SlideRoom Portfolio Submissions

A guide to manage assets for upload to SlideRoom

Griffith Film School

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How to create a compatible video file to upload from a computer or Dropbox

SlideRoom accepts a range of media file types. However, some media file types are optimized for viewing in a browser, resulting in an easier-to-view portfolio. We prefer the following video file types to be uploaded to SlideRoom:
    -.m4v, .mov, .mp4, .wmv, .mpeg, .mpg.
   -Videos must be less than 500 MB in size.

If you need to change the file size or format of a video file, do the following:
        -Use the free software 'VLC media player' and its stream/convert function to export file with correct settings. VLC is compatible with both Windows and MacOS.
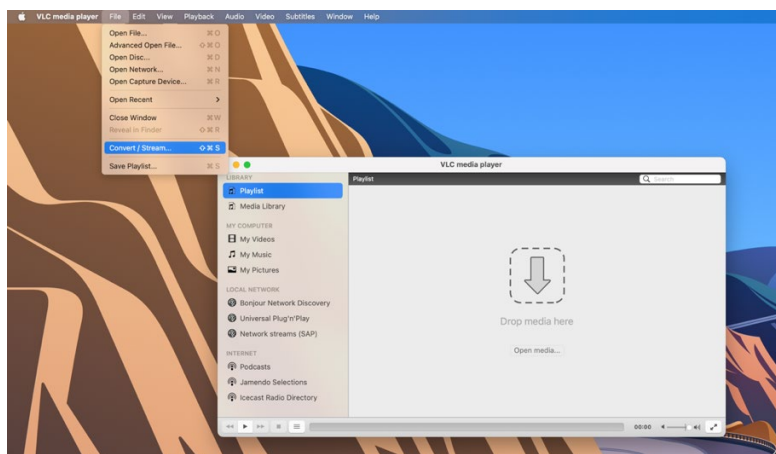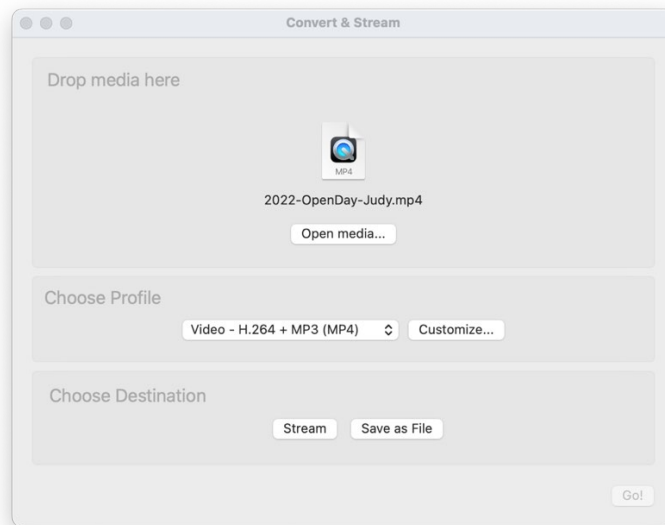   -VLC download path: https://www.videolan.org/vlc/

On MacOS

1. Download and install VLC Media Player
2. Open VLC Media Player
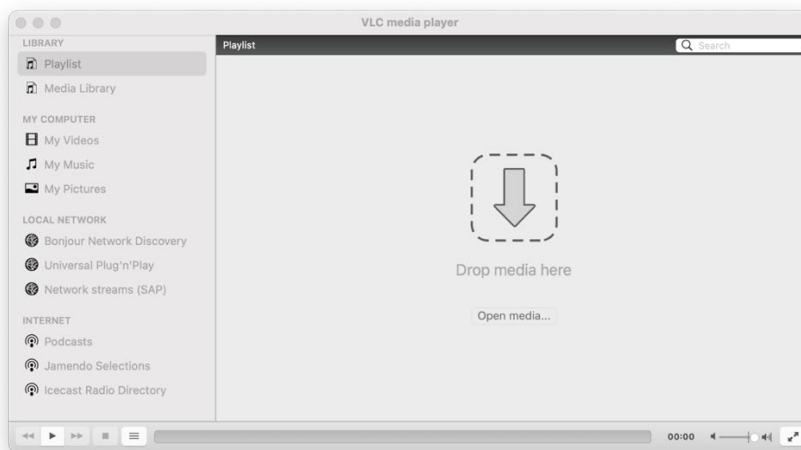
3. Click 'File' and then 'Convert/Stream.

4. In the new window that opens up, drag and drop the video file to be changed onto the arrow, or click the 'Open Media' button and browse to the video file located on your computer or hard drive.

5. In the 'choose profile' option select the following profile: 'Video – H.264 + MP3 (MP4)
6. Click the 'Customize' button to set other parameters
7. In the new window that opens up, make sure the MP4/MOV button is selected
8. Then click the 'Video Codec' button
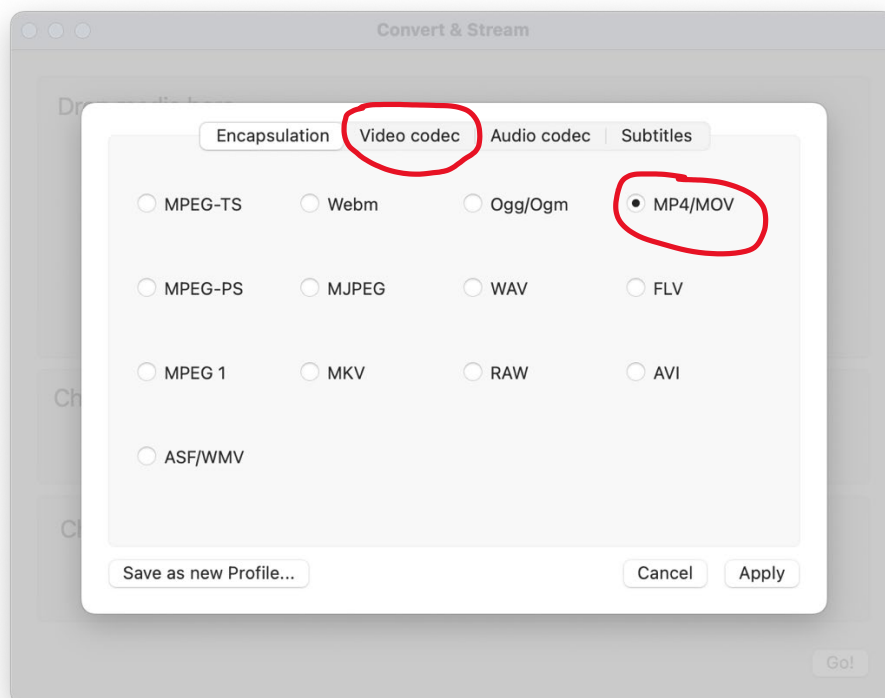
In the 'video codec' window you will find parameters which will change the file size of your video. If you only need to change the FILE TYPE of your video, click the 'Keep original video track' tick box, and move on to step 9 in this guide.
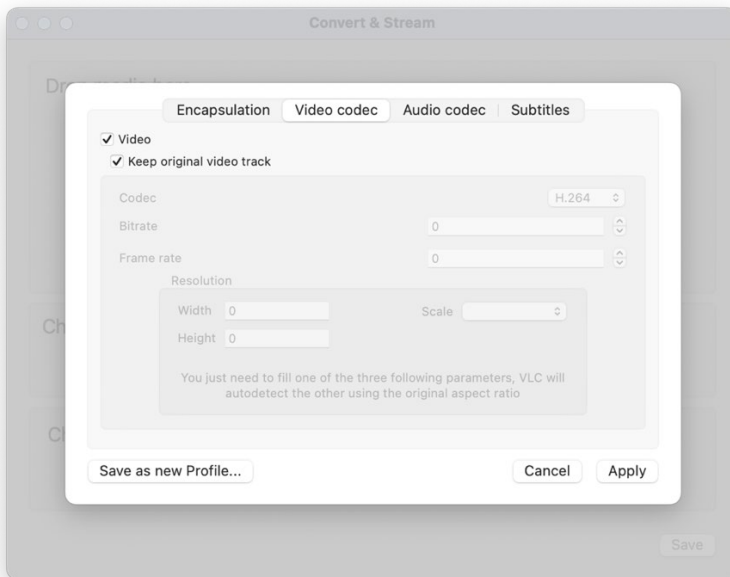
If you need to change the FILE SIZE of your video, do the following:

9. In the 'codec' field, make sure 'H.264' is selected
10. In the 'Bitrate' field, type in '1000' *
11. In the 'frame rate' field, type in the frame rate of your video, typically 25 fps or 24fps. Check the properties of your video file to ensure you are using the correct FPS setting.
12. Leave the 'Resolution' dialogue with no changed entries.
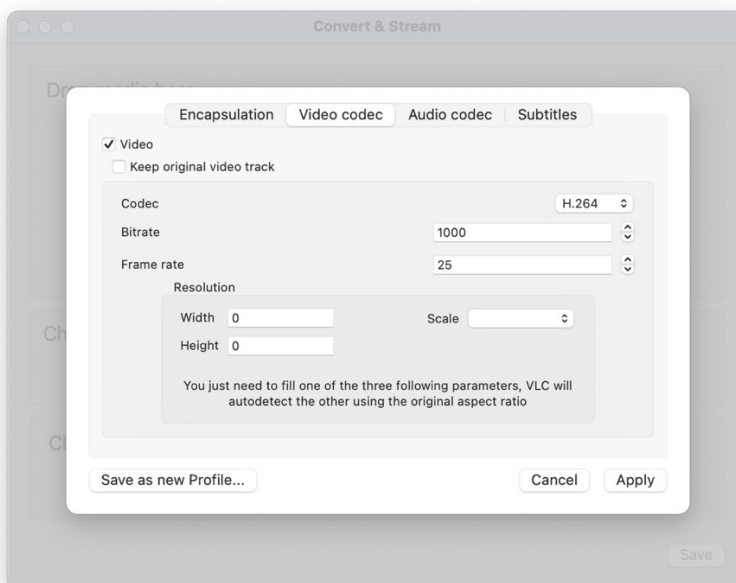
*Changing the number in the bitrate field will have a direct impact on the file size of your video. If the new video file is still too large, reduce the number in the bitrate field to produce a smaller file size. You might have to tweak this number a few times to get a video with a file size that fits the SlideRoom requirement of 500MB or less.
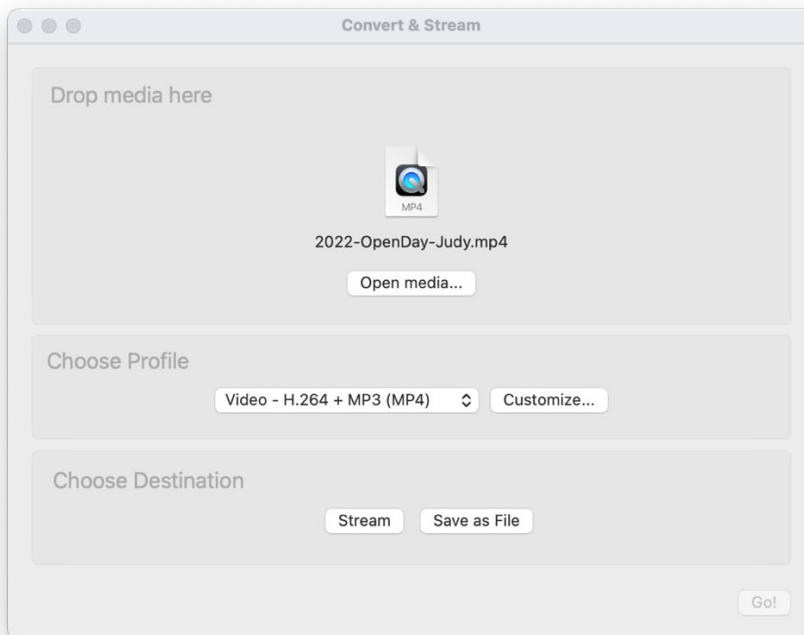
13. When you are happy with the settings, click 'Apply'
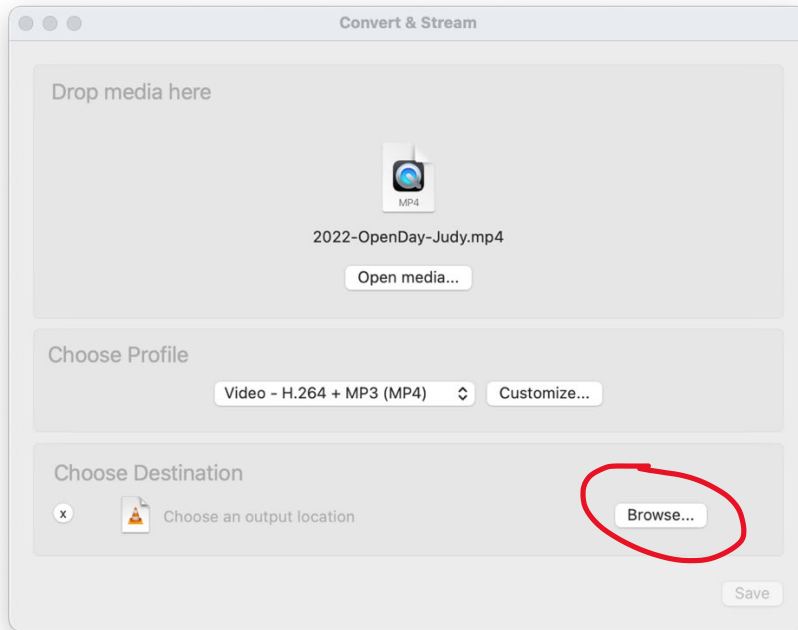14. Click the 'Audio Codec' button, and check the settings are as follows
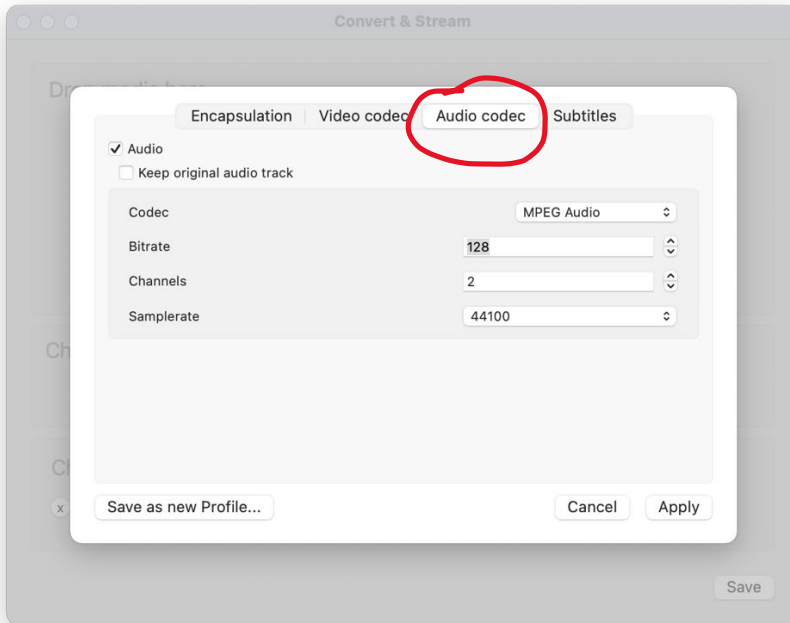
15. When ready, click the 'Apply' button
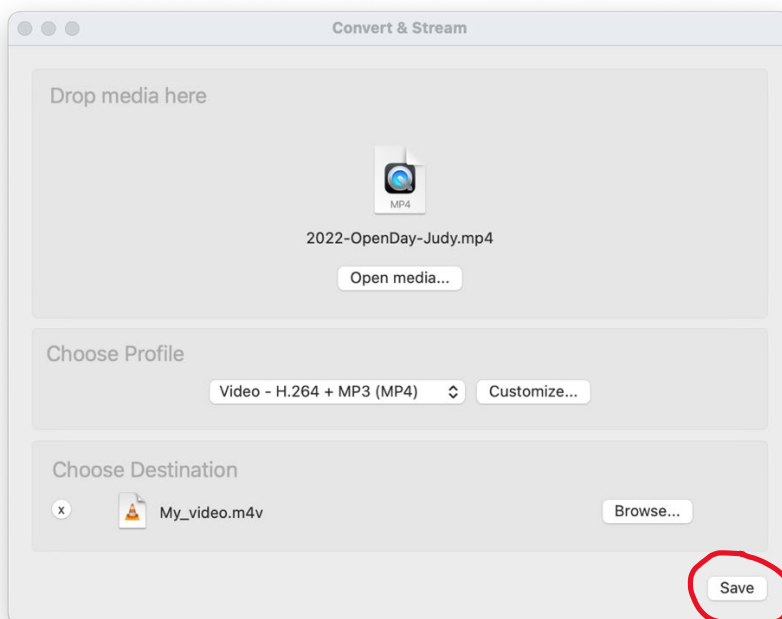16. In the 'Choose destination' option, click the 'save as file' button

