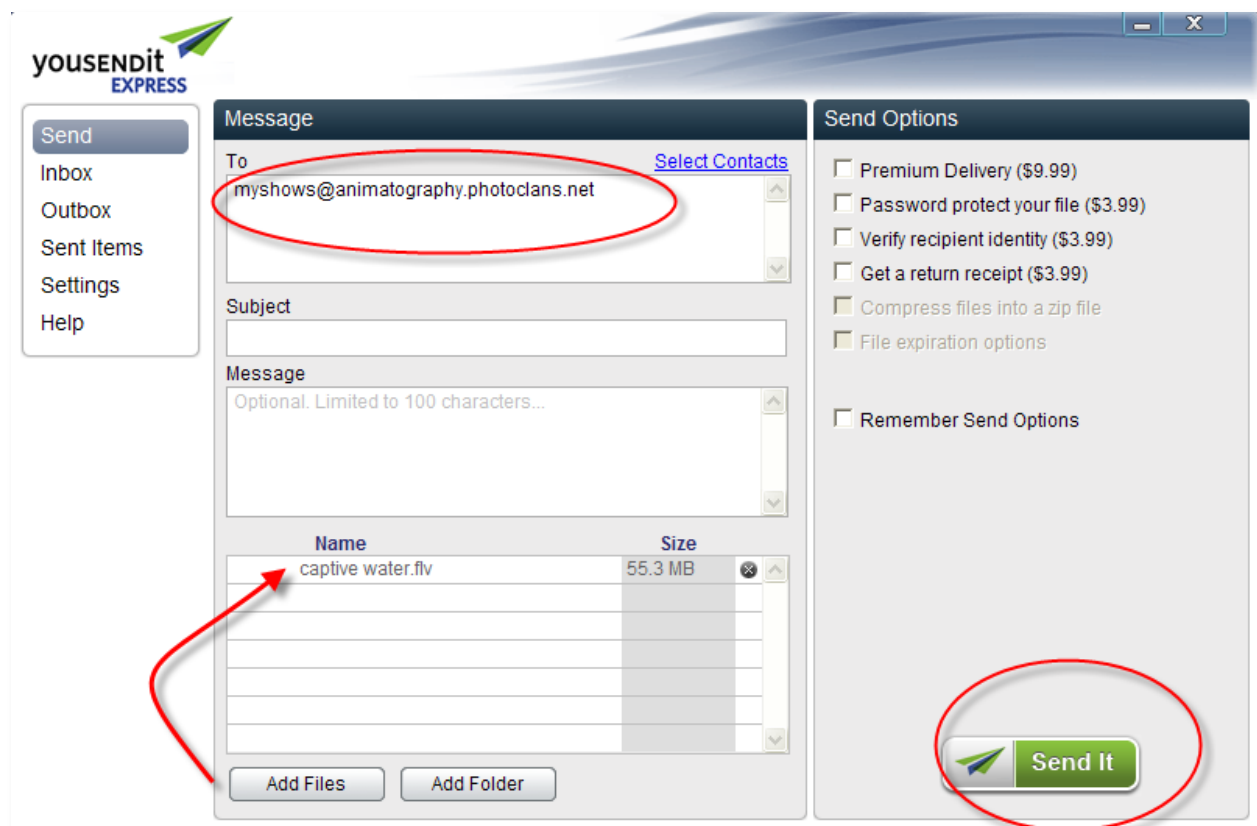


FIGURE 14

And your file is on its way. **Be patient!** For most of us, upload speed is dramatically slower than maximum download speed (sometimes just 25% of your download speed), so if your show is large, it may take a while for the upload to complete. Seriously, that status bar doesn't move if you watch it. Go have coffee, fold the laundry or read a chapter or two. When you come back, you should have a notification that the file is sent. You'll get a confirmation email too, but you don't have to wait for it.

Still in your You Sendit Express, click on **Sent Items** (see Figure 15 below). You will see the name of the file you uploaded earlier. If you happen to have more than one show in your sent items, make sure that the one you just sent is highlighted (selected). Now, see the **"Copy download link"** (circled on the right in Figure 15). **Click on it.** You have now pasted a copy of that long link onto your clipboard.

We're almost done!

NOTE: if you have the free YouSendIt account, you are currently limited to a 100 megabyte file size. If your show is larger than this, try tweaking options to bring the size down (smaller bandwidth settings, go from high quality encoding to normal, slower frame rate, etc.). If you can't get the show under 100 megabytes without losing too much quality, then you have three choices: 1) pay the one time fee to send the file (\$10US at time of writing), 2) sign up for a paid account that has the bandwidth allowance you need (depends on how often you would use this service with WCAG and others), or 3) put the show on a USB thumb drive, DVD or CD, bring the show to a WCAG meeting, and give it to the webmaster who can upload it directly to the site for you.

