
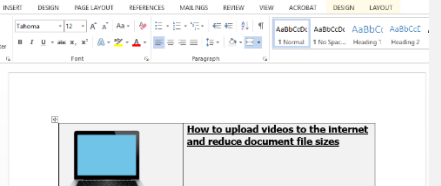
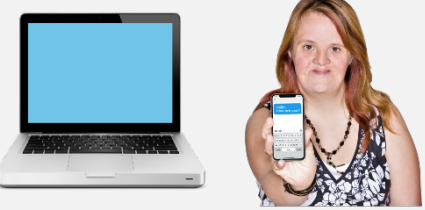

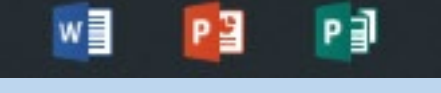






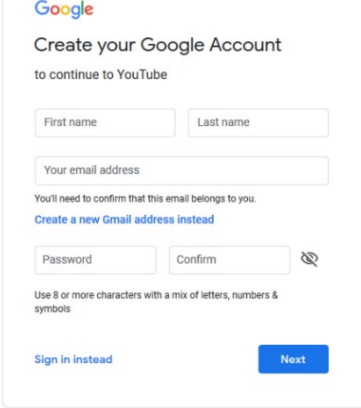

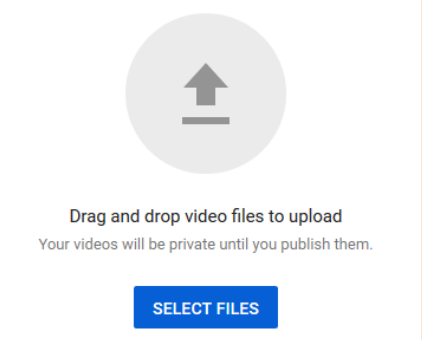



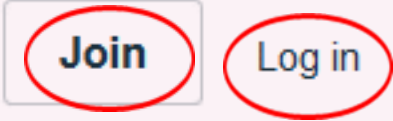
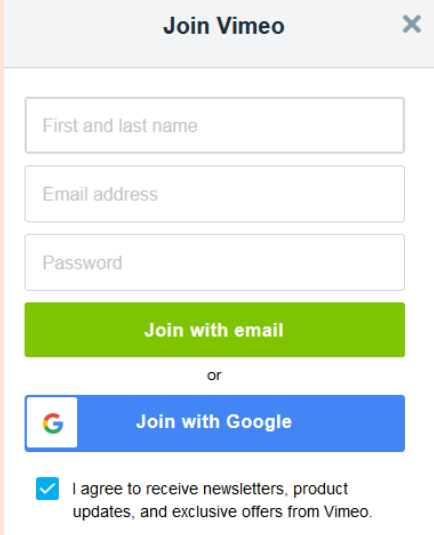
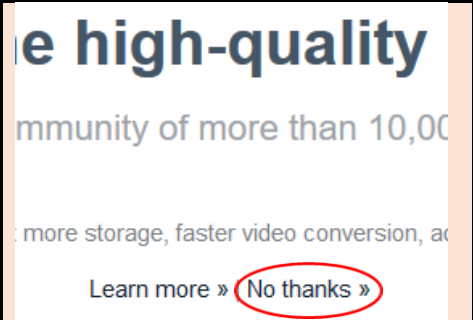
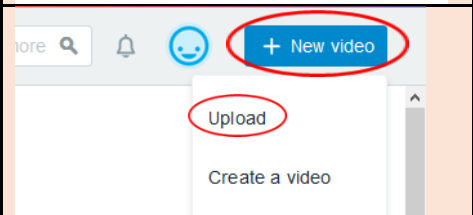
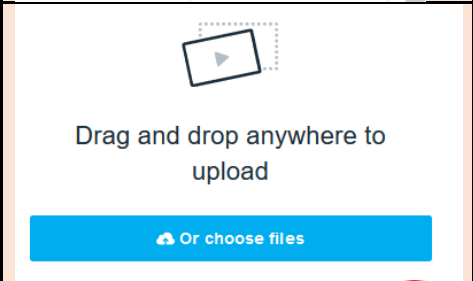
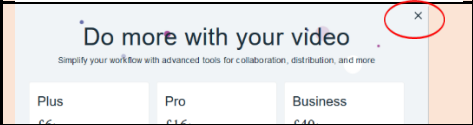
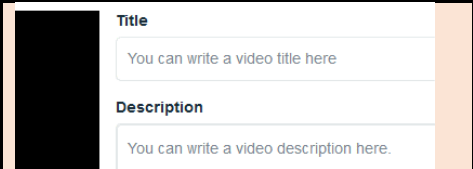
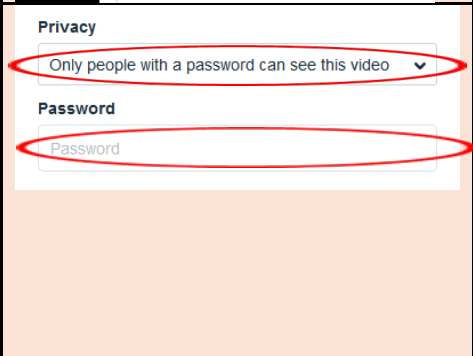





