



Office of Online Learning

Indian Hills Community College

Computer Tutorial:

How To: Download and Use Format Factory

Purpose: This tutorial demonstrates how a student can download and use the Format Factory software to convert video files into a small enough size to upload into a MyHills dropbox.

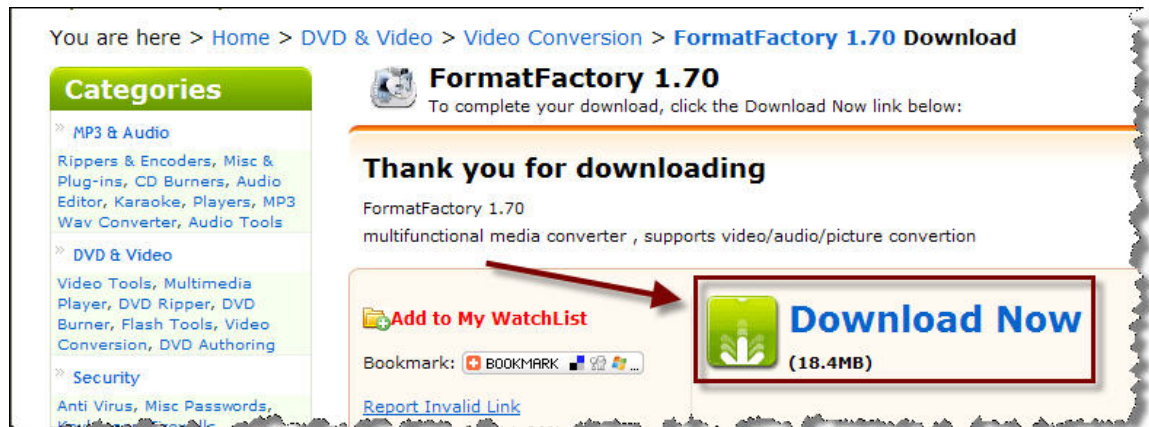
Download Format Factory:

Most video files are too large to submit into a MyHills dropbox. You will need to convert the files using Format Factory to a size that is small enough to upload.

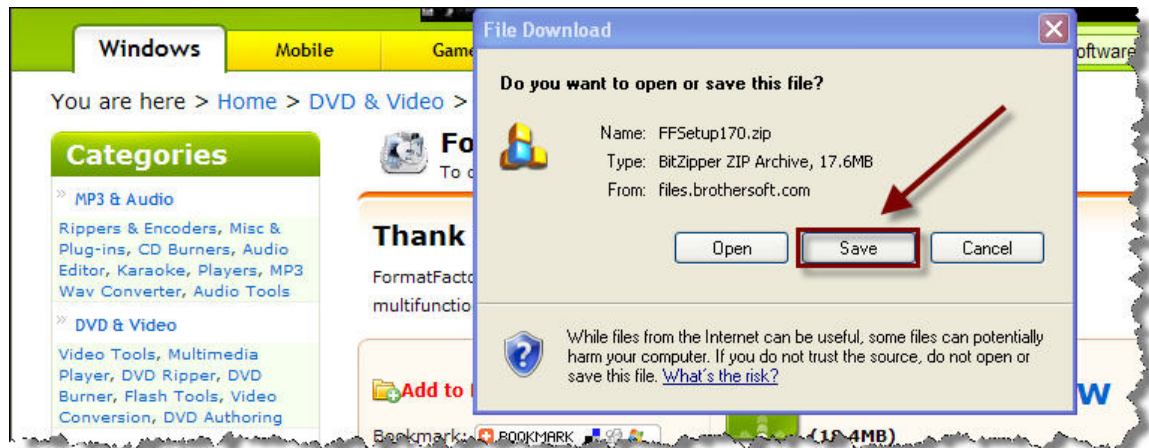
1. (1) In a web browser, go to www.formatoz.com. (2) Click the **Download** button.



