

## HOW TO ADD VIDEO TO YOUR PRESS RELEASE

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24-7PressRelease.com press release distribution service now gives you the option to add a video, up to two minutes in length, to promote your product or service.

Video formats accepted include:

3gp, 3gpp, qt, mkv, rmvb, mp4, divx, xvid, mov, asf, avi, wmv, rm, ram, dat

**NOTE: You will NOT be able to review your press release with the video until the video has been reviewed and approved by our editors. If you preview your press release, the video will not appear until the date of your release.**

Maximum video upload size must not exceed 60MB or 60,000,000 KB.

There are two ways you may submit your video. The first way is if you have not submitted your minimum \$89 press release. The second way is if you have already submitted your minimum \$89 press release.

### **OPTION 1 : If you have not submitted your press release:**

1. If you do not have an account, you must register for an account. You may do this by clicking “Register” from the upper right corner of the home page.
2. Under the PUBLISHERS heading menu drop down, select “**Submit Press Release with Video**”. If you are not already signed into your account, this will take you to the sign in screen. Sign in.
3. The next screen is the “**Select Press Release Plan**” screen. The \$89 SEARCH ENGINE PROFESSIONAL option will already be selected. If it is not, select this option.
4. Scroll down the page and ensure “I have read and accept these conditions of service” box is checked off. Click on the box to the left to add a check mark.
5. Click **CONTINUE**
6. Enter your press release details (Headline, Summary, Press release body, Closing Details, and Keywords). Select your industry categories then your region for distribution.
7. Click on the green “**Preview Press Release**”
8. After reviewing your press release, click on the green “**Confirm & Continue**” button.
9. Complete the payment process
10. After payment has been completed, you will receive your “**CONGRATULATIONS**” screen with a yellow box. Click the second option in the yellow box “**Click here to submit a video in the Account Manager**”.
11. Title > Add a title for your video (50 characters max)
12. Description > Add a description for your video up to 175 characters.
13. Click on the “**Browse...**” button on the left which will browse your local hard drive for your video. Then click on the “**Upload**” button once you have selected your video.
14. After your video has been uploaded, there may be a delay of up to 2 minutes. Once completed, you will receive a message in a red box saying “**Thank you for the video, it will be approved shortly**”. You can now click on the blue “**BACK**” button. You are now finished.

**NOTE:** You will not be able to preview your video until one of our editors has approved your video. If your video contains content that is copyright material, and if 24-7PressRelease.com is requested by an external source to remove the video because of copyright material, we will comply by removing the video.

**OPTION 2 : If you have already submitted your \$89 press release:**

1. You must be logged into your account. If not, log into your account.
2. On the upper right corner, if you are not already in your **Account Manager** screen, click on **Account Manager**.
3. Under the blue “**PUBLISHER’S AREA**” click on “**View or Upgrade Press Release**”. This will display your press releases you have submitted with us.
4. Click on the blue “**Upload Videos**” icon (the second icon that looks like a paper clip)
5. Title > Add a title for your video (50 characters max)
6. Description > Add a description for your video up to 175 characters.
7. Click on the “**Browse...**” button on the left which will browse your local hard drive for your video. Then click on the “**Upload**” button once you have selected your video.
8. After your video has been uploaded, there may be a delay of up to 2 minutes. Once completed, you will receive a message in a red box saying “**Thank you for the video, it will be approved shortly**”. You can now click on the blue “**BACK**” button. You are now finished.

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