



The Proper Way to Encode Videos

To ensure an optimal upload and playback experience, video files uploaded to Cast It & Cast It Talent should be encoded in one of these two formats: **QUICKTIME (.mov or .mp4 files)** or **WINDOWS MEDIA VIDEO (.wmv files)**.

Files that do not meet our requirements may not play correctly on the site, so be sure to always encode video with the following general settings.

Quicktime

File Type: MOV or MPEG-4

Codec: Mpeg-4 video

Frame Rate: 24

Key Frames: Every 300

Data Rate: 768 Kbps

Video Size: 640 x 480 VGA (320 x 240 is acceptable but will be lower quality)

Select "Preserve Aspect Ratio" and "Deinterlace Video"

Audio Format: AAC

Audio Channels: Mono

Audio Rate: 32.000 KHz

Audio Target Bit Rate: 32

Encode Files for "Fast Start"

Windows Media Video

File Type: WMV

Bit rate: 1.0 Mbps

Display size: 640 x 480 pixels

Aspect Ratio: 4:3

Frames per second: 30

Note: *The size of an individual video file should not exceed **100 megabytes**. You can check the size of your video file by following these steps:*

If on a Mac: Click the file to highlight it, click on **File**, then click on **Get Info**.

If on a PC: Right click on the file, then go to **Properties**.

If your file does exceed the 100-megabyte limit, you will need to shorten the clip or edit it into multiple parts before uploading.

Which program should I use to create and encode my video files?

There are many editing programs that can encode files to our recommended settings. Below are the step-by-step instructions for **iMovie** (most commonly used on Macs), **Windows Moviemaker** (most commonly used on PCs), and **Quicktime Pro**, which can be used with either Mac or PCs. Be sure to check which version of these programs you have on your computer, and read the corresponding instructions for that version below.

Instructions for Mac Computers



iMovie HD Instructions

Requirements: Apple Macintosh System X, version 10.3 or higher

STEP 1: IMPORTING VIDEO FOOTAGE FROM A MINI DV TAPE CAMERA

1. Connect your camera to the computer via the firewire cable.
2. Open the iMovie application, then open an existing project or start a new project.
3. Import clips, take by take, from video camera into your iMovie project.
 - a. Turn camera on.
 - b. Set iMovie to “**camera mode**” by setting the **slider button** on the lower left area of the iMovie window to the camera icon.
 - c. Using the iMovie playback controls, press **play** button to start the tape.
 - d. Cue up the audition.
 - e. When the audition take starts, press the **Import** button to begin capturing the actor’s audition take into iMovie, and when that take finishes, press the **Import** button again to manually stop the capture. **Note:** In **iMovie Preferences**, you can also set it so that iMovie will automatically grab and edit all auditions off the tape as long as you pause the camera between takes and actors. This allows you to start the tape, hit the **Import** button and walk away from the computer while it begins capturing and editing the auditions from the tape.
 - f. The captured audition clips will appear in the Clips pane at the right side of the window in iMovie. All clips that you capture will be stored here.
 - g. Repeat step ‘e’ to capture any additional takes from the actor’s audition.

Please Note: we recommend that you capture each individual take for an actor’s audition separately. This will keep file sizes to a minimum. As a reminder, do not upload files larger than 50 MB.
 - h. Select **Save project** under the File menu.

STEP 1 (ALTERNATIVE): IMPORTING AN EXISTING QUICKTIME FILE

1. From iMovie, go to **File**, then **Import**.
2. Select the Quicktime file you wish to import, and click **Open**.
3. The file will import into iMovie. When importing has finished, the file will appear in one of the boxes in the upper right corner of the iMovie screen.

STEP 2: EXPORTING FILES TO CAST IT RECOMMENDED SETTINGS

1. Once the file has been imported into iMovie, drag the clip down to the flip strip area at the bottom of the iMovie screen.
2. Go to the **File** menu and select **Export**.
3. Along top of window, select the **Quicktime** icon.
4. Click the **Compress movie for** pull-down menu to select **Expert Settings**.
5. Click **Share**.
6. In the next **Save Exported File As** window, name the new movie according to actor name and take number. Make sure your file name ends with the extension **.mov**. Also check to see where the file will be saved. This will come in handy when you need to upload a bunch of actors and their audition takes. (make sure you save your file with the .mov extension at the end). Then, next to the **Export: Movie to Quicktime Movie** pull down menu, click the **Options** button.
7. You'll see the Movie Settings window. Under 'Video', click **Settings**.
 - a. In 'Compression Type:' menu, select **MPEG-4 Video**.

