



Dear Sir or Madam,

Welcome to Asubaka Studio, the creative agency of Asubakatchin Productions!

Thank you for choosing Asubaka Studio for your video project.

In this document we will explain the simple steps to follow to be able to offer you the best possible customer service.

STEP 1 - Complete the document 1. « Video-Funnel Optimization -Your Choices »

Among our various services, you have chosen **Video-Funnel Optimization**, the first step here is to upload the 2 documents called :

> « **Video-Funnel Optimization - Your Choices** » + « **Video-Funnel Optimization - All Models** » on our website page :

<https://www.asubakastudio.digital/en/video-funnel-optimization>

Then **duly complete the document 1 « Video-Funnel Optimization - Your Choices »** so that we can understand your specific needs and respond to them as best we can.

STEP 2 - Zip/Compress your File(s) then choose a Video File Transfer Method to send it to us

The second step will be to send us to contact@asubakastudio.com, the completed **document 1** and your **zipped video file(s)*** by one of the following transfer methods, either by:

- Cloud storage with link sharing via Google Drive
- Temporary sharing service (download link) via Smash.
- Peer-to-peer (P2P) protocol via FilePizza

**We advise you to first zip (or compress) your file(s) and name them distinctly so that you can easily identify them.(Example of a video file name : Video1_Vlog_Bahia.mov).*

i **Procedures to Zip an audiovisual file (or any other file) on the main operating systems:**

1. On macOS

Using the built-in Finder tool:

1. Locate the audiovisual file or folder in the Finder.
2. Right-click (or Control + click) on the file/folder.
3. Select “Compress [file name]”.
4. A .zip file will be created in the same folder, with the same name as the compressed file or folder.

2. On Windows (Microsoft)

Using File Explorer:

1. Locate the audiovisual file or folder in File Explorer.
2. Right-click on the file/folder.
3. Select “Send to”, then “Compressed folder”.
4. A .zip file will be created in the same folder. You can rename the compressed file if necessary.

3. On Linux

Using a file manager (graphical environment):

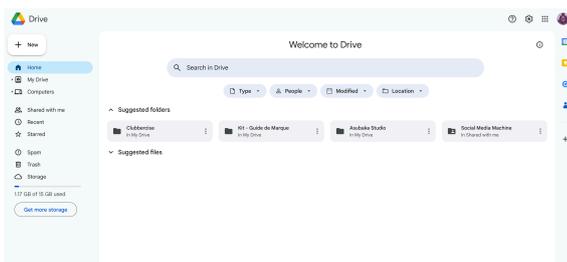
1. Locate the audiovisual file or folder.
2. Right-click on it.
3. Choose “Compress” or “Create archive” (the name may vary depending on the environment, such as GNOME or KDE).
4. Select the .zip format and click Create.

4. On Chrome OS

Using the Files app:

1. Locate the audiovisual file or folder in the Files app.
2. Right-click (or tap with two fingers on the trackpad) on the file or folder.
3. Select “Compress [file name]”.
4. A .zip file will be created in the same directory.

Transfer Method I: Cloud storage with link sharing via Google Drive.
Google Drive



- Size limit: Up to 15 GB (free global storage space).
- Features:
 - Link sharing or email invitation.
 - Rights management (read or edit).
 - Link : drive.google.com

How to use Cloud storage with link sharing via Google Drive.

Here are the detailed steps to share a video file using Google Drive:

1. Access Google Drive

1. Go to Google Drive.
2. Sign in to your Google account, if you haven't already.

2. Upload the video file

1. Click on the "+ New" button (top left).
2. Select "Upload a file".
3. Choose your video file from your computer.
4. Wait for the file to be fully downloaded (a progress bar will appear on the bottom right).

3. Share the video file

Option 1: Share via link

1. Right-click on the downloaded video file.
2. Select "Share".
3. A window will open. Click on "Get link".
4. Set access rights:
 - Player: Recipients can only play the video.
 - Commentator: Recipients can comment.
 - Editor: Recipients can edit the file.
5. Copy the link and send it via email, messenger, or other means.

Option 2: Share directly to an email address

1. Right-click on the video file.
2. Select "Share".
3. Under "Add people and groups", enter the recipients' email addresses.
4. Choose their rights:
 - Player, Commentator, or Editor.
5. Add a personalized message if desired, then click "Send".

4. Manage access rights after sharing (optional)

1. Right-click on the file.
2. Select "Share".
3. Click "Edit" next to a recipient's name or email address to adjust their permissions.
4. To revoke access to a file, click "Remove" next to the recipient.

5. Sharing Limits

File size: Up to 15 GB (depending on the space available in your Google Drive).

Number of recipients: Maximum of 200 people or groups for a shared file.

Transfer Method II: either by Temporary Sharing Service (download link).

Smash



- Size Limit: Unlimited (Free, but speed depends on size).

Features:

- No registration required.
- File storage up to 14 days.
- Link : fromsmash.com

User guide for temporary link sharing service via Smash.

Here are the detailed steps to share a video file using Smash, a simple and free service.

1. Access the Smash website

Go to the official website: fromsmash.com.

2. Import the video file

Click on the central area where it says “Drag and drop your files here” or “Add your files”.

Select your video file from your computer.

Smash will display a progress bar indicating the download status.

3. Configure sharing options

1. Add an email address (optional):

Once the file is added, you can enter the recipient’s email address to send them a link directly.

2. Get a download link:

If you don’t want to use email, Smash automatically generates a download link.

You can copy it and share it via messaging, email or any other means.

3. Advanced options (optional, even in the free version):

Storage duration: By default, the file is available for 7 days. You can extend it up to 14 days.

Password protection: Enable a password to secure access to the file.