17. Click the 'browse' button and select a location for your new video file
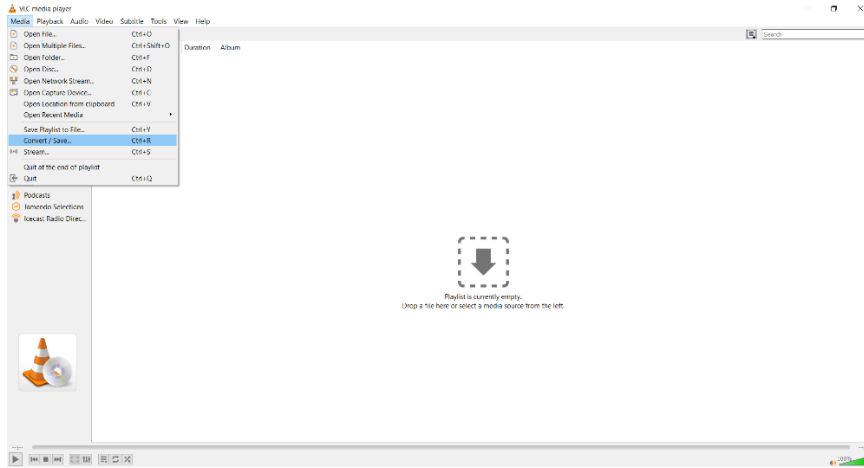
18. Click 'save' once the location is selected
19. Click 'Save' in VLC, and your new video will be processed


20. A progress bar at the bottom of the VLC player window indicates the export progress. When done, play the video to ensure a successful export process, check the file size in the file properties and if it is under 500MB add video to portfolio in SlideRoom. If the video is still over 500MB, repeat the above process, but lower the number entered in the 'bitrate' setting.

On Windows

1. Download and install VLC Player
2. Open VLC Media Player
3. Click 'Media' then click 'Convert/Save'

4. In the dialogue box that opens, select the 'File' tab
5. Click the '+ Add' button to add the video to convert
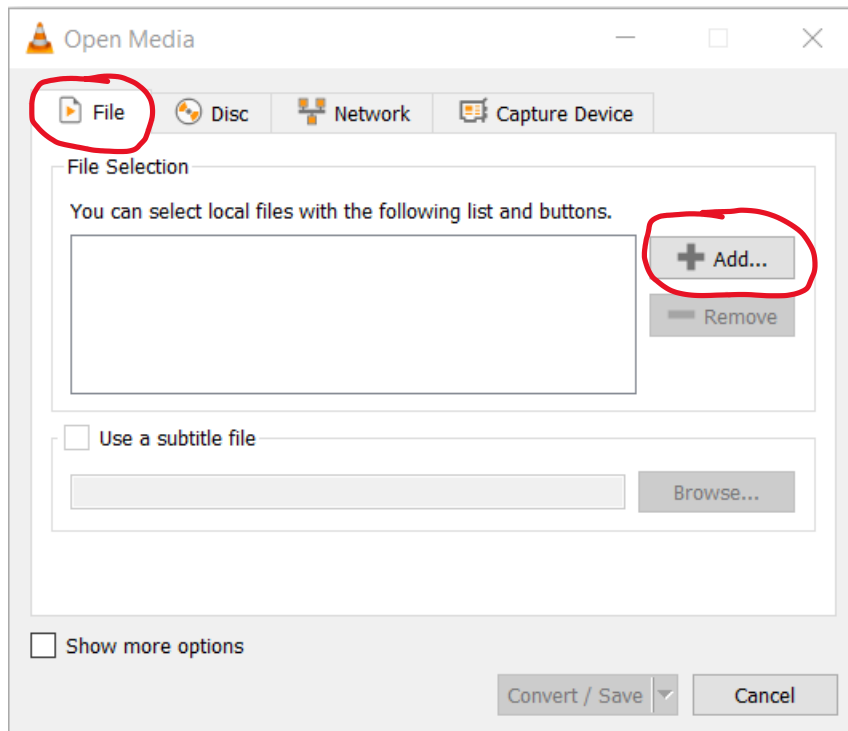
6. Browse and select the video
7. Once the file is added to the list, click the little arrow on the right hand side of the 'convert/save' button. This brings up a list of options.
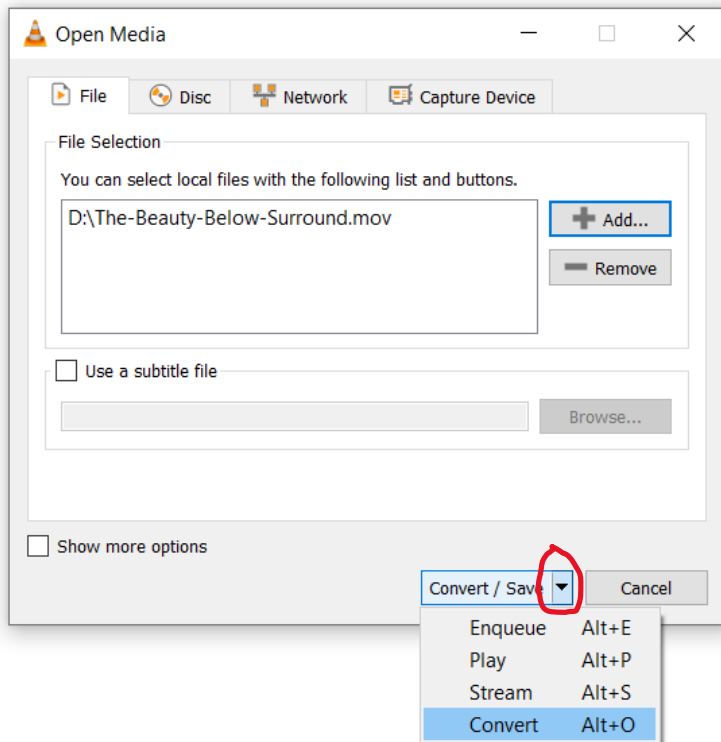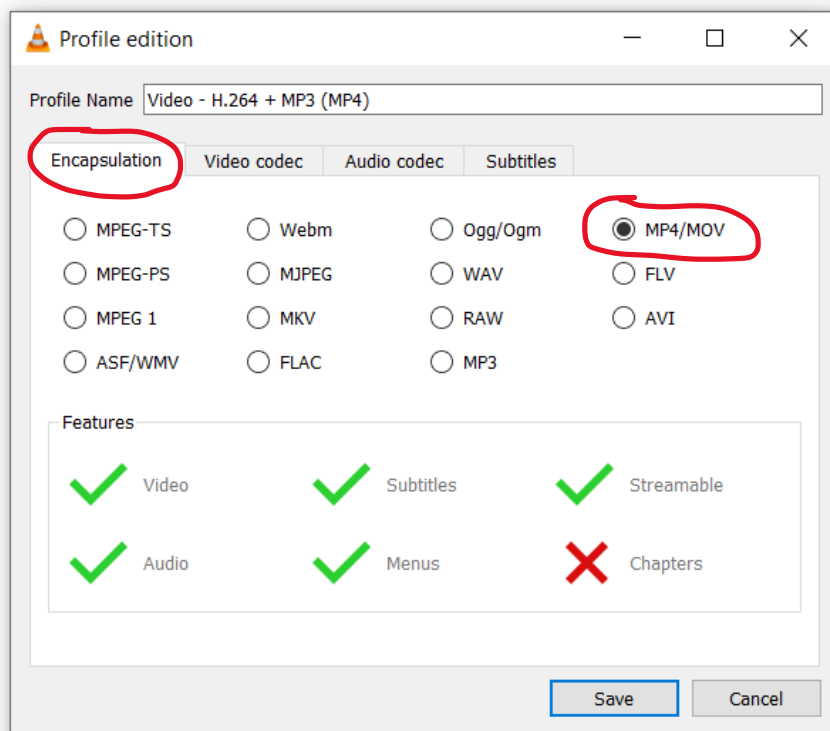
8. Select the 'Convert' option from the list and click
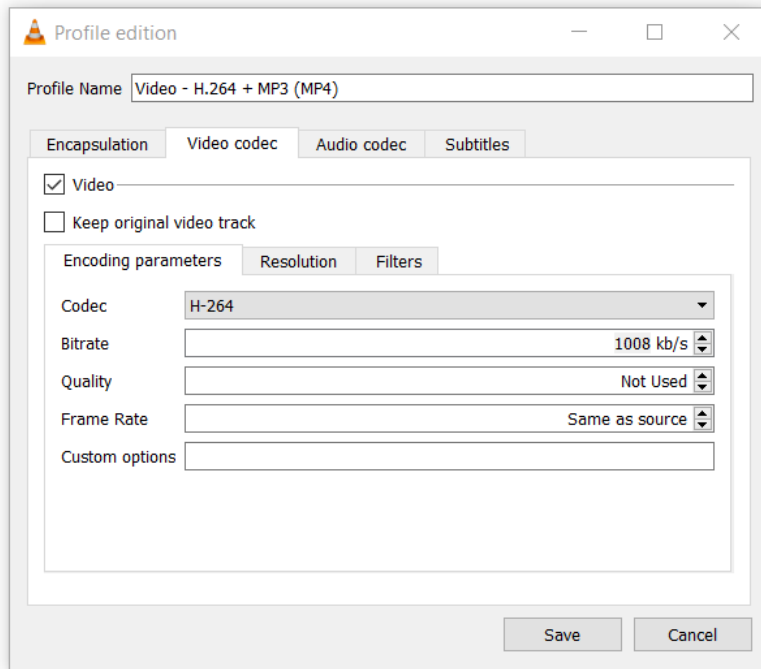9. A new dialogue box appears
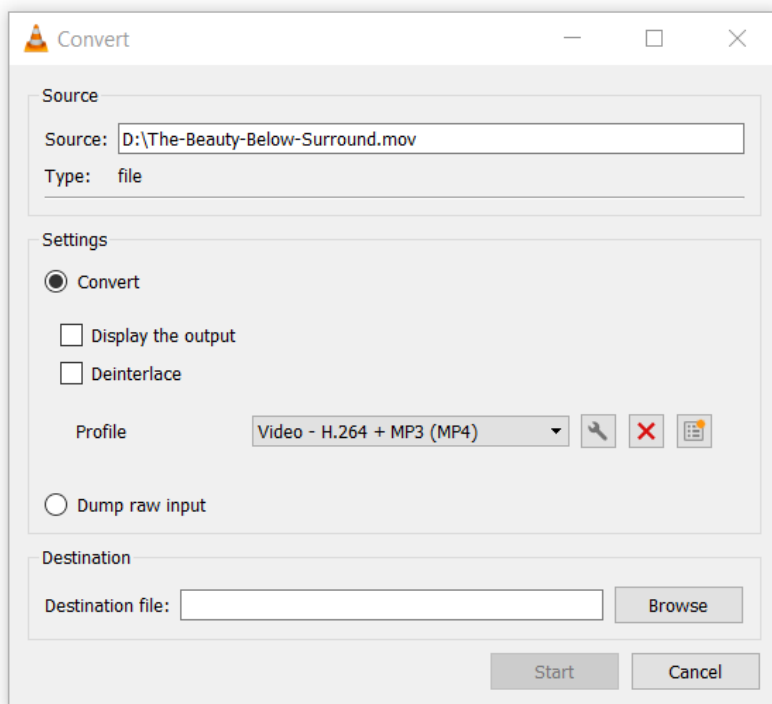
10. Make sure the setting match the above: 'Convert' box is selected and the Profile is set to 'Video – H.264 + MP3 (MP4)
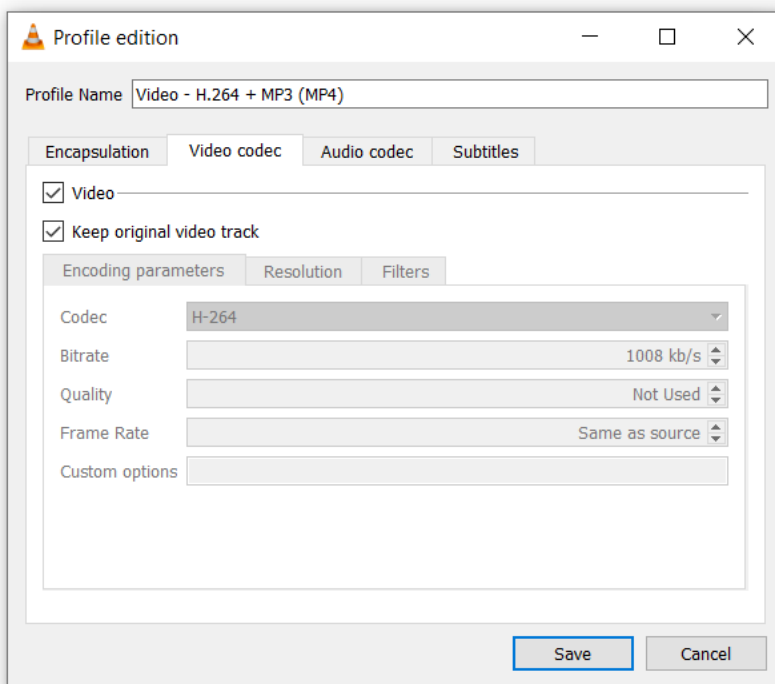11. Click the 'tool' button
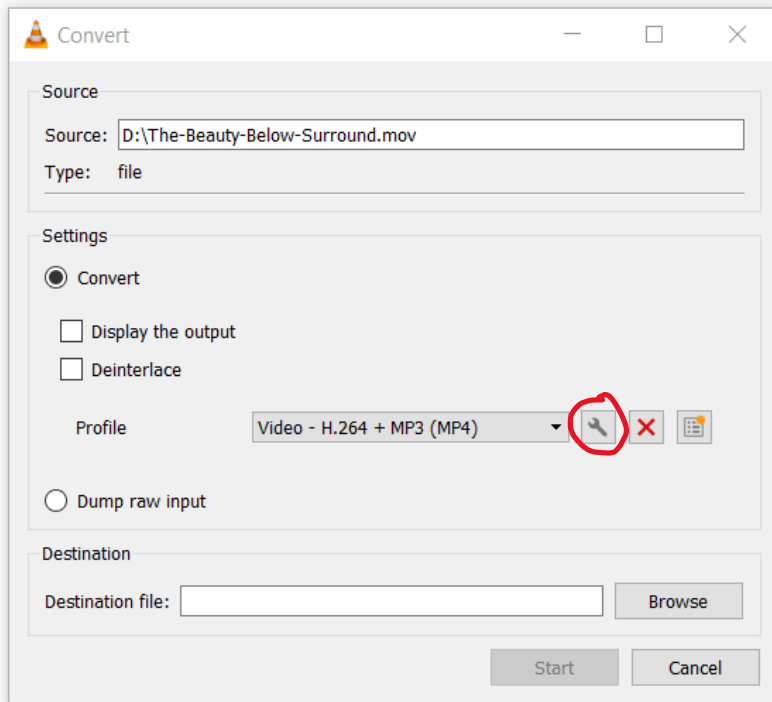
12. In the new dialogue box, in the 'Encapsulation' tab, make sure MP4/MOV is selected


