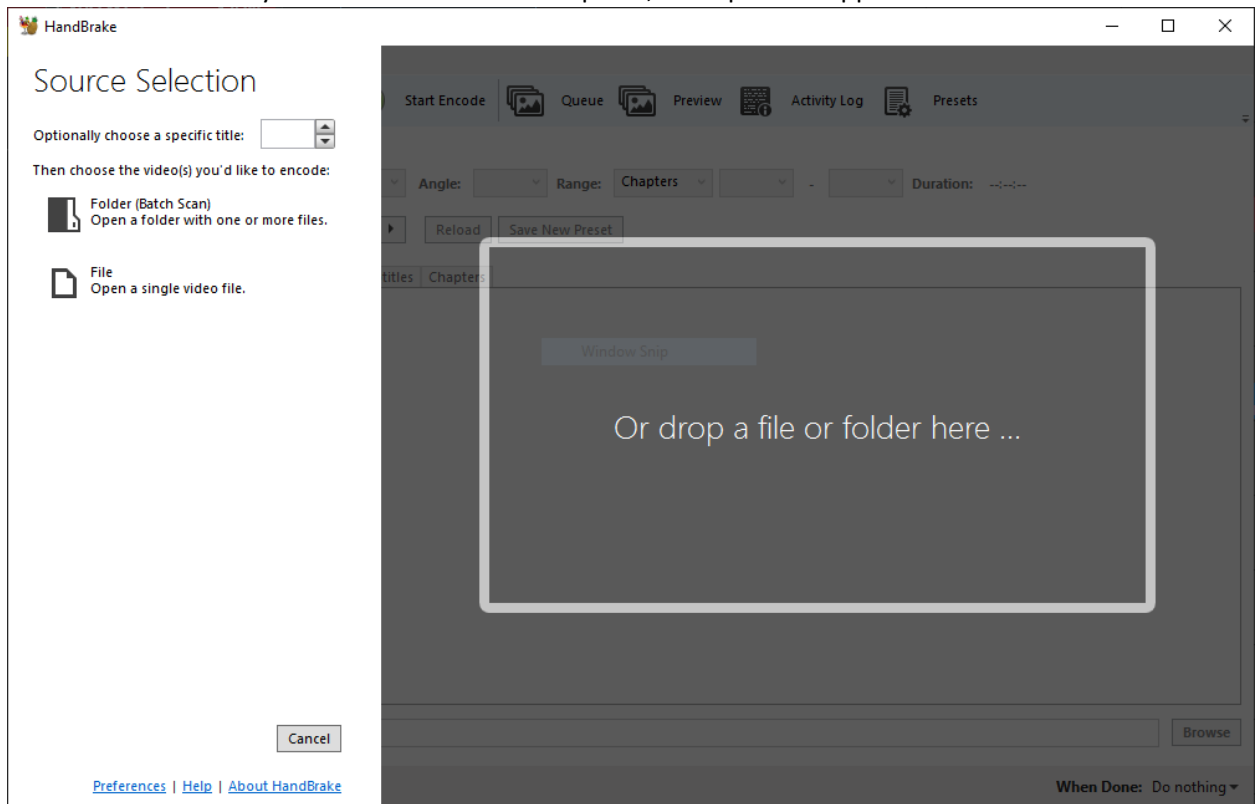


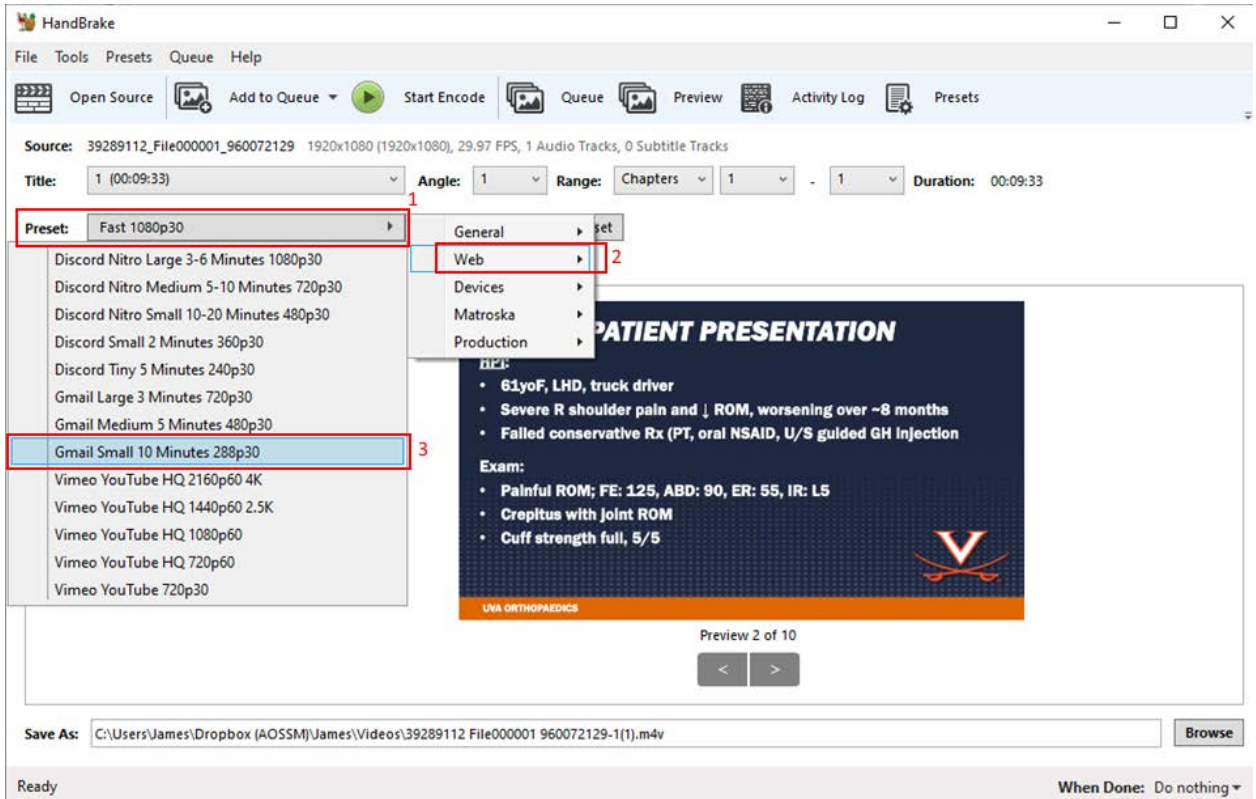
The manuscript review system ScholarOne has a file size limit of 350mb for video files. If the video you wish to submit for review is larger than this, please follow the instructions below on compressing the video file to fit within this limitation.

