How to submit a file for the Penn State Film Festival

First, export your file as an H.264 encoded file. **WARNING: This process will take time! Do not wait until the last minute. Remember you need to encode the file and *then* transfer it to the server! Both will take time.**

> In Premiere Pro choose File -> Export -> Media.
> For "Format" choose "H.264"
> For "Preset" choose the "Projects Server" preset that matches the frame rate of your project.
>> (note that the "Projects Server" presets are only available in the Finestra Lab and Film Lab
>> if you are working elsewhere you will need to customize a preset. Please customize your
>> preset so that the resulting file is 1280 x 720 in the H.264 codec)
>
> For a filename you must use [Lastname]-[ProjectName].
> After the export has completed, verify that it is in fact an H.264 file at 1280 x 720 and that it is your complete project.
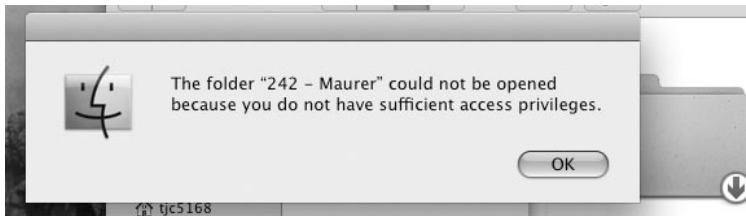>
> **IMPORTANT: Yes, your project may have been shot at 1920 x 1080 and you may be tempted to use that size for encoding. Please do not do so. Files at 1280 x 720 will be considerably smaller and easier for the judges to download. If your film is selected for the Festival you will resubmit at full quality.**

Submission to the Projects Server must be from a Mac.   If you are not on a 'psu.edu' network you will need to first create an ISPtoPSU VPN connection before you can connect. Instructions for doing this can be found here: http://kb.its.psu.edu/taxonomy/term/208

Switch your active application to "Finder". Click on the "Go" menu and choose "Connect to Server". (You must do this! You cannot connect from a web browser.)

For the address type: afp://projects.comm.psu.edu.
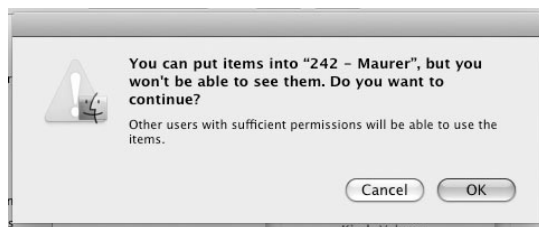
When prompted enter: User Name: **submit**
                           Password: **Festival+2016**

You will get a message that says the folder could not be opened, etc. This is normal. It is because you can only "write" to the folder. Click "OK"

Drag the file you exported onto the Big Blue folder with the arrow in the lower right hand corner of it. This folder may appear in a "Finder" window (pictured at the right here) and/or on the Desktop. Let go of the file.

You will get a message saying you can put things in the folder, but not see them. Again, this is normal. Click OK and your file will copy.

After the file has copied to the server, disconnect from the server by clicking on the little eject button. If you get a message about it being "in use", try again. If you are working on the desktop, drag the blue folder to the Trashcan / Eject button.