13. Click the 'video codec' tab

In the 'video codec' window you will find parameters which will change the file size of your video. If you only need to change the FILE TYPE of your video, click the 'Keep original video track' tick box, and move on to step 14 in this guide.


If you need to change the FILE SIZE of your video, do the following:

14. In the 'Codec' option, select H.264
15. In the 'Bitrate' option, select 1008kb/s *
16. Leave the 'Quality' option as is
17. In the 'Frame rate' option, select 'Same as source'
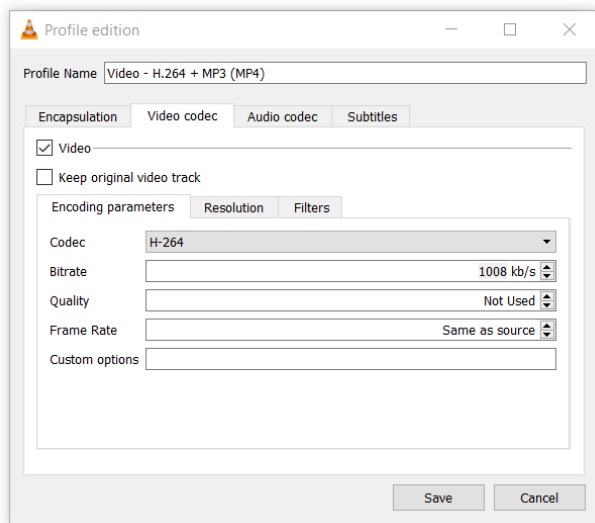
*Changing the number in the bitrate field will have a direct impact on the file size of your video. If the new video file is still too large, reduce the number in the bitrate field to produce a smaller file size. You might have to tweak this number a few times to get a video with a file size that fits the SlideRoom requirement of 500MB or less.

18. Click the 'Audio Codec' tab
19. Click the 'Encoding parameters' tab
20. In the 'Codec' option, select 'MPEG Audio'
21. In the 'Bitrate' option, select '128kb/s'
22. In the 'Channels' option, select 2 (or more if your file is 5.1 etc)
23. In the "Sample Rate' option, select '44100Hz'
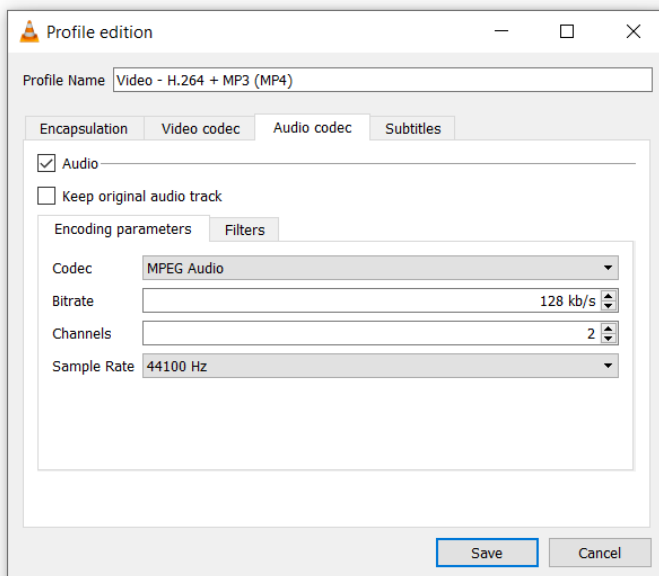
24. Click the 'Save' button
25. This will take you back to the main convert window
26. In the 'Destination' option, click the 'Browse' button
27. Browse to a location on your computer to save the file. Click 'Save'
28. When ready, click the 'Start' button and your new video file will be exported
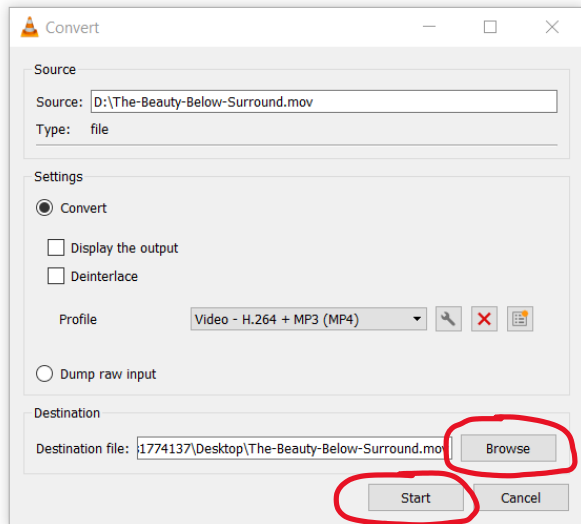
29. A progress bar at the bottom of the VLC player window indicates the export progress. When done, play the video to ensure a successful export process, check the file size in the file properties and if it is under 500MB add video to portfolio in SlideRoom. If the video is still over 500MB, repeat the above process, but lower the number entered in the 'bitrate' setting.
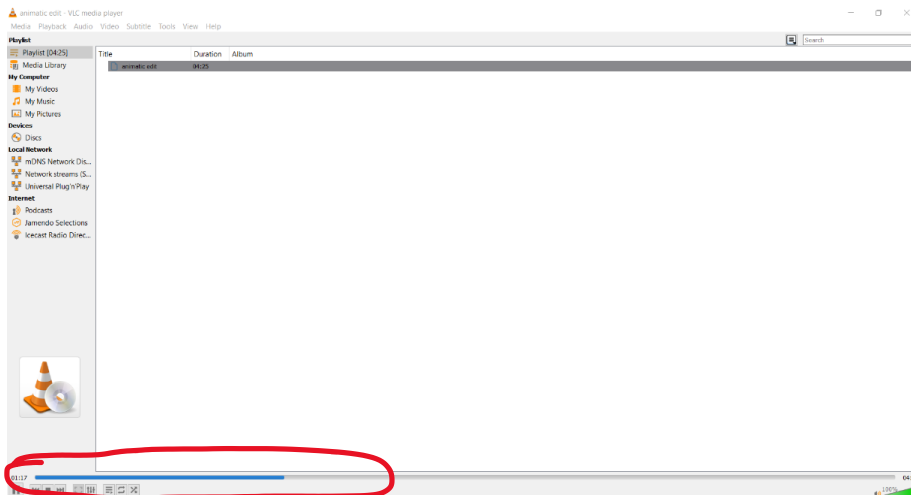
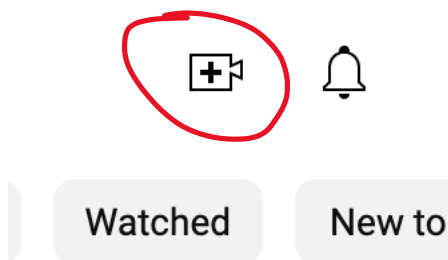# How to Link to media from YouTube and Vimeo

In SlideRoom you can link to files already published on YouTube or Vimeo. Please note that linked media items must be public, and the links should be to individual files rather than sets, playlists, or collections. Additionally, YouTube files must be allowed to be embedded on external sites.

Here is how you set up your account to link successfully to SlideRoom:
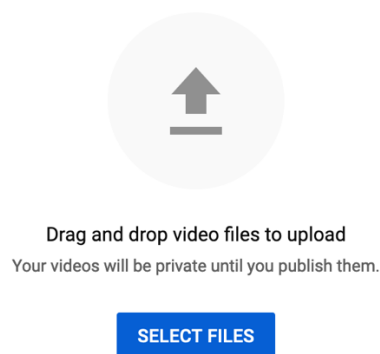
YouTube

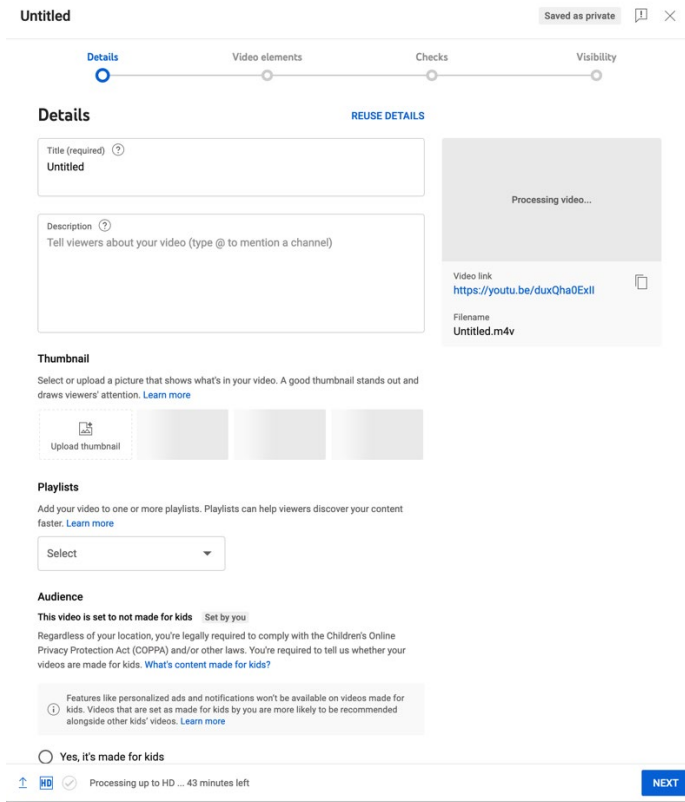When uploading a file to YouTube make sure the following settings are applied:

1. Log in to your YouTube account
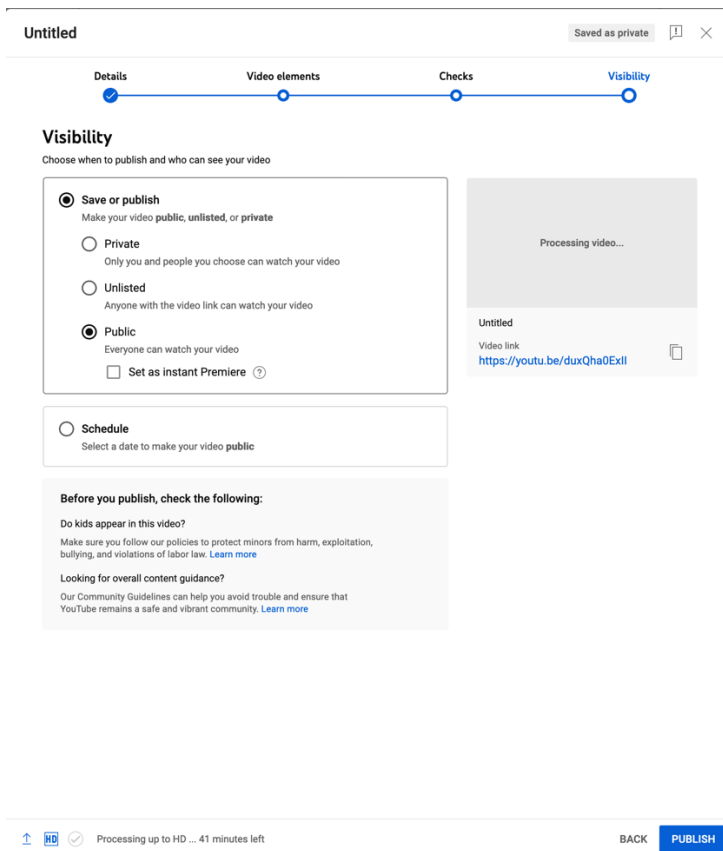2. Click the 'Create' button

3. Drag and drop the file to be uploaded onto the arrow

Drag and drop video files to upload
Your videos will be private until you publish them.

