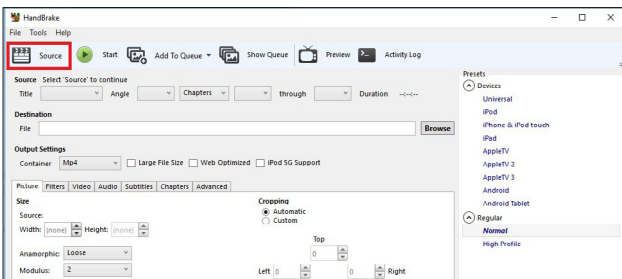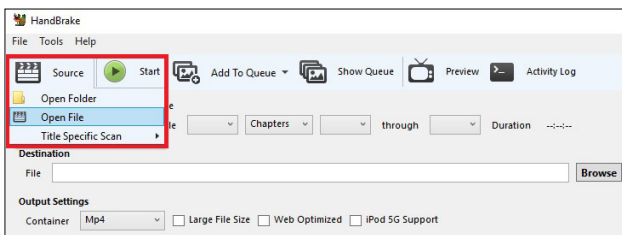# Reducing file sizes using HandBrake

If a file is larger than the maximum file size that can be uploaded to the Quality Assurance portal (which is 15 MB for image files and 5 GB for all other accepted file types) you must reduce the file size before uploading to the portal. This will reduce the time it takes to upload the files. We recommend using HandBrake to reduce the size of your files.

Step 1 Go to **https://handbrake.fr/downloads.php** and select the correct platform for your operating system. Follow the on-screen instructions and install HandBrake.

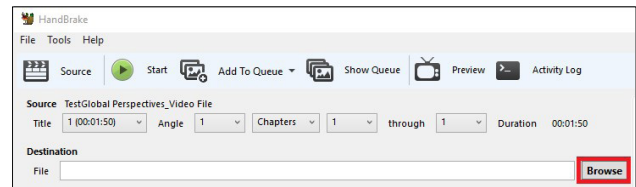**Step 2** Open HandBrake and select 'File' from the toolbar.

Step 3 Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.
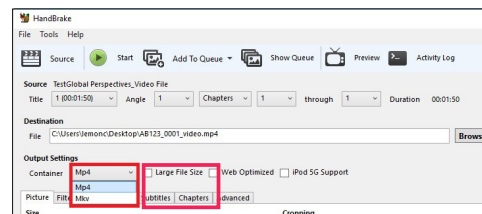

Important information

You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your school's IT department so they can give you these rights, or install the software for you.

Step 4 Under 'Save As', select 'Browse' and choose a location for your new file. Enter a file name and click 'Save'.
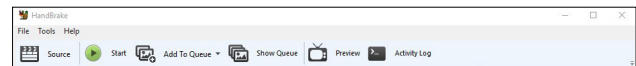

Step 5 Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.

Step 6 Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

If you have multiple videos to compress, you can queue your files using the 'Add to Queue' button. HandBrake will convert all the files you have added to the queue.

Step 7 You can note the progress of your upload at the bottom of the application window, as shown below:

05.72%, FPS: 029.9, Avg FPS: 025.8, Time Remaining: 00:18:43, Elapsed: 00:01:09, Pending Jobs 0

Step 8 When your files have been compressed, check that they play correctly before uploading them to. the portal