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What Your Readers Want... Step by Step

How to Turn a PowerPoint Presentation to a YouTube Video

This guide shows you how to take your PowerPoint Presentation, add audio and then turn it into a YouTube video you can share with your subscribers and customers.

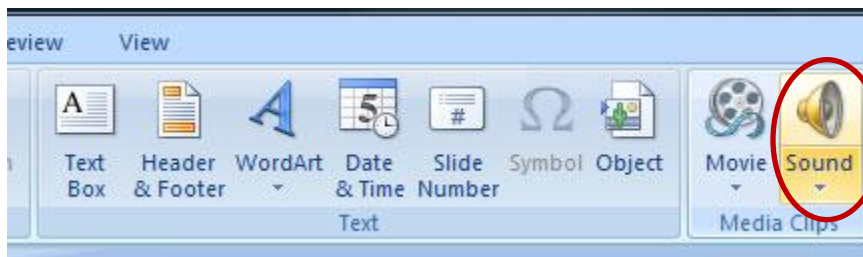
Supplies Needed:

- A Microsoft PowerPoint Presentation
- Microphone
- Moyea PPT4 Web Converter (to convert PowerPoint files to Flash)
- YouTube Account

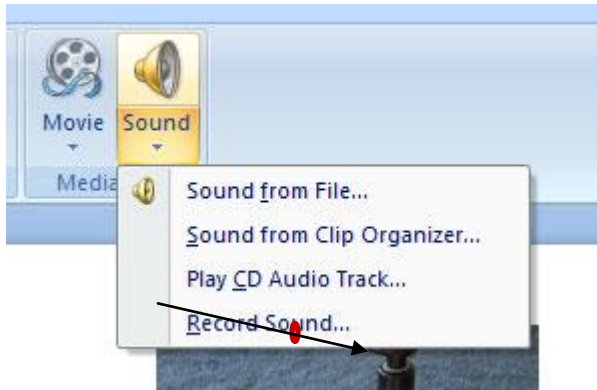
Step 1: Add Audio to Your PowerPoint Presentation

Of course, you can have a silent PowerPoint Presentation as your video, but it will be much more interesting if you add audio. You can either pre-record your audio recordings using another program, but some versions of PowerPoint allow you to add audio right from the program.

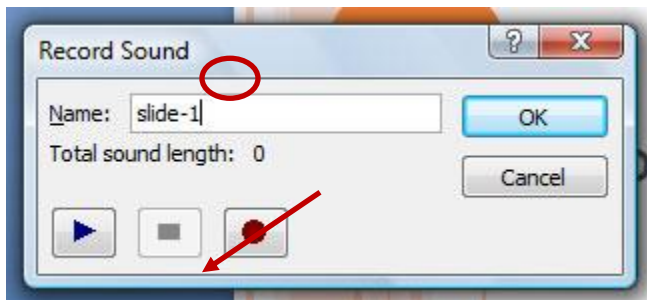
Here we are demonstrating inserting audio with Microsoft PowerPoint 2007. In the top right corner of the menu, you will see "Sound":



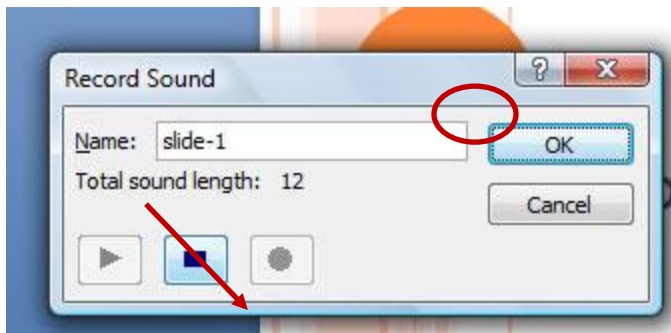
Click that and you'll see some options, including adding audio from a file, clip organizer or CD audio track. In this example, we are going to "Record Sound".



