

sermon.net: Video 101

Revised March 2014

WELCOME!

To help get you get started uploading audio, here is a basic overview of the Sermon Studio system. For a list of accepted formats please see the bottom of this page.

BEST PRACTICE: For best results name your files something simple with only letters and numbers in the filename. For example, the March 9, 2014 service could be SundayMorning20140309.mp4. This will sort the files easily on your computer to locate them later, and will insure our system doesn't have trouble processing a file with "bad" characters. Please also be sure your files are uploaded from your computer, rather than a flash drive, external storage device, or a networked drive on another computer.

IS YOUR VIDEO ON A DVD?

If your video is on a DVD, you will need to rip the DVD and create an upload friendly video file on your computer system. You can use any DVD ripping software to perform this task, just make sure the file you save to your computer is an accepted format. Once you upload this file, our server will convert your file to the settings you have set up in your Transcoding Profile Template (very bottom of Episode page below the Upload Center). There are links to ripping programs at the end of this document.

IS YOUR AUDIO FILE ON YOUR COMPUTER SYSTEM?

If your video file is on your computer system, you may want to reduce the size of the file to save time during upload. You can use any file conversion software to perform this task, just make sure the file is an accepted format. Once you upload this file, our server will convert your file to the settings you have set up in your Transcoding Profile Template (very bottom of Episode page below the Upload Center). There are links to conversion programs at the end of this document.

Our system accepts the following formats (more formats will be added in the future):

*.mp4; *.wmv; *.avi; *.flv; *.m4v; *.divx; *.mpg; *.mpeg; *.mov;

To reduce storage usage within your archive, and to save time uploading the file, we recommend reducing the file size by using the settings below. Our system is set to display video by default at 640 wide (640 x 480 for 4:3 aspect ratio, 640 x 360 for 16:9 widescreen).

Once your files are uploaded our servers will convert them to our default settings, or the settings you have saved in your Transcoding Profile Template. Target these settings when creating your files, then match them when publishing into an Episode for best results.

Video Format: mp4 using h.264

Video Bitrate: 200, 500, 700, 1000 kbps

Video Frame Size: 640x360 (4:3) or 640x360 (16:9)

Audio Bitrate: 32, 64, 128, 196 kbps

(Total Combined Bitrate: 232, 564, 896, 1196 kbps)

Audio Sample Rate: 44100

Audio Channel: same as source (if recording in stereo use stereo, if not use mono)

Please note that if your settings are higher than these the file will be compressed to the level you choose within your Transcoding Profile Template.

TRANSCODING PROFILE TEMPLATE

Please take a moment to set this up before you add media. After you add a new Episode, or within any existing episode, at the very bottom of the Episode page you will see your Transcoding Profile Template. This is where you set the defaults for how our system processes your files when you publish from your Media Bank > Source Files into an Episode. If you upload an .mp4 file at 896 kbps, and have selected 564 kbps in your Profile, then it will save the final copy for your audience to access at 564 kbps, and you can see the new file in the Media > Audio section within this Episode once the Publishing/Conversion process is complete. You can set an audio bitrate for your video files in your transcoding template, so that when you publish a video file you automatically publish an audio version in .mp3 as well.

 **Transcoding Profile Template**

Please select your default audio transcoding bit rate (for audio files that you upload)

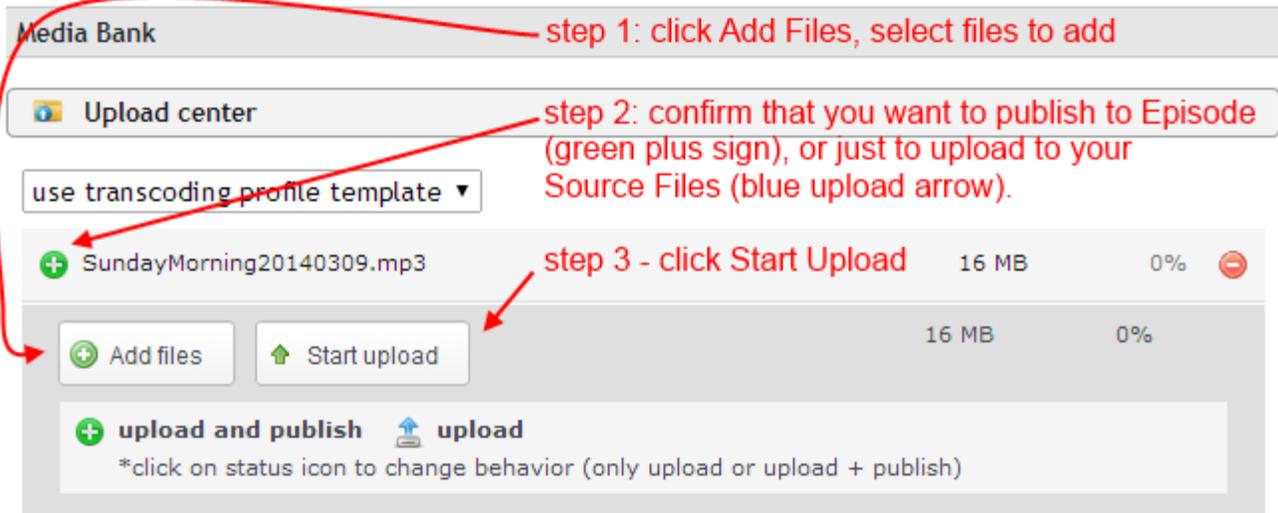
Bitrate: MP3

Please select your default video transcoding profile (up to 3 video files can be produced)