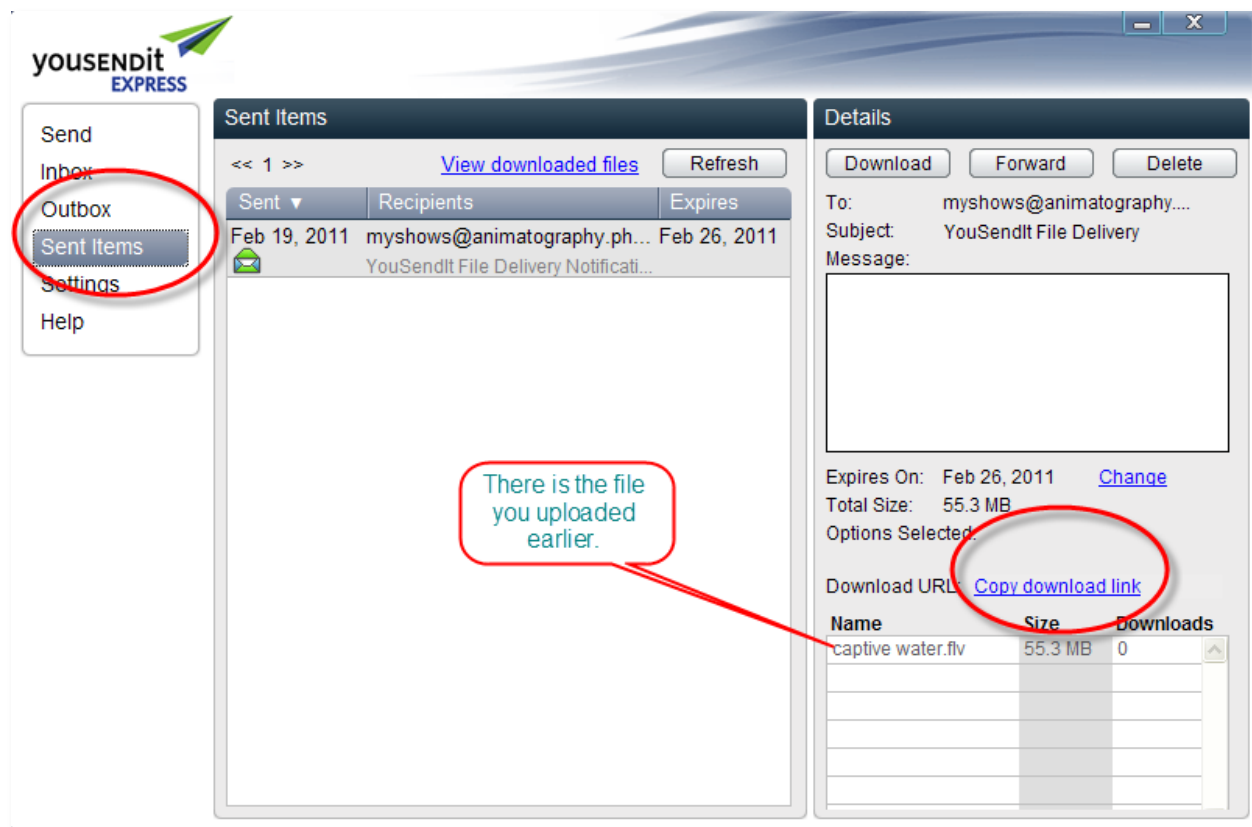


FIGURE 15

Now, make sure you are logged into the WCAG website. (If not, refer back to step 1).

Click on the **Resources** tab, then on **Profile**, but this time select the **New Show** tab. You want to get that show off your clipboard before you forget, so click on “paste link”, give Windows permission if it asks, and you will see the link for the show appear.

- Download has a drop-down box. Select the “You Send It” link.
- Next, you have the option of using a thumbnail to represent your show. That’s the image that appears in the “new shows” section on the home page, on the thumbnail beside your show and under the little arrow that launches the show, so select an image you’d like to represent your show. (Click **Browse**” and select a jpeg.) You will find them wherever the images for your show are located. The fine print says your thumbnail should be a JPEG with a max size of 480-360 pixels. ” Although the system will resize overly large images, it takes longer to upload, so if you don’t have one ready, leave it for now. We can add it later. (If you don’t upload a thumbnail, the default is a little camera.)
- The show type will be either a FLV (flash video – this includes MP4 files if you created one of those in Producer) or a PX file. Select as appropriate.
- Select the show aspect that you used in Step 3 (eg 4:3 or 16:9)
- The title you enter will appear under your name on the home page.
- The show description is your choice. Perhaps your motivation, what the show is about, what you were trying to say or the intended audience perhaps, if it is a family piece.

