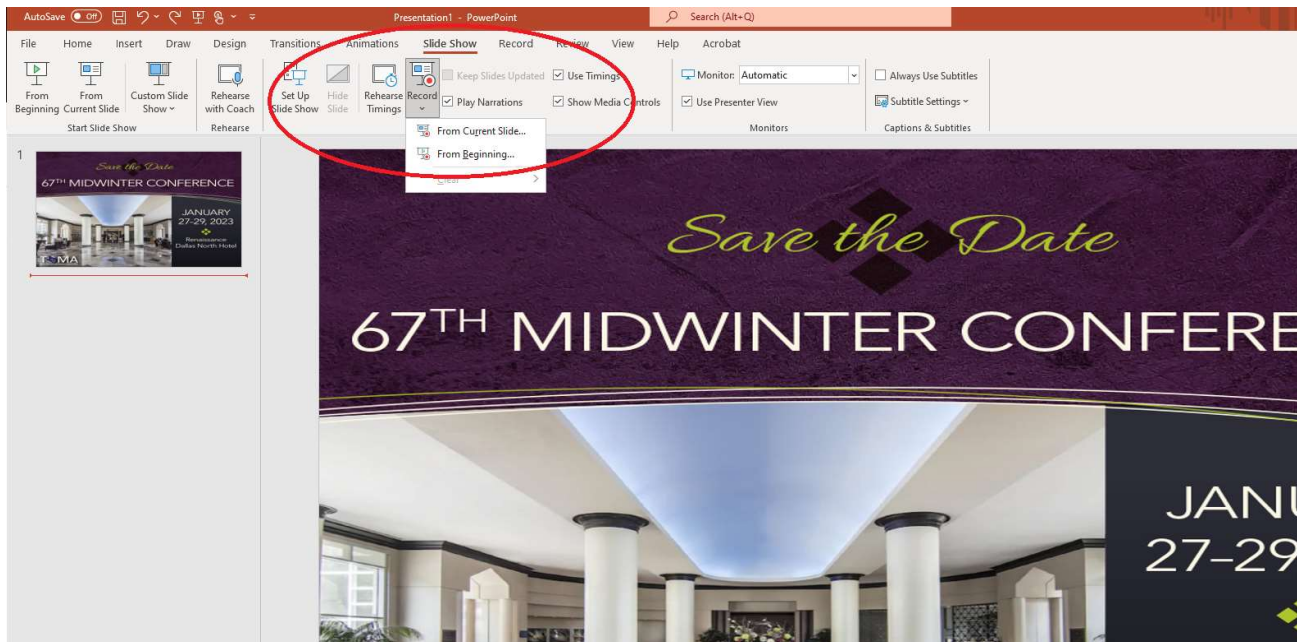


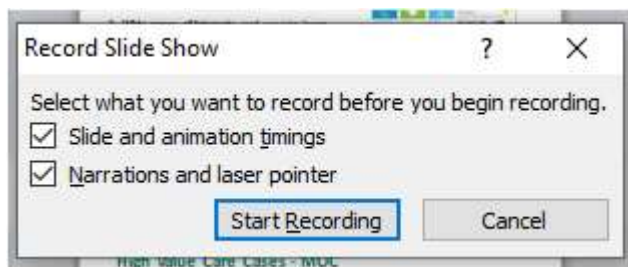
Creating a Voice-Over PowerPoint Presentation

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.

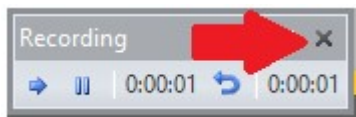
1. Open your single-slide PowerPoint presentation. Please make sure to proofread your slide and preview as a slideshow before continuing.
2. Click the “Slide Show” tab, then click the down arrow on the “Record Slide Show” button and select “Start Recording from Beginning...”.



