

Technical advice note to Steyning Society speakers providing access to their talks via YouTube

Steyning Society speakers are asked to upload their recorded video talks to YouTube and send the YouTube link of their talk to Tom Aubrey and David Cubey at least a week before it is due. We will make the talk available to our members for a month by emailing them the link. We also put the link on the Steyning Society website.

Please note that the Steyning website does not have sufficient capacity to host videos so sending the video file direct to us will not work- your video talk must be on YouTube which is a dedicated video sharing platform run by Google.

Our speakers usually do an audio recording as part of their PowerPoint (Microsoft) or Keynote (Apple/Mac) presentation. For example in Keynote you select the 'Record Audio' from the Insert menu at the top of the screen and then record your talk as you run through the presentation.

You then convert the PowerPoint (PPT) or Keynote file to an MP4 video file by exporting the file to an MP4 format- shown as a .Mov file extension.

See article through the link below on converting PPT to MP4- using Windows 10. It's a similar procedure if you are using Keynote on a Mac

<https://www.isumsoft.com/office/3-ways-to-convert-powerpoint-pptx-to-mp4-video.html>

Once you have a video file of your talk you need to upload it to YouTube. You will need a Google gmail account in order to do this.

To upload your video you will need to verify your YouTube account. This is necessary for any video over 15 minutes You will find instructions here:

<https://support.google.com/youtube/answer/171664?hl=en-GB>

To upload the video you can click on your name icon in the top right hand corner of the screen when logged into YouTube. You will get a drop down menu. You select Your Channel and follow the instructions from there.

Or you can click on the Create video icon also in the top right hand corner of the screen when logged into your YouTube account.

Once successfully uploaded you can the copy the link to the video. You need to select the Unlisted option under the Visibility menu on Your Channel page. Do not list it as private as nobody else will be able to view it.

Finally once you have copied the link you need to email it to the Steyning Society.

I have provided some more detailed advice on the next page.

Powerpoint presentations and recording of the commentary.

See links below to the Microsoft support pages of how to record your commentary. When you scroll through the advice you will see that you can select for which version of Windows you are using- the advice will then be specific to the version you are using.

It also includes an embedded video of how to do it.

https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Older_Windows_versions

I have also provided a link to a YouTube video of how to record a presentation in Powerpoint.

https://www.youtube.com/watch?v=VWUxQ3S8S_A&list=PLXPr7gfUMmKw9OHjIS_KT79X9pZT6Obls&index=2

Once you have successfully recorded your narration in your presentation you will need to export it as a video.

Some further advice on exporting Powerpoint to a video format can be found here: <https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83#OfficeVersion=2010>

David Cubey December 2020