Appearance customization: Add an image or message that will appear when the recipient downloads the file.

4. Send or share the file

If you chose to send by email, Smash will automatically send an email with the link to the recipient.

If you chose to use a link, copy it and share it as you wish.

Transfer Method III: Peer-to-peer Protocol (P2P).

FilePizza



- Size Limit: None (depends on your connection).
- Features:
- Direct P2P sharing via browser.
 - No files stored on a server.
 - Link : file.pizza

User Guide for Peer-to-Peer Protocol via FilePizza.

FilePizza is a simple and fast solution to transfer large files directly between two users via a browser, using a peer-to-peer (P2P) protocol. Here are the detailed steps:

1. Access the FilePizza website

Go to the official website: file.pizza.

2. Add the video file

1. Click on “Drag and drop a file”, or select the video file by browsing it from your computer.
2. FilePizza prepares a unique link for your file.

3. Get and share the download link

1. Once the file is added, a download link is generated.
2. Copy this link and share it with the recipient (by email, messaging, etc.).

4. Make sure the file remains available

- The transfer is direct between your browser and the recipient's browser.
- For the download to work, you must keep your browser open and connected until the recipient has finished downloading.

5. Download by the recipient

1. The recipient clicks on the link you sent them.
2. The download starts immediately from your computer via FilePizza.

Delivery time

It depends on the "HQ Video Editing" service offer and the options you have chosen. We start from the following basis:

BASIC OFFER - 2 days delivery time.

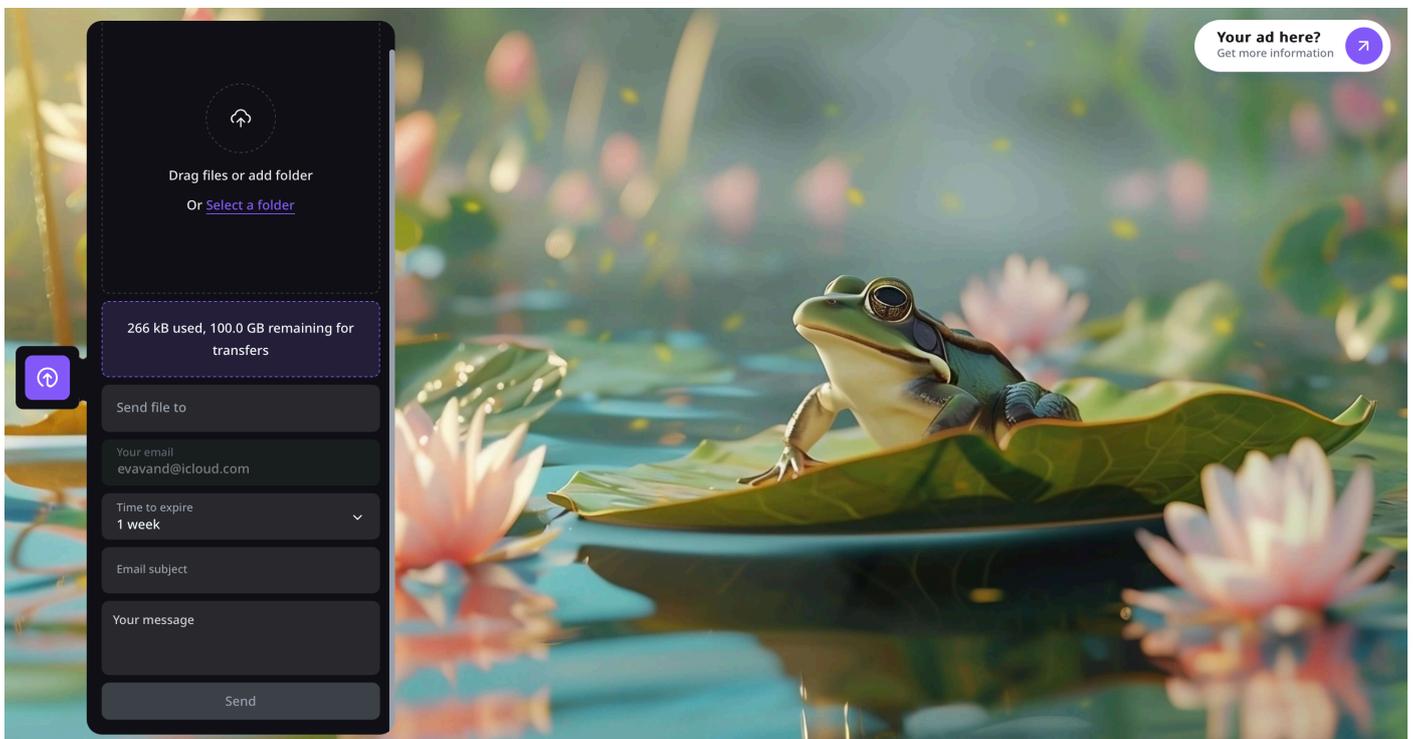
ADVANCED OFFER - 3 days delivery time.

PREMIUM OFFER - 4 days delivery time.

We will send you the file via Creative Fabrica's Studio transfer tool.

You will receive an email with a download link with a specified limited duration.

 <https://studio.creativefabrica.com/transfer>.



Creative Fabrica's Studio Transfer Tool

? If you have any questions, contact us here : contact@asubakastudio.digital. We will be happy to help you

🗨️ You can also make an appointment with us for a call or video conference to discuss your media project..

> Please, just register on our **Google Calendar** 📅, here's the link : [Asubakatchin's Calendar](#)

🙏 Thank you for taking the time to complete this form..

We are doing everything we can to have a fruitful collaboration together 🤝.

See you 🙌

Eva Derks - Van D

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