

# How to convert and share video files using Webex

## Table of Contents

- STEP 1 – File Format ..... 1**
- STEP 2 – Convert File (If necessary)..... 1**
  - Troubleshooting File Conversion .....4
- STEP 3 – Test Your Video with WVCAN ..... 4**

## STEP 1 – File Format

Check your video’s file extension. If it matches any in the table below, move on to STEP 3.

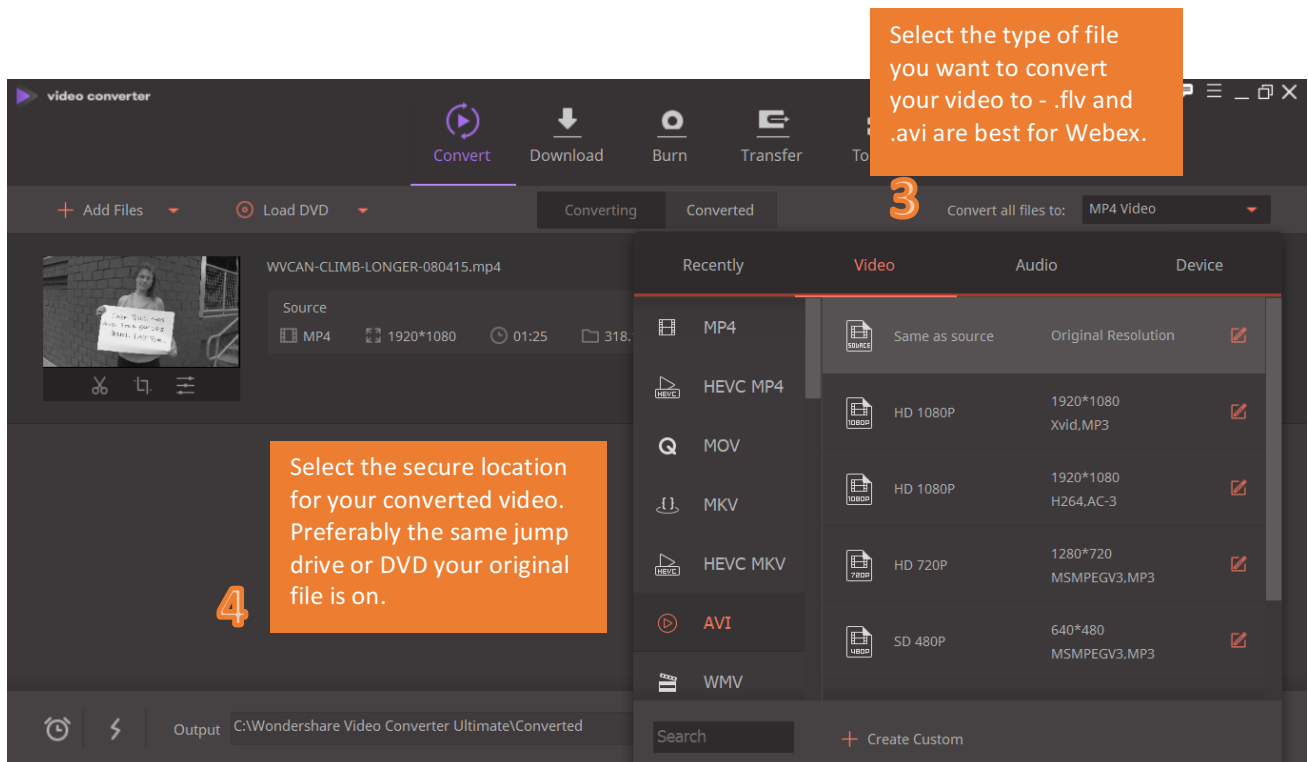
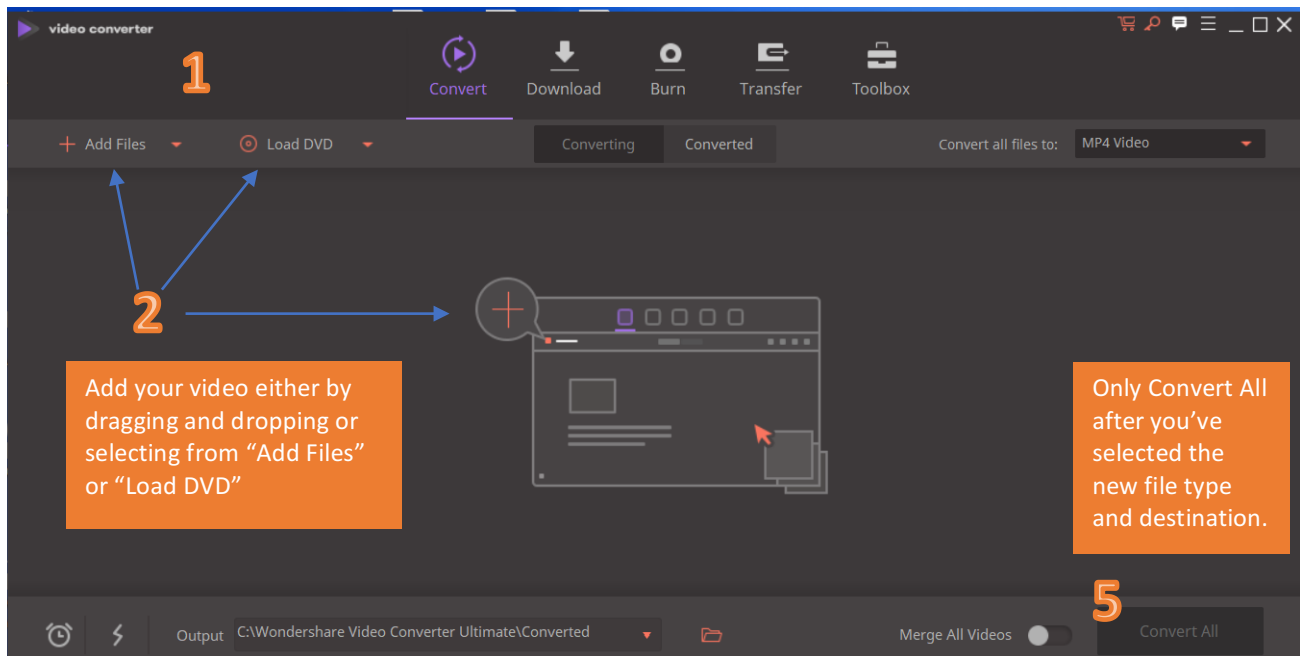
Webex supports the following video file types:	
<b>Macromedia Flash Format</b>	.swf, .flv
<b>Audio/Video Interleave (AVI)</b>	.avi
<b>Windows Media Video</b>	.wmv
<b>Advanced Streaming Format</b>	.asf
<b>Moving Picture Experts Group (MPEG)</b>	.mpg, .mpeg, .m1v, .mpa, .mpe
<b>Apple QuickTime</b>	.mov

