

YouTube & Your Videos

A. Equipment

- 1) A computer with (preferably high-speed) Internet access,
- 2) Camcorder – around \$100: VISTA COMPATIBLE (WMV)
YouTube accepts a wide range of video file formats such as .WMV, .AVI, .MOV, and .MPG transferred from most digital cameras, camcorders, and cell phones.
Example: 001.wmv
 - (a) If necessary, download a free file-conversion program such as “Prism Video Convert”, available at www.nchsoftware.com
- 3) Optional tripod – around \$50

B. Create Your Videos

C. Download the videos into a specific folder in your computer, for example, the “My Videos” folder. Remember their location.

D. Go to YouTube (www.youtube.com)

E. Choosing your unique “Search” word

VERY IMPORTANT: You need to create a unique “Search” word in order for others to find and view your videos. Try various words in the “Search” box until you find one that does not find any videos. That unique word will enable only your videos to come up on a Search. For example, “TheThreeStoogesAreFun” does not find any videos, hence it could be used to find your video

F. Create an Account

- 1) Click on “Sign-Up”
- 2) Fill in all the blanks in the blue box on the right side of the screen, including “Sign up”
- 3) When the screen changes, follow the direction to check your email for a confirmation email, open the email, and click on “Confirm your email address”.
- 4) Your Account has been created and you will be returned to your screen in YouTube
- 5) Either click on “Account” to start uploading as directed in “2-a)” of this tutorial or click on “Log Out”

G. Already have an Account? Log-on to YouTube and click on “Account”

- 1) Click on “Videos, Favorites, and Playlists”**
- 2) Click on “Upload”**
- 3) Fill out the form and enter a unique word in the “Tag” (Search) box,
For example “NorthfieldCenterVideos”
This word will be used by others to Search for your videos.**
- 4) Always use the same “Tag” or Search Word for all of your videos
Your Search word must be unique for your videos.**
- 5) Do not change the “Broadcast Options”**
- 6) Do not change the “Date and Map Options”**
- 7) Change the “Sharing Options” by clicking on “choose options”and
changing all the options to “No”.**
- 8) Click on “Upload a video”**
- 9) When the screen changes, browse for the video to upload**
- 10) Click on “Upload Video”. It takes 8 hours for the video
to be viewable on YouTube.**
- 11) Click on “Log-out” when completely finished**

QUESTIONS

Please contact Sam Ciocco at 330.467.7646 ext. 7 or at townhall@northfieldcenter.com