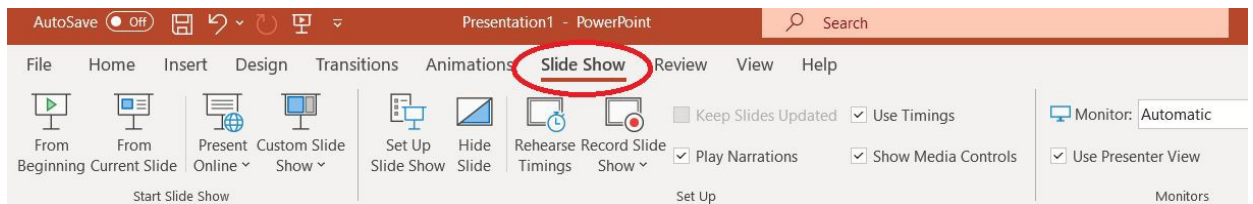


CONVERTING YOUR POWERPOINT TO MP4 VIDEO WITH VOICEOVER

*** 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.***

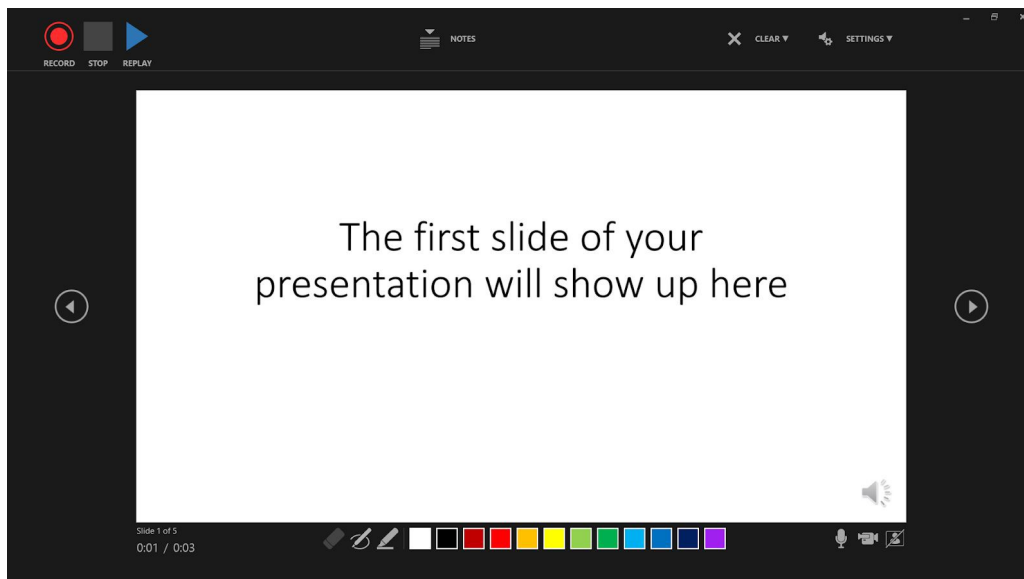
1. Open PowerPoint
2. Open presentation file in PowerPoint
3. In the top bar, select **Slide Show**



4. Then, after selecting Slide Show, press **Record Slide Show**



5. This will pull up a recording window showing the first slide of your presentation:



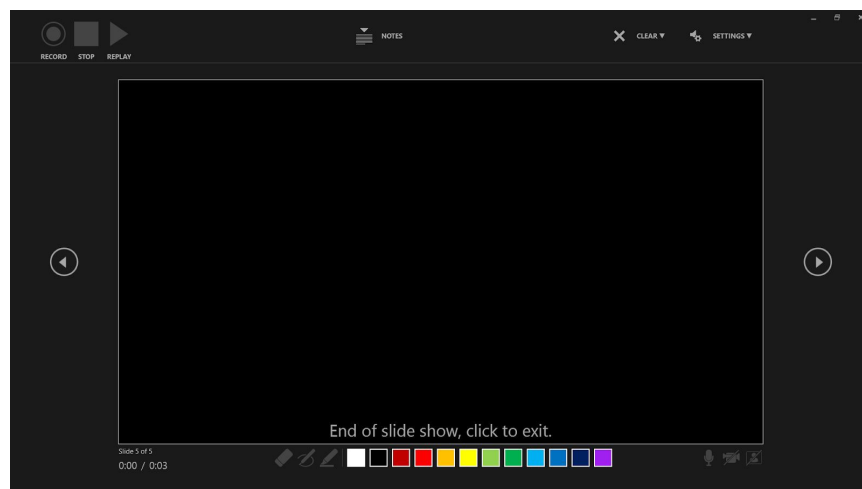
6. Confirm microphone and video icons are active at the bottom right of the recording window and look like this:



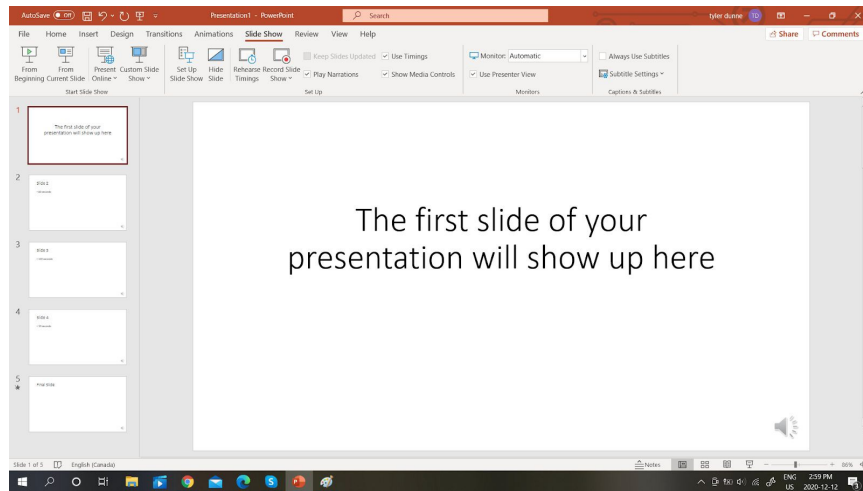
7. When you are ready to perform your voiceover and camera recording, select **Record** on the top left of the screen

Tips for Recording

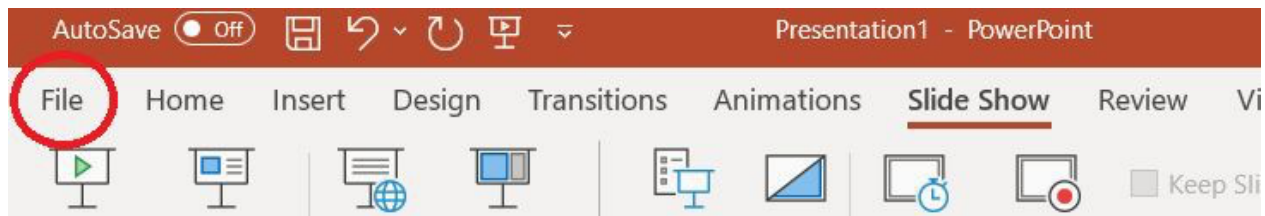
- After hitting the record button, a countdown timer will begin starting at '3' and once it reaches '0' the recording will begin
 - At this point, you can begin speaking in reference to your slideshow as you would do in a live setting
 - You can then advance through the slideshow by selecting the arrow on the right side of the screen as you would during a live presentation
 - *****NOTE: There is a brief moment between slides where no audio is captured; to ensure your audio is not cut off during transitions, pause momentarily before and after changing slides**
 - If you would like to take a break from recording at any time, you can select the **Pause** button at the top left of the recording window
8. Advance through the presentation using the arrow keys and performing voiceover until you reach the end of your presentation
 9. Advance again to reach the screen shown in the example below



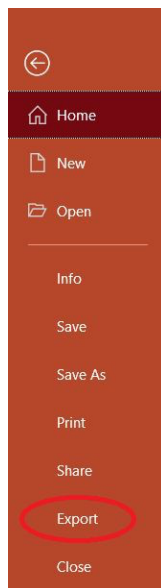
10. Advance one more time and you will end up in the following window shown below



