

HOW TO DOWNLOAD AND CONVERT .FLV VIDEOS FOR USE IN POWERPOINT ON A WINDOWS SYSTEM

To download and convert .flv web videos on a Windows system the computer will need to have RealPlayer 11 and Prism Video Converter installed. RealPlayer 11 allows videos to easily be downloaded to the computer and Prism Video Converter transfers it to a format readable by PowerPoint.

NOTE: If RealPlayer and Prism Video Converter are already installed please proceed to the section “Downloading videos from the web”.

RealPlayer 11 can be downloaded at:

http://www.download.com/RealPlayer/3000-2646_4-10073040.html?hhTest=1&tag=lst-1&cdlPid=10782379

Prism Video Converter can be downloaded at:

http://www.download.com/Prism-Video-Converter/3000-2194_4-10644345.html

Installation of RealPlayer and Prism Video Converter

Once both applications have been downloaded, quit out of the web browser. Run the RealPlayer 11 installer and follow all of the default prompts; do the same for Prism Video Converter. At the end of each installation a shortcut to the application will be placed on your desktop.

There are a few configuration changes that need to be made to the RealPlayer preferences before videos can be downloaded.

1. Launch **RealPlayer**.
2. Go to the **Tools** menu and select “Preferences...”
3. Click on the Category option “Download & Recording” (located near the lower left-side of the window).
4. Change the location for **Save Files to:** to some easily accessed location (e.g., a folder on the desktop or a folder in My Documents).
5. Verify the box for “Enabling Web Downloading & Recording” is checked.
6. Change the time for the radio button “On page load for _ seconds” to **20** seconds.
7. Click **OK**.
8. Quit RealPlayer.

Now you are ready to download a video.

Downloading videos from the web

1. Go to YouTube or Google Video and perform a search.
2. Once a video have been located, click on it so that it will begin playing (you can pause it if you do not want it to play while downloading).
3. Move the mouse cursor to display the **Download This Video** box (located above the right corner of the video frame). Another option is to right-click on the video and select the option to “Download This Video To RealPlayer”.
4. After selecting **Download This Video** the downloading process will begin.

Converting videos

1. Once the video has finished downloading, launch the **Prism Video Converter** application.
2. Click on the **Add File(s)** button.
3. Navigate to the .flv file you want to convert, select it and click **Open**.
4. The default **Output Folder** will be “My Documents\My Videos”. If you want to save the video in a different location click on the **Browse...** button and navigate to the desired location.
5. Under **Output Format** select the option “.wmv”.
6. Click on the **Convert** button to begin the conversion process.
7. Once the file has been successfully converted a check mark will appear next to the video’s title in the Prism Video Convert window.

The video is now ready to be inserted into a PowerPoint presentation.