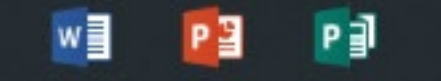

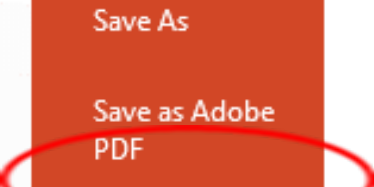
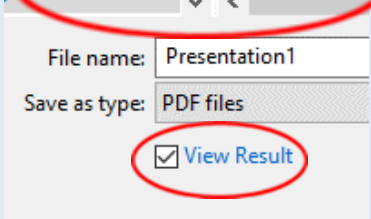
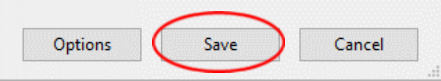

	<p><b><u>How to upload videos to the internet and reduce document file sizes</u></b></p>
	<p>This document will show you how to upload videos to YouTube and Vimeo, and how to reduce the file size of a Microsoft document.</p>
	<p>It uses screenshots. These are pictures of what you will see on the computer screen.</p>
	<p>You might see something a little bit different on your computer screen.</p> <p>Yours will also look a little bit different if you are using a mobile device.</p>
	<p>The guidance for uploading a video to the internet are in these colour boxes.</p>
	<p>The guidance for reducing the document file size is in this colour box.</p>
	<p>The guidance for reducing the image file size is in this colour box.</p>
	<p>If your file is still too large complete your entry form and email <a href="mailto:leaderaward@dimensions-uk.org">leaderaward@dimensions-uk.org</a></p>



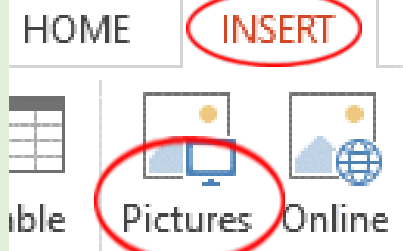
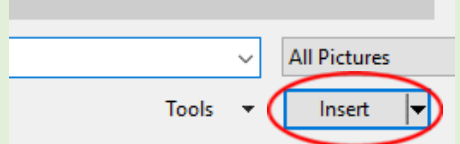
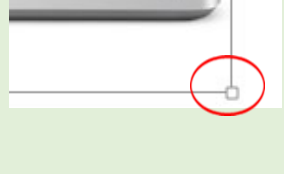
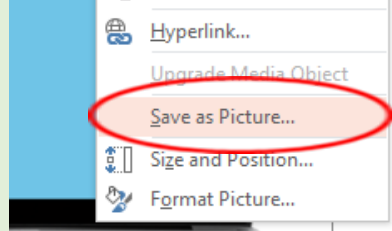
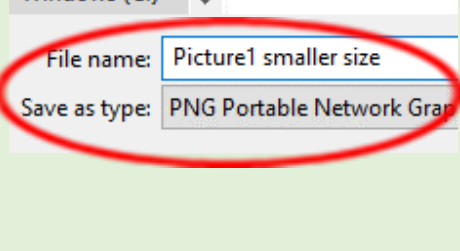


	<h2><u>How to upload a video to YouTube</u></h2>
	<p>You can ask someone you trust for help with this.</p>
	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.youtube.com">www.youtube.com</a></li> </ol>
	<ol style="list-style-type: none"> <li>1a. You will need to sign in or create an account. Click 'Sign in' to do these.</li> </ol>
	<ol style="list-style-type: none"> <li>1b. To create an account you will need your first name, last name, a Gmail email address and a password.</li> </ol>
	<ol style="list-style-type: none"> <li>2. When you have signed in, click the little video camera icon and select 'Upload video'.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Drag the video file you want to upload into the window or click 'Select files' and choose the video file you want to upload.</li> </ol>

