## How to Compress Files Online

- 1. Go to http://convert-video-online.com
- 2. Under step one, click "Open File" (for files on your computer) or "Google Drive"

Video	or Soogle Drive Dropbox SkyDrive OURL										
mp4	avi	mpeg	mov	flv	3gp	webm	mkv	Apple	Android	more	¢
Resolution:		5	Same as so	ource <del>-</del>		Settings					

- 3. You will be prompted to allow Online Video Converter permission to access your Google Drive. **Click Allow**.
- 4. Your Google Drive will pop up, click on the video you would like to compress and click "**Select**."
- 5. Click "Settings."



## 6. Set video codec to "MPEG-4"



7. Adjust the "Approximate output file size" to 95 Mb.

1	Open	file	TeamMir 1920x1080	ni.MP4 💽 8:09, 15124	) 4 kbps, 883.01	. Mb					
2	Video mp4 avi Resolution:	Aud <sup>i</sup> mpeg HD 7	mov flv 20p 1280x720 -	3gp	webm Settings	mkv	Apple	Android	more	÷	
Video c Audio c Approxi 61 Mb	odec: MPEC odec: AAC Advanc imate out of file size 95 Mb	ed Audio Coding		audio 313 Mb							
3	Conver	t									

\*\*If the slider does not allow you to adjust the output file size to 95 Mb (as in the photo in step 6), you will need to adjust your video to a lower resolution.\*\*

- 8. Click "Convert"
- Once the file has finished converting, click Download (to save the file to your computer) or save to Google Drive. The converted file will now be located either on your computer or in your Google Drive.