- b. In Motion area, set **Frame Rate** to '24' and for **Key Frames** type in '300' in the text field.
- c. Slide the **Quality** pointer over to **Best**.
- d. In the Data Rate area, click the **Restrict to** button and type **768** in the field before kbits/sec. Then, click **OK**.
- e. Under 'Video', now click on **Size**. Select **640 X 480 VGA**. Check the box next to **Preserve Aspect Ratio** (using Letterbox). Check the box next to **Deinterlace Source Video**. Click **OK**.
- f. Under 'Sound', click on **Settings**. Set 'Format' to **AAC**, 'Channels' to **Mono**, 'Rate' to **32.000**. Next to Target Bit Rate choose **32** in the dropdown menu. Then click on **OK** button.
- g. Make sure '**Prepare for Internet Streaming**' is checked and select **Fast Start**.
- h. Click **OK**.
- i. Click the **Save** button and iMovie will export and create the QuickTime movie that you will then post to the Cast It system.

VIDEO SETTINGS FOR CREATING SUPER HIGH QUALITY CLIPS

Please Note: Using the following settings instead of the "standard" settings stated above will result in much larger, higher quality video clips. Encoding video with the following settings can take up to twice as long, and uploading times will most likely increase 2 – 3 times as well.

1. Import your clips into iMovie. Then follow steps 1 – 6 above.
2. You'll see the Movie Settings window. Under 'Video', click **Settings**.
 - a. In 'Compression Type:' menu, select **H.264**.
 - b. In Motion area, set **Frame Rate to '24'** and for **Key Frames** type in **300** in the text field.
 - c. Slide the Quality pointer over to **Best**.
 - d. Select **Best quality (Multi-pass)** next to the 'Encoding' Menu.
 - e. In the Data Rate area, click the **Restrict to** button and type **768** in the field before kbits/sec. Then, click **OK**.
 - f. Under 'Video', now click the **Size** button. Select '**640 X 480 VGA**'. Check the box next to **Preserve Aspect Ratio** (using Letterbox). Check the box next to **Deinterlace Source Video**. Click **OK**.
 - g. Under 'Sound', click on **Settings**. Set 'Format' to **AAC**, 'Channels' to **Mono**, 'Rate' to **32.000**. Next to Target Bit Rate choose **32** in the dropdown menu. Then click on **OK** button.
 - h. Make sure '**Prepare for Internet Streaming**' is checked and select **Fast Start**.
 - i. Click **OK**.
 - j. Click the **Save** button and iMovie will export and create the QuickTime movie that you will then post to the Cast It system.

iMOVIE HD HINT: To crop/edit a video clip

1. Select the clip you want to edit or crop in the clip area to the right of the iMovie window.
 2. Drag the small grey bookend triangles below the timeline to set the beginning and end points of the clip.
 3. Got to the Edit menu and select **Crop**. You can also split clips by selecting **Split Clips at Playhead**.
-



iMovie '08/'09 Instructions

Requirements: Apple Macintosh System X, version 10.3 or higher

STEP 1: IMPORTING VIDEO FOOTAGE FROM A MINI DV TAPE CAMERA

1. Connect your camera to the computer via the firewire cable.
2. Open the iMovie application, then open an existing project or start a new project.
3. Import clips from video camera into your iMovie project by turning the camera on, and clicking the “Camera” Icon on the left hand side of the iMovie screen. This will bring up the Import Window where you can choose your camera source. Select the camera you have attached to the computer via firewire cable

To import all footage from the tape automatically:

- a. Set the **slider button** on the lower left area of the iMovie window to **Automatic**.
- b. Press **Import** to rewind the tape and import all footage. After the tape has been imported, click **Done** and skip to step #8.