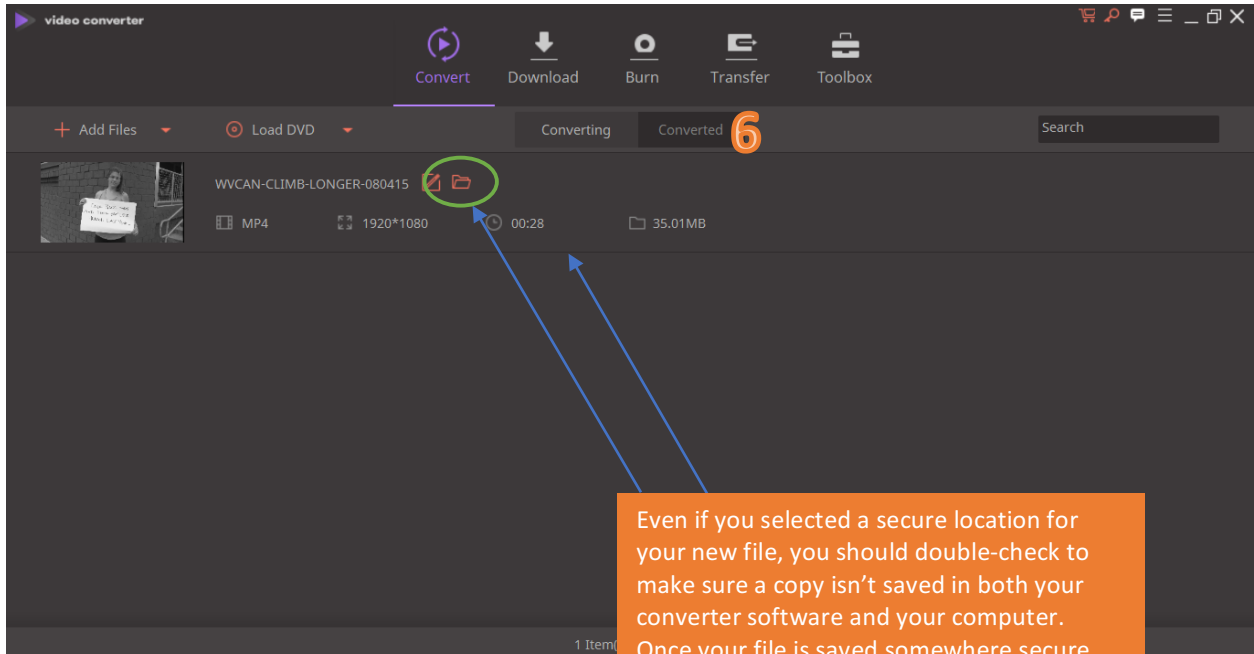
## STEP 2 – Convert File (If necessary)