Once you click “Record Sound”, a little recording box will appear. You can name the clip and then click the record button:



When you’re done, click the stop button and then click “OK”:



The audio recording will automatically be inserted and you’ll be able to see it in the middle of the slide like this:

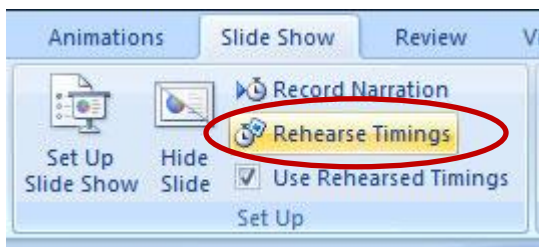


You can simply drag that little audio recording icon off to the edge of the slide and resize it until it is as small as possible. That way, it won't appear in your finished product.

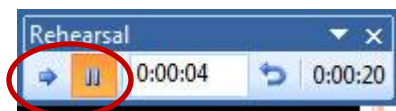
Repeat this process for all the slides you wish to add audio to. Be sure to save your presentation.

Step 2: Set Your Slide Running Times

To ensure each slide runs for the amount of time in each audio recording, you need to set up your times for each slide. To get started, click "Slide Show" on the PowerPoint menu and choose "Rehearse Timings"

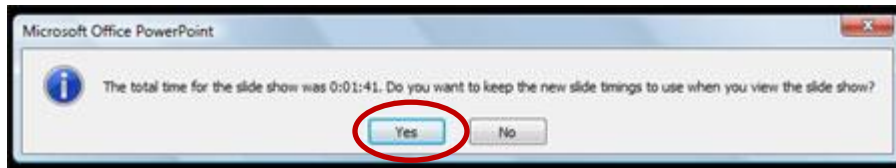


The slide show will open and a little Rehearsal box will appear on the top left corner:



The recording will begin right away. Press the Pause button when you want that particular slide to stop. Then click the arrow button TWICE to move to the next slide. Repeat this process for all the slides. As you go along, you will see a total time for the current slide (to the right of the Pause button). The total time for the slide show appears on the far right side.

Once you've completed all the slides, you'll see this message:



If you're satisfied, click "Yes" to keep the new settings. Now you can save your presentation.

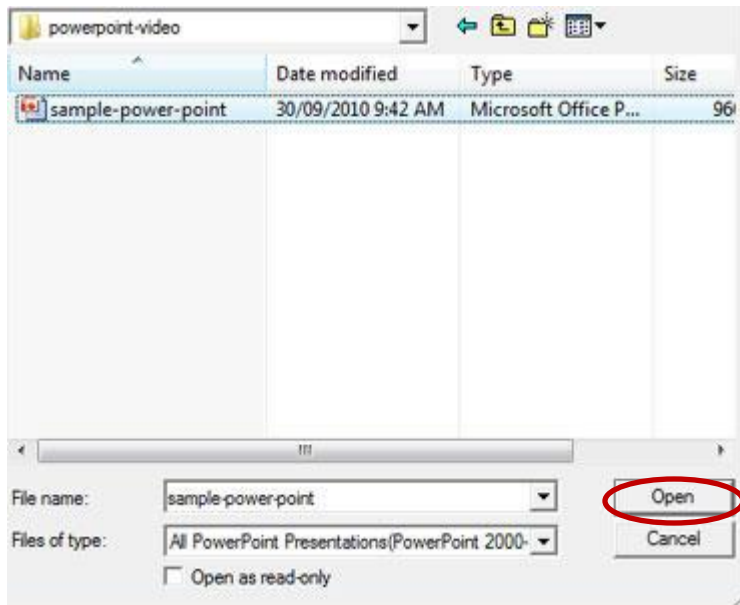
Step 3: Convert Your PowerPoint to .FLV

Because you can't load a PowerPoint file to YouTube, you have to convert it to a useable format. One product that allows you to do this is the Moyea PPT4 Converter. You can find out more about the software at <http://moyea.com>.

