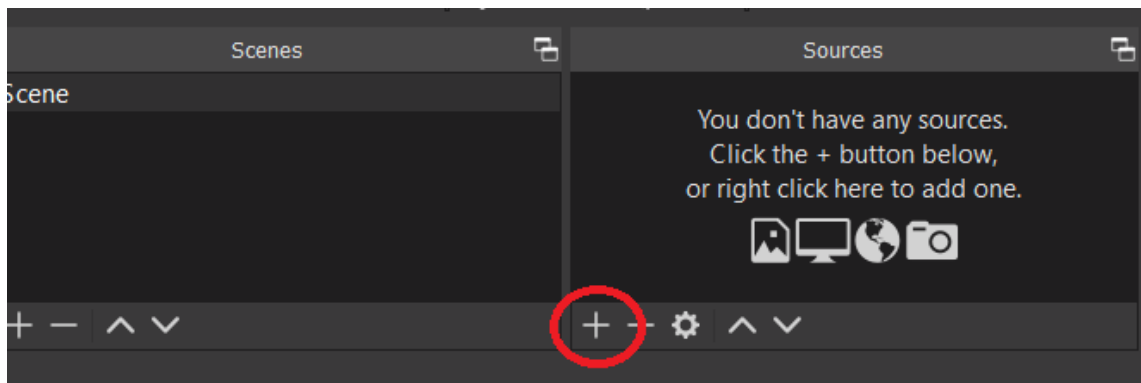


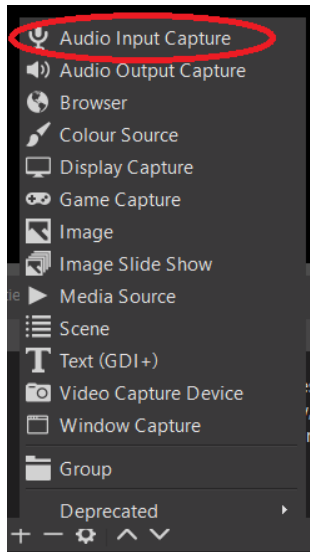
CONVERTING YOUR GOOGLE SLIDE (or any software) PRESENTATION TO VIDEO WITH VOICEOVER

*** It is recommended to create a SHORT test presentation of four to five slides for use in the initial trial of recording before continuing with your full presentation to ensure your microphone, camera, and program are all working properly.***

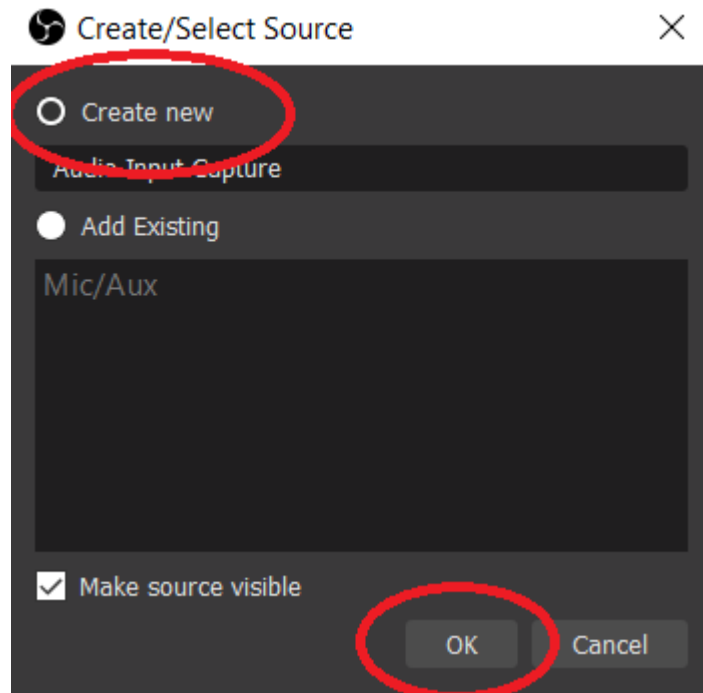
1. Download and install free [Open Broadcaster Software](#) (OBS)
2. Open your Google Slides presentation and close ALL other windows, programs, etc on your computer
3. Once OBS has successfully installed, open the program
4. Select the '+' icon under **Sources** located in the lower-left portion of the screen as shown below