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

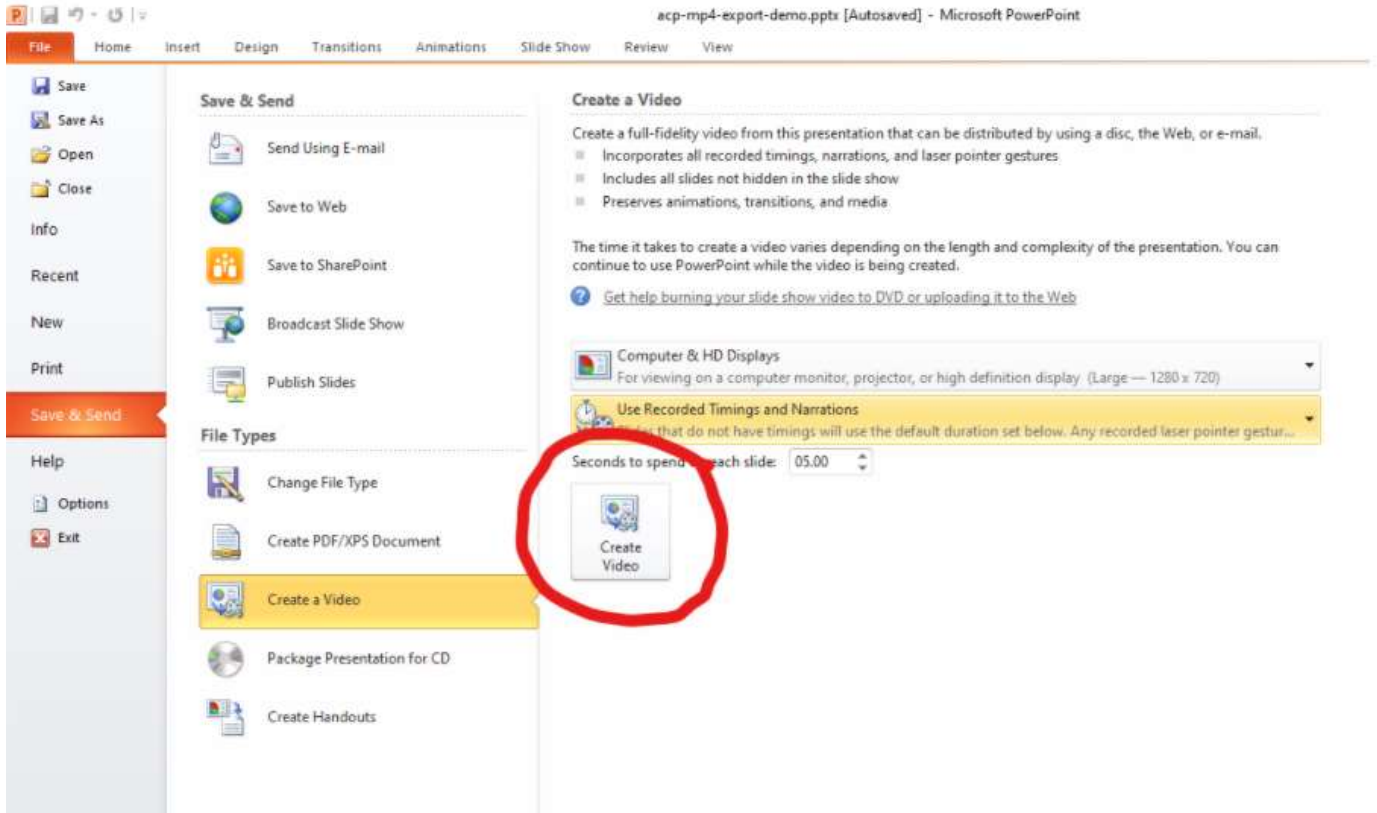


4. Your PowerPoint will open in presentation mode and will begin recording your audio narration. When you are finished narrating, click the “X” in the “Recording” pop-up.