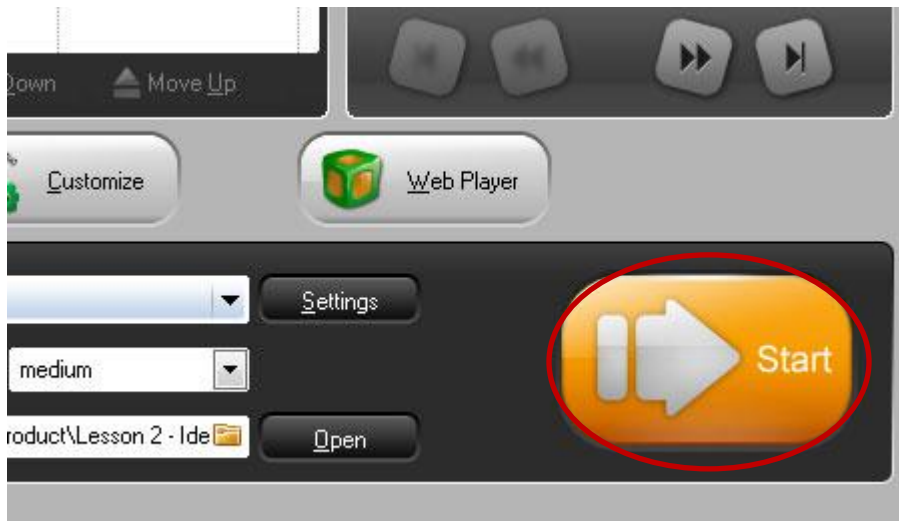
To start the conversion process, open the software. Click "Add" to add your video:



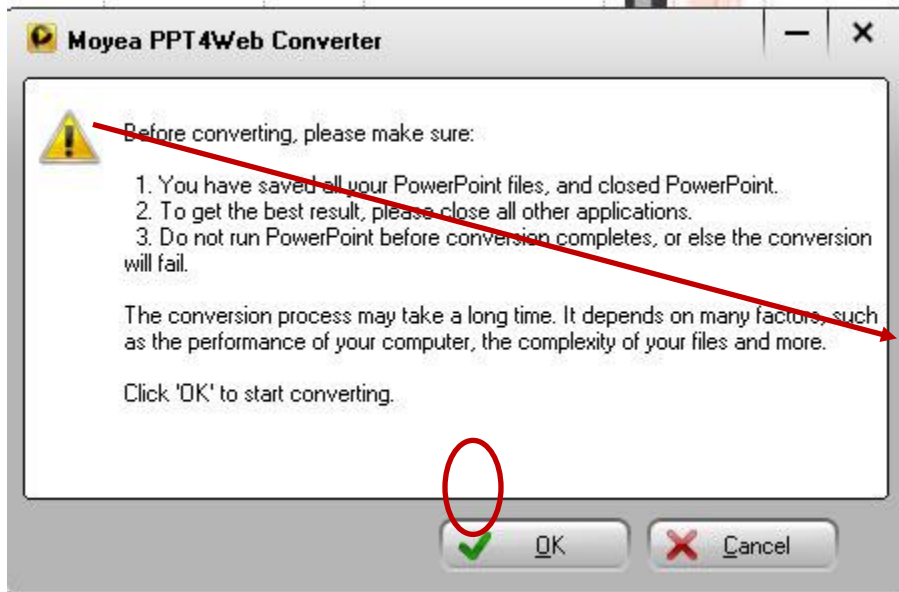
Find the PowerPoint presentation you want to add, click and press “Open”:



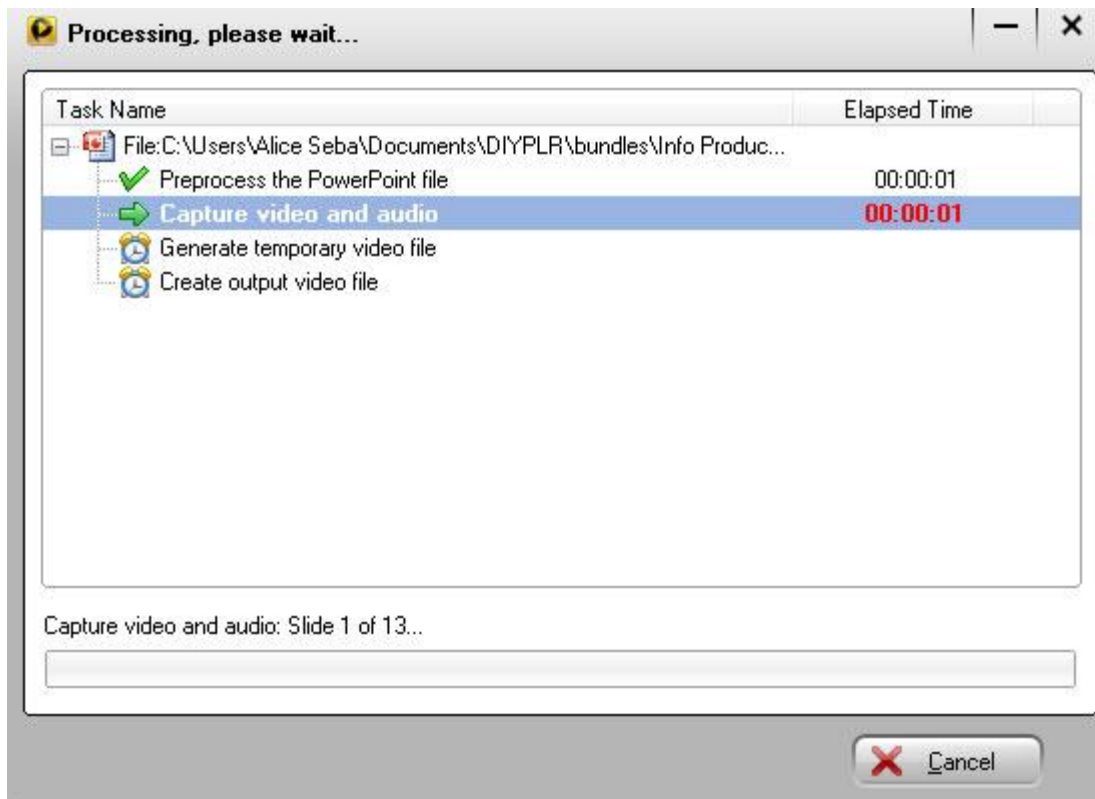
Click “Start to Begin Your Conversion”:



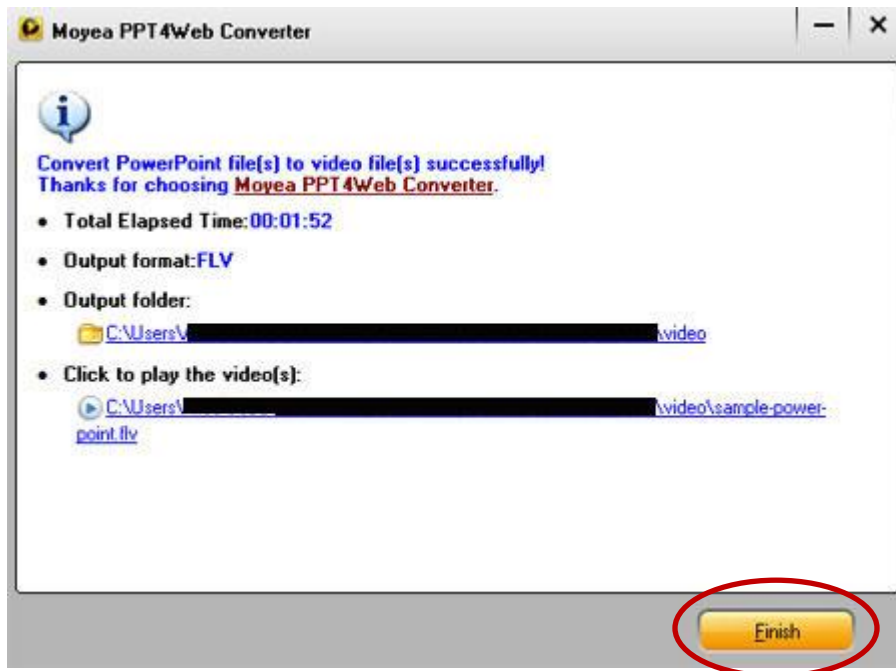
A warning screen will appear. Make sure you ensure to follow all those instructions and click “OK”.



