



## **PUBLIC ACCESS FTP USER'S GUIDE**

Before uploading files, be sure the files comply with the requirements as detailed in the PUBLIC ACCESS FTP FILE REQUIREMENTS document and are named properly.

The file naming convention is: ShowNameEpisodeNumber.mpg . Example:  
MyShow001.mpg

Please note: Every episode must have a unique number.

Files must be uploaded at least two business days prior to broadcast.

The web site location for uploading files is: <http://ftp.comcastvps.com/Login>

Login using the information provided to you.

Once you are logged in, click on **Upload File(s)** in the left-hand column

Click on **Browse...** to locate the file you want to upload and click on **Begin Upload** to upload the file

The time it will take to upload the file will vary based on the speed of your internet connection and the file size. A progress bar will indicate the file upload speed.

Once the upload is complete, a window will pop-up indicating **The file has been successfully sent.**

Confirm the file was properly uploaded and is now located in your folder by clicking on **Return To The File Listing**. The file name should appear there.

Once confirmed, complete a PUBLIC ACCESS UPLOAD NOTIFICATION FORM and email it to the appropriate channel/studio location.

The Public Access Channel/Studio will then download the file and prepare it to be aired.



## **PUBLIC ACCESS FTP FILE REQUIREMENTS**

Public Access show files being delivered via FTP should adhere to the following file format and specifications in order to be compatible with our playback system(s).

Following these guidelines will help ensure that your programs play properly on the air.

**File Format:**

MPEG-2 Program Stream (File Extension: “.mpg”)

**Video Resolution:**

720 x 480

**Bit Rate:**

3.75mbps – 4mbps

**Picture Rate:**

29.97fps

**File Name:**

27 characters maximum with no spaces in addition to the required “.mpg” extension.  
Must include show name and episode number. Example: myshow001.mpg



**PUBLIC ACCESS FILE UPLOAD NOTIFICATION FORM**

Studio/Channel: \_\_\_\_\_

Show Name: \_\_\_\_\_

File Name: \_\_\_\_\_

Air Date(s) \_\_\_\_\_

Total Running Time \_\_\_\_\_

Pre-Roll Time \_\_\_\_\_