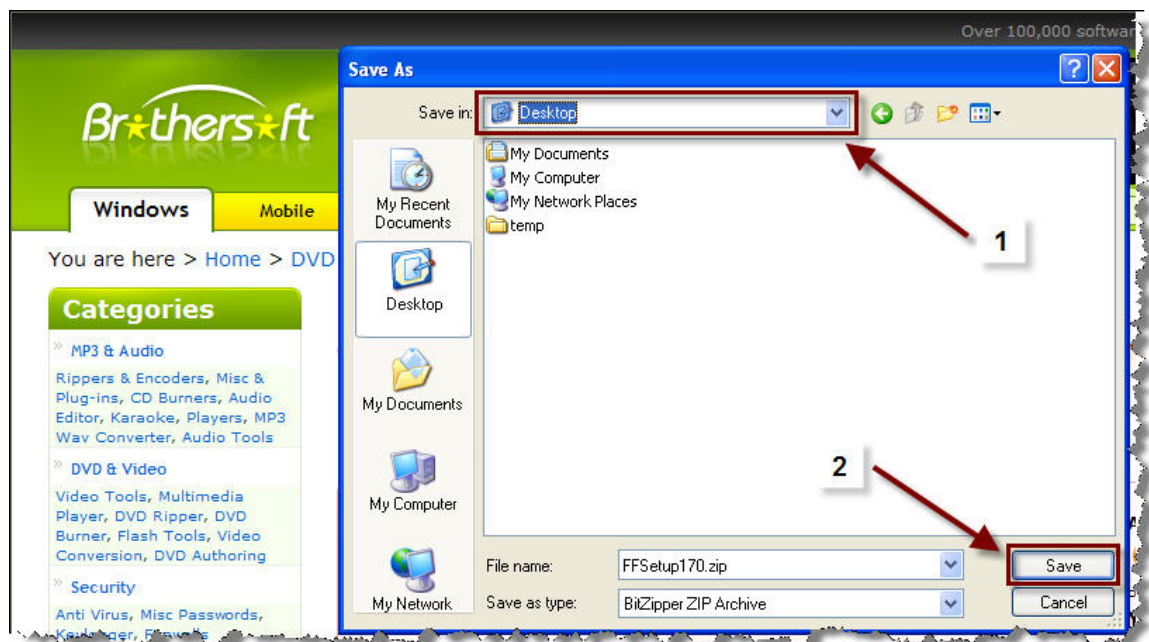
2. Click **Download Now**.



3. Click the **Save** button.



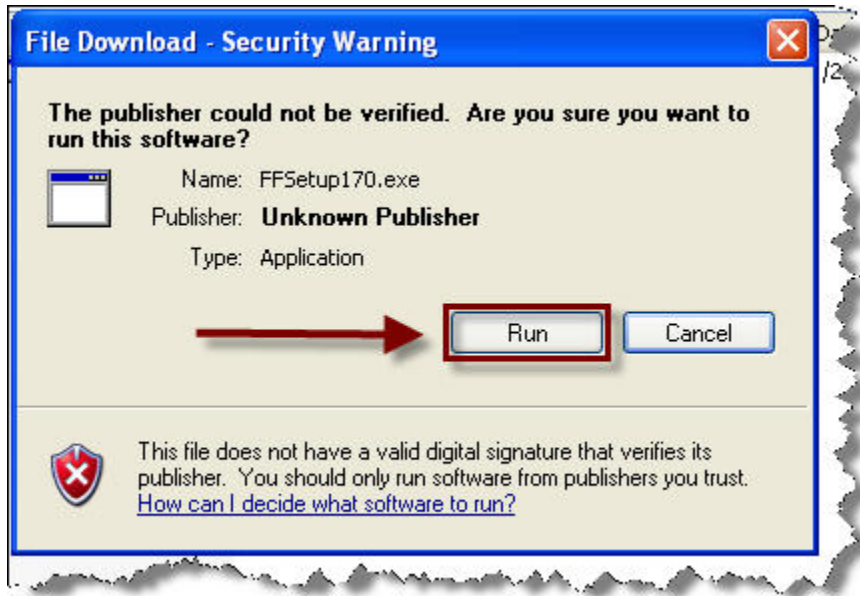
4. (1) Use the drop-down menu to choose where you would like to save the file. (2) Choose **Desktop**. (3) Click the **Save** button.