SELECT FILES

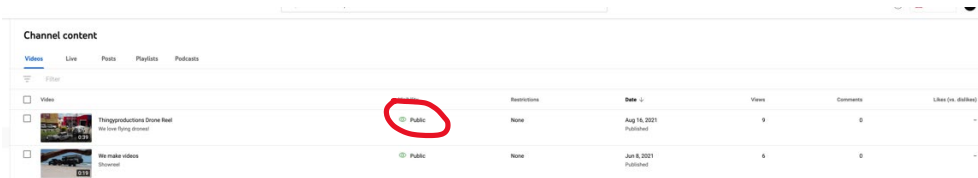4. Title your video, create a short description and fill in other details as needed

5. Click 'Next'
6. In the 'Video Elements' page, make sure you select the 'Save or publish' and 'Public' option
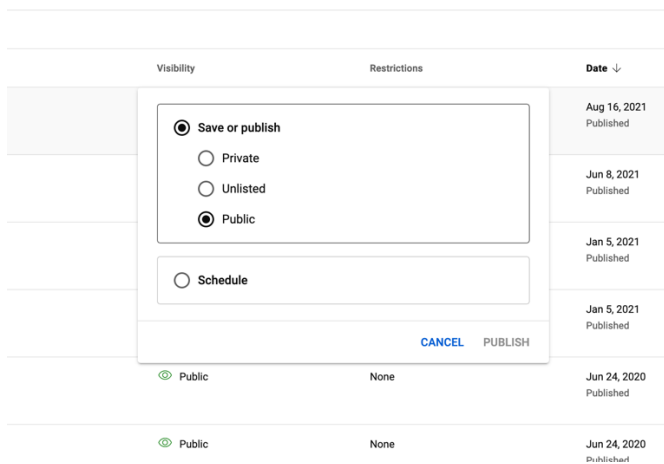7. _____

8. Click 'Publish' and your video will be public on YouTube

9. If you have files already uploaded, check the status of the video and make sure it is set to public profile:

10. If you need to change the profile, hover over the 'Visibility' area of the file, click and select the 'public' option.
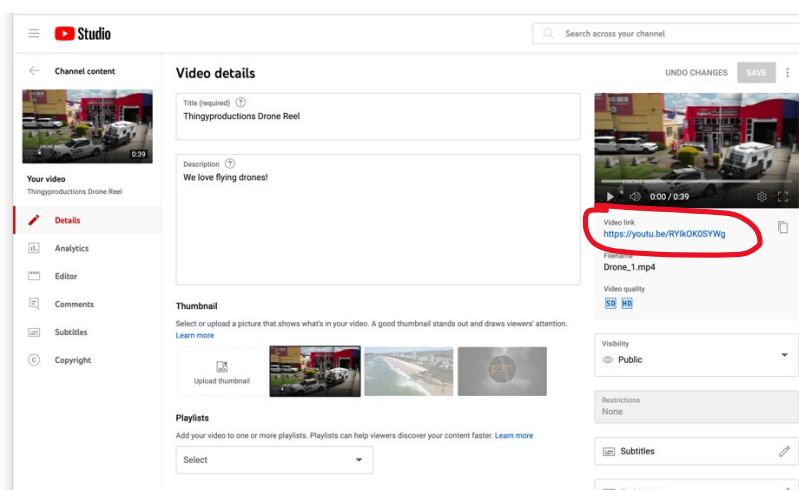

11. Click 'Publish'
12. To find the code to copy to SlideRoom, click the title of your YouTube video
13. You will find the video link under the thumbnail on the page that opens up
14. Copy and paste this link to SlideRoom

Vimeo

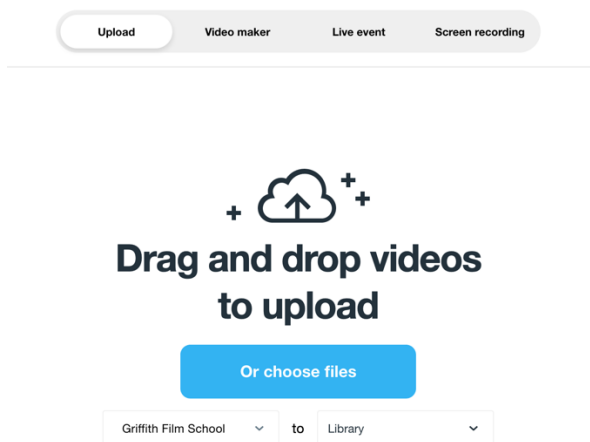When uploading a file to Vimeo make sure the following settings are applied:

1. Log in to your Vimeo account
2. Click the 'Upload' option
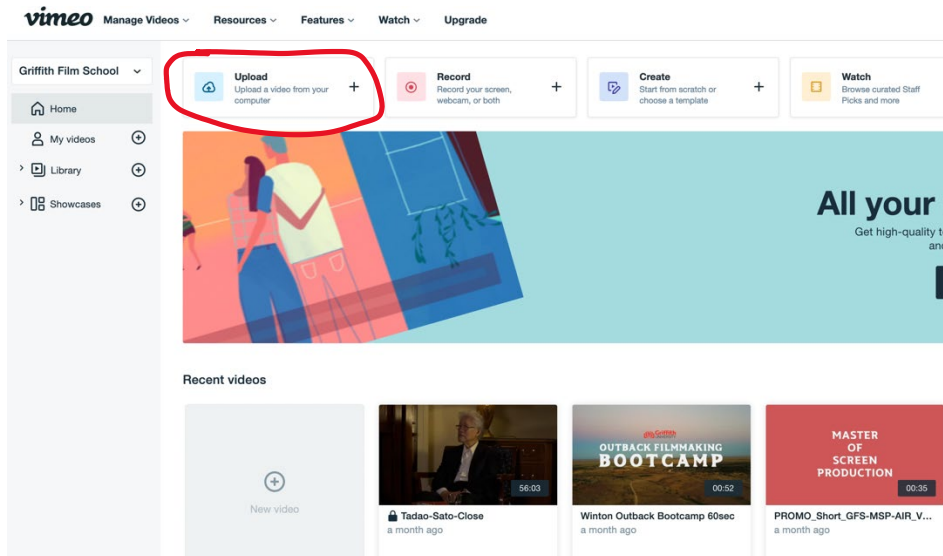
3. Drag and drop the file to be uploaded onto the arrow

4. The file will upload and get optimised
5. Click the 'Privacy' icon to set parameters
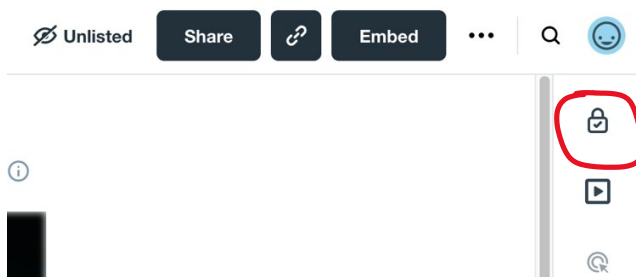
6. In the 'Sharing' tab, select 'Public'
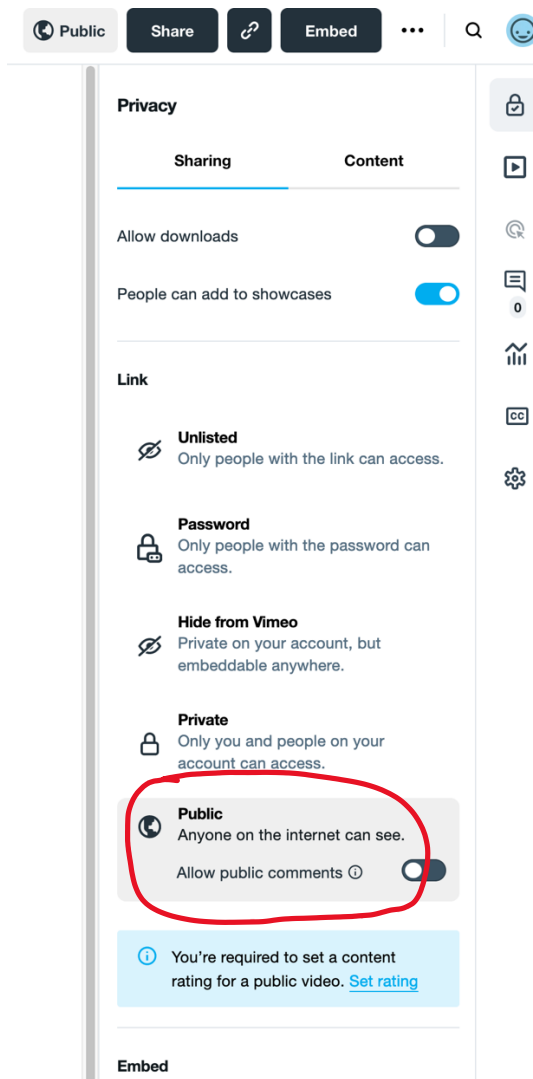
7. Make sure the 'Embed' option is set to 'Anywhere'

8. Click the 'Contents' tab

9. In the 'Select rating' drop down, select a suitable rating either 'All audiences' or 'Mature'

10. Click the 'Share link' icon

11. Click the 'Copy' button
12. Paste this link into SlideRoom dialogue box

How to create a compatible still image to upload from computer or Dropbox

We prefer the following image file types to be uploaded to SlideRoom:
-.jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .tga
-Images must be under 10 MB per file.
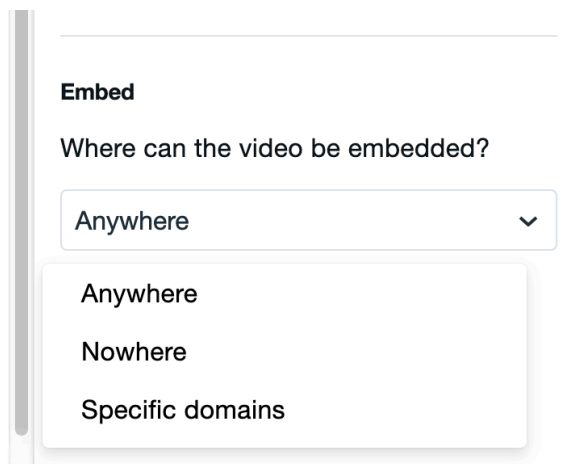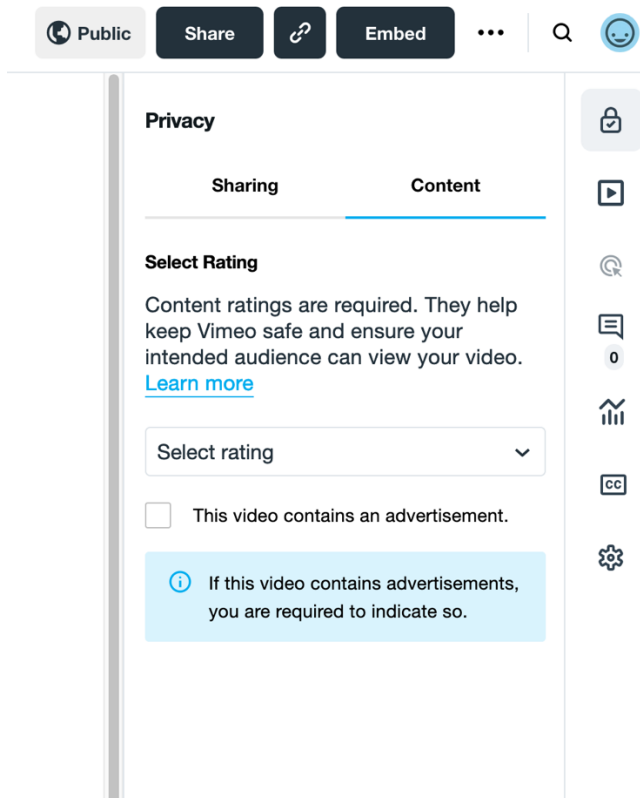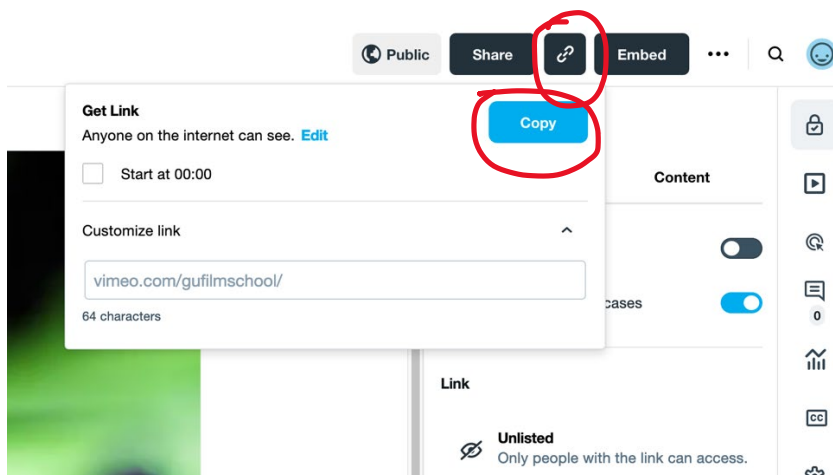
You can upload images with any dimensions, as SlideRoom resizes images larger than 1280 x 1280 x 72 ppi, but file size must be below 10MB per image.

If you wish to resize your images yourself, 1024 x 1024 px at 72 ppi is a good standard to use as a general guideline for browser based-viewing.

