

# FINAL CUT PRO 3



Instructions to prep your film to submit to Listenup.org  
Note: **Quicktime Pro 7** required

## CONVERTING TO MPEG-4

# 1

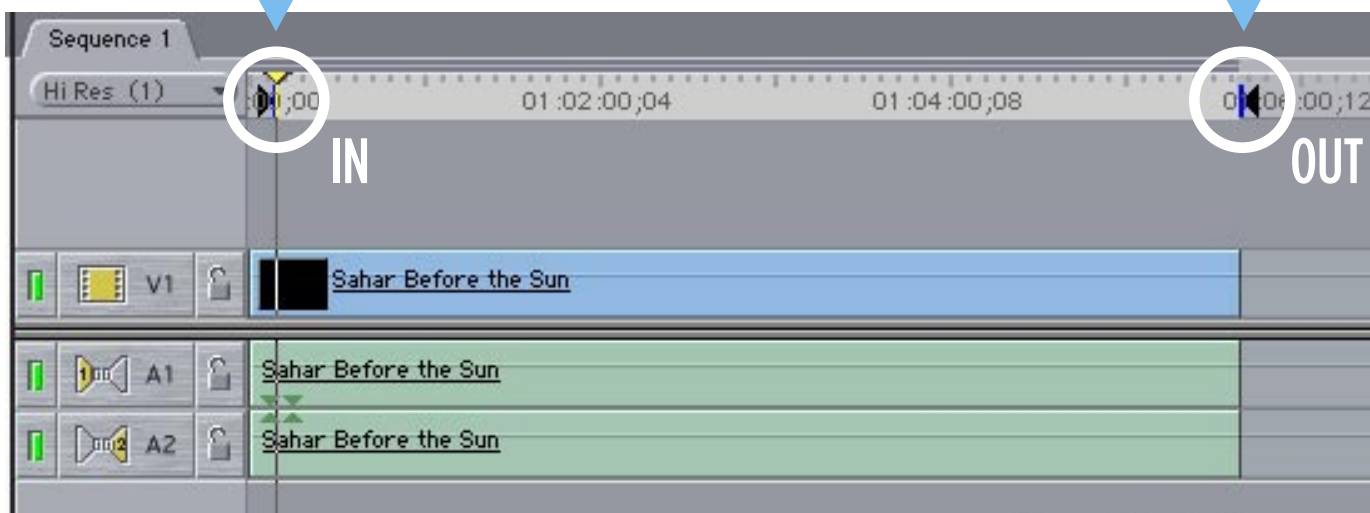
Create an "Submit" folder on your desktop