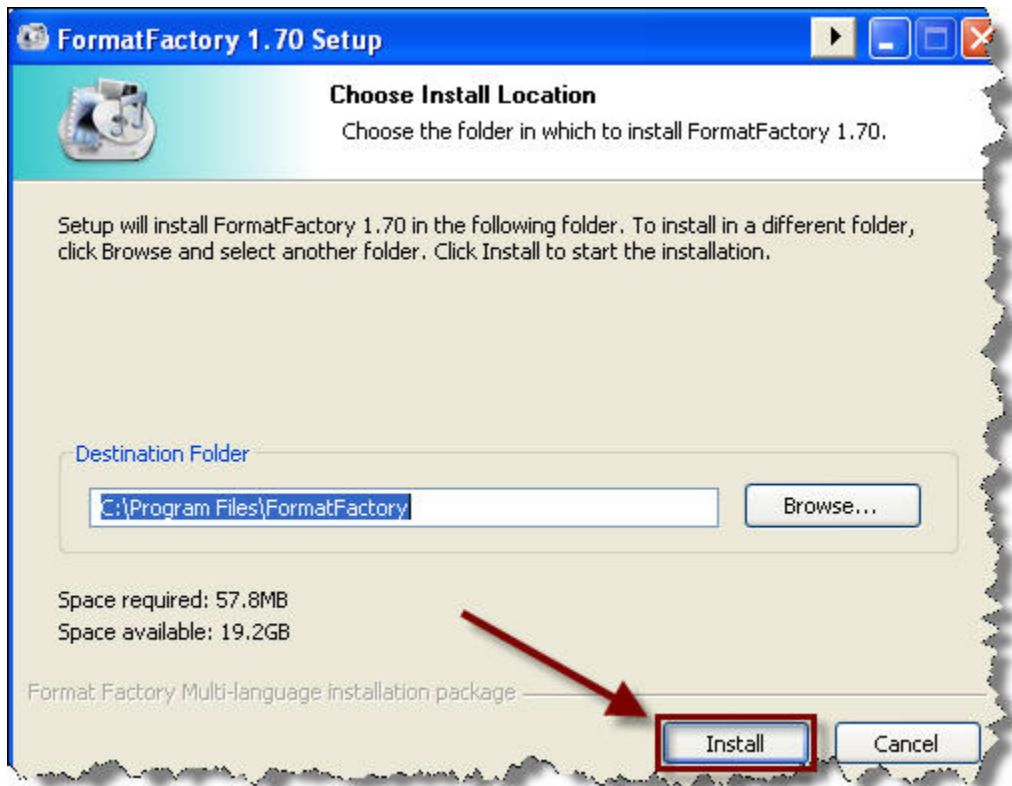
5. On your desktop locate the **Format Factory (FFSetup170.exe)** icon. Double click the icon to install the program.



6. Click the **Run** button.



7. Follow the instructions on the screen to install Format Factory. Click the **Install** button.



8. (1) Uncheck the two boxes and (2) click the Finish button.



