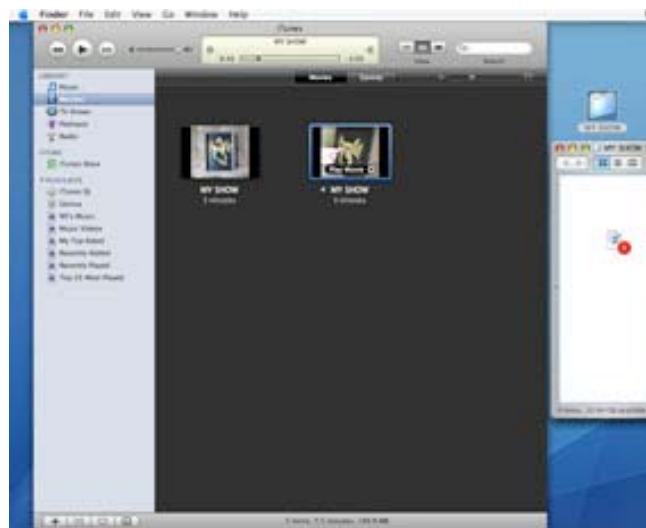
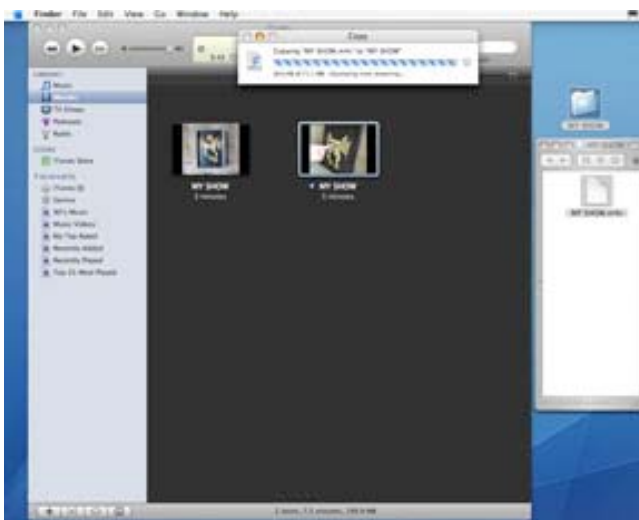


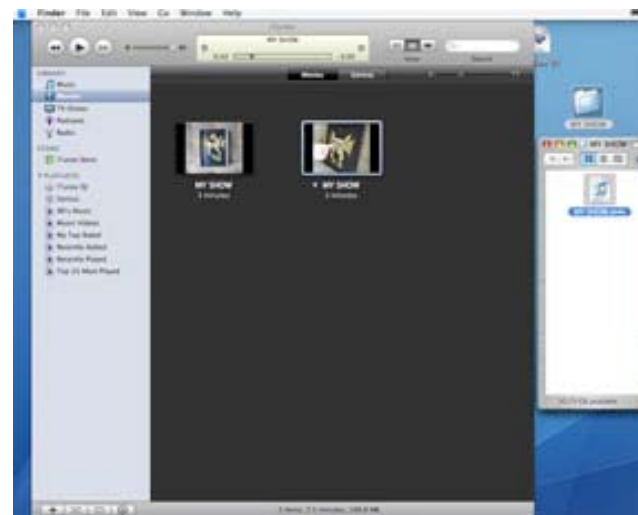
9) Once the Conversion is complete, a second file will appear in the black area of your Movie window.



10) Create a new folder on your desktop. Name it the title of your file. Open the folder.



12) A window will appear that says “Copying [TITLE OF FILE] to [TITLE OF FOLDER]”.



13) Once finished, the file will appear in the folder you created on your desktop. Notice that the file has an “.mv4” file extension at the end.

11) Select the recently converted file and drag it into the folder you’ve created on your desktop. (You can adjust the size of your folder’s window to make it appear as above.)

You have successfully converted your episode to an .mv4 file that can easily be transferred to the BCAT TV Network’s playback system!

If you plan on uploading your episodes via the FTP server, you will simply log onto the BCAT TV Network’s FTP and upload this file into the folder specified for your program.

If you plan on ingesting your file digitally at the BCAT Media Center, you will need to save the folder you created onto a flash drive or external hard drive to bring to the facility.

