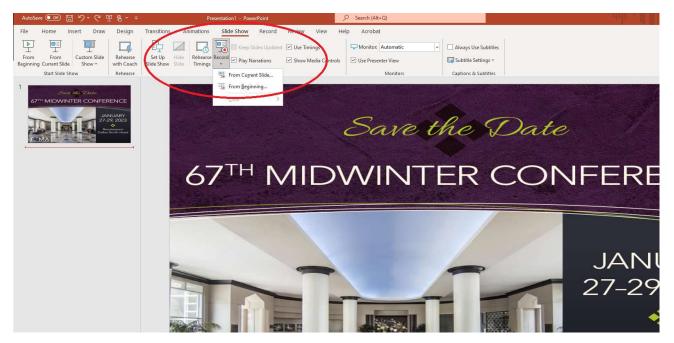
Note to MacOS Users - on many Mac computers, PowerPoint will not save as an MP4 with audio. Go to the bottom of this page for the steps Mac users need to follow to save their poster presentations as MP4.

- 1. Open your single-slide PowerPoint presentation. Please make sure to proofread your slide and preview as a slideshow before continuing.
- 2. Click the "Slide Show" tab, then click the down arrow on the "Record Slide Show" button and select "Start Recording from Beginning...".



3. Make sure both checkmarks are checked in the "Record Slide Show" pop-up, then click "Start Recording".



4. Your PowerPoint will open in presentation mode and will begin recording your audio narration. When you are finished narrating, click the "X" in the "Recording" pop-up.



5. Go to "File" > "Save & Send" > "Create a Video", then click the "Create Video" button.

Creating a Voice-Over PowerPoint Presentation

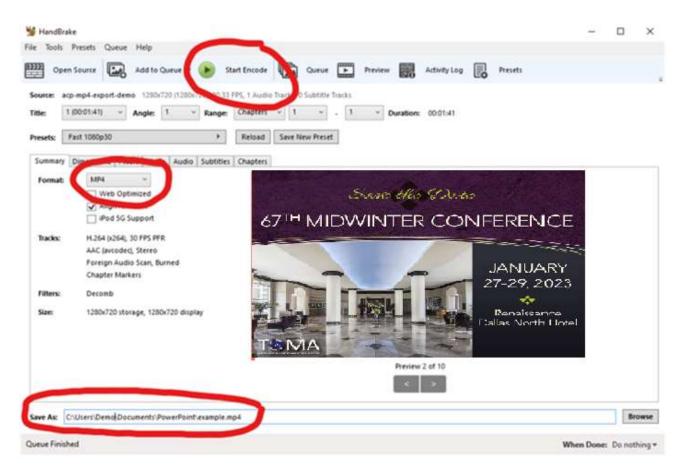
Save	Save & Send	Create a Video
Save As Open	Send Using E-mail	Create a full-fidelity video from this presentation that can be distributed by using a disc, the Web, or e-mail. Incorporates all recorded timings, narrations, and laser pointer gestures Includes all slides not hidden in the slide show Includes all slides not hidden in the slide show The time it takes to create a video varies depending on the length and complexity of the presentation. You can continue to use PowerPoint while the video is being created. Get help burning your slide show video to DVD or uploading it to the Web
Close	Save to Web	
cent	Save to SharePoint	
ew	Broadcast Slide Show	
int	Publish Slides Computer & HD Displays For viewing on a computer monitor, projector, or high definition	Computer & HD Displays For viewing on a computer monitor, projector, or high definition display. (Large — 1280 x 720)
ve & Send	File Types	Use Recorded Timings and Narrations Use Recorded Timings will use the default duration set below. Any recorded laser pointer gestur.
Options	Change File Type	Seconds to spend creach slide: 05.00 🗘
Exit	Create PDF/XPS Document	Create Video
	Create a Video	
	Package Presentation for CD	
	Create Handouts	

- 6. In the "Save as type:" drop-down, if you have the option to select "MPEG-4 Video (*.mp4)", do so and click Save. If you were able to generate and save the .mp4 file in this step, you can skip the section below labeled "Using Handbrake to Convert a .wmv File to .mp4" and go directly to "Upload your Video to Google Drive."
- 7. If you do NOT have the option to select "MPEG-4 Video (*.mp4) for the "Save as type:", you're probably on an older version of PowerPoint. Instead, select "Windows Media Video (*.wmv)"

Using HandBrake to Convert a .wmv File to .mp4

- 1. Download the free, open-source video converter, HandBrake, <u>https://handbrake.fr/</u>
- 2. Install HandBrake as you would other software on your computer and launch it.
- 3. Go to "File" > "Open Source" and select your .wmv file.
- 4. On the "Summary" tab, make sure the "Format" shows "MP4". You should not need to adjust any other defaults.
- 5. Enter a file name for the converted file in the "Save As" box.
- 6. Click "Start Encode".

Creating a Voice-Over PowerPoint Presentation



Uploading Video to TOMA Sharepoint Folder

- Go to the following link to submit your MP4 file
 <u>https://txosteo.sharepoint.com/:f:/s/TeamFiles/EuFSulLBRnlAvmENGOg1J6gBgofmmWVclOnqNFgR</u>V6z26A?e=Bh9MeL
- 2. Video must be uploaded no later than January 16, 2023.

Note to MacOS Users:

On many Mac computers, PowerPoint will not save as an MP4 with audio. Listed below are the steps Mac users need to follow to save their poster presentations as MP4.

- 1. Do no use PowerPoint to record your voice
- 2. Instead, use Quicktime player to make a screen recording (see https://support.apple.com/en-us/HT208721).
- Use iMovie to convert the Quicktime file to an MP4 (see <u>https://www.youtube.com/watch?v=L4LhjpKIRAQ</u>).
- 4. Compress the MP4 file if the file is too big.

After following these steps, upload your video to the following <u>Sharepoint folder</u>. Note: MP4 file must be submitted no later than <u>January 16, 2023</u>.