# 2

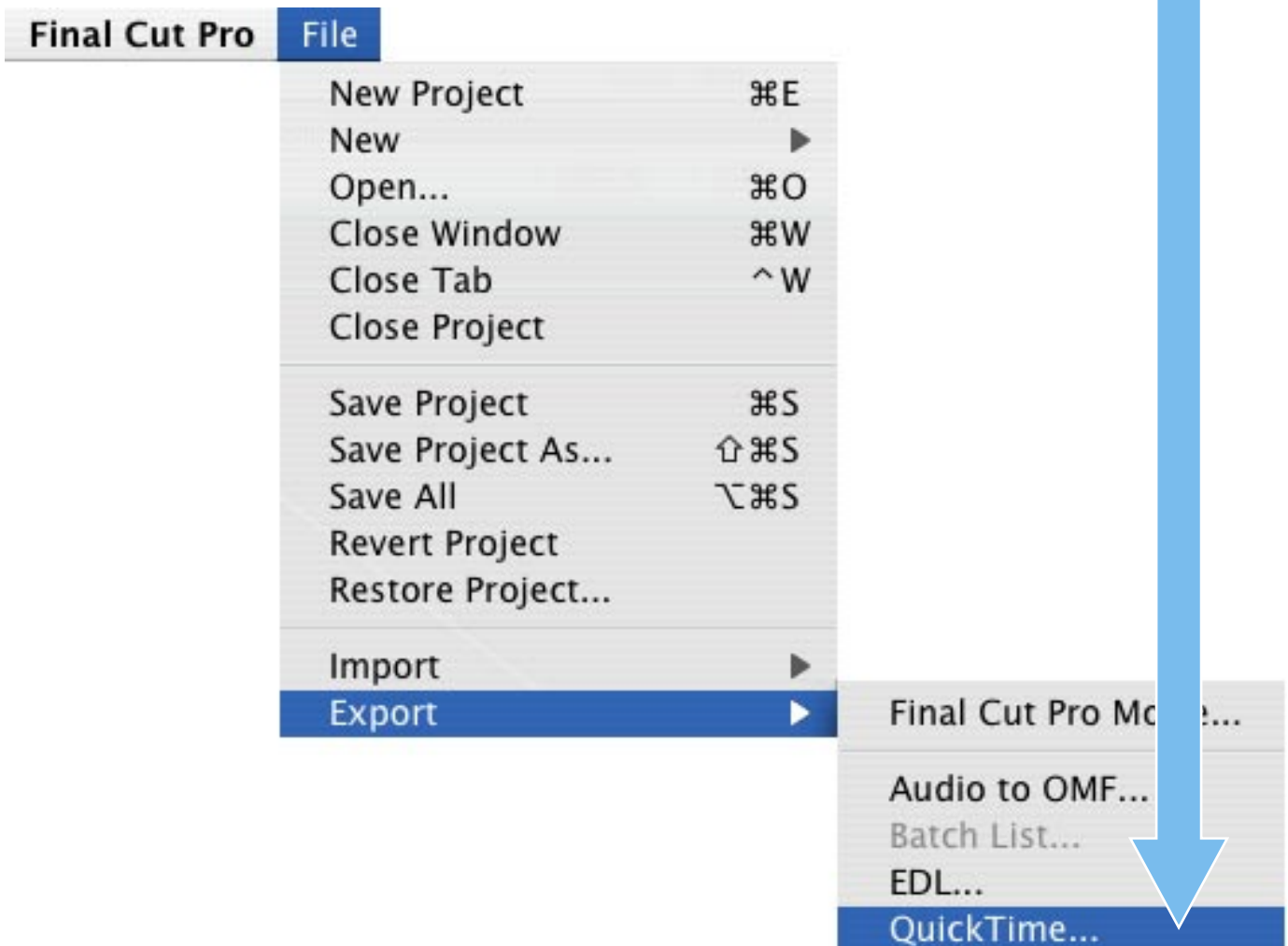
In the timeline, select the IN and OUT points of the portion you want to export.

Do not select any black in the beginning and no more than 1 second at the end.