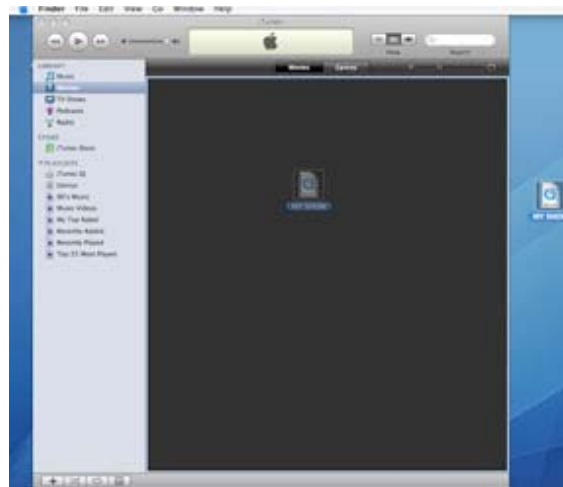
## EXPORTING COMPRESSED .mv4 FILES USING iTunes

This is an easy way to convert your exported Quicktime .mov file into an .mv4 file that contains all the settings needed for easy and high-quality playback on our channels. **To use this method, you must export your episode as a Quicktime .mov file and have an updated version of iTunes installed on your computer.** For clearer pictures, visit the “Online Tutorial” section of our website: [www.bricartsmedia.org/community-media/automated-system](http://www.bricartsmedia.org/community-media/automated-system)



1) Export your file to your desktop.

2) Open iTunes. Select 'Movies'.

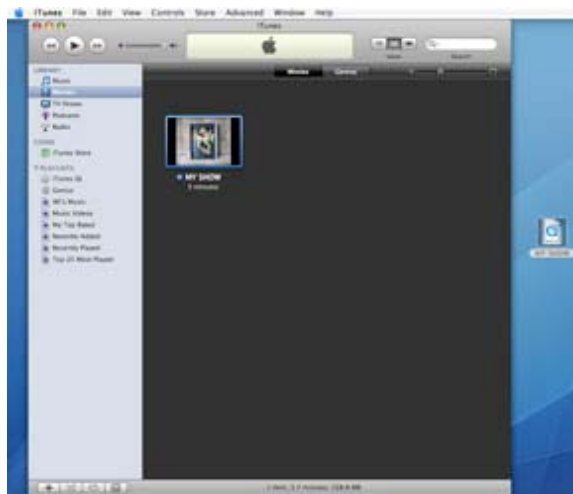


3) Click & select your file from your desktop.

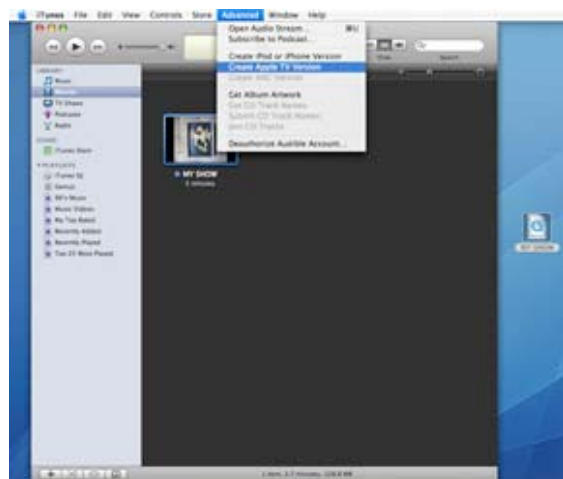
4) Drag your file into the black area of the Movie window.



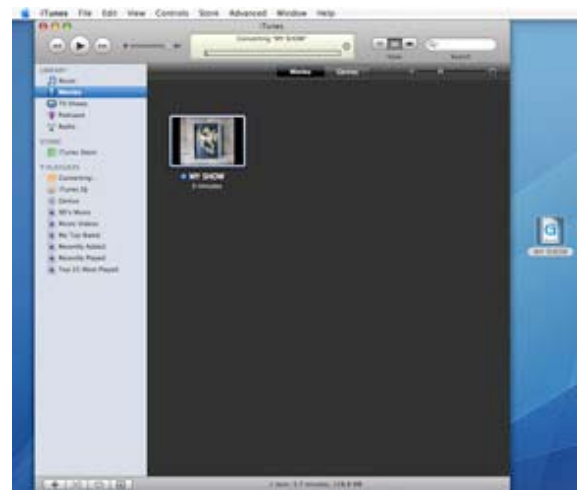
5) In the status window at top you will see “Copying 1 of 1: [TITLE OF YOUR FILE].” A film icon will be in the black area of the Movie window while the file is being copied.



6) When finished, the film icon will be replaced with a screen shot from your file. Click and select the icon in the black area.



7) Select “Advance” from the menu bar at top. A drop down menu will appear. Select “Create Apple TV Version” from the menu.



8) In the status bar at the top you will see “Converting [TITLE OF YOUR FILE]”. You will notice a small orange icon appear in your navigation bar that says “Converting.”