To import footage from the tape manually:

- a. Set the **slider button** on the lower left area of the iMovie window to **Manual**.
 - b. Using the iMovie playback controls, press **play** button to start the tape. Continue on to step #4.
4. Using the play, fast-forward, and rewind controls, cue up the audition.
 5. When the audition take begins, press the **Import** button. You will be asked to **Save the File** and to **Create New Event**. You can name your event (by default it will be today’s date) and click **OK** to begin capturing the actor’s audition take into iMovie.
 6. When the take finishes, press the **Stop** button again to manually stop the capture.
Note: In **Preferences**, you can also set it so that iMovie will automatically grab and edit all auditions off the tape as long as you pause the camera between takes and actors. This allows you to start the tape, hit the **Import** button and walk away from the computer while it begins capturing and editing the auditions from the tape.
 7. When you have captured all of your clips, click **Done**. The captured audition clips will appear in the clips pane at the bottom of the window in iMovie. All clips that you capture will be stored here.
Please Note: we recommend that you capture each individual take for an actor’s audition separately. This will keep file sizes to a minimum. Do not upload any files larger than 50 MB.
 8. Click on the **Camera** icon to capture any additional takes from the actor’s audition. When you hit **Import** you will again be asked to save and **Add to Existing Event** or **Create New Event**. A good rule of thumb would be to create events for each day’s session, and save the corresponding day’s clips to those specific events.

STEP 1 (ALTERNATIVE): IMPORTING AN EXISTING QUICKTIME FILE

1. From iMovie, go to **File**, then **Import Movies**.
2. Select the Quicktime file you wish to import. You will be asked if you want to **Add to Existing Event** or **Create New Event**. Select one of these options, then click **Import**.
3. The video file will import into iMovie. When importing has finished, the file will appear in your event library.

STEP 2: EXPORTING FILES TO CAST IT RECOMMENDED SETTINGS

1. Choose a clip in the event library and drag the cursor to create a **yellow box** around the portion of the clip you would like to use. Next, drag that selected clip to the upper flip strip area (that says ‘Drag media here to create new project’) to begin the export process.

2. Go to the **Share** menu at the top of the screen and select **Export Using QuickTime**.
3. In the next **Save Exported File As** window, name the new movie according to actor name and take number. Make sure your file name ends with the extension **.mov**. Also check to see where the file will be saved. This will come in handy when you need to upload a bunch of actors and their audition takes. (make sure you save your file with the .mov extension at the end)
4. Then, next to the **Export: Movie to QuickTime Movie** pull down menu, click the **Options** button.
5. You'll see the Movie Settings window. Under 'Video', click **Settings**.
 - a. In 'Compression Type' menu, select **MPEG-4 Video**.
 - b. In Motion area, set **Frame Rate** to **'24'** and for **Key Frames** type in **300** in the text field.
 - c. Slide the Quality pointer over to **Best**.
 - d. In the Data Rate area, click the **Restrict to** button and type **768** in the field before kbits/sec.
 - e. Then, click the **OK** button.
 - f. Under 'Video', now click the **Size** button. Select **640 x 480 VGA**. Check the box next to **Preserve Aspect Ratio** (using Letterbox). Check the box next to **Deinterlace Source Video**. Click **OK**.
 - g. Under 'Sound', click on **Settings**. Set 'Format' to **AAC**, 'Channels' to **Mono**, 'Rate' to **32.000** and 'Target Bit Rate' to **32**. Then click on **OK** button.
 - h. Make sure **'Prepare for Internet Streaming'** is checked off and select **Fast Start**. Click **OK**.
 - i. Click the **Save** button and iMovie will export and create the QuickTime movie that you will then post to the Cast It system.

VIDEO SETTINGS FOR CREATING SUPER HIGH QUALITY CLIPS

Please Note: Using the following settings instead of the "standard" settings stated above will result in much larger, higher quality video clips. Encoding video with the following settings can take up to twice as long, and uploading times will most likely increase 2 – 3 times as well.

