

Creating a Video

Chapter Poster Presentations

2024 Convention

Start with a PowerPoint presentation.

Create your PowerPoint presentation the way you would normally do it.

For the Poster Presentation, keep it relatively short – include the number of pictures you'd have on your posters.

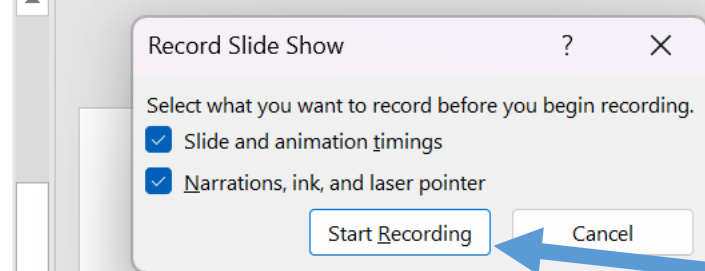
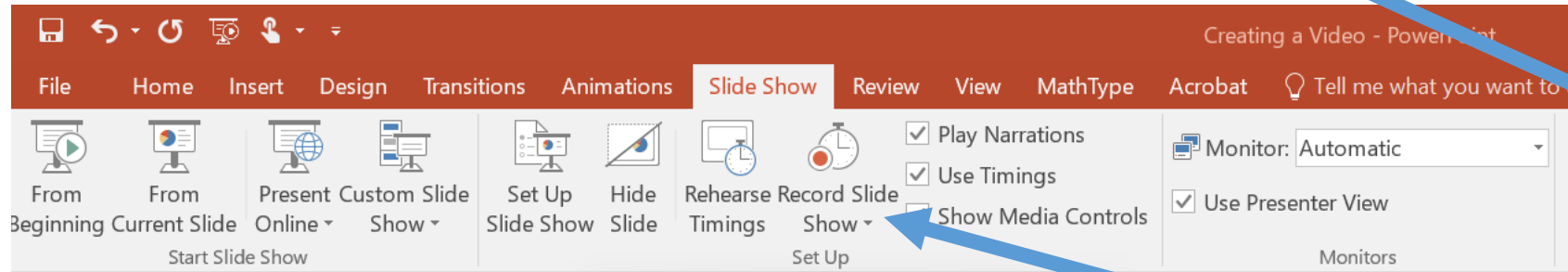
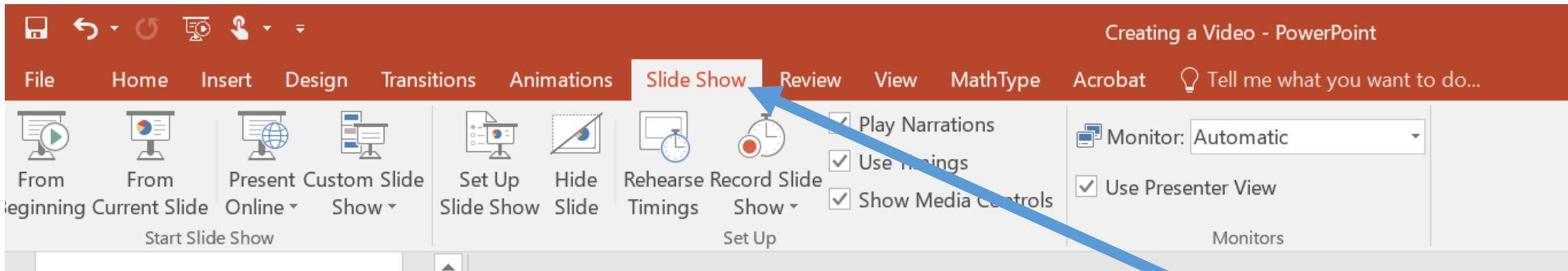
OUR CHAPTER DOES SHEEP SHEARING

Not a baaaaaaaaaaad venture



Save the PowerPoint.

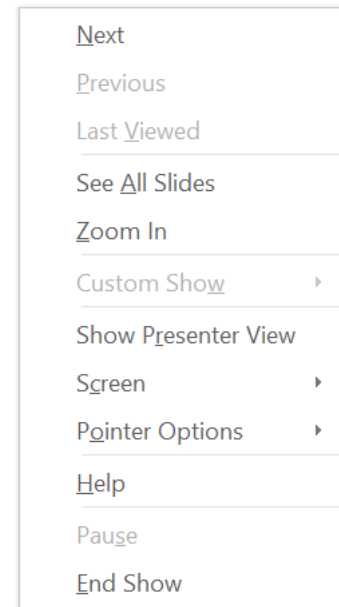
Click on: **Slide Show** → **Record Slide Show** → **Start Recording**
at the top of the screen to start recording your narration.