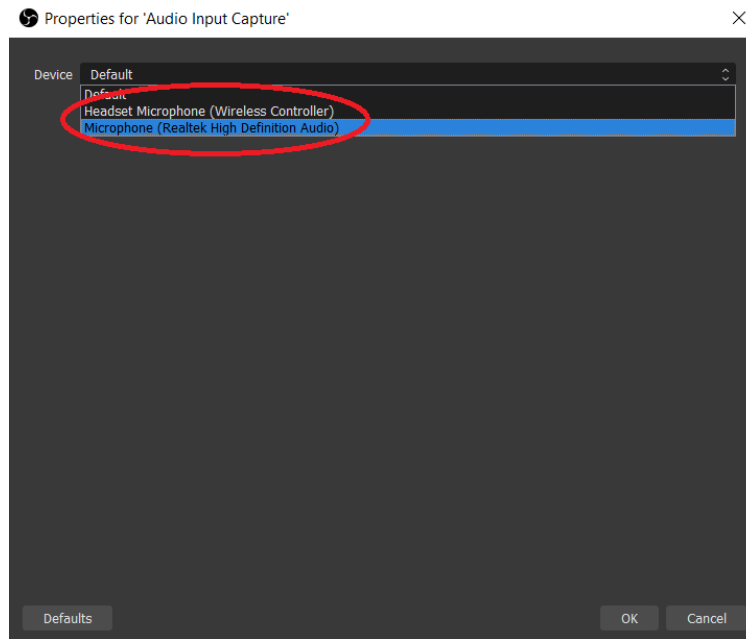
5. Select **Audio Input Capture**



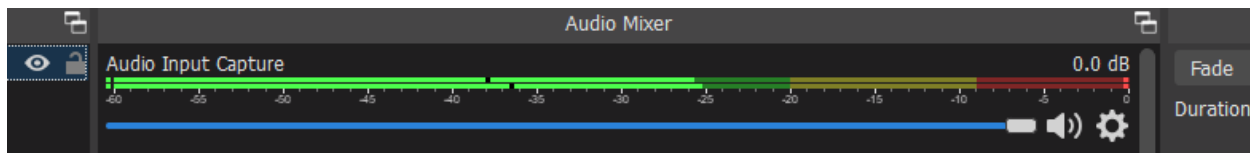
6. Ensure **Create New** is select and then hit **OK**



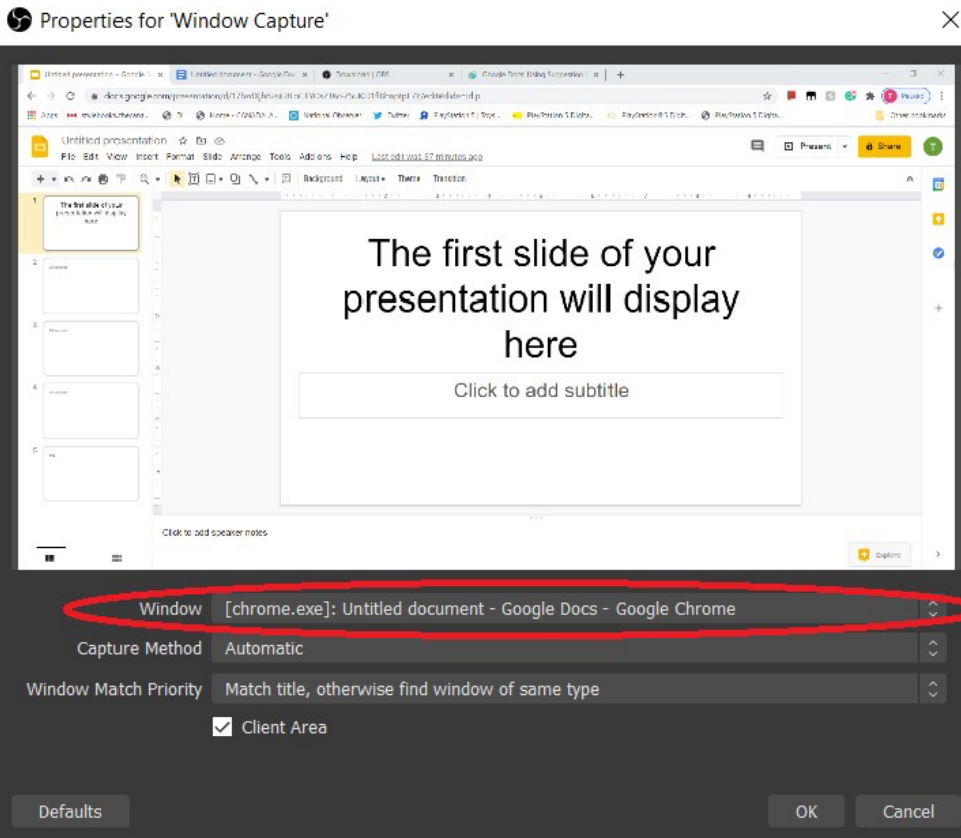
7. This will bring up device selection where you may choose how you want to capture your audio after selecting the dropdown menu; your PC's built-in microphone will display here as well as any microphone you have equipped to your computer
 - Do not select **Default** as your audio will not be captured



8. Once a microphone is selected, hit **OK**
9. Now, you will be able to see if your audio input is working as displayed by the green audio bar at the bottom centre of the screen

