

Follow these steps to convert any URL to a QR Code:

- 1) Go to an internet page (website, video, file, etc.) which has a URL associated with it.
- 2) Right click at the end of the link and copy the URL.
- 3) Open a new Window and go to <http://qrcode.kaywa.com>
In the URL box, delete the <http://> that's there, and right click then paste the URL for the link you just copied
- 4) Select the size of code you'd like to make and click "Generate!"
- 5) You now have a QR code. This can be copied and pasted to a Word document, right-clicked and saved as an image, emailed, or uploaded to a webpage. They can also be printed and cut out for use at a later time. *** I have gotten into the habit of putting the actual link near the QR code so users who do not have an iDevice can still access the file.***

Follow these steps to video from an iDevice, upload to YouTube, then convert to a QRcode:

Record Video(s).....

- 1) Go to the "Camera" app
- 2) In the lower right-hand corner, slide from camera to video camera
- 3) Press the red button to record
- 4) Watch the counter in the upper-right hand corner....the longer the video, the larger the file
- 5) Press the red button to stop recording

Upload Video(s) to YouTube.....

- 6) Press the bottom indented button on the device to get back to the App screen
- 7) Locate "Photos" app
- 8) Click on Camera Roll to locate your videos
- 9) Select a video to upload to YouTube
***If you want to use a generic login, you can set YouTube app on the device to default to that account.)
If you have a different YouTube account you'd like to use, just sign out of YouTube (through the app), then Sign In using the account you need to use. These can be changed back and forth as often as needed.
- 10) In the lower left-hand corner of the video screen, click on the box with the arrow pointing right then select "Send to YouTube" (remember, it will upload to the account you have signed into on this device).
- 11) You must fill in the Title, Description, keep the video at Standard Definition, Add Tag, change Category to Education, and MOST IMPORTANTLY-----mark the video as "Unlisted"....that way it won't be searchable on YouTube, and users will only have access if you give them access. (Note.....if you mark as Private, the QR code won't work correctly.)
- 12) In the upper right-hand corner, click "Publish" (it will prepare the video, then publish to YouTube)
- 13) If you have other videos to upload, just click Close after it has been uploaded. (If you want to view it on YouTube, you can at this point.)
- 14) If you have other videos, click the Camera Roll in the upper left-hand corner, and go back to select another video to upload.

Convert Videos to QR Codes.....

- 15) Login to YouTube on a computer (the same YouTube account you uploaded to from the iDevice)
- 16) In the upper right-hand corner, find your login name, click on the drop-down arrows, and choose "My Videos"
- 17) You will see all the videos that have been uploaded to this account.
- 18) Select any of the videos to watch
- 19) Make sure below the video it says, "This video is unlisted. Only those with the link can see it."
- 20) Copy the URL from the top of the website window
- 21) Open a new Window and go to <http://qrcode.kaywa.com> (or any QR code generator).
- 22) In the URL box, delete the http:// that's there, and paste the URL for the video you just copied
- 23) Click "Generate!"
- 24) You now have a QR code. This can be copied and pasted to a Word document, right-clicked and saved as an image, or embedded into a webpage. They can also be printed and cut out for use at a later time.