<p><b>Details</b></p> <p>Title (required) You can write a video title here</p> <p>Description ⓘ You can write a video description here. 39/5000</p>	<p>3a. You can change the video title and write a description if you want to.</p>
<p><b>Audience</b></p> <p>Is this video made for kids? (required)</p> <p>Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. <a href="#">What's content made for kids?</a></p> <p><input type="radio"/> Yes, it's made for kids</p> <p><input checked="" type="radio"/> No, it's not made for kids</p>	<p>4. Scroll down and click 'No, it's not made for kids'</p>
<p>Video link <a href="https://youtu.be/_ECfomR26To">https://youtu.be/_ECfomR26To</a></p> <p>Filename Leaders' List 2020 animation 720p.mp4</p> <p><b>NEXT</b></p>	<p>5. Click 'Next'.</p>
<p><b>BACK</b> <b>NEXT</b></p>	<p>6. In the 'Video elements' screen click 'Next'.</p>
<p><b>Visibility</b></p> <p>Choose when to publish and who can see your video</p> <p><input checked="" type="radio"/> <b>Save or publish</b> Make your video public, unlisted, or private</p> <p><input type="radio"/> Private Only you and people you choose can see your video</p> <p><input checked="" type="radio"/> <b>Unlisted</b> Anyone with the video link can see your video</p> <p><input type="radio"/> Public Everyone can see your video</p> <p><input type="checkbox"/> Set as instant Premiere ⓘ</p>	<p>7. In the 'Visibility' screen select 'Unlisted'. This means only people who have the link can find the video.</p>
<p>You can write a video title here</p> <p>Video link <a href="https://youtu.be/_ECfomR26To">https://youtu.be/_ECfomR26To</a></p>	<p>8. Scroll down and click the little pages icon to copy the link to your video.</p>
<p><b>BACK</b> <b>SAVE</b></p>	<p>9. Click 'Save'.</p>
<p>URL</p>	<p>10. Paste the link into the box on the application form.</p>

	<h2><u>How to upload a video to Vimeo</u></h2>
	<p>You can ask someone you trust for help with this.</p>
	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.vimeo.com">www.vimeo.com</a></li> </ol>
	<p>1a. You will need to log in or create an account. Click 'Join' to create a new account. Or click 'Log in' to log into your account.</p>
	<p>1b. To create an account you will need your first name, last name, an email address and a password.</p>

 <p>e high-quality community of more than 10,000 more storage, faster video conversion, and Learn more » <b>No thanks »</b></p>	<p>1c. If you see a screen with different information and prices on don't worry. Vimeo is free.</p> <p>Click 'No thanks &gt;&gt;'</p>
 <p>more <input type="text"/> <input type="button" value="New video"/> <input type="button" value="Upload"/> Create a video</p>	<p>2. When you have signed in, click '+ New video' and click 'Upload.'</p>
 <p>Drag and drop anywhere to upload</p> <p><input type="button" value="Or choose files"/></p>	<p>3. Drag the video file you want to upload into the window</p> <p>Or click 'Select files' and choose the video file you want to upload.</p>
 <p>Do more with your video <input type="button" value="x"/> Simplify your workflow with advanced tools for collaboration, distribution, and more</p> <p>Plus Pro Business</p>	<p>3a. If you see this window click the cross to close it</p>
 <p><b>Title</b> You can write a video title here</p> <p><b>Description</b> You can write a video description here.</p>	<p>3b. You can change the video title and write a description if you want to.</p>
 <p><b>Privacy</b> Only people with a password can see this video <input type="button" value="v"/> <b>Password</b> Password</p>	<p>4. Under 'Privacy' select 'Only people with a password can see this video'.</p> <p>This means only people who you give the password to will be able to watch your video.</p> <p>Write a password in the box. Make sure you can remember what it is.</p>
 <p>https://vimeo.com/user116493861/review/423149052/d966a26adf <input type="button" value="Clipboard"/></p>	<p>5. Scroll down and click the little clipboard icon to copy the link to your video.</p>
 <p><input type="button" value="Save"/> <input type="button" value="Edit settings"/></p>	<p>6. Click 'Save'.</p>
 <p>URL <input type="text"/></p>	<p>7. Paste the link into the box on the application form.</p>

	<p><b><u>How to reduce document file sizes</u></b></p>
	<p>You can ask someone you trust for help with this.</p>
	<p><b><u>Reducing the file size of a Microsoft document by saving it as a PDF</u></b></p>
	<p>1. Open the document and click 'File'</p>
	<p>2. Click 'Save as Adobe PDF'.</p>
	<p>2a. If you would like to see the PDF as soon as it has saved click 'View result' in the save window.</p> <p>In this window you can change the name of the document if you want to.</p>
	<p>3. Click 'Save'.</p>
<p><b>Optional file upload 1</b></p> 	<p>4. Upload the document to the application form by clicking 'Browse'.</p>

	<p><b><u>Reducing the file size of a photo or image</u></b></p>
	<p>1. Open a new document in Microsoft Word, Powerpoint or Publisher.</p>
	<p>2. Click 'Insert' and then click 'Pictures'.</p>
	<p>3. Choose the picture you want to reduce the size of and click 'Insert'.</p>
	<p>4. Drag the corners to make the photo or image smaller.</p> <p>It needs to be big enough to see but shouldn't take up the whole page.</p>
	<p>5. Right click the image and click 'Save as picture'.</p>
	<p>6. Change the name of the picture.</p> <p>Next to 'Save as type' select 'PNG Portable Networks Graphics Format'.</p>
	<p>7. Click 'Save'.</p>
<p><b>Optional file upload 1</b></p> 	<p>8. Upload the image to the application form by clicking 'Browse'.</p>