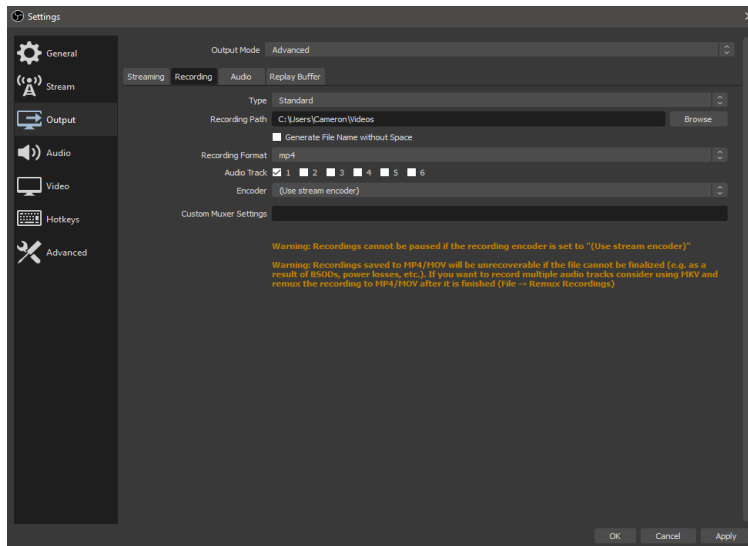


10. Select the '+' icon in **Source** again
11. This time select **Window Capture** and select **Create New** the same as step 5
12. This will bring you to the Video Capture Properties screen where you must select Google Chrome from the drop-down menu and hit **OK**

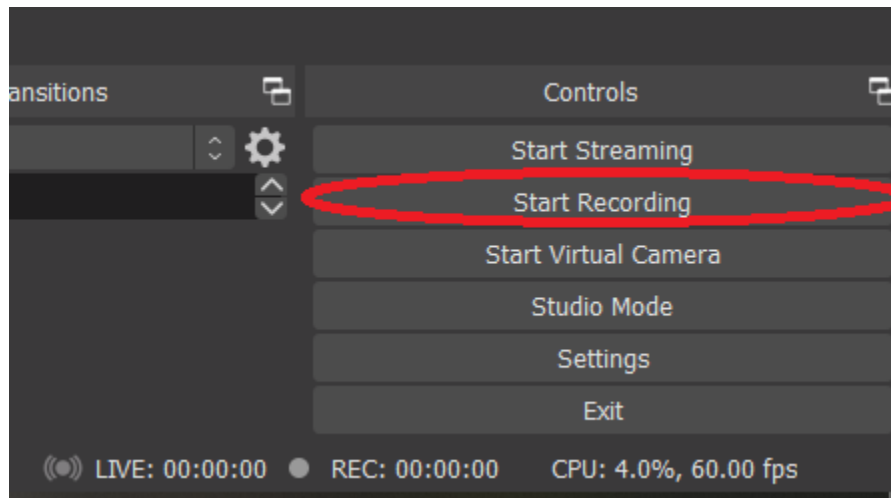


13. You will now see the first screen of your presentation on Google Slides within the OBS software confirming the program is working as intended.

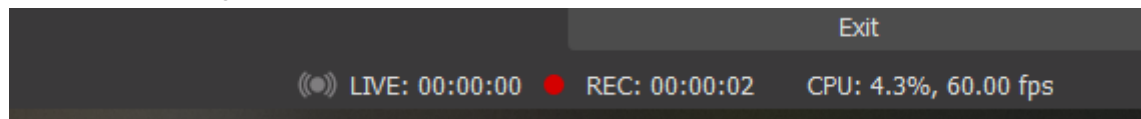
14. Under the recording tab, ensure the recording format box states mp4. (Example below)



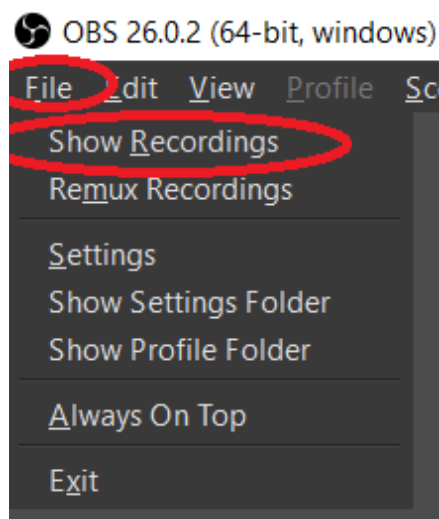
Select **Start Recording** located in the lower-right portion of the screen.



15. You can confirm the program is now recording indicated by the red recording icon at the bottom-right of the screen



16. Once recording has been confirmed, return to your Google Slide presentation
17. You may now begin progressing through your presentation and performing your voiceover simultaneously
18. Once you have completed your presentation, return to OBS and hit **Stop Recording**
19. In the top left select **File** and the **Show Recordings**



20. This will open up a file folder where your presentation and voiceover will be saved as the required MP4 format.

Depending on the duration of your presentation, the exporting process may take considerable time to complete