If you need to change the file size or format of an image file, do the following:

On MacOS
1. Open the app 'Preview'
2. Go to 'File' and 'Open'
3. Browse to the image you want to resize
4. Go to 'Tools' and select 'Adjust Size'
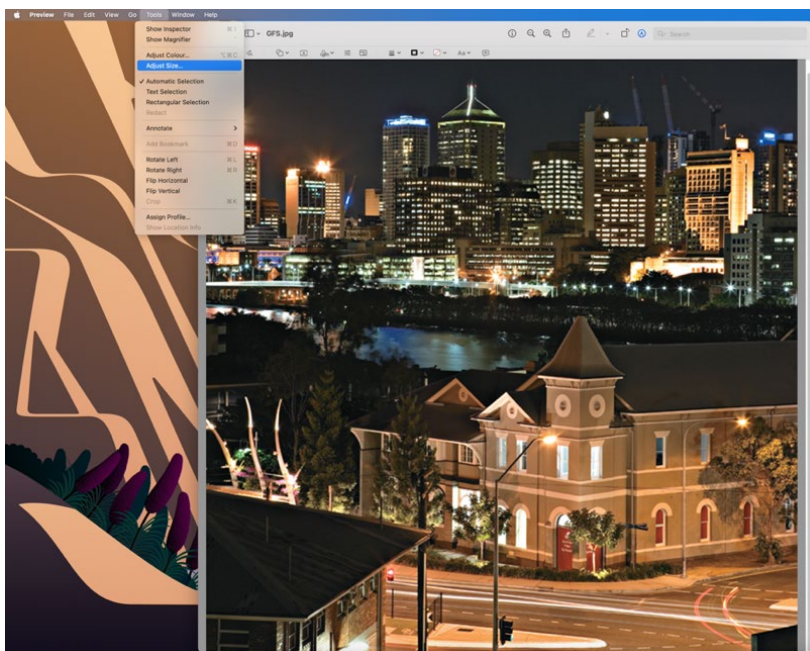
5. In the new dialogue box, you can set parameters to change the dimensions and resolution of your file. The file size indicator shows the new estimated size of the file. Adjust the resolution and the size to create an image compatible with SlideRoom.
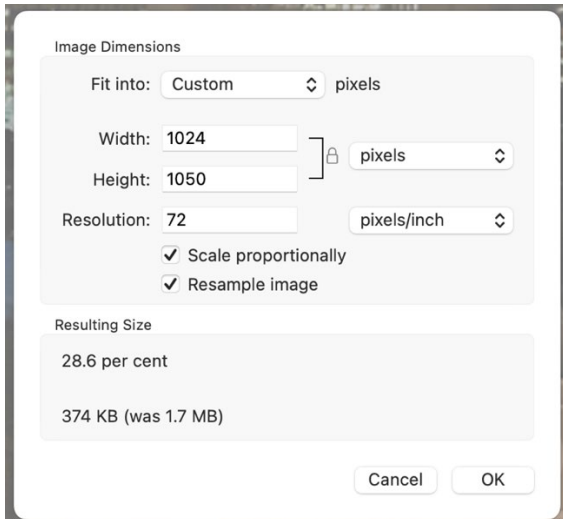
6. Click 'OK' and the image is resized in Preview
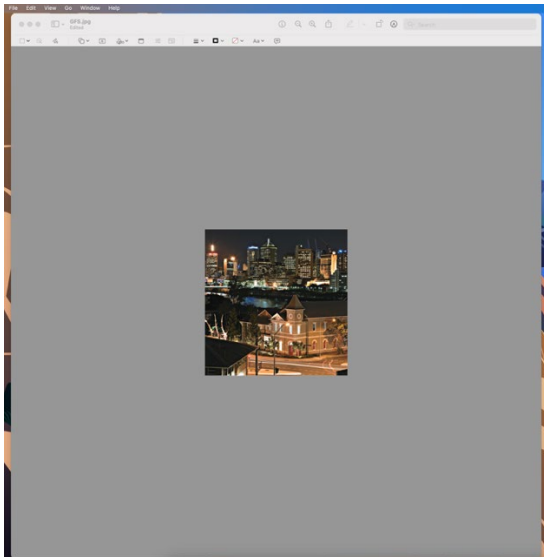
7. Click 'File' then 'Export'
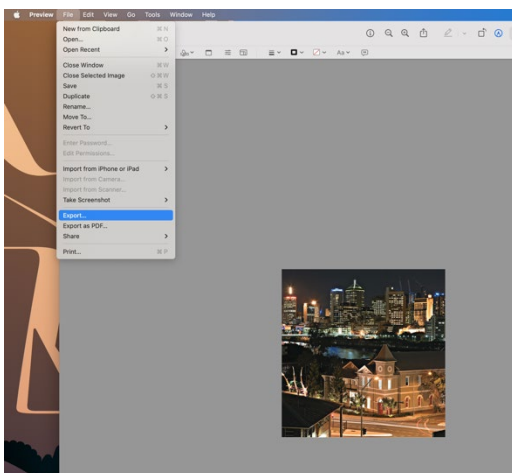
8. Name your new image, set the 'Format' to 'JPEG' and the 'Quality" to 'best.

9. Click 'Save'
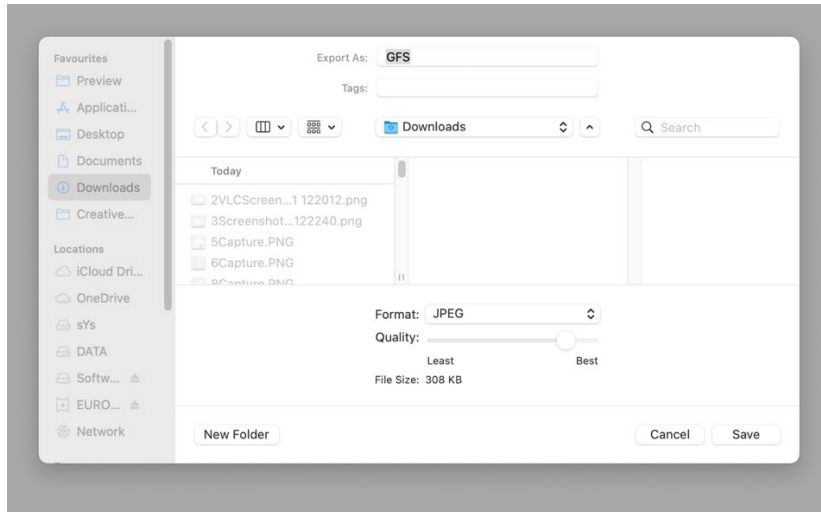
Check the file size of the new image. If it is below 10MB it can now be uploaded to SlideRoom.

On Windows

1. Browse to the image you want to resize and right click the file
2. Select 'Open with' and then
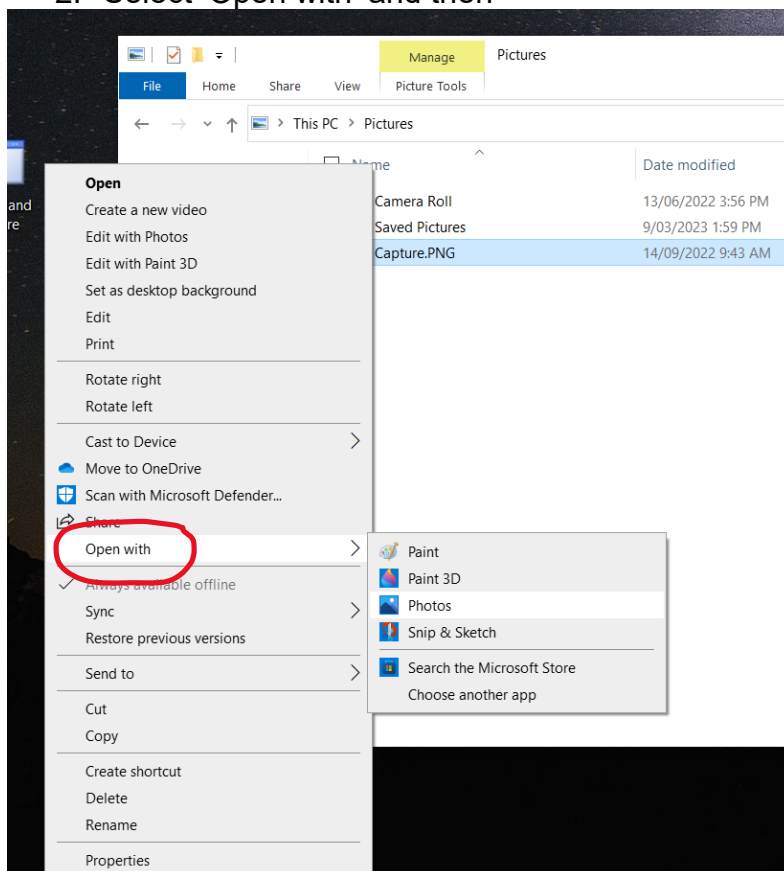
3. Click the menu '…'

4. Click the 'Resize Image' option

5. In the dialogue box, set the size (1024) and quality parameters for the file to be under 10MB.
6. Set file type to .jpg
7. Click 'Save'

8. Browse to a location for your new file, name it and click 'Save'
9. Your new file is ready for upload to SlideRoom

How to create a compatible sound file to upload via computer or Dropbox

We prefer the following audio file types to be uploaded to SlideRoom:
- .mp3, .wma, .ogg, .flac
-Audio files must be less than 60 MB in size.
If you need to change the file size or format of an audio file, do the following:
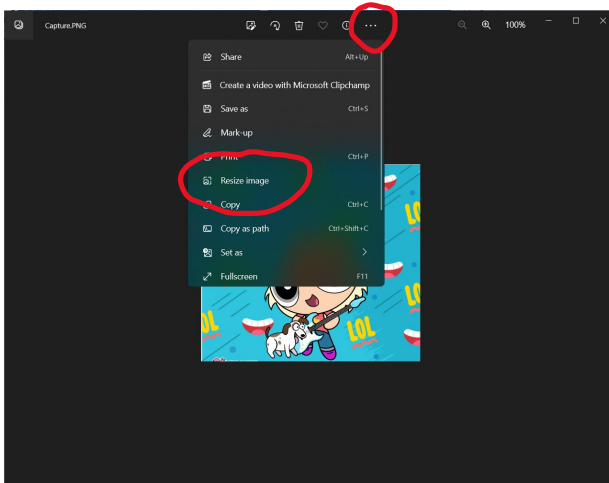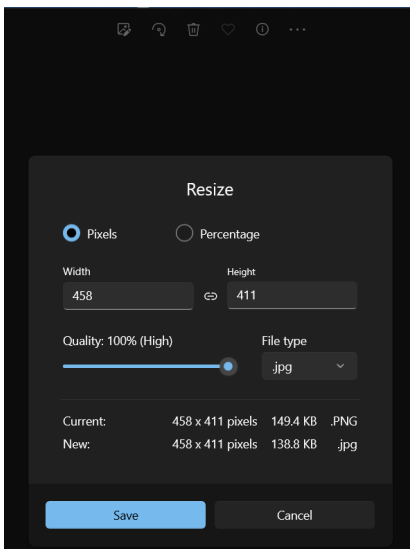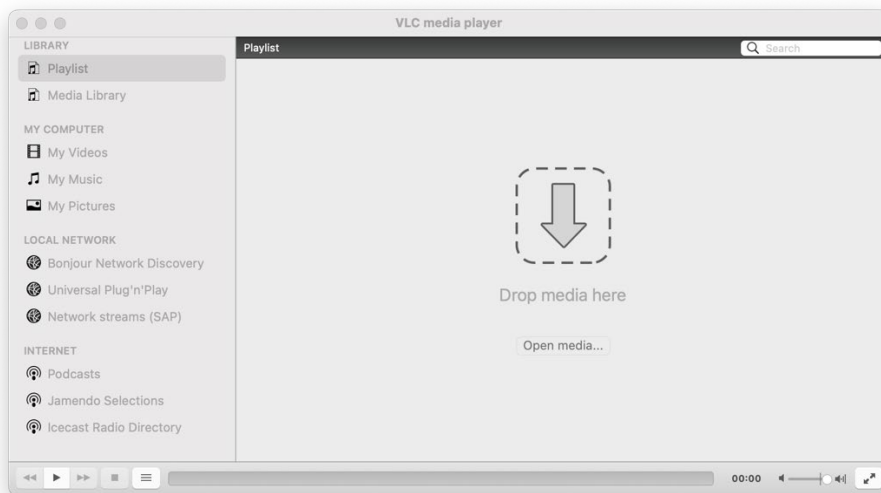-Use the free software 'VLC media player' and its stream/convert function to export file with correct settings. VLC is compatible with both Windows and MacOS.
-VLC download path: https://www.videolan.org/vlc/

