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

File Format:
MPEG-2 is preferred, but other formats may be acceptable. Please contact us for details.

Video Resolution:
720 x 480

Aspect Ratio:
NTSC 4:3

Bit Rate:
5mbps – 8mbps (5000-8000 kbps)

Picture Rate:
29.97fps

Sampling Format:
4:2:0

Audio:
MUST be encoded into the MPEG file using AUDIO LAYER II

Audio Sampling Rate:
48KHz

COMMUNITY MEDIA STUDIOS
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PUBLIC ACCESS FILE UPLOAD NOTIFICATION FORM

Studio/Channel: _____

Show Name: _____

File Name: _____

Air Date(s) _____

Total Running Time _____

Pre-Roll Time _____