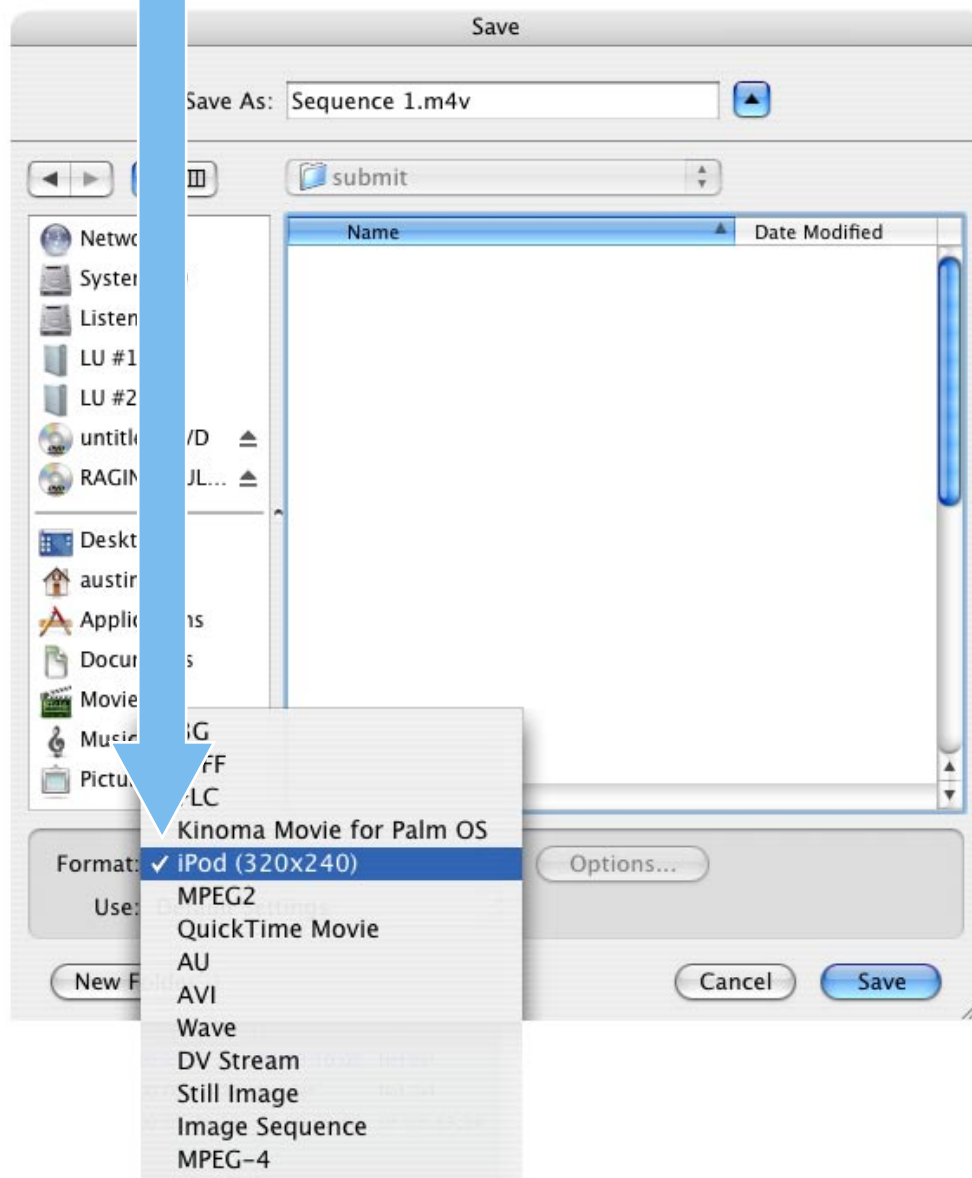
# 3

Go to File > Export > Quicktime in the Menu Bar



# 4

When the SAVE window comes up, go to **FORMAT** and choose **IPOD (320X240)**.

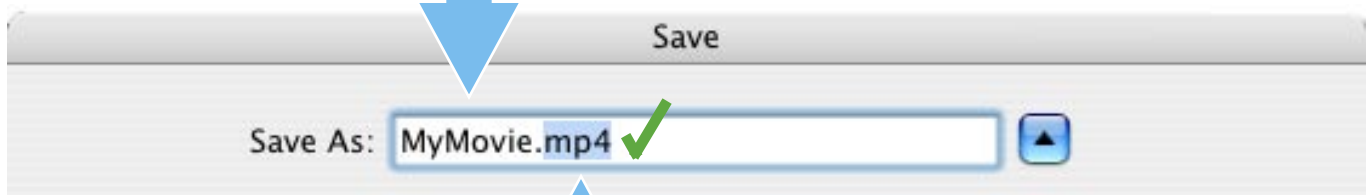


Don't see the IPOD setting?  
You most likely do not have Quicktime Pro 7

# 5

Give your movie a filename.

Do not leave any SPACES in your filename or the upload will not work.



# 6

Change the last three letters of your file name to .MP4



# 7

Make sure you've selected the SUBMIT folder you created earlier and hit SAVE.



# 8

## Be patient!

The conversion process is slower than your average bear - especially if you have an older machine.

It's worth the wait though - the image quality can't be beat for the small filesize.