On MacOS

1. Download and install VLC Media Player
2. Open VLC Media Player

3. Click 'File' and then 'Convert/Stream.
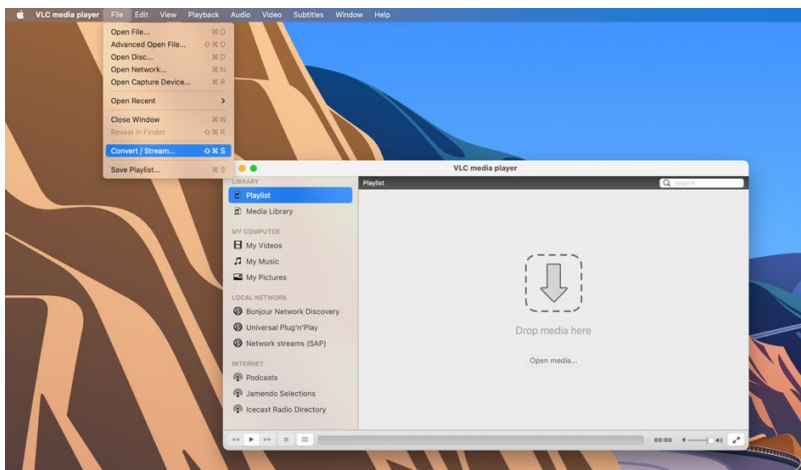
4. In the new window that opens up, drag and drop the audio file to be changed onto the arrow, or click the 'Open Media' button and browse to the audio file located on your computer or hard drive.
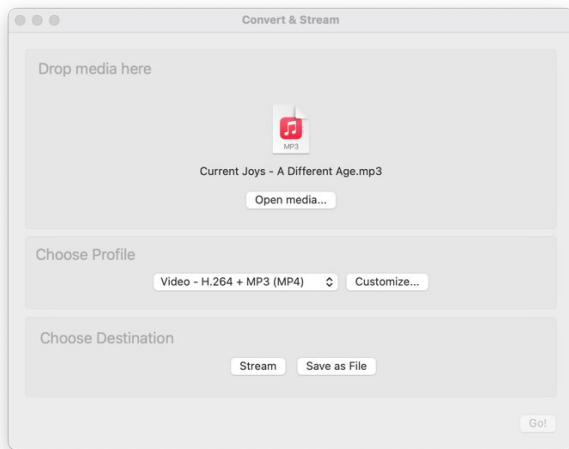
5. Click the 'Choose Profile' option and select 'Audio - MP3'
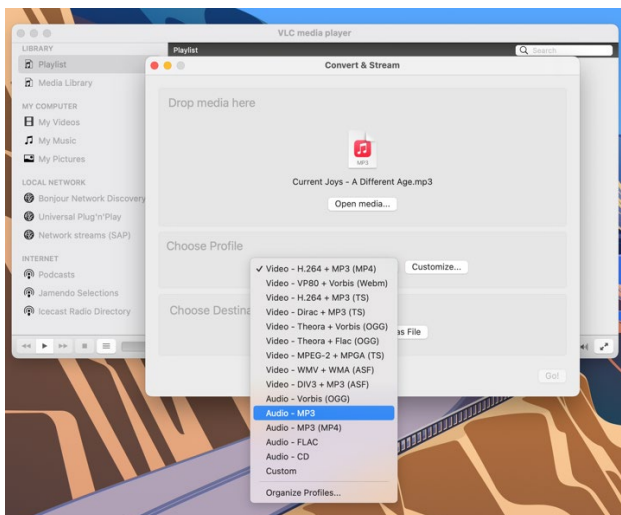
6. Click the 'Customize' button
7. In the new window, click the 'Audio Codec' tab to change parameters
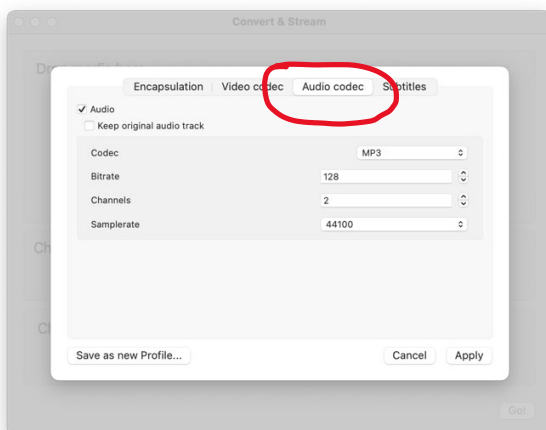
8. Make sure the 'codec' setting is 'MP3
9. In the bit rate option, select ‚128' *
10. In the channels, elect 2 (or other option if your file has more audio channels)
11. In the sample rate, select '44100' or '48000' *

*Changing the number in the bitrate field will have a direct impact on the file size of your audio file. If the new file is still too large, reduce the number in the bitrate field to produce a smaller file size. The sample rate option is the same. You might have to tweak these numbers a few times to get a file size that fits the SlideRoom requirement of 60MB or less.

12. When ready, click the 'Apply' button
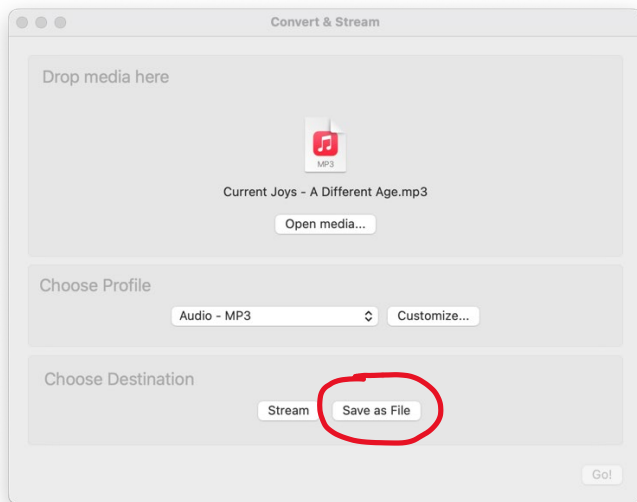
13. Click the 'Save as File' and then the 'Browse' button
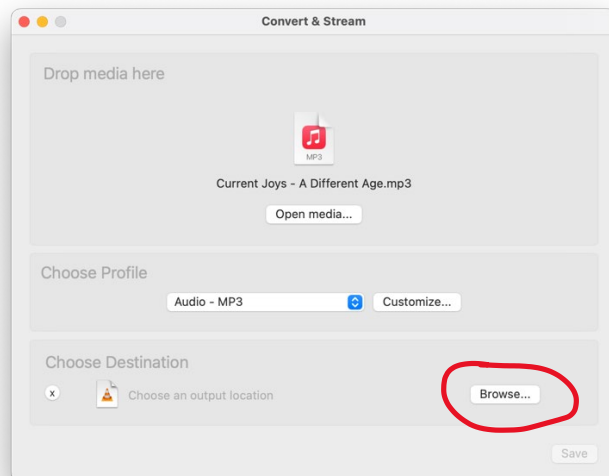
14. Name you file and select a destination on your computer
15. Click 'Save'
16. In VLC, click 'Save'
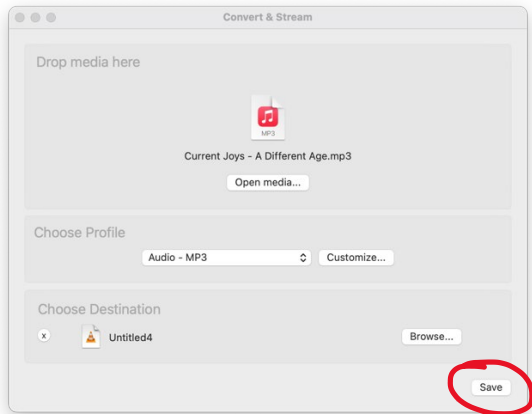
A progress bar at the bottom of the VLC player window indicates the export progress. When done, play the audio file to ensure a successful export process, check the file size in the file properties and if it is under 60MB add it to portfolio in SlideRoom. If the audio file is still over 60MB, repeat the above process, but lower the number entered in the 'bitrate' setting.

On Windows

1. Download and install VLC Player
2. Open VLC Media Player
3. Click 'Media' then click 'Convert/Save'
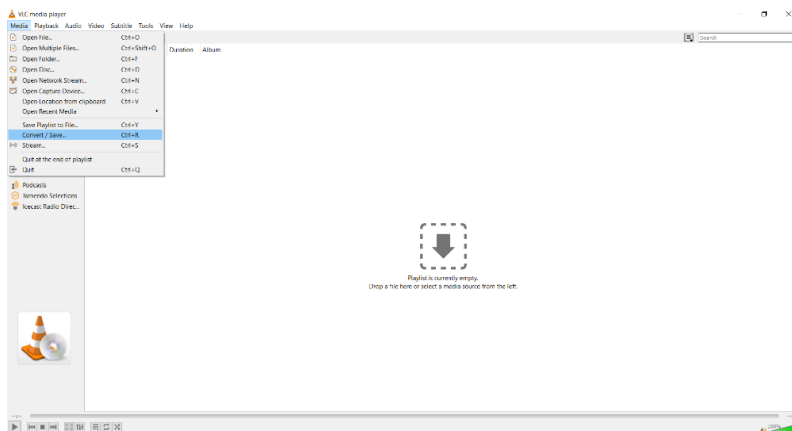
4. In the dialogue box that opens, select the 'File' tab
5. Click the '+ Add' button to add the video to convert
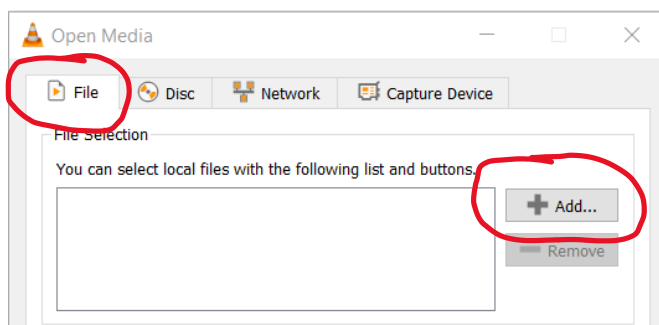
6. Browse and select the audio file
7. Once the file is added to the list, click the little arrow on the right hand side of the 'convert/save' button. This brings up a list of options.
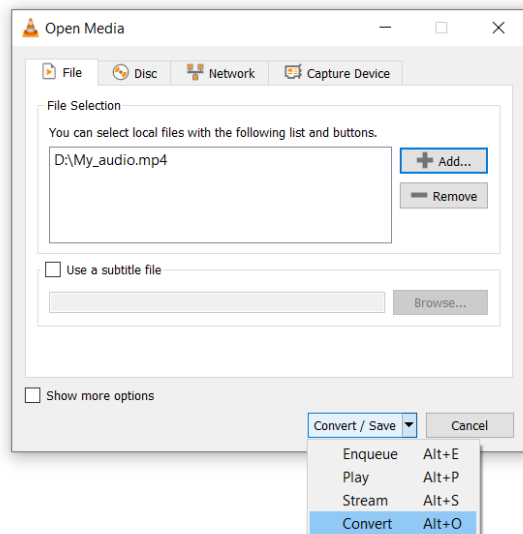
8. Select the 'Convert' option from the list and click
9. A new dialogue box appears
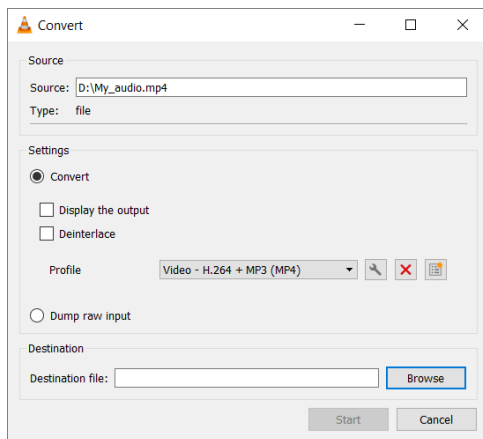
10. Make sure the 'Convert' box is selected
11. Select 'Audio - Mp3 from the drop down list
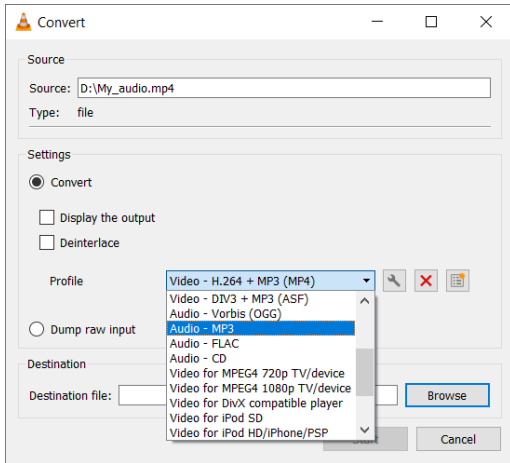
12. Click the 'Tool' button

13. In the new dialogue box, in the 'Encapsulation' tab make sure MP3 is selected

14. Select the 'Audio Codec' tab

In the 'Audio codec' window you will find parameters which will change the file size of your audio file. If you only need to change the FILE TYPE of your audio track, click the 'Keep original audio track' tick box, and move on to step 15 in this guide.
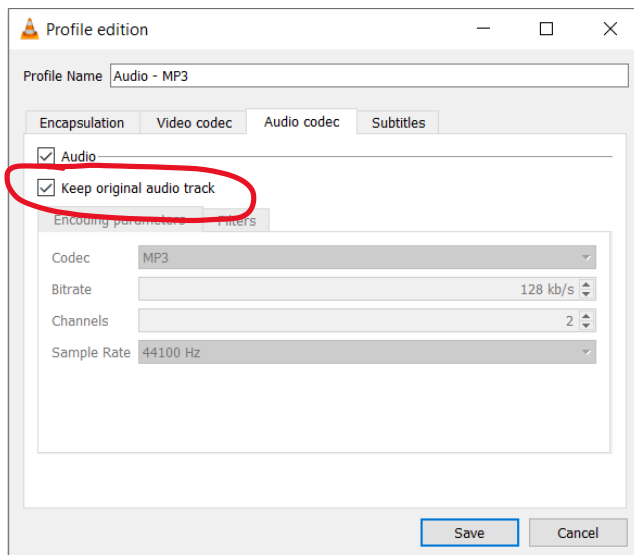
If you need to change the FILE SIZE of your audio, do the following:
15. In the 'Codec' option, select 'MP3'
16. In the 'Bitrate' option, select '128 kb/s' *
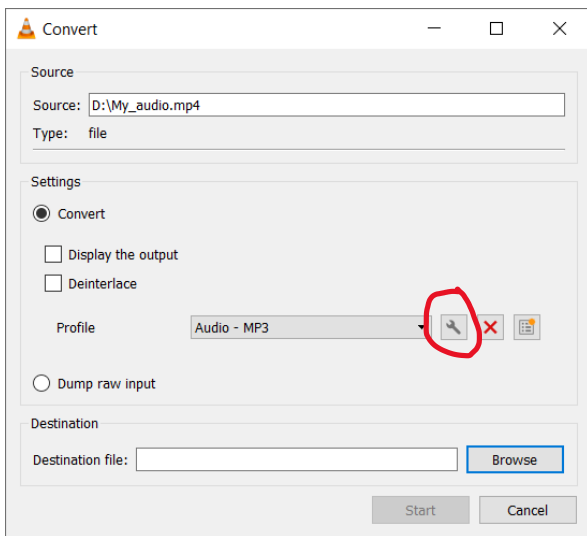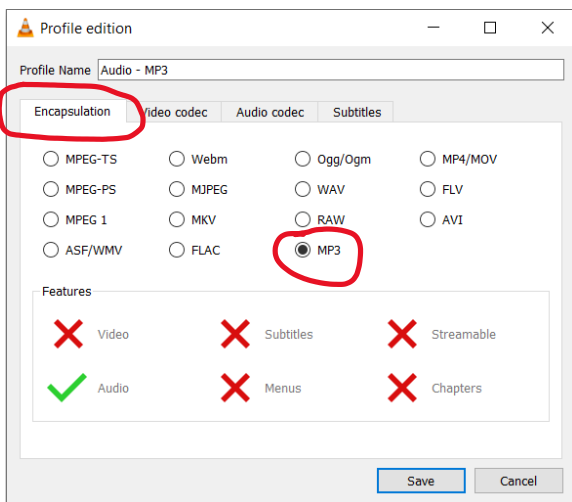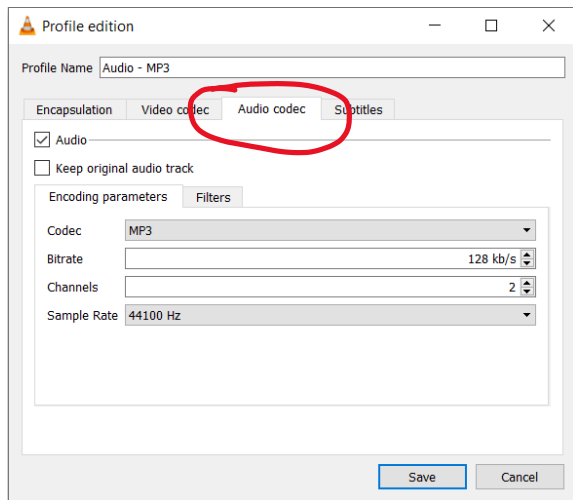17. In the 'Channels' option, select '2' (select other value if your audio track has more than 2 channels)
18. In the 'Sample rate' option, select either '44100' or '48000' *