9. You have now successfully installed Format Factory. The Format Factory program link will be on your Desktop.



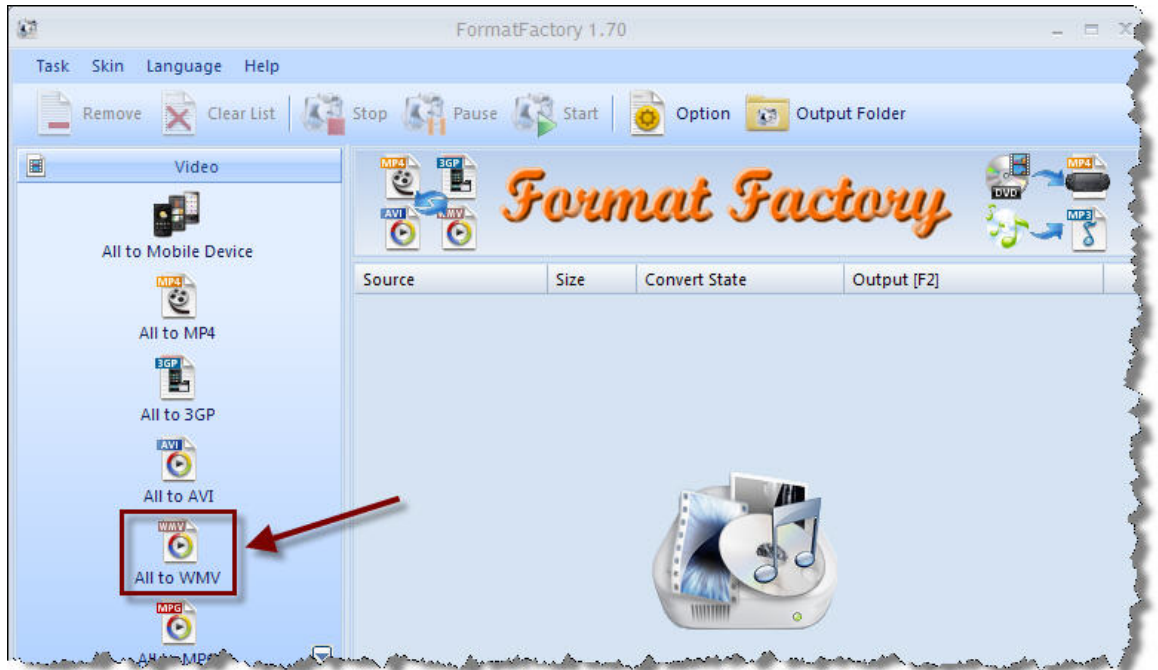
Use Format Factory:

NOTE: It is a good idea to work with a copy of the file and not the original. Also, make sure that the video you plan to convert is NOT open prior to beginning this process. It will not work correctly if it is.

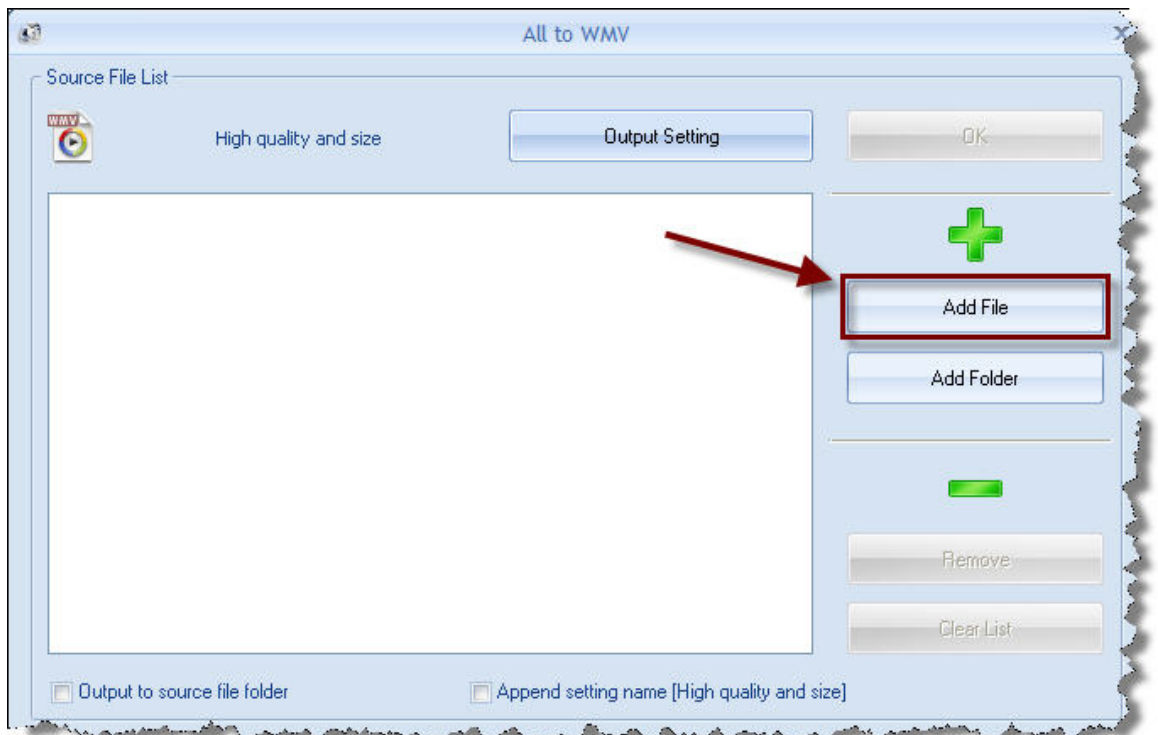
1. Double click the **Format Factory** icon.