 Add more

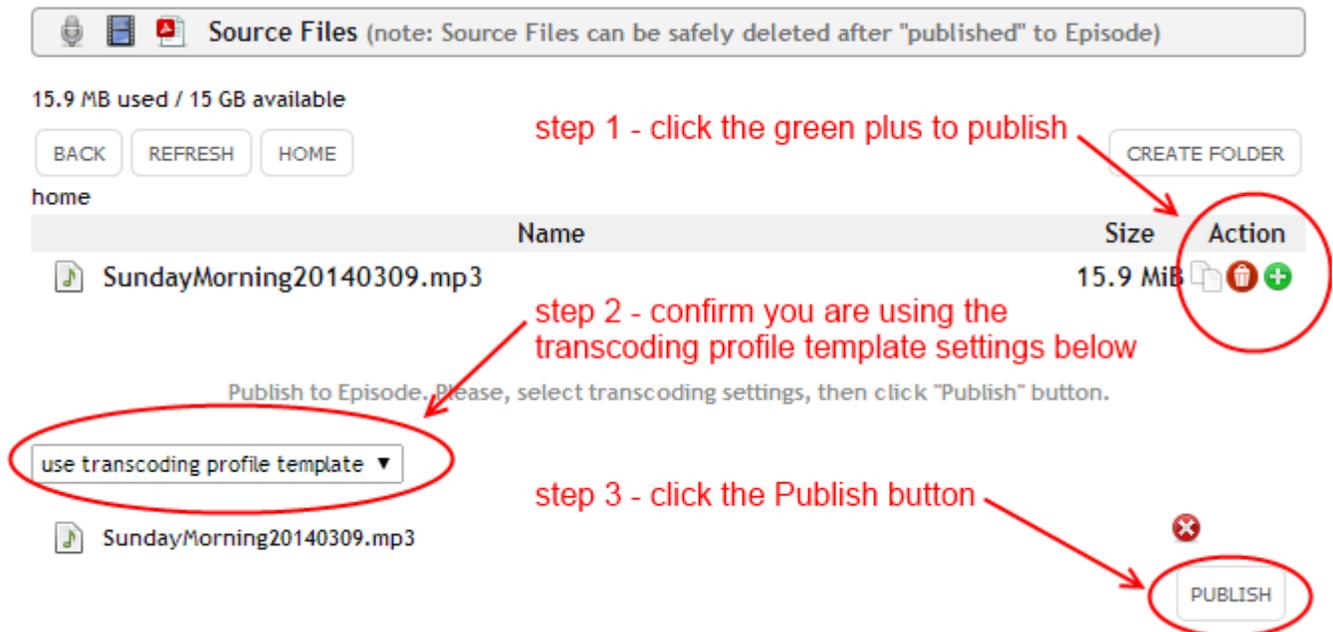
UPLOADING YOUR FILE

Now that your file is in an upload friendly format on your computer, you can login to your sermon.net Sermon Studio, add a new Episode, enter the Details, then scroll down the Media Bank > Upload Center. Click Add Files to select the files to upload, then Start Upload. By default they will upload and publish to the Episode you are working in (making them available to the user), you can click the green + icon next to the file name to change it to only upload (will just put the file in your Media Bank > Source Files so you can publish it to an Episode later).



All uploaded files go to your Source Files in the Media Bank. If you upload and publish you can delete the file from the Source Files once you've confirmed it published correctly into the Episode and is available for the audience – you can scroll up to the Media section within this episode and click Published Media to preview what was published.

Your Source Files are available within any Episode in your Archive. First Visit the Archive page, click the Episode you wish to assign files to, then scroll down to the Media Bank > Source Files. Click the plus sign on the right side to publish a file into the Episode you are viewing. You'll then select to use the transcoding profile template or manually set your profile for this particular file to be converted. Then click the Publish button on the right side. After a few minutes the file will be complete and you can see details under the Media section just above the Media Bank section on the Episode page.



SOFTWARE TO PREPARE YOUR FILES

To rip your video file from a DVD, we suggest using Format Factory or Handbrake for Mac. Either of these programs will also convert files that are already on your computer.

Download Format Factory: www.formatoz.com

Format Factory Help File: <http://snstudiosupport.sermoncampus.info/pdf/20000772>

Download Handbrake: <http://handbrake.fr/downloads.php>

If you have any questions, please feel free to contact us through the Help Desk within your Sermon Studio, by email at support@sermon.net, or by calling 800.807.1014 x2.