Your mileage may vary, but we were able to achieve these conversion speeds:

Single G4 - 17-20 minutes per minute of film  
Dual G4 - 15-17 minutes per minute of film  
Dual G5 - 13-15 minutes per minute of film

# 9

Before moving to the next step make sure:

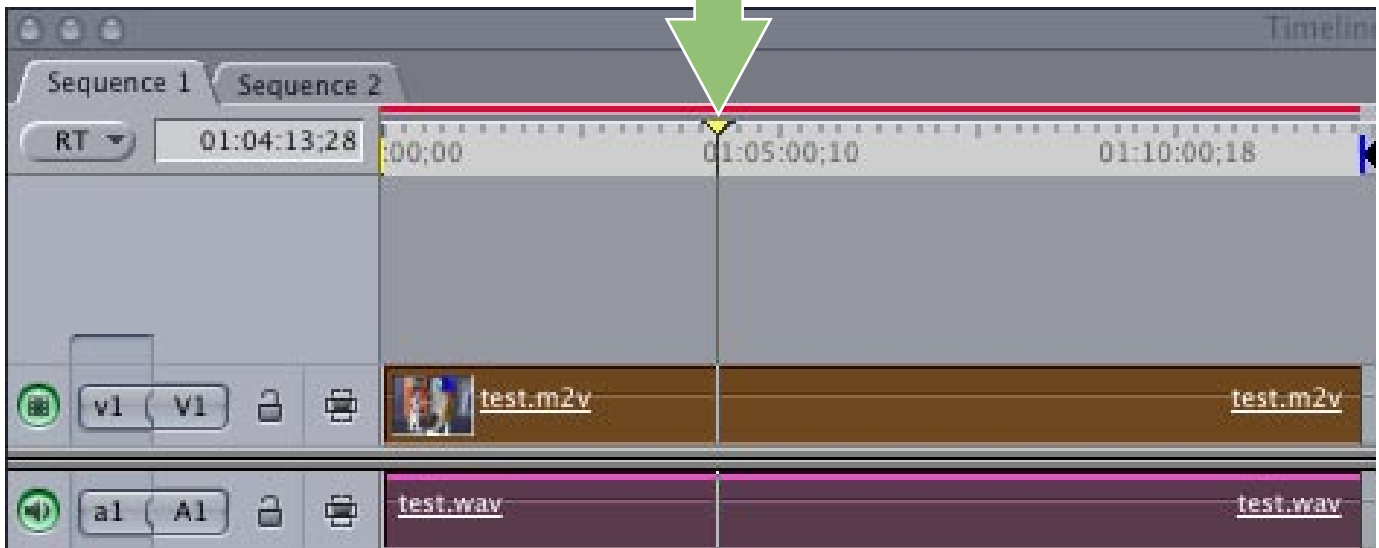
1. The conversion went well - watch your new MPEG-4 movie from start to end.
2. The filename does not have spaces
3. The filename ends with ".MP4"

## MAKING A PHOTO STILL

# 10

In addition to the file you just created, you will also need to upload a photo still of your movie.

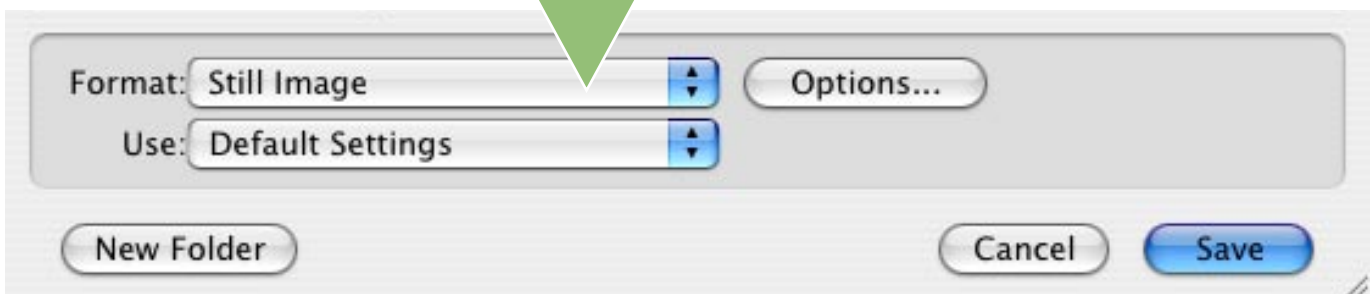
Move the scrubber along the timeline to find a frame that best represents your movie



