**Preparing Adobe Connect webinars for YouTube**

**Steps to take to remove a chat pod from a recording**

1. Log into Adobe Connect and click on your meeting room name
2. Click on “recordings”
3. Find your recording and click on the arrow next to “Actions” to select “Edit Recording”
4. Once the recording opens up, click on “Settings” in the bottom-left corner
5. In the box that opens, under the heading “Hide Pods”, check the box next to “Chat Pods”
6. Click on “done”, and then click “save” in the bottom-right of the screen

**Steps to take to convert a recording to a FLV file**

1. Log into Adobe Connect and click on your meeting room name
2. Click on “recordings”
3. Find your recording and click on the arrow next to “Actions” to select “Make FLV”
4. Once the recording opens up, a box will appear. Choose where to save the FLV file.
5. The recording will start running. Minimize the recording on your screen and wait until the recording runs all of the way through (this will take the total time the webinar originally lasted).
6. Once the recording finishes, click on “stop and save” in the bottom-right of the screen
7. The FLV file will now be saved in the location you designated in step 4.