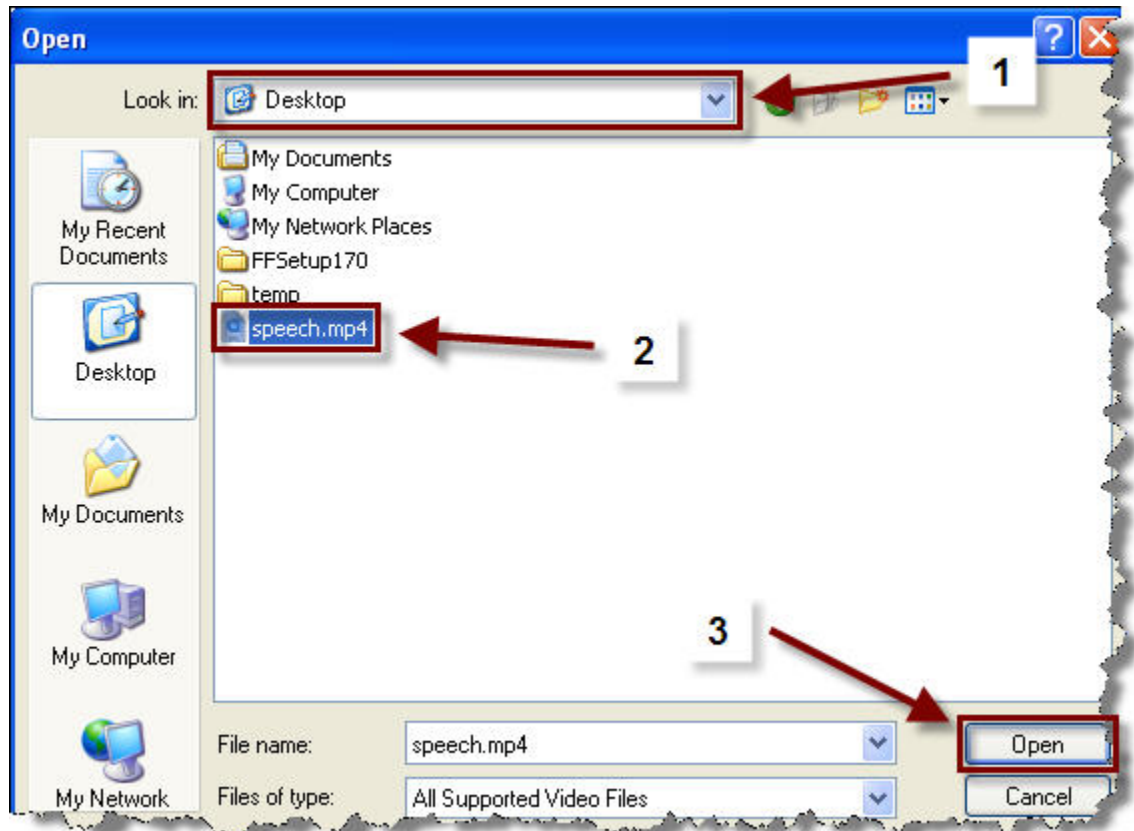
2. We will be saving the file in the .wmv format, so select **All to WMV**.



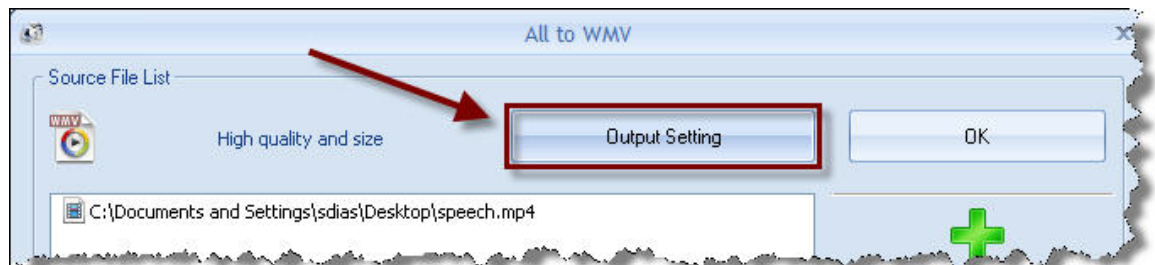
3. Click the **Add File** button.