# 11

Go to File > Export > Quicktime in the Menu Bar (See Step #3)

When the SAVE window comes up, chose STILL IMAGE for the FORMAT



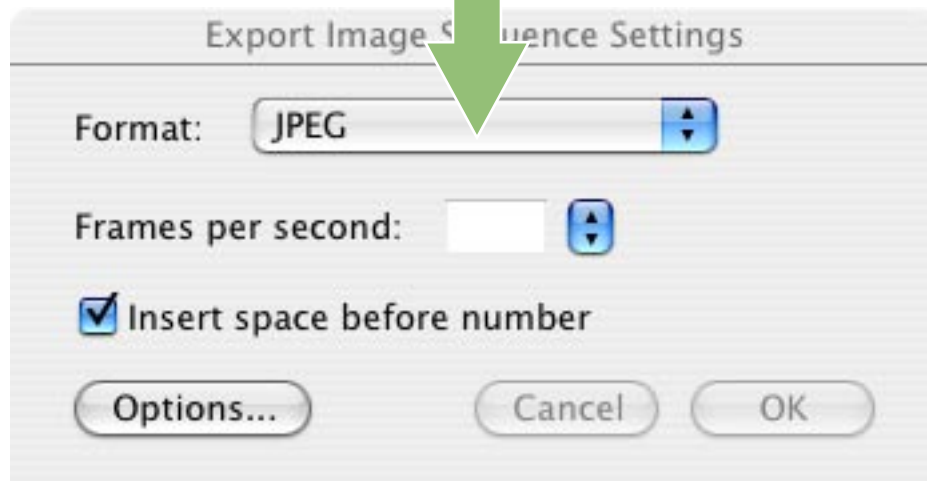


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Click on OPTIONS

In the EXPORT IMAGE SEQUENCE SETTINGS window select JPEG as the FORMAT

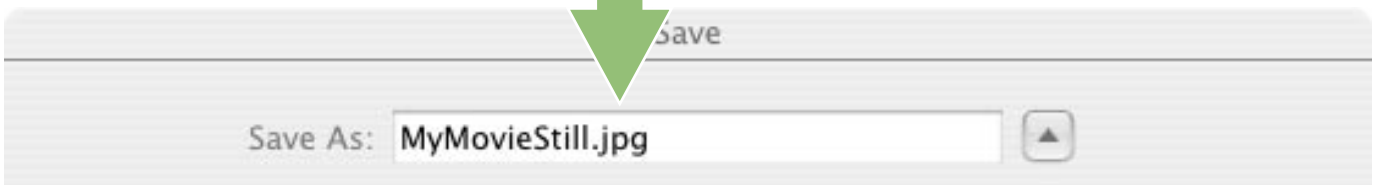
Then click OK



13

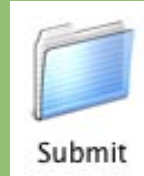
Give your file a name.

Make sure to leave NO SPACES and add a ".JPG" at the end of the name.



# 14

Make sure you've selected the **SUBMIT** folder you created earlier and hit **SAVE**.



