
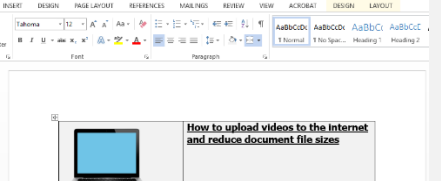
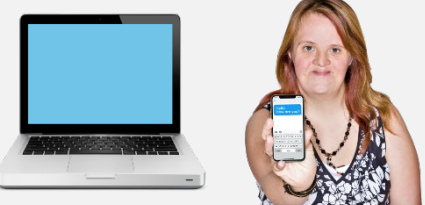








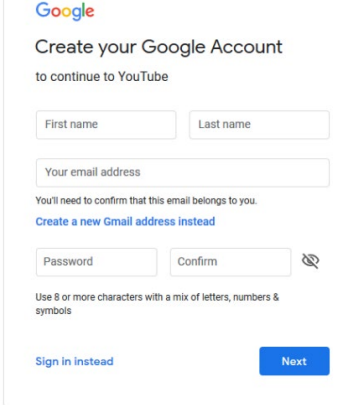

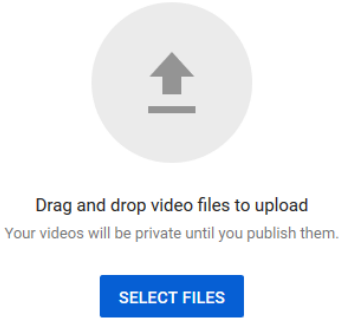



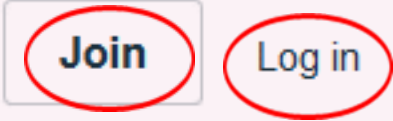
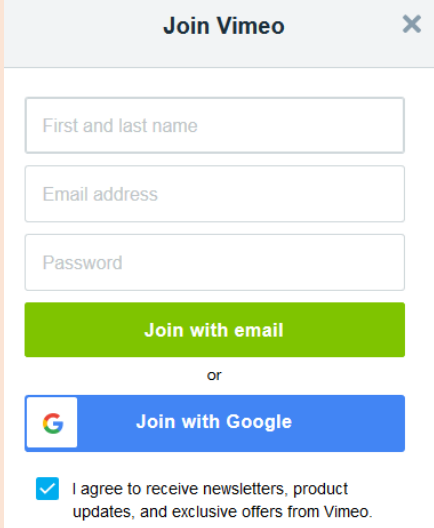
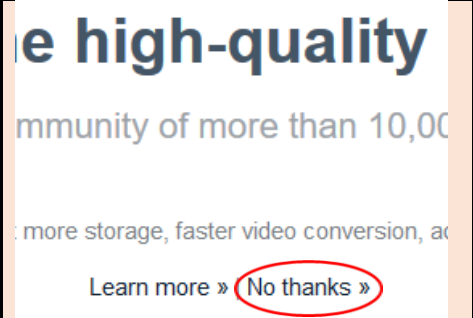
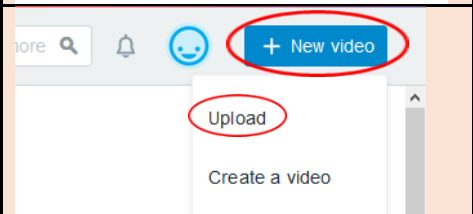
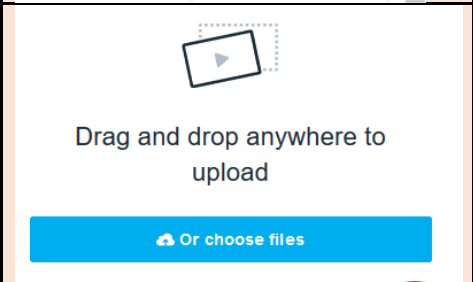
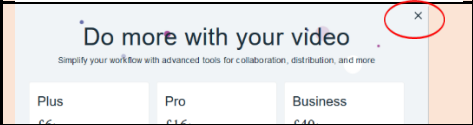
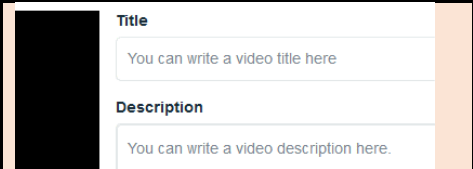
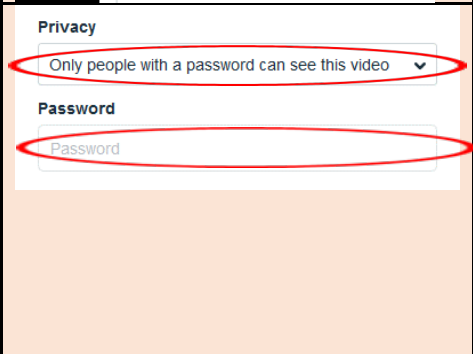
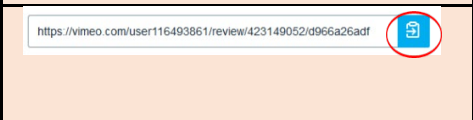
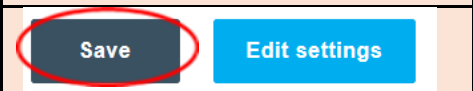