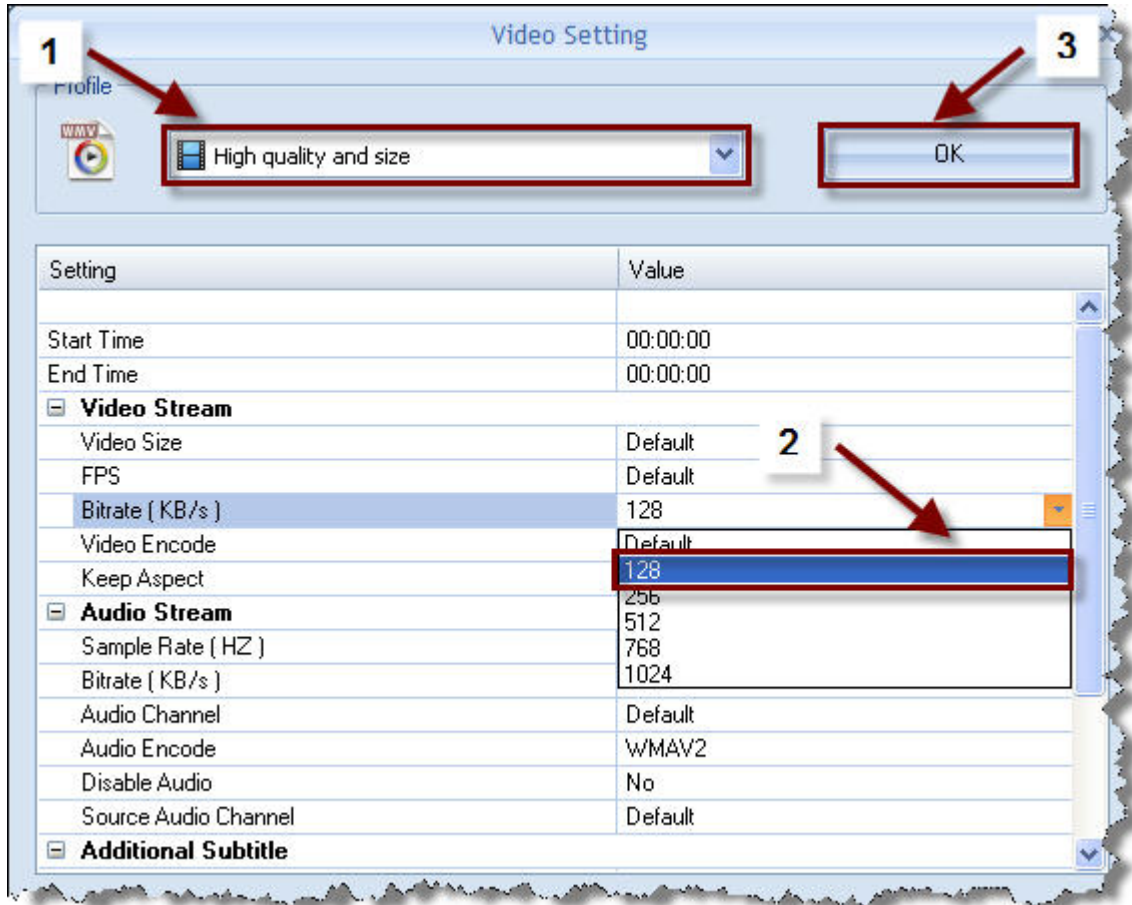
4. (1) Using the drop-down menu, find the video file that needs to be converted, (2) select it, and (3) click the **Open** button.