1. Follow steps #1 – 3 above in **Exporting Files To Cast It Recommended Settings**.
2. Then, next to the **Export: Movie to QuickTime Movie** pull down menu, click the **Options** button.
3. You'll see the Movie Settings window. Under 'Video', click **Settings**.
 - a. In 'Compression Type' menu, select **H.264**.
 - b. In Motion area, set **Frame Rate** to **'24'** and for **Key Frames** type in **300** in the text field.
 - c. Slide the Quality pointer over to **Best**.
 - d. Select **Best quality (Multi-pass)** next to the 'Encoding' Menu.
 - e. In the Data Rate area, click the **Restrict to** button and type **768** in the field before kbits/sec.
 - f. Then, click the **OK** button.
 - g. Under 'Video', now click the **Size...** button
 - i. Select **'640 X 480 VGA'**.
 - ii. Check the box next to **Preserve Aspect Ratio** (using Letterbox). Check the box next to **Deinterlace Source Video**. Click **OK**.
 - h. Under 'Sound', click on **Settings...**
 - iii. Set 'Format' to **AAC**, 'Channels' to **Mono**, 'Rate' to **32.000**. Next to Target Bit Rate choose **32** in the dropdown menu. Then click on **OK** button.
 - i. Make sure **'Prepare for Internet Streaming'** is checked and select **Fast Start**.
 - j. Click **OK**.
 - k. Click the **Save** button and iMovie will export and create the QuickTime movie that you will then post to the Cast It system.

iMOVIE '08/'09 HINT: To split/edit a video clip

1. Select the clip you want to edit or split in the clip area in the iMovie '08 window.
 2. Drag the cursor within the clip to create a **yellow box** that sets your desired beginning and end points of the clip.
 3. Got to the Edit menu and select **Split Clip**. If you select a frame range beginning and ending in the middle of the clip, the clip will split into three parts. To delete the unwanted parts, highlight them and hit the 'Delete' key.
-



Quicktime Player 7 (Quicktime Pro) Instructions

How to export a video clip using Quicktime Pro

STEP 1: OPENING A FILE IN QUICKTIME PRO

1. Go to the **File** menu and select **Open File**. Browse your computer for the video file you want to open and encode, and select it.

STEP 2: EXPORTING FILES TO CAST IT RECOMMENDED SETTINGS

1. Go to the **File** menu and select **Export**.
2. In the next **Save Exported File As...** window, name the new movie according to actor name and take number. Make sure your file name ends with the extension **.mov**. Also check to see where the file will be saved. This will come in handy when you need to upload a bunch of actors and their audition takes. (make sure you save your file with the .mov extension at the end). Then, next to the **Export: Movie to Quicktime Movie** pull down menu, click the **Options** button.
3. You'll see the Movie Settings window. Under 'Video', click **Settings**.
 - a. In 'Compression Type:' menu, select **MPEG-4 Video**.
 - b. In Motion area, set **Frame Rate** to **'24'** and for **Key Frames** type in **'300'** in the text field.
 - c. Slide the **Quality** pointer over to **Best**.
 - d. In the Data Rate area, click the **Restrict to** button and type **768** in the field before kbits/sec. Then, click **OK**.
 - e. Under 'Video', now click on **Size**. Select **640 X 480 VGA**. Check the box next to **Preserve Aspect Ratio** (using Letterbox). Check the box next to **Deinterlace Source Video**. Click **OK**.
 - f. Under 'Sound', click on **Settings**. Set 'Format' to **AAC**, 'Channels' to **Mono**, 'Rate' to **32.000**. Next to Target Bit Rate choose **32** in the dropdown menu. Then click on **OK** button.
 - g. Make sure **'Prepare for Internet Streaming'** is checked and select **Fast Start**.
 - h. Click **OK**.
 - i. Click the **Save** button and Quicktime Pro will export and create the Qmovie that you will then post to the Cast It system.

Instructions for PC Computers

Windows Moviemaker Instructions (for XP)



How to export a video clip from Windows Movie Maker

Requirements: Windows XP, Service Pack 2 or higher; Internet Explorer or FireFox browsers only; Firewire Port/Firewire camera or USB port/USB camera

STEP 1: CAPTURING VIDEO CLIPS WITH WINDOWS MOVIE MAKER

1. Connect your camera to the computer using a firewire cable. Turn the camera on and set it to VCR (playback) mode.
2. Open the **Windows Movie Maker** application, usually found under the Start menu.
3. Click on the **File** menu up top and scroll down and select **Capture Video...**
4. In the **Available Devices** window, select the camera you are using to capture the video and click **Next**.
5. Name your project (Movie Maker can capture multiple actors within a project automatically) and specify where you want your project and captured videos files to be saved on the computer.
6. Choose the video setting by selecting **Best quality for playback on my computer** and then click **Next**.
7. Select **Capture parts of the tape manually** and then click the **Next** button.
8. Cue up the actor by using the playback controls under the preview window in Movie Maker and when ready, click the **Start Capture** button to begin capturing the video to the computer.
9. When finished click the **Stop Capture** button. Movie Maker will automatically import the video clips and display them in the Collection area of the application. Please note that Movie Maker automatically separates the clips whenever you pause the camera, which makes the export process much easier.