	<p><u>How to upload videos to the internet and reduce document file sizes</u></p>
	<p>This document will show you how to upload videos to YouTube and Vimeo, and how to reduce the file size of a Microsoft document.</p>
	<p>It uses screenshots. These are pictures of what you will see on the computer screen.</p>
	<p>You might see something a little bit different on your computer screen.</p> <p>Yours will also look a little bit different if you are using a mobile device.</p>
	<p>The guidance for uploading a video to the internet are in these colour boxes.</p>
	<p>The guidance for reducing the document file size is in this colour box.</p>
	<p>The guidance for reducing the image file size is in this colour box.</p>
	<p>If your file is still too large complete your entry form and email DimensionsCampaigns@dimensions-uk.org</p>



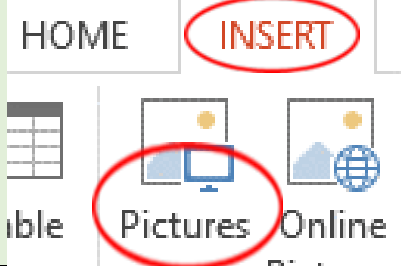
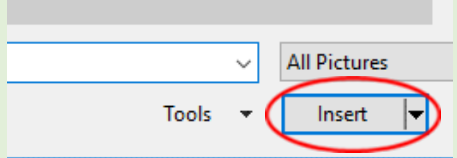
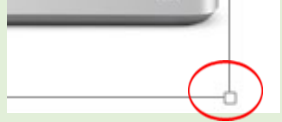
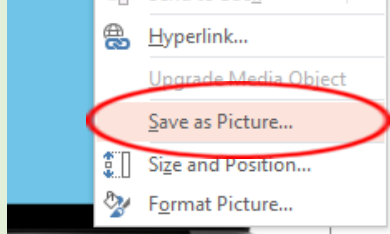
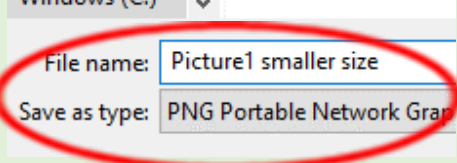


	<h2><u>How to upload a video to YouTube</u></h2>
	<p>You can ask someone you trust for help with this.</p>
	<ol style="list-style-type: none"> 1. Go to www.youtube.com
	<ol style="list-style-type: none"> 1a. You will need to sign in or create an account. Click 'Sign in' to do these.
	<ol style="list-style-type: none"> 1b. To create an account you will need your first name, last name, a Gmail email address and a password.
	<ol style="list-style-type: none"> 2. When you have signed in, click the little video camera icon and select 'Upload video'.
	<ol style="list-style-type: none"> 3. Drag the video file you want to upload into the window or click 'Select files' and choose the video file you want to upload.