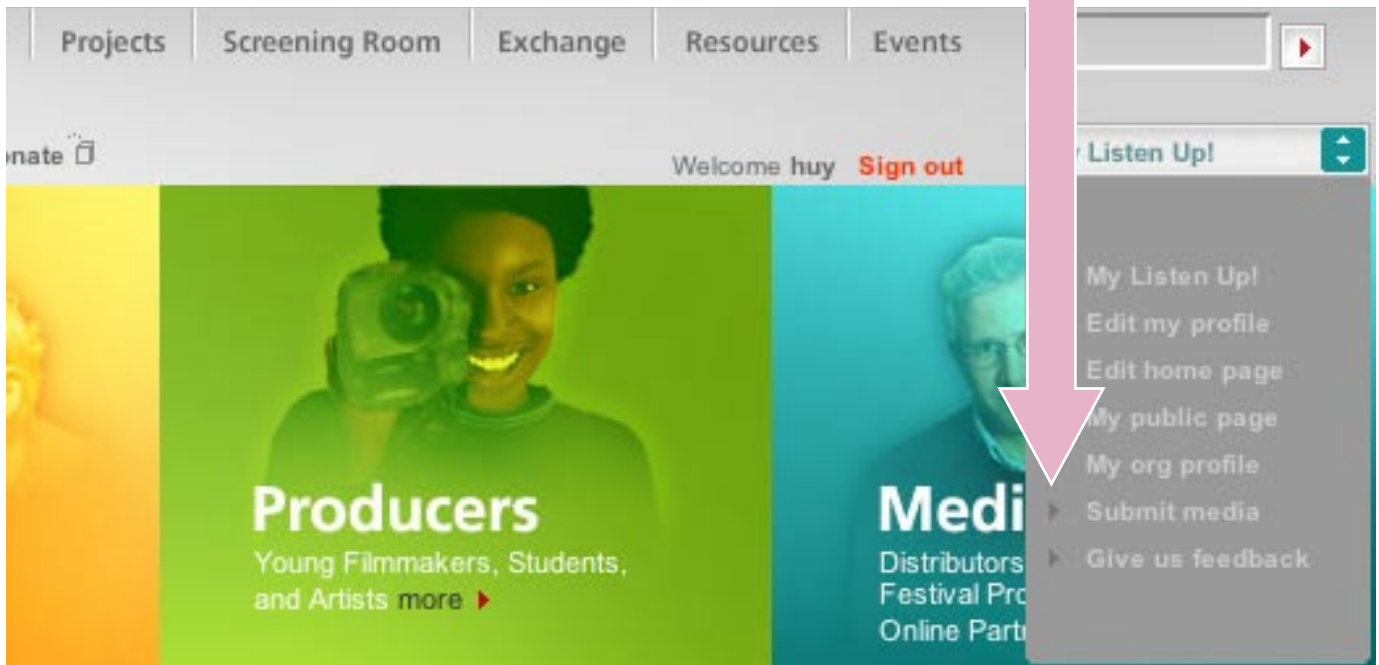
# 15

Now that you have your image and MPEG-4 movie file you're all set to upload your work to Listen Up!

## SUBMIT MEDIA

# 16

To submit your work, go to [listenup.org](http://listenup.org), log into to your account and go to **SUBMIT MEDIA** under **MY LISTEN UP!**



# 17

On the next page there is an example of the **SUBMIT MEDIA** page.

Check out the boxes to see what you need to fill out in each.

The title of your film goes here

Title

Check off the names of the youth producers involved in the film.

Youth producers

Edwin Clavijo  
 Alex Samson

Names of crew members not listed? Post the missing name and email here. Multiple names? Enter names separated by commas, but leave the email field blank!

|       |         |
|-------|---------|
| Name  | (name)  |
| Email | (email) |

Description and synopsis

Creatively describe your film in 2-3 sentences. A short well-written description will help drive an audience to your film!

People will search films by topics and keywords. Find 3-6 words, separated by commas, that describe your film. (i.e. education, afghanistan, refugee, muslim.)

Keywords

How long is your film?  
Follow this example:  
5 mins, 34 secs

Running time

What kind of film did you make? Select a genre that best fits your film.

Genre

### Creative Commons license

Take ownership of your film while allowing others to screen and share your work. Click on the icon and answer two short questions to determine the license that's right for you.

  
  
**CLICK TO CHOOSE**

Still  
Required

 **Browse.**

Hit BROWSE and locate the photostill you created earlier. Check out steps 9 through 14 for more info.

Video file 1  
Required

 **Browse.**

Hit BROWSE and locate the MPEG-4 file you created earlier. Check out steps 1 through 8 for more info.

Video file 1 dimensions  
Required

 x  (width x height)

Enter 320 X 240 for your video file dimensions.

Media type 1  
Required

 ▾

Select Quicktime from the list.

# 18

That's it!

Hit SUBMIT to upload your media to Listen Up! The upload can take some time so be patient.

Listen Up! will review your film in 1-2 business days before posting it on our website via the Internet Archive (archive.org).