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

Creating a Voice-Over PowerPoint Presentation

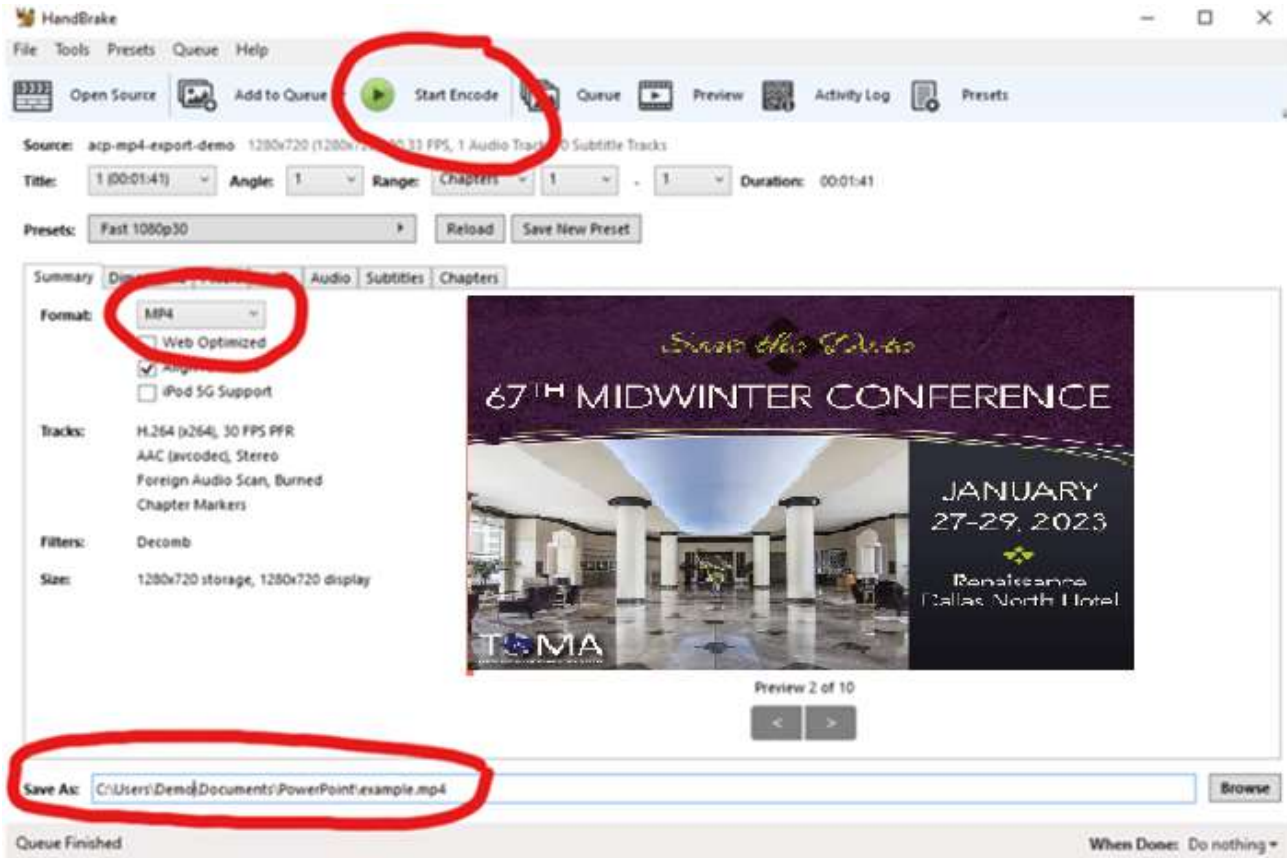


6. In the “Save as type:” drop-down, if you have the option to select “MPEG-4 Video (*.mp4)”, do so and click Save. **If you were able to generate and save the .mp4 file in this step, you can skip the section below labeled "Using Handbrake to Convert a .wmv File to .mp4" and go directly to "Upload your 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, <https://handbrake.fr/>
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

1. Go to the following link to submit your MP4 file
<https://txosteo.sharepoint.com/:f:/s/TeamFiles/EuFSulLBRnlAvmENG0g1J6gBgofmmWVcl0nqNFgRV6z26A?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 not use PowerPoint to record your voice
2. Instead, use Quicktime player to make a screen recording (see <https://support.apple.com/en-us/HT208721>).
3. Use iMovie to convert the Quicktime file to an MP4 (see <https://www.youtube.com/watch?v=L4LhjpKIRAQ>).
4. Compress the MP4 file if the file is too big.

After following these steps, upload your video to the following [Sharepoint folder](#). Note: MP4 file must be submitted no later than **January 16, 2023**.