Your page should look something like Figure 16 below:

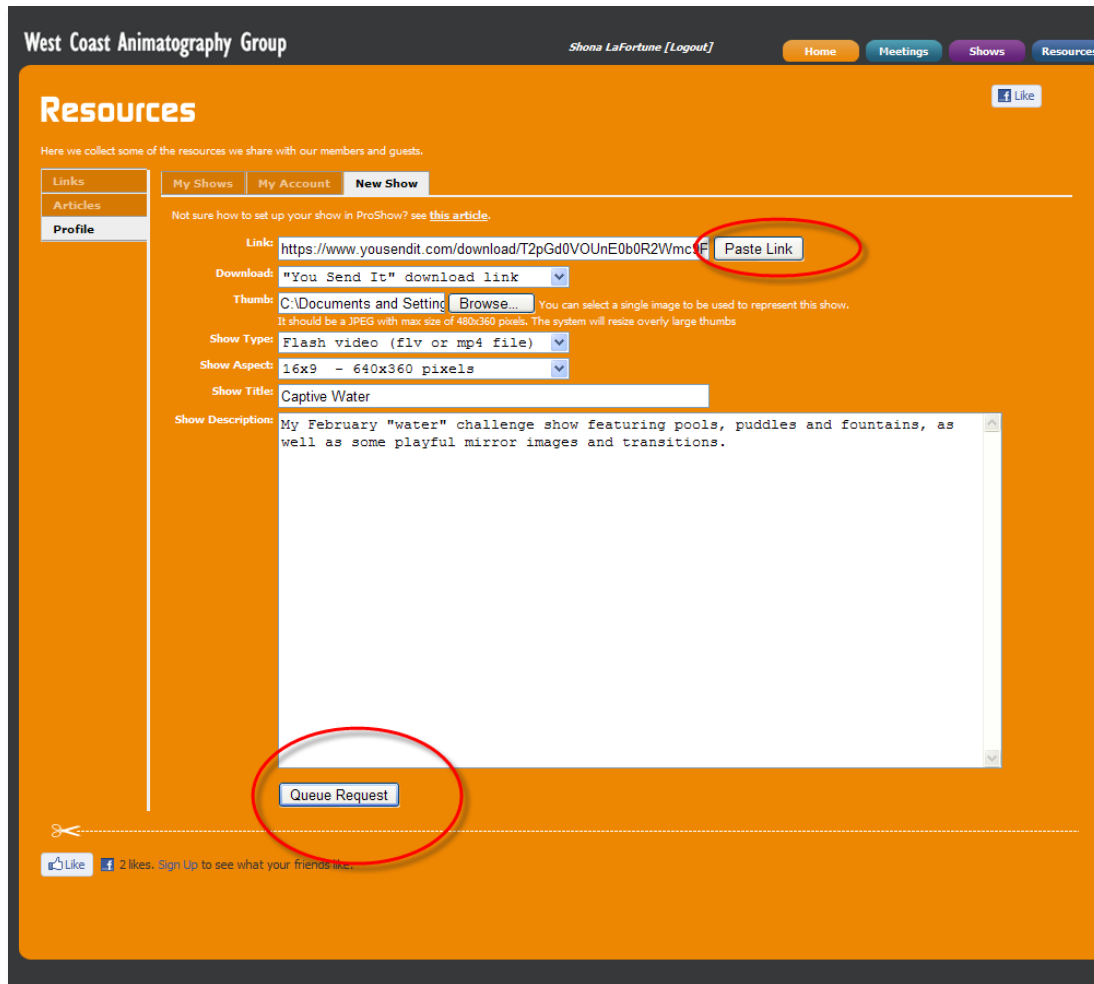


FIGURE 16: THE NEW SHOW FORM

Click **“Queue Request”** and wait for the status bar to finish. The system only checks the queue every half hour or so, so your show may not appear immediately. You will, however, get an email telling you it’s there.

Step 6 – Editing Programs/Managing Shows (Optional)

After you log in, the final tab under Resources/Profile is **My Shows**. You may not need this very often (unless the webmaster has uploaded your shows for you), but if you missed something when uploading (like the thumbnail), or made a mistake in the show aspect, or want to delete a show because you have a better, updated one, this is the place to go.

You will immediately see a list of all your shows, and some options you can change (Figure 17). For each show you select, you can delete, change your description, upload a new thumbnail (click browse and hunt around your computer – this is a good time to resize the thumbnail to the recommended 480X360 size). When you are finished making changes, click Save.



FIGURE 17: MY SHOWS MANAGEMENT

And that's it – You can now join the race to have your show at the front of the “our latest shows” list on the home page!