Please note that if your submission is accepted, you will be asked to provide the full-size file for publication.

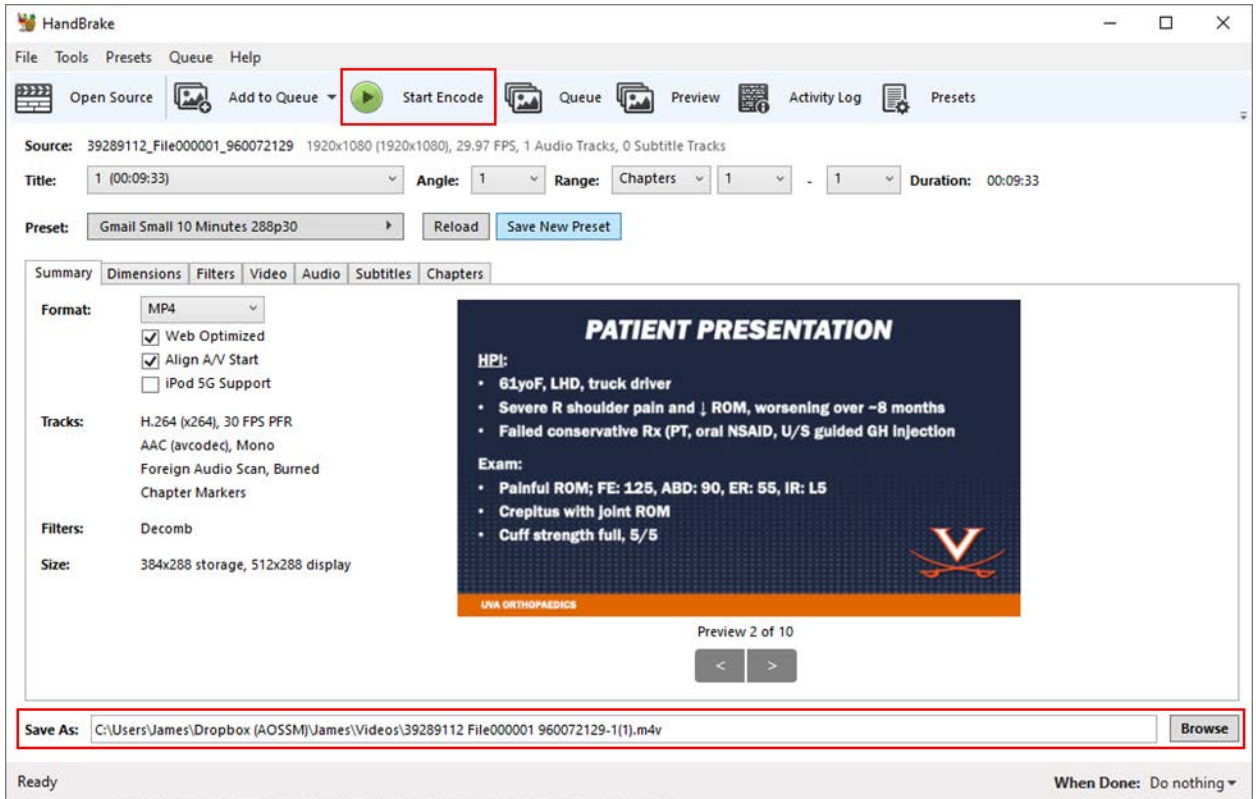
1. Download “HandBrake” from <https://handbrake.fr/>
 - a. This is a trusted free and open-source application for compressing video files. It is not advisable to use other “free” web-based video compressor tools.
2. Install HandBrake on your Windows or Mac computer, and open the application.



3.
 - a. You can drop the video file you wish to compress in the window, or click “Open a single video file”



4.
 - a. Under the "Preset" menu, select Web then "Gmail Small 10 Minutes 288p30"
 - b. This option will offer the most compression.



- 5.

- a. If you wish to save the output file in a specific location, click the “Browse” button in the bottom right corner. Otherwise, the output file location is listed in the text box.
 - b. Click “Start Encode” to start processing. This may take up to 10 minutes to complete.
6. Once the compression process has completed, you can open the file from the location listed to ensure the quality is acceptable, and that the file size is below the 350mb limitation.
7. The video can now be submitted to ScholarOne.