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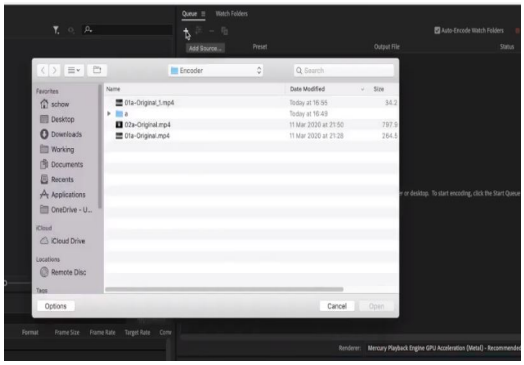
Shrinking files in Adobe Media Encoder - Quick Guide

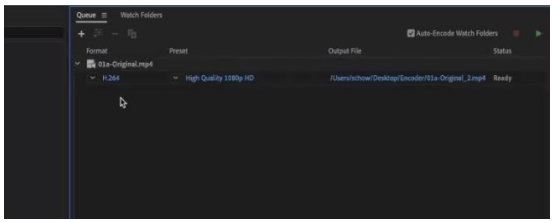
You can also view these instructions on YouTube.

Using Adobe Media Encoder to shrink files

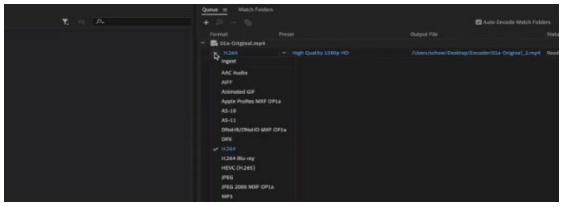
1) Open Adobe Media Encoder and access your video: go to the Queue box and click the plus button. Find your file.



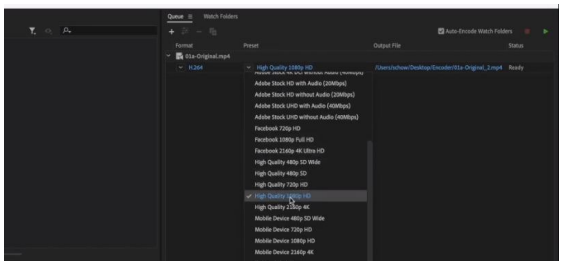
2) Select your file and click on it to open the file. It will add it to a list.



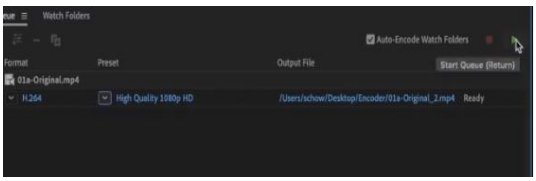
3) Go to Format column at the top of the screen and select H.264 from the drop-down menu if it is not already selected.



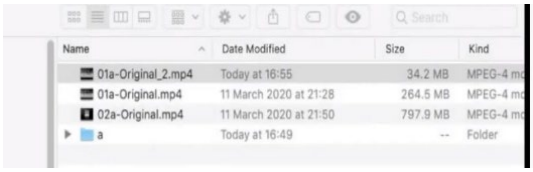
4) From the top of the screen, go to the Preset column button to select the quality from the drop-down menu.



   a. We recommend you start by selecting 1080pHD for size and quality.
   b. You could choose 2160pHD for better quality but it will be a bigger file size.
   c. You could choose 720pHD for smaller file size than 1080pHD, but the quality will also be lower.
   d. When you have selected the size, click Play in the top right-hand corner of the screen.



5) The file will now be converted. When the file has finished converting you can see it in your folder, and can check the size.



If it is still more than 100MB, go back to the Preset button and select a lower option. Click play to convert your file again.

6) Open the video to check the quality before you submit it. You can go back to the Preset drop-down menu to change the option but you must make sure the final file size is still under 100MB.