WVCAN will try to help your CAC convert videos at no cost, but sometimes due to the technology used to record interviews some CACs may need to purchase conversion software. The recommended programs are near identical, but for the example pictures I use Wondershare. The same process should be followed if you use AnyVideo Converter. If your video does not match any of the formats in the table above, please follow the steps below:

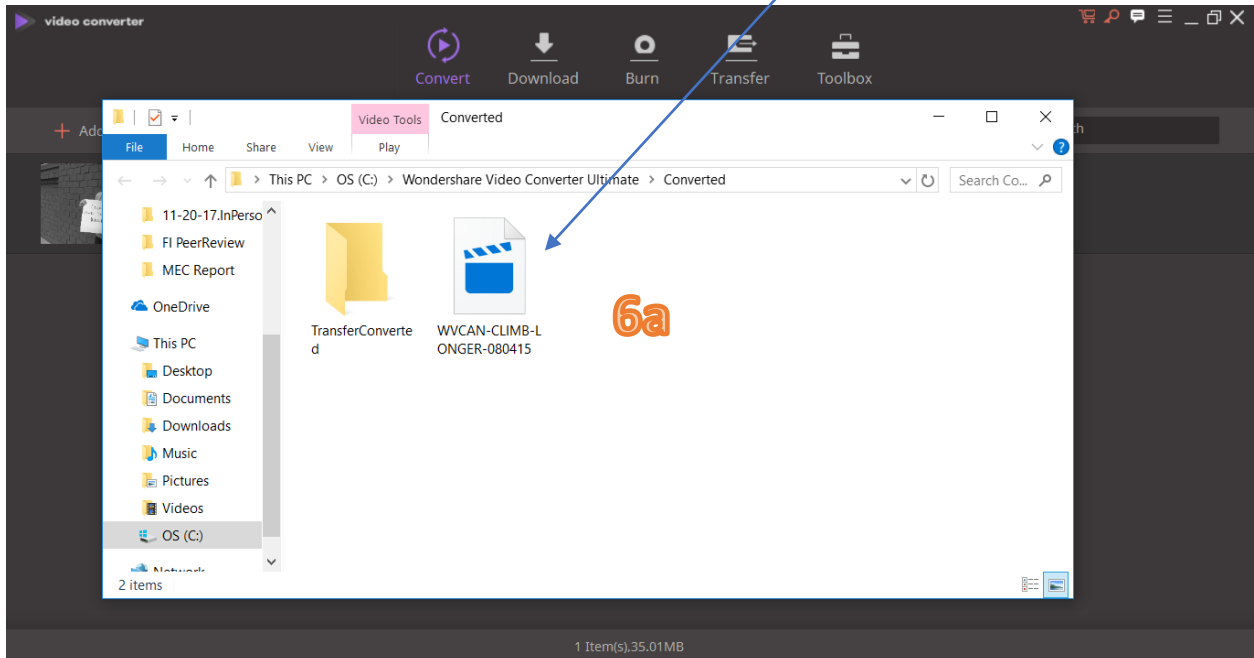
1. Download either AnyVideo Converter Free or Wondershare Free. Open the program.
2. Add your video either by dragging and dropping into the program or searching for the file after clicking the “Add Files” option to the left.
3. Select the output file type. Again, .flv or .avi is best.
4. At the bottom left, select the output destination. Preferably this will be a jump drive or DVD. If you do not change the destination, it will be stored on your computer.
5. Click “Convert All.”
6. Once it’s finished, click “Converted.” This will take you to the finalized file. You should also click the folder to make sure the file is not saved in any additional places on your computer.
  - a. **IMPORTANT:** Look through your computer’s program files (for whichever video converter you use) to delete any converted videos that may be located in an insecure place after converting your video.