STEP 2: EXPORTING FILES TO CAST IT RECOMMENDED SETTINGS

1. Now you are ready to begin saving these video clips for uploading to Cast It. First, select the clip you would like to export by clicking in it once in the collection area. Drag it down to the lower timeline area in the Movie Maker application.
 2. Go to the **File** menu and select **Save Movie File**.
 - a. In the **Movie Location** window, click on **My Computer** and click **Next**.
 - b. Name your movie by using the actor's name or initials and the take number so you can keep track of it. Choose the place on the hard drive where you will be saving this exported file. You will be uploading these to the Cast It system. Click **Next**.
 - c. In the **Movie Setting** window, click on **Show more choices**. link. Then select the button for **Other settings**: and on the menu scroll down to **Video for LAN (1.0 Mbps)**. Then click **Next**.
 - d. The **Saving Movie** window will appear with a progress meter. Wait for the video movie clip to finish saving.
 - e. If you want to watch your movie clip after completing this process, select the **Play movie when I finish** check box.
 - f. After the movie is saved, click **Finish**.
 3. Congrats, your clip has been created! To continue saving more clips, first delete the old one from the timeline area, then drag the new one down to the same place. Repeat **step #2** above.
-

Windows Moviemaker Instructions (for Vista)



How to export a video clips from Vista Movie Maker

Requirements: Windows Vista, Service Pack 2 or higher; Internet Explorer or FireFox browsers only; Firewire Port

STEP 1: CAPTURING VIDEO CLIPS WITH WINDOWS MOVIE MAKER

1. Connect your camera to the computer using a firewire cable. Turn the camera on and set it to VCR (playback) mode.
2. Open the **Windows Movie Maker** application, usually found under the Start menu.
3. Find the **Import** section located in the upper left hand corner of the Movie Maker program, then select **From Digital Video Camera**.
4. Name your project (Session Date is often an easy way to organize your Movie Maker Projects), then specify where you want your project and captured videos files to be imported to on the computer. Finally, click the **Format** drop-down menu and choose **Windows Media Video (one file per scene)**. Then click **Next**.
5. Select **Only import parts of the videotape to my computer**. Then click **Next**.
6. Using the Digital Video Camera Controls, cue up the actor to the exact point you would like to begin importing, and when ready click **Start Video Import**. The video will begin to simultaneously play and import onto your computer. When the file you wish to import is complete, click **Stop Video Import**.
7. Repeat this process for all of the scenes on the tape that you wish to import. Then click **Finish**.
8. Movie Maker will automatically import the video clips and display them in the Collection area of the application. Please note that Movie Maker automatically separates the clips whenever you pause the camera, which makes the export process much easier.

STEP 2: EXPORTING FILES TO CAST IT RECOMMENDED SETTINGS

1. Now you are ready to begin saving these video clips for uploading to Cast It. First, select the clip you would like to export by clicking in it once in the collection area. Drag it down below to the Storyboard area in the Movie Maker application.
2. Go to the **File** menu and select **Publish Movie**.
 - a. In the **Where do you want to publish your movie?** window, click **This Computer**, then click **Next**.
 - b. Name your movie by using the actor's name or initials and the take number so you can keep track of it. Choose the place on the hard drive where you will be publishing this exported file. Click **Next**.
 - c. In the **Movie Setting** window, select the button for **More Settings**. Then scroll down on the menu to **Windows Media VHS Quality (1.0 Mbps)**. Then click **Publish**.
 - d. The Saving Movie window will appear with a progress meter. Wait for the video movie clip to finish saving.
 - e. If you want to watch your movie clip after completing this process, select the **Play movie when I finish** check box.
 - f. After the movie is saved, click **Finish**.
3. Congrats, your clip has been created! To continue saving more clips, first delete the old one from the Storyboard area, then drag the new one down to the same place. Repeat **step #2** above.