<p>Details</p> <p>Title (required) You can write a video title here</p> <p>Description ⓘ You can write a video description here.</p> <p>39/5000</p>	<p>3a. You can change the video title and write a description if you want to.</p>
<p>Audience</p> <p>Is this video made for kids? (required)</p> <p>Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. What's content made for kids?</p> <p><input type="radio"/> Yes, it's made for kids</p> <p><input checked="" type="radio"/> No, it's not made for kids</p>	<p>4. Scroll down and click 'No, it's not made for kids'</p>
<p>Video link https://youtu.be/_ECfomR26To</p> <p>Filename Leaders' List 2020 animation 720p.mp4</p> <p>7/5000</p> <p>NEXT</p>	<p>5. Click 'Next'.</p>
<p>BACK NEXT</p>	<p>6. In the 'Video elements' screen click 'Next'.</p>
<p>Visibility</p> <p>Choose when to publish and who can see your video</p> <p><input checked="" type="radio"/> Save or publish Make your video public, unlisted, or private</p> <p><input type="radio"/> Private Only you and people you choose can see your video</p> <p><input checked="" type="radio"/> Unlisted Anyone with the video link can see your video</p> <p><input type="radio"/> Public Everyone can see your video</p> <p><input type="checkbox"/> Set as instant Premiere ⓘ</p>	<p>7. In the 'Visibility' screen select 'Unlisted'. This means only people who have the link can find the video.</p>
<p>You can write a video title here</p> <p>Video link https://youtu.be/_ECfomR26To</p> <p>BACK SAVE</p>	<p>8. Scroll down and click the little pages icon to copy the link to your video.</p>
<p>Or you can paste a link to a video</p> <p>URL</p> <p><input type="text"/></p>	<p>9. Click 'Save'.</p> <p>10. Paste the link into the box on the application form.</p>

	<h2><u>How to upload a video to Vimeo</u></h2>
	<p>You can ask someone you trust for help with this.</p>
	<ol style="list-style-type: none"> 1. Go to www.vimeo.com
	<p>1a. You will need to log in or create an account. Click 'Join' to create a new account. Or click 'Log in' to log into your account.</p>
	<p>1b. To create an account you will need your first name, last name, an email address and a password.</p>

 <p>e high-quality community of more than 10,000 more storage, faster video conversion, and Learn more » No thanks »</p>	<p>1c. If you see a screen with different information and prices on don't worry. Vimeo is free.</p> <p>Click 'No thanks >>'</p>
 <p>more <input type="text"/> <input type="button" value="New video"/> <input type="button" value="Upload"/> <input type="button" value="Create a video"/></p>	<p>2. When you have signed in, click '+ New video' and click 'Upload.'</p>
 <p>Drag and drop anywhere to upload</p> <p><input type="button" value="Or choose files"/></p>	<p>3. Drag the video file you want to upload into the window</p> <p>Or click 'Select files' and choose the video file you want to upload.</p>
 <p>Do more with your video <input type="button" value="x"/></p> <p>Plus Pro Business</p>	<p>3a. If you see this window click the cross to close it</p>
 <p>Title You can write a video title here</p> <p>Description You can write a video description here.</p>	<p>3b. You can change the video title and write a description if you want to.</p>
 <p>Privacy Only people with a password can see this video</p> <p>Password Password</p>	<p>4. Under 'Privacy' select 'Only people with a password can see this video'.</p> <p>This means only people who you give the password to will be able to watch your video.</p> <p>Write a password in the box. Make sure you can remember what it is.</p>
 <p>https://vimeo.com/user116493861/review/423149052/d966a26adf <input type="button" value="Copy"/></p>	<p>5. Scroll down and click the little clipboard icon to copy the link to your video.</p>
 <p><input type="button" value="Save"/> <input type="button" value="Edit settings"/></p>	<p>6. Click 'Save'.</p>
 <p>Or you can paste a link to a video</p> <p>URL</p>	<p>7. Paste the link into the box on the application form.</p>

	<p><u>How to reduce document file sizes</u></p>
	<p>You can ask someone you trust for help with this.</p>
	<p><u>Reducing the file size of a Microsoft document by saving it as a PDF</u></p>
	<p>1. Open the document and click 'File'</p>
	<p>2. Click 'Save as Adobe PDF'.</p>
	<p>2a. If you would like to see the PDF as soon as it has saved click 'View result' in the save window. In this window you can change the name of the document if you want to.</p>
	<p>3. Click 'Save'.</p>
<p>Optional file upload 1</p> 	<p>4. Upload the document to the application form by clicking 'Browse'.</p>

	<p>Reducing the file size of a photo or image</p>
	<p>1. Open a new document in Microsoft Word, Powerpoint or Publisher.</p>
	<p>2. Click 'Insert' and then click 'Pictures'.</p>
	<p>3. Choose the picture you want to reduce the size of and click 'Insert'.</p>
	<p>4. Drag the corners to make the photo or image smaller.</p> <p>It needs to be big enough to see but shouldn't take up the whole page.</p>
	<p>5. Right click the image and click 'Save as picture'.</p>
	<p>6. Change the name of the picture.</p> <p>Next to 'Save as type' select 'PNG Portable Networks Graphics Format'.</p>
	<p>7. Click 'Save'.</p>
<p>Optional file upload 1</p> 	<p>8. Upload the image to the application form by clicking 'Browse'.</p>