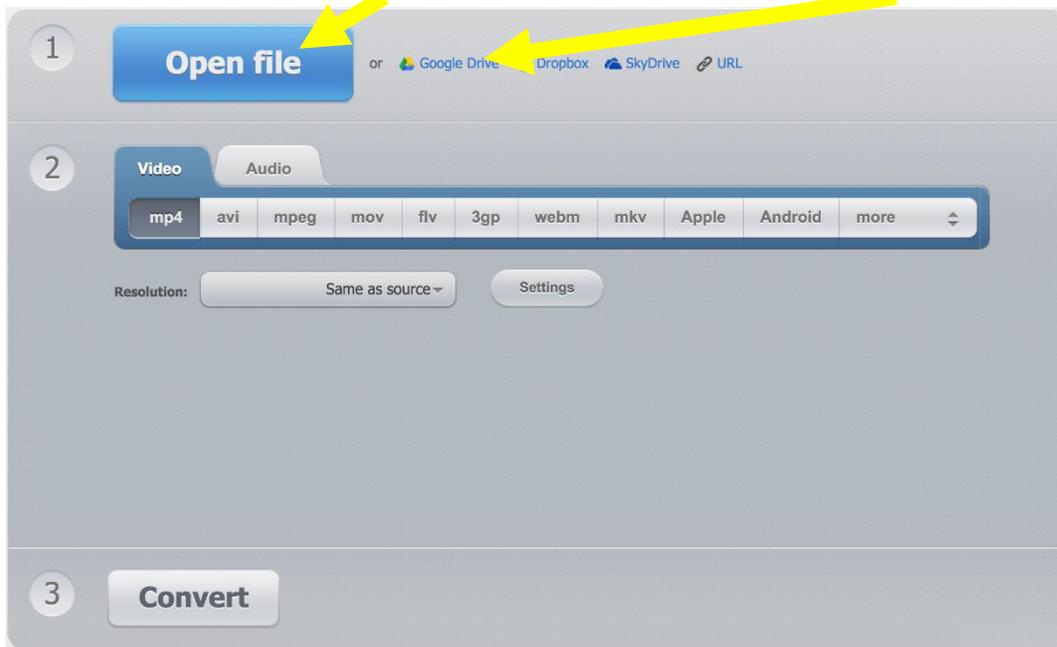
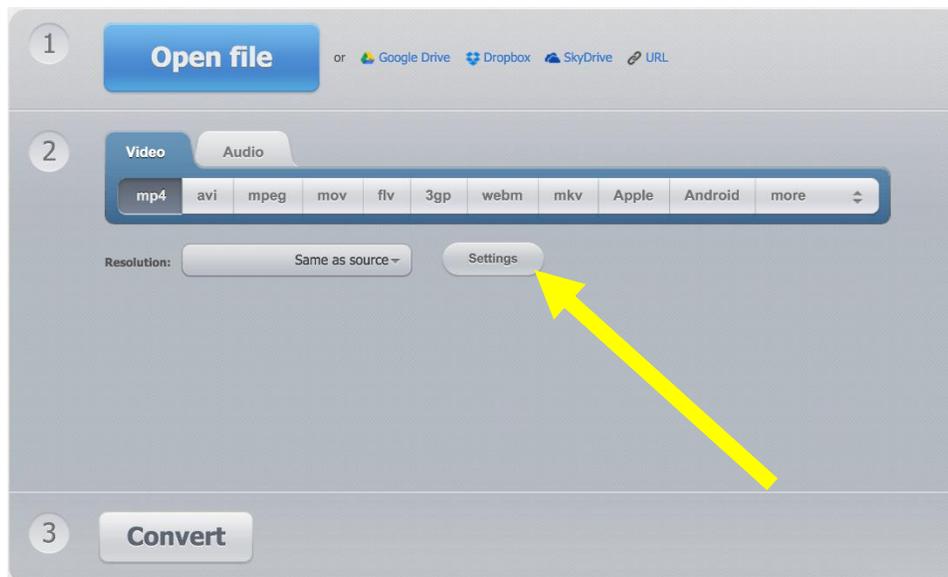


