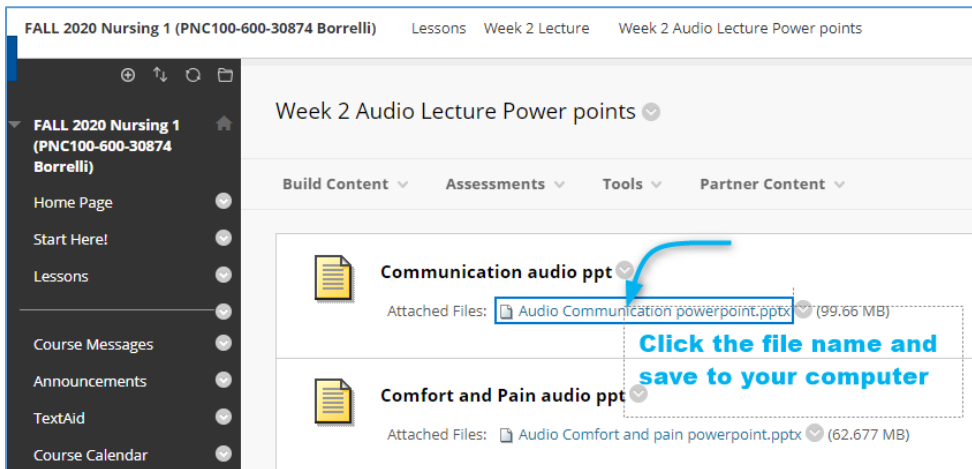


Converting a PowerPoint File w/Audio to a Movie File

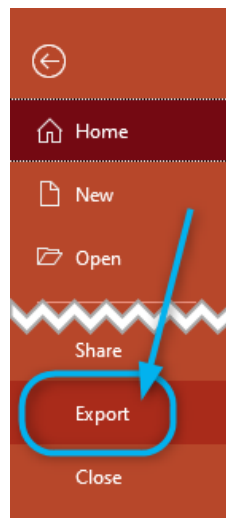
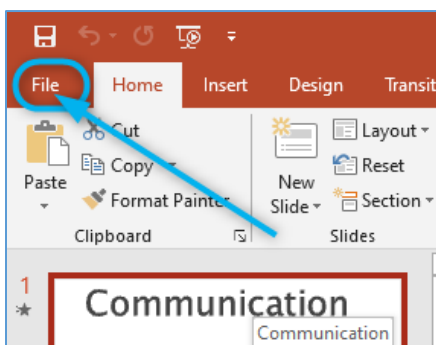
First step is to locate and open the PowerPoint file. If it's in Blackboard, you'll need to download and save it. If it's on your computer, you'll open it from that location.

Directions:

1. Locate the file, open it or download and open it.

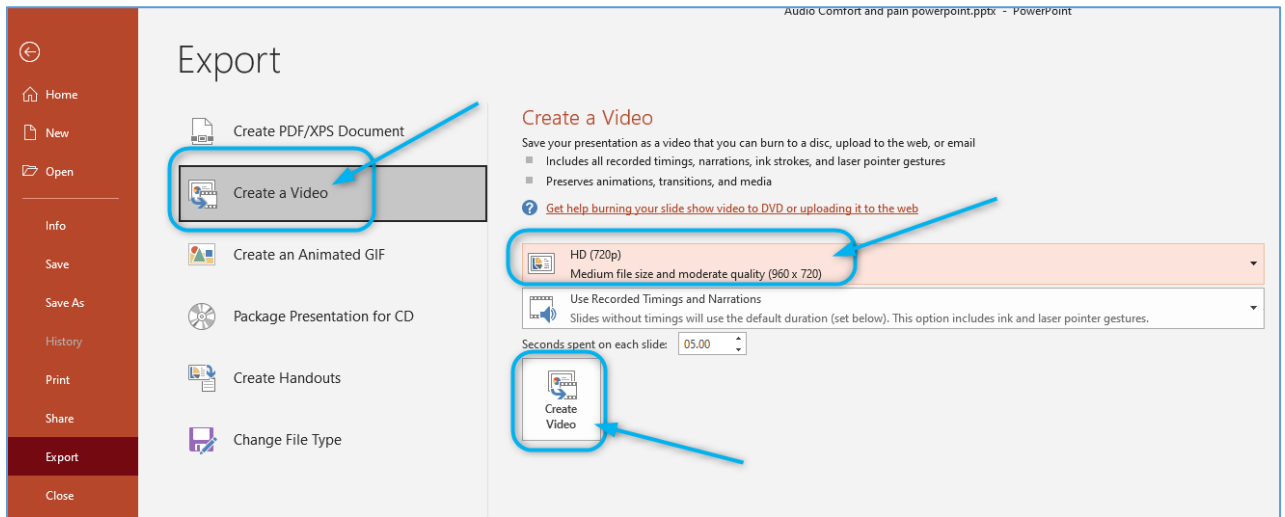


2. Open the file in PowerPoint.
3. Export the file as a movie file. Choose **File > Export**

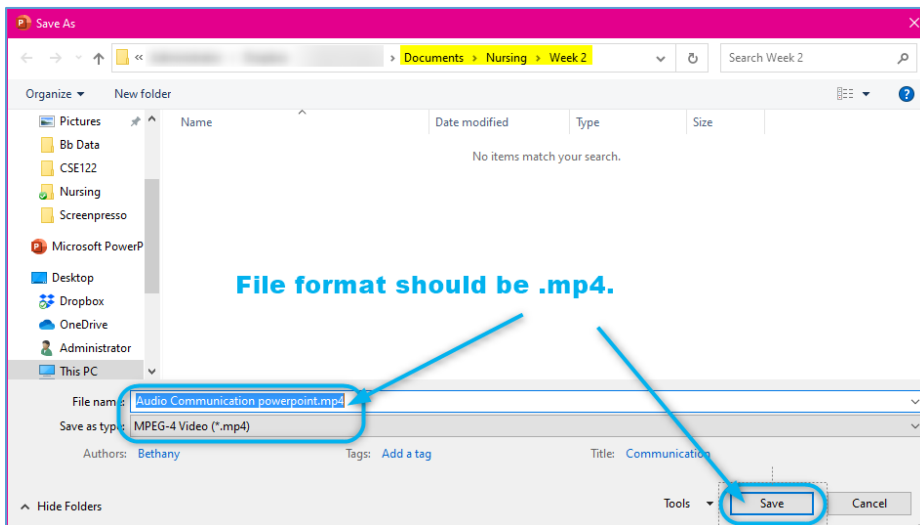


4. reate a Video and use the following settings:

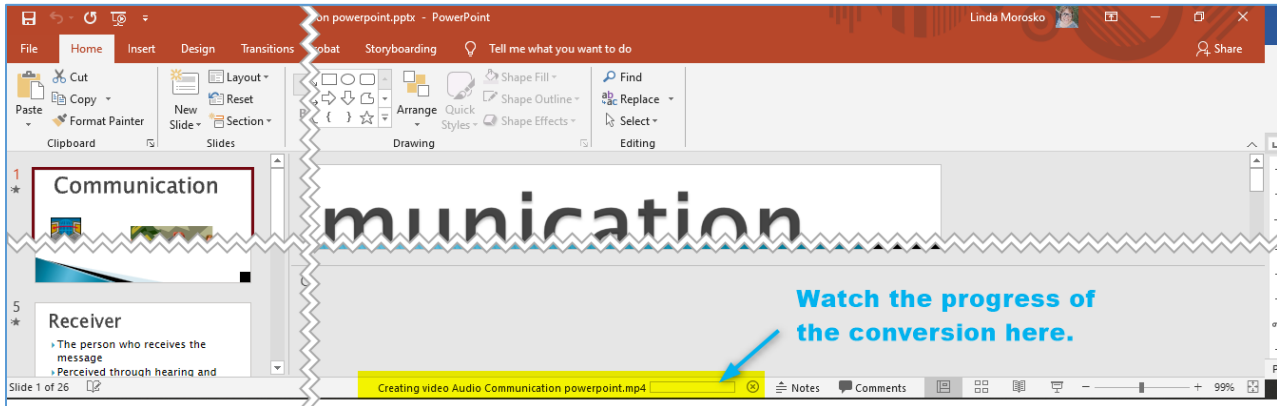
- a. Choose **HD (720p)** (the file size is smaller, but the video will be just fine). Do **NOT** choose **Use Recorded Timings and Narration**, because it doesn't work with a narrated PowerPoint presentation.
- b. Click the **Create Video** button.



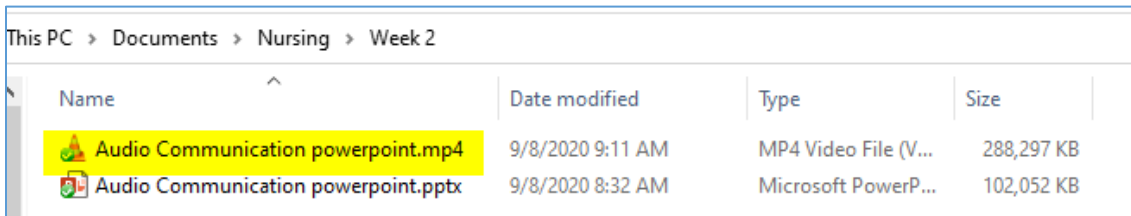
5. Choose the save location for the file.



6. After you set all the options for this content item, click **Submit**. Watch the progress bar to keep tabs on the conversion. Larger files will take some time to convert. It's not unusual for a file to take 20-30 minutes to convert.



7. Once the file is converted, you're ready to upload it to YouTube. Here's what you'll see in the folder where you saved the file:



The next step will be to upload the file to YouTube.

This ends this tutorial.

Next video > Uploading a Video to YouTube.