Wait for the process to complete.



When the video is done converting, you'll see a screen like this. You can see where the output folder has been saved and even click to the play the video. Click "Finish" to complete the process.



Step 4: Load Video to YouTube

Now your video is in .flv format and can be loaded to YouTube. Once you're logged into YouTube, click "Upload" at the top right of the screen.

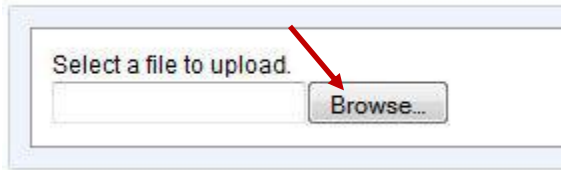


On the next screen, you'll be asked if you want to upload a video or record from web cam. Choose the "Upload Video" option.

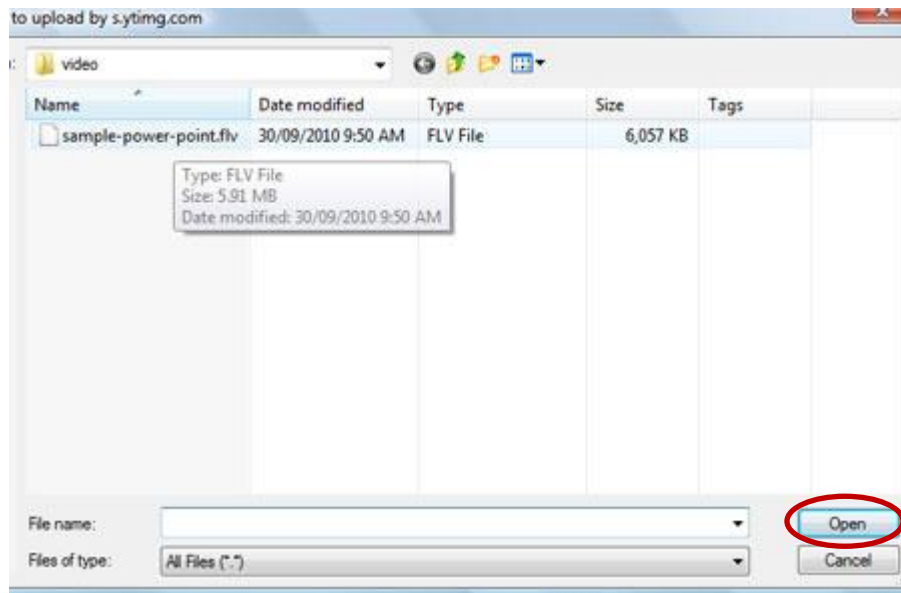
Video File Upload



You will be asked to load the appropriate video from your computer. Click "Browse" to find your file.



Then find your .flv file that you created and click "Open".



On the next page, your video will upload and you customize your settings like title, descriptions, tags, privacy, etc.

How to Give Yourself a Manicure (5.91MB)



Your video will be live in a moment at:
<http://www.youtube.com/watch?v=8WrOCNUxITw>

Upload progress:  100%

[Upload details](#)

Preview:



Processing 100% — Processing completed

Video information and privacy settings

Title:

Description:

Tags:

[Generating tag suggestions](#)

Category:

Privacy: Public (anyone can search for and view - recommended)
 Unlisted (anyone with the link can view) [Learn more](#)