*Changing the number in the bitrate field will have a direct impact on the file size of your audio file. If the new file is still too large, reduce the number in the bitrate field to produce a smaller file size. The sample rate option is the same. You might have to tweak these numbers a few times to get a file size that fits the SlideRoom requirement of 60MB or less.
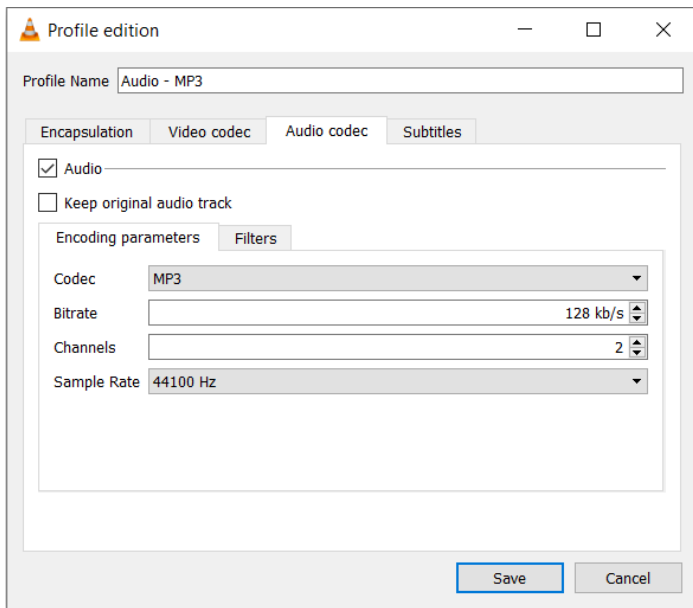
19. When ready, click 'Save'
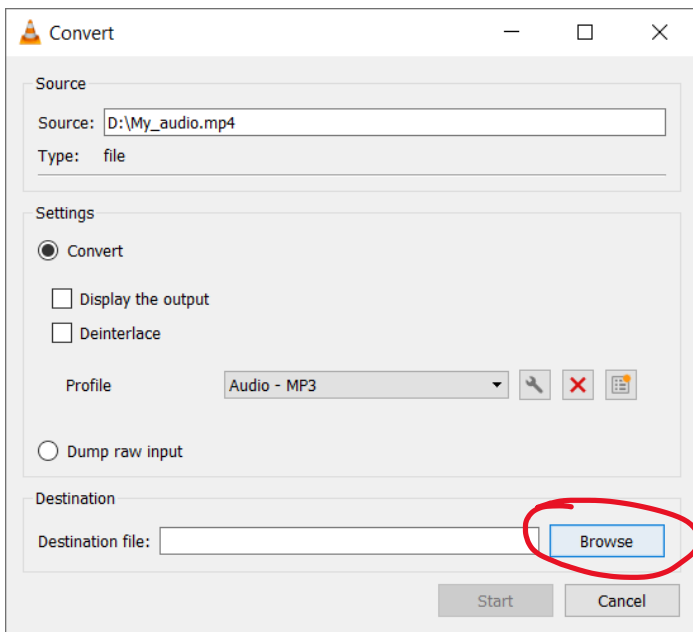
20. Click 'Browse' and name the new audio file and set suitable saving location on the pc
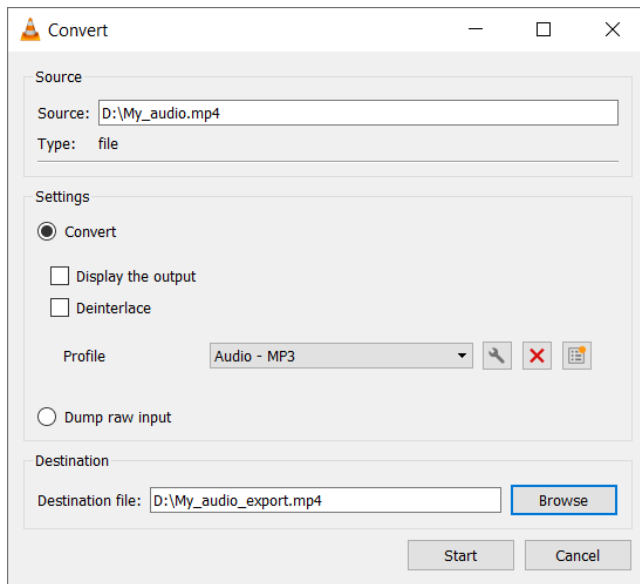
21. When ready, click 'Start' and the new file will be exported

A progress bar at the bottom of the VLC Player window indicated the export progress. When done play the audio file to ensure a successful export progress, check the file size in the file properties and if it is under 60MB, add the file to your portfolio in SlideRoom. If the file is still over 60MB, repeat the above process, but lower the number entered in the 'bitrate' setting.
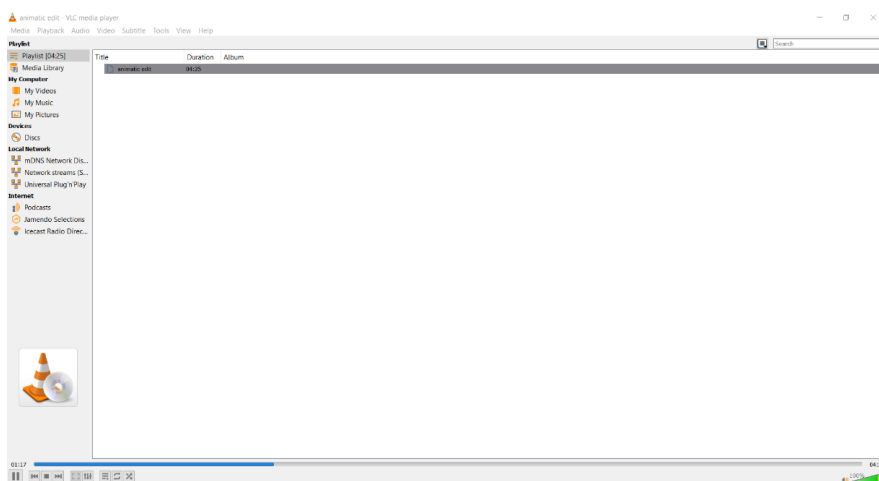
How to create a PDF for upload to SlideRoom

SlideRoom accepts PDF files that are less than 20 MB in size.
If you have a text written in Microsoft Word, do the following to create a PDF of the document:

MS Word On MacOS

1. Open the text document in Microsoft word
2. Go to 'File' and select 'Save as'
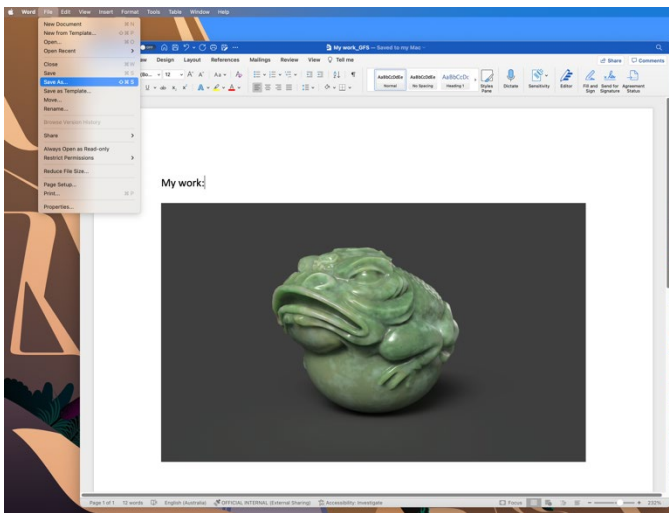
3. A new dialogue box opens
4. In the 'File Format' drop down menu select 'PDF'
5. Name your new file and select a suitable location
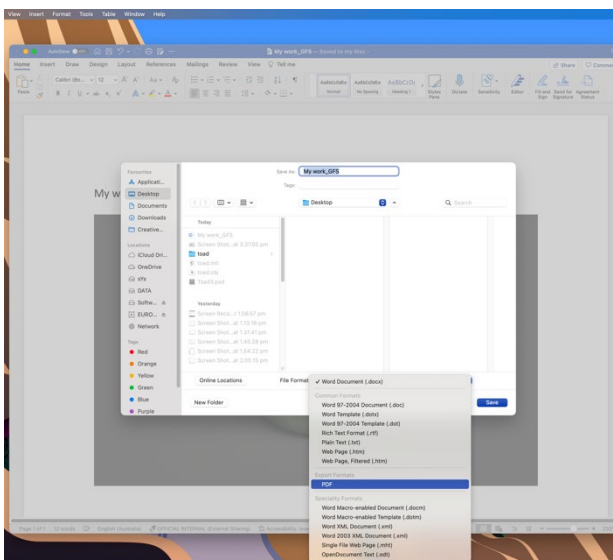
6. Under the 'File Format' option, select the 'Best for Printing' option
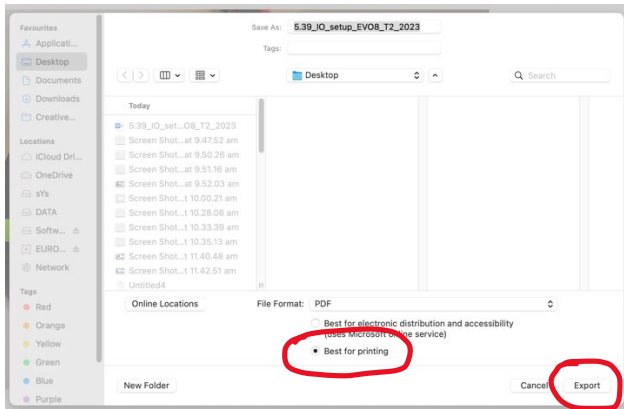
7. When ready, click 'Export'
8. Your PDF file is ready to upload to SlideRoom

MS Word In Windows:

1. Open the text in Microsoft Word
2. Click 'File'
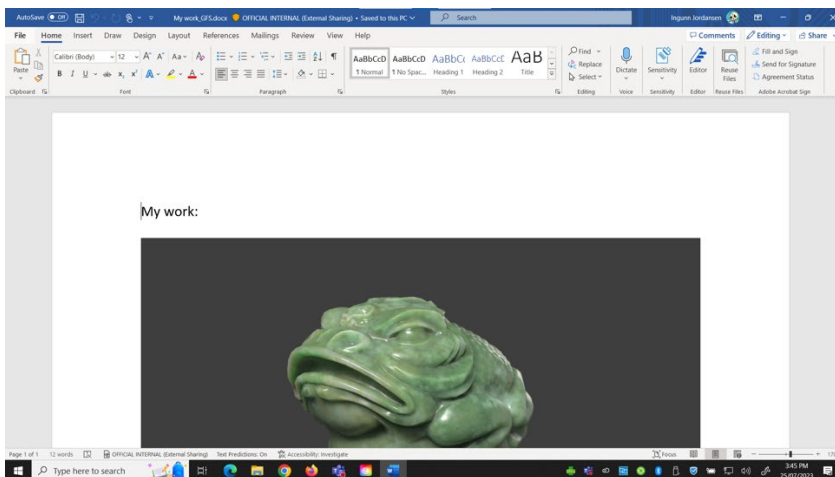
3. In the new window, click 'Save a copy'
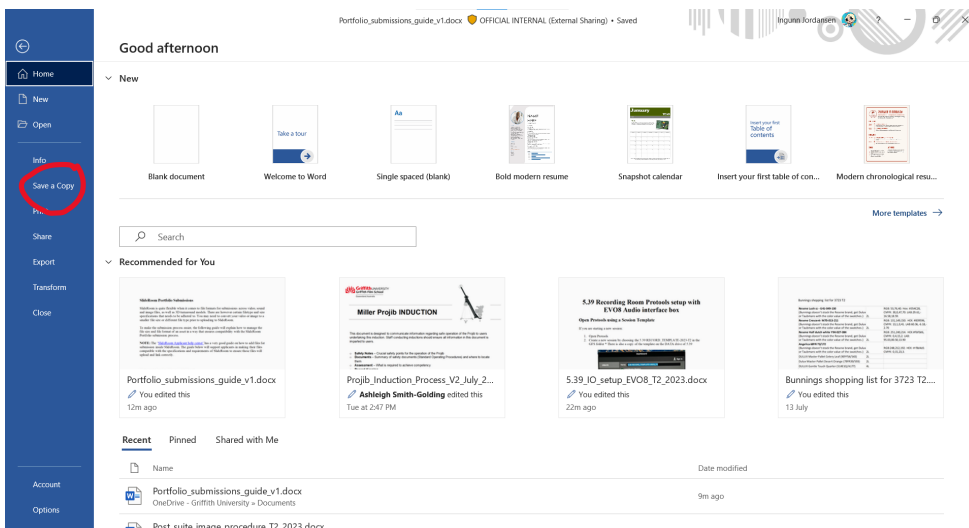
4. A new window opens
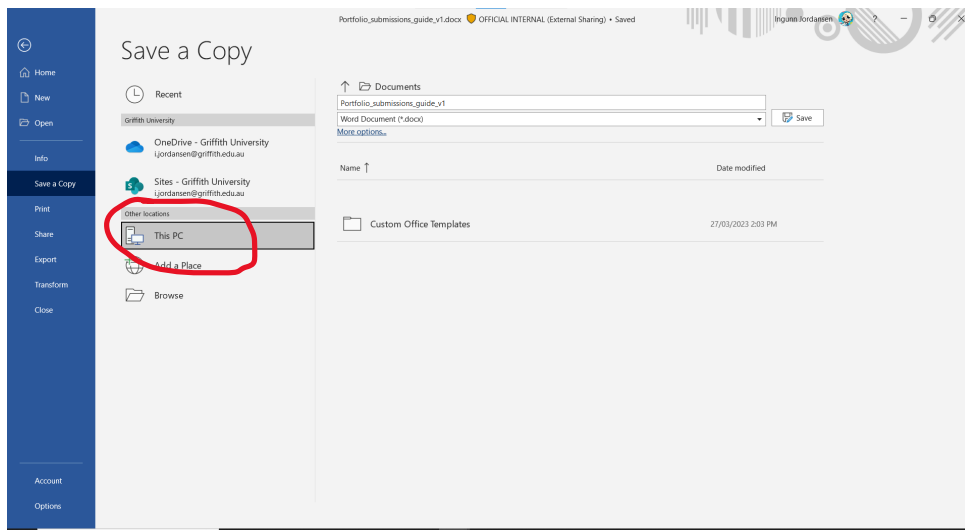
5. Set the destination to 'This PC'
6. Name the file
7. In the file type options, click and select PDF
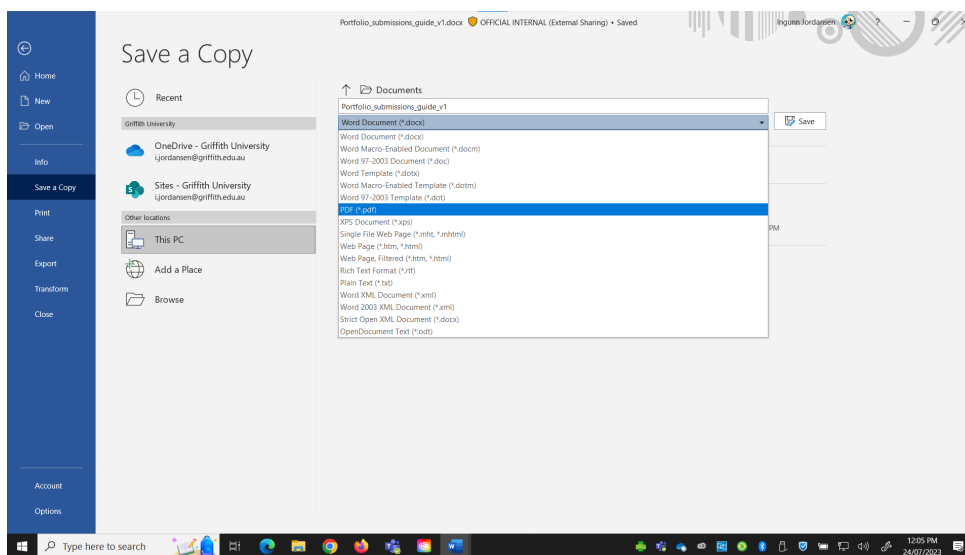
8. Your PDF is saved to your PC, most likely in the 'Documents' folder.

MacOS Pages app

If you have a document written in the Pages app on MacOS, do the following to create a PFD file:

1. Open the text document in the 'Pages' app
2. Go to 'File' then select 'Export to' and select 'PDF'
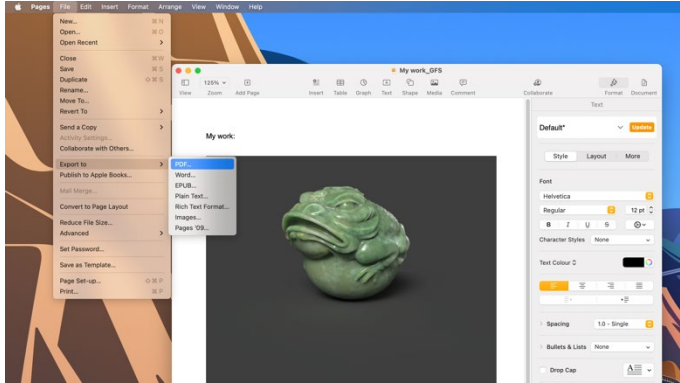
3. In the new dialogue box, select the PDF tab and set the 'Image Quality' option to 'Best.
4. Click 'Save'
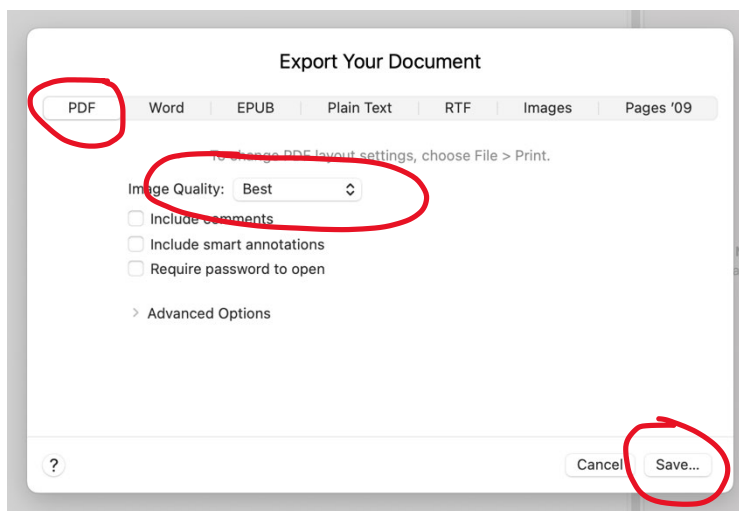
5. In the 'Save' dialogue box, select the destination for the new file.
6. Click 'Export'
7. Your new PDF is saved

How to record gameplay using OBS software (screen recording mode)

Download and install OBS. Then, choose whether you are on Windows, MacOS, or Linux.

1. Open OBS and click on the '+' sign below 'scenes' on the bottom left of the screen to add a 'recording' scene.
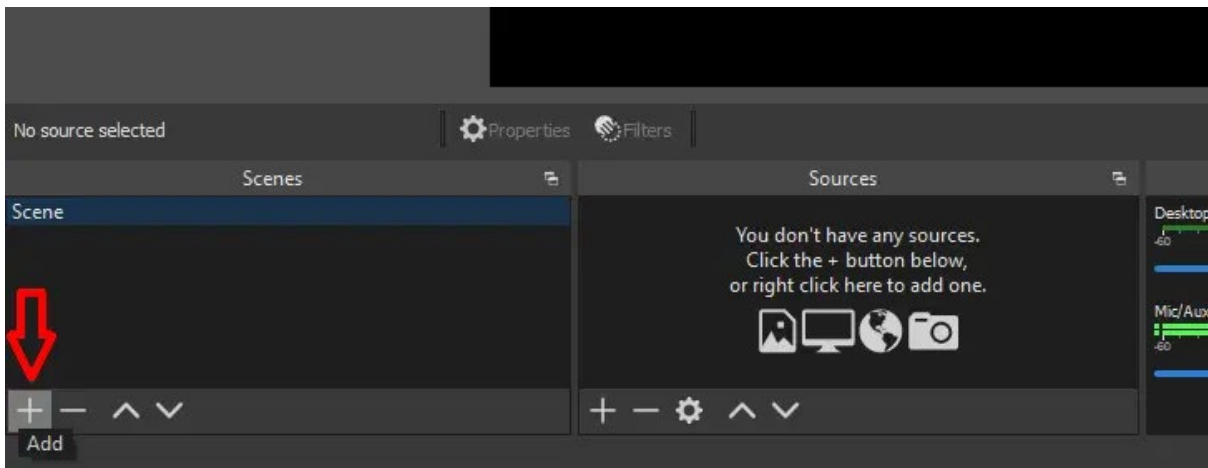
2. In the 'recording' scene, click on the '+' sign below 'sources' on the bottom left of the screen, and add a 'display capture'. Select which monitor you would like to capture if you have more than one.
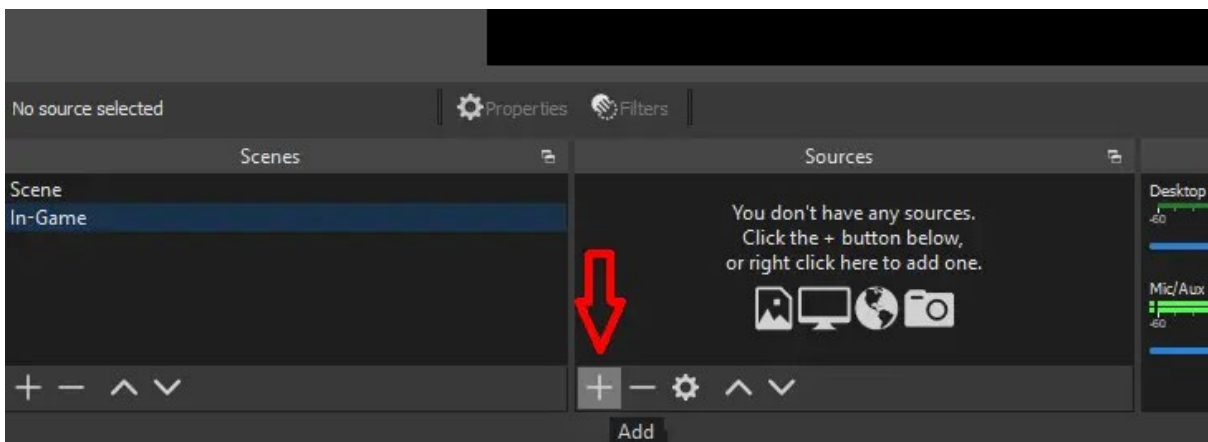
3. Select your recording location and video format. To do this, click on 'settings' on the bottom right of your screen. Then, click on the 'output' tab under 'recording path' to choose the location you want to save the recordings on your computer. Finally, go to 'recording format', and click on 'mp4', or any other file type you may need.
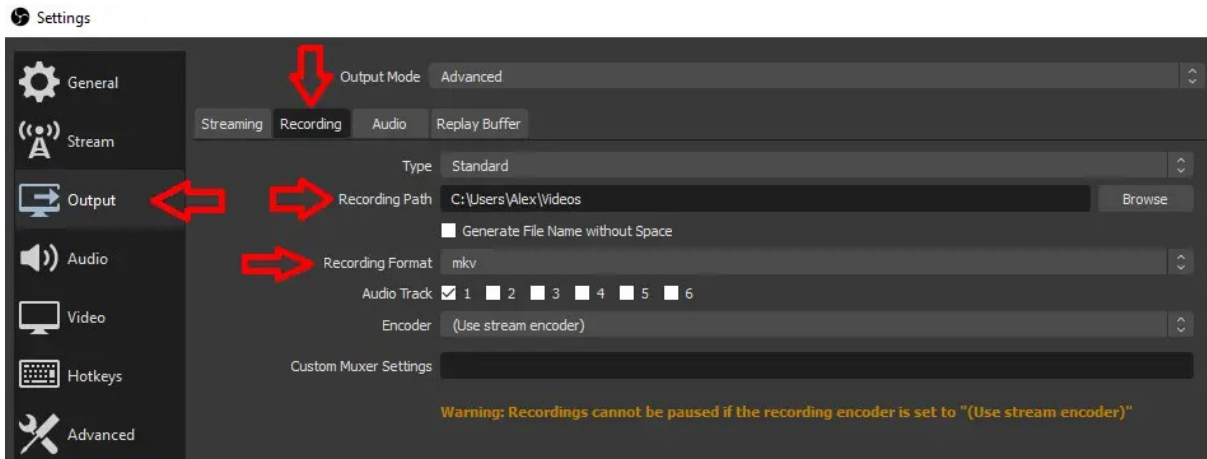
4. Click **'Start recording'** button when you are ready to play the game and OBS will capture the gameplay.

If the captured video file is less than 500MB in size and in any of the supported file formats, you can upload this file to SlideRoom.

Other files for upload
3D graphics, objects and 3D walkarounds

DAE/COLLADA

A DAE file is a Digital Asset Exchange file format that is used for exchanging data between interactive 3D applications. This file format is based on the COLLADA (COLLAborative Design Activity) Most 3D modelling software can export to COLLADA files (.dae) The simplest way is to use a non-commercial student version of Autodesk Maya 2024. It's free.

You can upload a .dae file directly in SlideRoom up to 20MB per file. If your file exceeds the 20MB limit, you can use file compression apps such as WinZip, WinRar and 7-zip and then submit the .zipp file.

OBJ and PLY files for upload
You can upload a .obj and .ply file directly in SlideRoom up to 20MB per file. If your file exceeds the 20MB limit, you can use file compression apps such as WinZip, WinRar and 7-zip and then submit the .zipp file.

OBJ: Hold mesh data (geometry, normals, UVs, materials, vertex color…) and is nearly universally supported
PLY: Hold basic mesh data (geometry, normals) and it is commonly used in 3D printing workflows

Other supported file formats

SlideRoom supports a range of file formats for upload: .tnz, .pclx, .procreate, .fc, .obj, .fbx, .3ds, .ply, .stl, .dae, .zip or .zipp files.
For any of the file formats supported for upload, keep in mind the 20MB file size limit. If your file exceeds the 20MB limit, you can use file compression apps such as WinZip, WinRar and 7-zip and then submit the .zipp file.

Troubleshooting Errors

- If your audio or video file is under the size limit but isn't uploading, compress the file to a smaller size. This generally allows your media to upload.
- If your media meets the file type and file size requirements, but still isn't uploading, reach out to support@slideroom.com.
- If you're getting a file extension error, check that your filename doesn't contain any invalid characters (e.g., ?, ", |, >, or <). Note that adding the wrong file extension causes a processing error. You can confirm you're using the correct file extension by checking the software that created it or producing a new file with the appropriate extension.