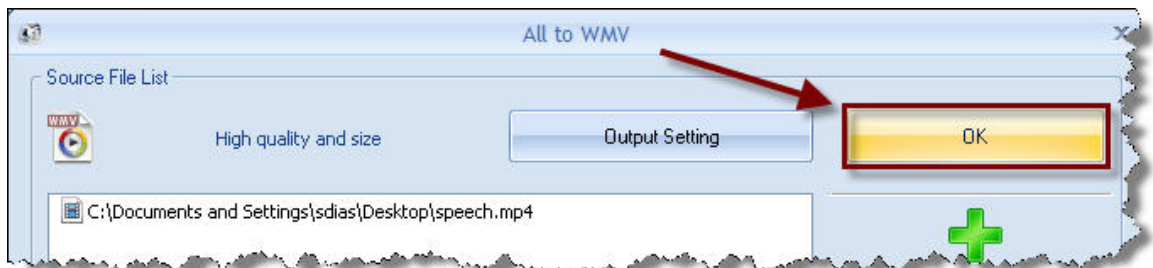
5. Click the **Output Setting** button.



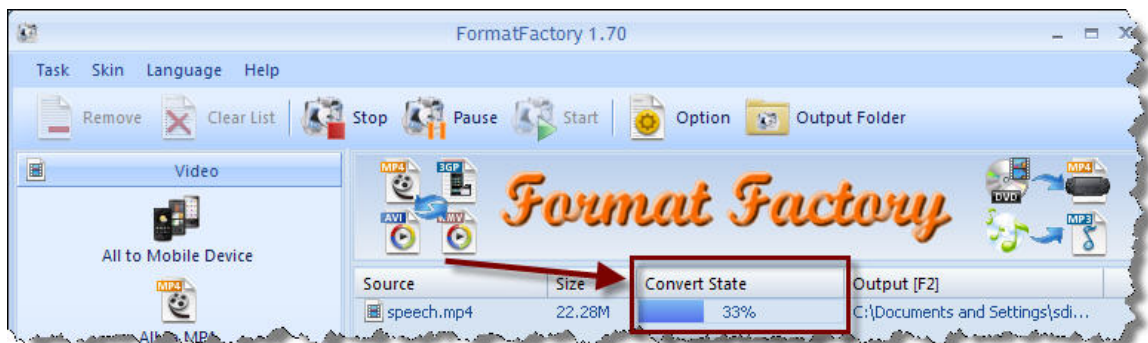
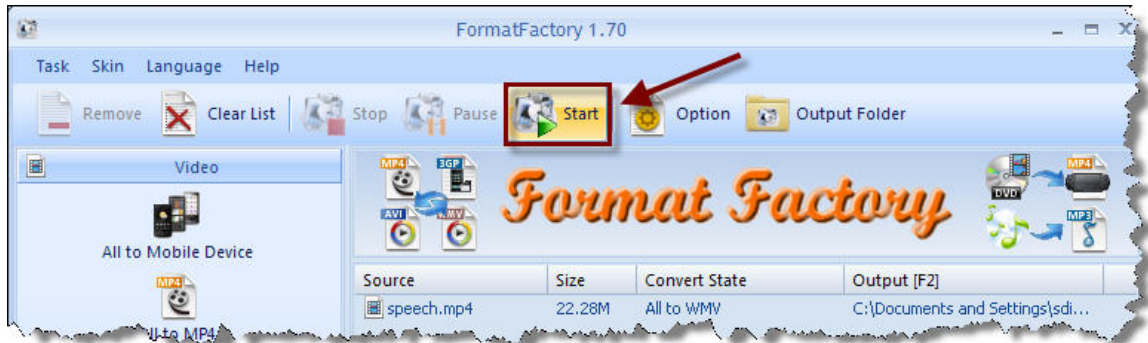
6. (1) From the drop-down menu, select **High Quality and Size**. (2) From the Bitrate (KB /s) choose **128**. (3) Click the **OK** button. (**IMPORTANT:** You might need to experiment with the output if your converted files end up too large. The finished file size **MUST** be smaller than 15 MB. **NOTE:** You will not be able to tell if your file is going to be too big until after it is done converting.)



7. Click the **OK** button.



8. Click the **Start** button to begin the conversion. (**NOTE:** As the file is being converted, you will be able to see its progress as it is converted. The time required will vary based on your original file's size and the speed of your computer.)



9. To find your converted file, go to My Documents on your computer. There will be a folder in My Documents titled FFOutput. Your finished file will be in that folder.



Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

For further assistance, please contact:

IT Help Desk

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Web: www.indianhills.edu/helpdesk