# How to Compress Files Online

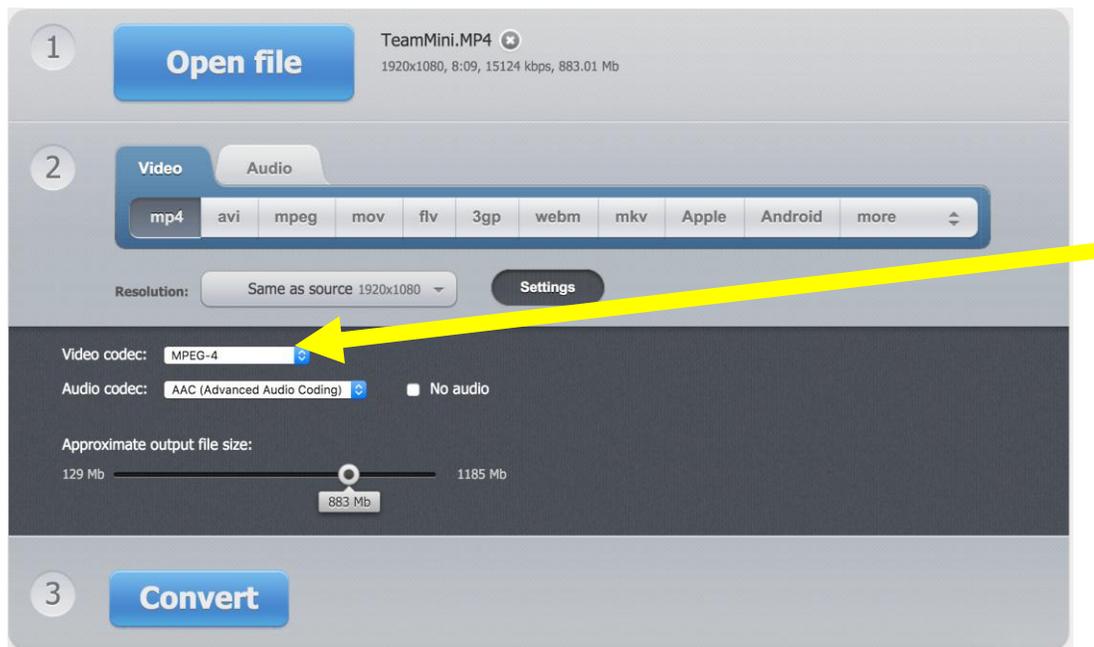
1. Go to <http://convert-video-online.com>
2. Under step one, click **“Open File”** (for files on your computer) or **“Google Drive”**



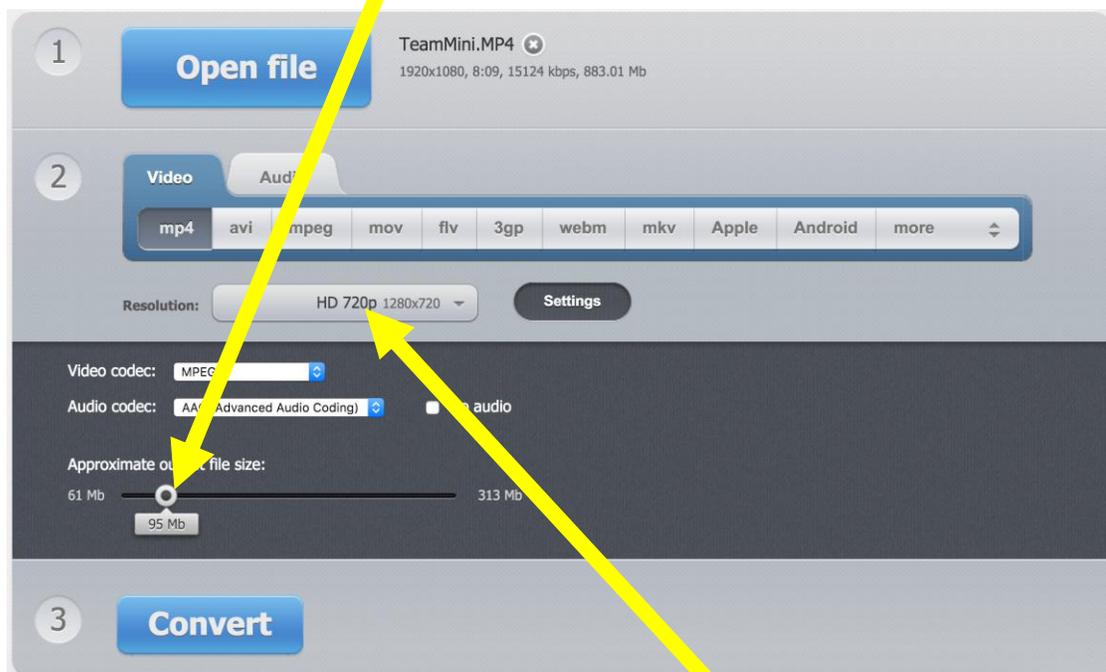
3. You will be prompted to allow Online Video Converter permission to access your Google Drive. **Click Allow.**
4. Your Google Drive will pop up, click on the video you would like to compress and click **“Select.”**
5. Click **“Settings.”**



6. Set video codec to “MPEG-4”



7. Adjust the “Approximate output file size” to 95 Mb.



**\*\*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”

9. 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.