**See pages 2-3 for a walkthrough with screenshots.**





Even if you selected a secure location for your new file, you should double-check to make sure a copy isn't saved in both your converter software and your computer. Once your file is saved somewhere secure, make sure any copies left on your converter or in the application file are gone. Empty your computer's recycle bin.



## Troubleshooting File Conversion

Problem	Why?	Solutions
<b>It's only converting part of my file/just a few minutes of video.</b>	You have a trial version of the software.	<ol style="list-style-type: none"> <li>1. Move the file – if it's on a DVD, move it to a jump drive or the desktop (and vice versa).</li> <li>2. Try <b>both</b> AnyVideo Converter and Wondershare.</li> <li>3. Try a different computer – sometimes this is a fine work-around and (for whatever reason) solves the problem.</li> <li>4. If your original file is on a DVD, try this converter: <ol style="list-style-type: none"> <li>a. <a href="http://download.cnet.com/Free-DVD-Converter/3055-2194_4-75567496.html?tag=pdl-redir">http://download.cnet.com/Free-DVD-Converter/3055-2194_4-75567496.html?tag=pdl-redir</a></li> </ol> </li> </ol>
<b>The converter is not recognizing/finding my original video.</b>	Your recording equipment may output files into an outdated format that isn't recognized by newer technology.	<ol style="list-style-type: none"> <li>5. Try a different interview – although it's rare, sometimes there's an issue with the original file that we can't see, but another file works fine.</li> <li>6. If none of this works, you may need to consider purchasing full versions of one of the video converters.</li> </ol>

## STEP 3 – Test Your Video with WVCAN

All presenters (lead and backup) must test their video with WVCAN prior to the scheduled online peer review. This usually takes 5-10 minutes, and WVCAN will reach out to schedule a time to do this.

1. Join the Webex meeting at the scheduled time.
2. Once you are made the presenter, you'll go to the top left of your screen and click "Share" and then "File (Including Video)" and search for the video file on your computer.
  - a. This process will feel like attaching a file to an email. However, Webex does not store your video file or save it in any way. It just "projects" it to the other viewers.
  - b. You have full control of your video at all times. Only you may play/pause your video.
  - c. Once you close the tab with your video file, or close Webex, the file is no longer accessible to other participants.
3. WVCAN staff will prompt you through this process. Once we have working audio/video you're good to go!