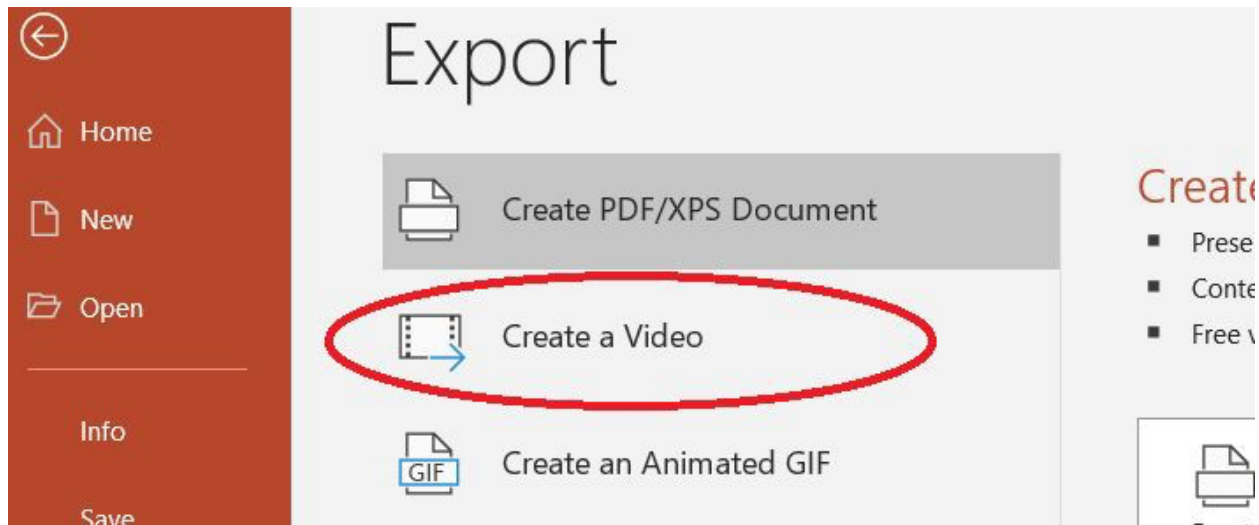
11. Select **File** at the top left of the screen



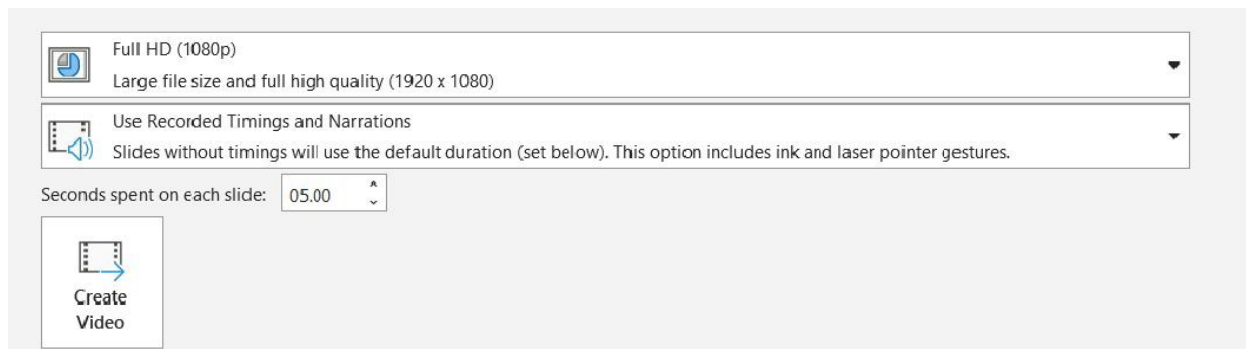
12. Select **Export**



13. Select **Create a Video**

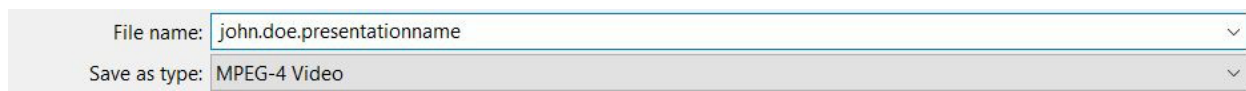


14. Ensure **Full HD** and **Use Recorded Timings and Narrations** are selected in the drop-down menus as shown below



15. Hit **Create Video**

16. Title the file name *firstname.lastname.titleofpresentation*, and ensure MPEG-4 is selected as *Save as type*:



17. Save to your computer or hard drive

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