



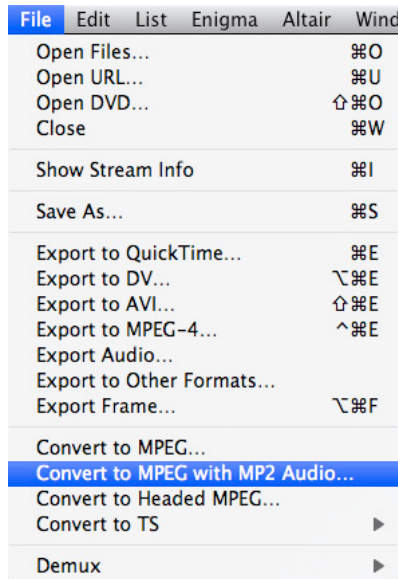
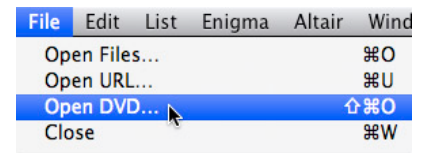
Converting DVDs To MPEG Files for Airing on AccessVision

1. Push the Eject button on the DVD drive to open the tray. Insert your DVD and push the button again to close it.



2. Open **MPEG Streamclip** by clicking on its icon on the Dock.

3. In MPEG Streamclip, go to the File menu and select **“Open DVD”**; select the DVD from the list of devices in the leftmost column. If it warns you about timecode breaks, choose **“Fix Now”** and then **“Proceed”**.



4. From the File menu select **“Convert to MPEG with MP2 Audio”**.

5. Save your file and give it a name. Click on **MPEG** in the leftmost column and save the file to the MPEG folder for playback. **The file name must be no more than 27 characters in length and contain no spaces.**

- Regularly-scheduled series programs should include both a program title AND episode number in the file name. Example: **PetShow3.mpeg**
- Special one-time programs will not have an episode number. Example: **PoetrySlam.mpeg**

6. After your file is done converting, close MPEG Streamclip by clicking the red button in the top left corner. Eject your disc by dragging its icon down to the trash, or by right-clicking on it and choosing “Eject Disc”.

If you have any questions or need assistance, please see a technical staff member for help.