

Formatting & Uploading Digital Images & Time-Based Work Samples

Charlotte Street Foundation **only** accepts digital uploads of images, video & audio work samples for all online applications. Applicants have the choice of:

- supplying a URL link to their previously uploaded online audio/video (preferred), or
- using CaFE's online portfolio to upload them directly to their application.

Basic and more technical information is shown below, along with additional online tools for compressing and converting your files.

Basics

For submitting video, we suggest using **Vimeo** at <https://vimeo.com/upload> - Vimeo accounts are free, have an easy to use interface, and allow all common file formats (as well as supporting HD). Videos may be set as public or private. You have the option of password protecting your work and also posting samples to social networks like Facebook.

For submitting audio, we suggest using **SoundCloud** at <http://soundcloud.com/>. A basic SoundCloud account is also free, accepts many common file types, and can be made private or connected to social media.

Both SoundCloud and Vimeo have clear uploading instructions and FAQ sections.

Video and audio files can also be uploaded to your own website if you have one.

After uploading your files, copy and paste the link to your video or file in your CaFE application.

You may also upload the files directly to CaFE (see below).

Technical Specifications

Recommended Vimeo Upload Specs

Other file types and formats are accepted, although following these specs will guarantee the best result.

Additional information and exporting/compression tutorials are available at <http://www.vimeo.com/help/compression>

Also check out Vimeo's Help Center at <http://vimeo.com/help>

Video Codec: H.264 (MP4)

24, 25, or 30 FPS

2000 kbps (SD) or 5000 kbps (HD)

640 x 480 for 4:3 SD video, 640 x 360 for 16:9 SD video

1280 x 720 or 1920 x 7080 for HD video
Audio Codec: AAC
320 kbps audio data rate
44.1 kHz sample rate

Recommended SoundCloud Upload Specs

File types: AIFF, WAV, FLAC, OGG, MP2, MP3 or ACC
With a free SoundCloud account you get a total of 120 minutes of upload, with no restrictions on file sizes.

SoundCloud does not modify original files for download. For streaming, they convert the original into MP3 Joint Stereo.

Here is a YouTube tutorial showing how to register for SoundCloud and upload a file:

<https://www.youtube.com/watch?v=oJp8hveQkwE>

CaFE Upload Specs

https://www.callforentry.org/image_prep.phtml

(Additional tutorials, tips and resources from CaFE on image formatting are available at the bottom of their image prep. page)

Your portfolio on CaFE can store the following file types:

Image:: JPEG

Audio:: AIFF, WAV, XMF, MP3

Video:: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS

Upload options for image files

1. **File format:** JPEG only
2. **File dimensions:** Between 1200 and 1920 pixels on the longest side
3. **File resolution:** 72 ppi/dpi (standard web resolution)
4. **File size:** 5 MB maximum

Please note that uploaded images are scaled by the system and two monitor versions are created: a small 100-pixel thumbnail and a large 700-pixel image. These images are available for you to preview in your portfolio after you upload. (Make your first image a strong one because it will be your 'icon' image.)

Upload options for audio files

- **File formats:** AIFF, WAV, XMF, MP3
- **Bit rate:** minimum 96 kbps–maximum 320 kbps
- **Codec:** aiff, wav, au
- **File size:** 10 MB maximum

Upload options for video files

- **File formats:** 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS

- **Resolution:** minimum 640 x 480, maximum 1920 x 1080
- **Aspect ratio:** 4:3 or 16:9
- **Bit rate:** recommended above 240 kbps
- **Frame rate:** minimum 12 fps, recommended 30 fps. The frame rate of the original video should be maintained without re-sampling. In particular, pulldown and other frame rate re-sampling techniques are strongly discouraged.
- **Codec:** h.264, h.263, mpeg-1, mpeg-2, mpeg-4, Windows Media Video, and motion jpeg mpeg-1 muxed, Apple Lossless
- **Container:** 3gp, asf, avi, mov, mpeg, mpeg-2, mp4, ogg
- **File size:** 100 MB maximum

Please note: Your video file will be converted to a flash file to enable system playback.

Additional Links and Sites

Video Upload:

YouTube

<http://www.youtube.com>

Google Video

<http://www.youtube.com/watch?v=5W5KG8jo7hU>

Conversion:

Zamzar

<http://www.zamzar.com>

Online-Converter

<http://www.online-convert.com>

AVS Audio Converter

<http://audio.online-convert.com/convert-to-mp3>

Media.io

<http://media.io>

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