




## Converting your DVD to MP4 for Taskstream uploading



1. Double click on  located on desktop

2. Open  Applications folder


3. Double click  ImTOO DVD to MP4 Converter software

4. Choose profile located on top-right corner of the window and make sure to

a. Select  iPod (320x240)MPEG-4 Normal (\*.mp4)

**5. IMPORTANT: If your computer has slot-loading DVD player (ex: lab ED2117): DO NOT LOAD THE MINI-DVD INTO SLOT LOADING DVD DRIVE.; WARNING: YOU WILL LOOSE YOUR DISK DOING SO.** Instead, connect the camcorder using USB cable, copy the folder VIDEO\_TS to computer; Select folder VIDEO\_TS; click Choose; then proceed to step 7.

6. In contrast, if the computer has tray-loading DVD player (ex: lab

ED2115B, ED2115A): Insert your DVD and click on icon  Add to open DVD. When you insert your DVD, wait 5 seconds. You will see the “DVD Player” launch. You will need to close the “DVD Player” by moving the mouse cursor to the top left of the screen, click “File”, then click “Quit”.

Select the DVD then click **Choose**.

7. To trim the video click on “**Trim**” button. Press **play**, then move the slider to the beginning of your selection of video, and click “**Set Begin**”, then move the slider to the end of your selection and click “**Set End**”. Once done, click “**OK**”

8. Click “Convert” button to convert the video.