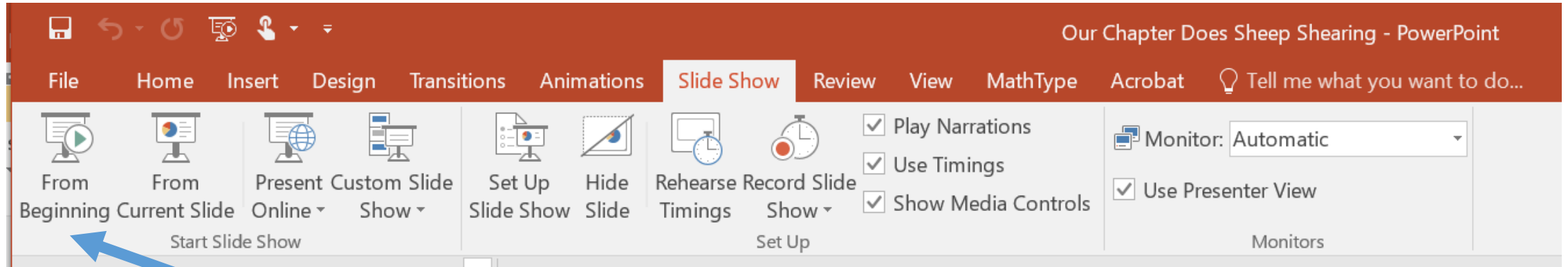
Your presentation will open in a new window. Begin your narration, and click on the mouse to advance the slides.

Note: PowerPoint records the narration as an individual audio file for each slide. Be sure to pause when you have finished narrating a slide, and don't begin again until the new slide has appeared.

When you have finished recording, right-click on your mouse and select **End Show**.



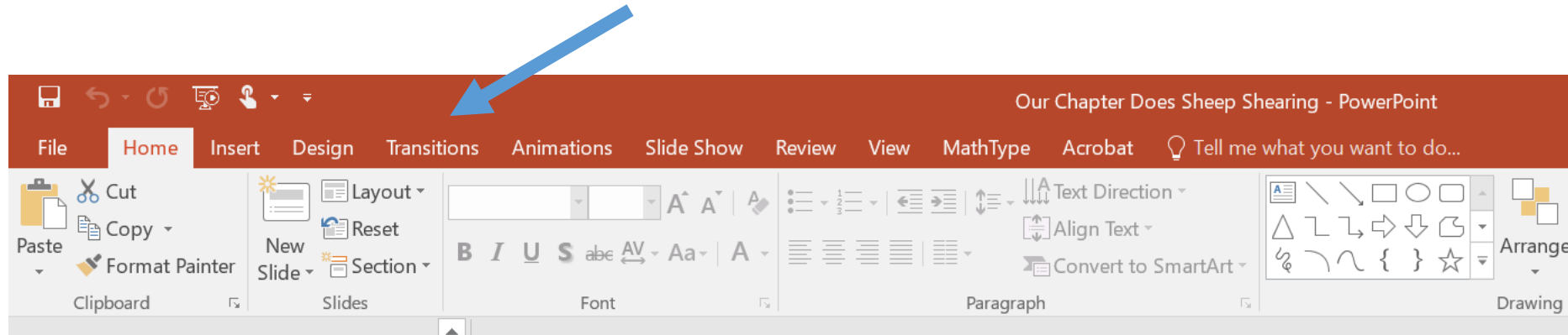
To view your completed presentation, click on **Slide Show** and select **From Beginning**.



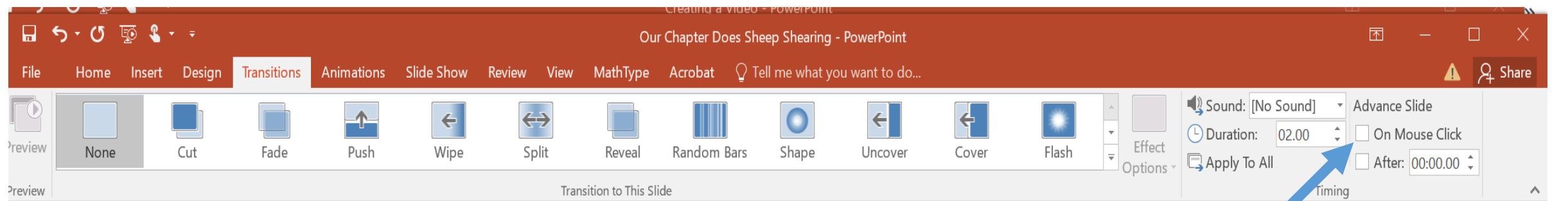
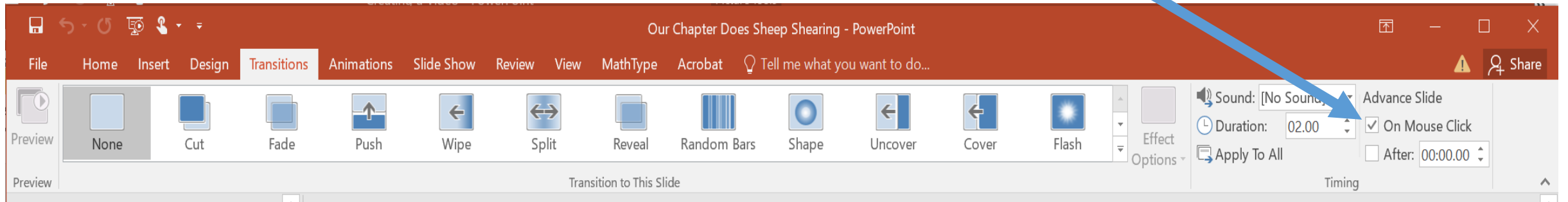
Save your narrated PowerPoint as a new file. To save the narrated version, go to **File → Save as...**

To create a Video (MP4) from a Narrated PowerPoint:

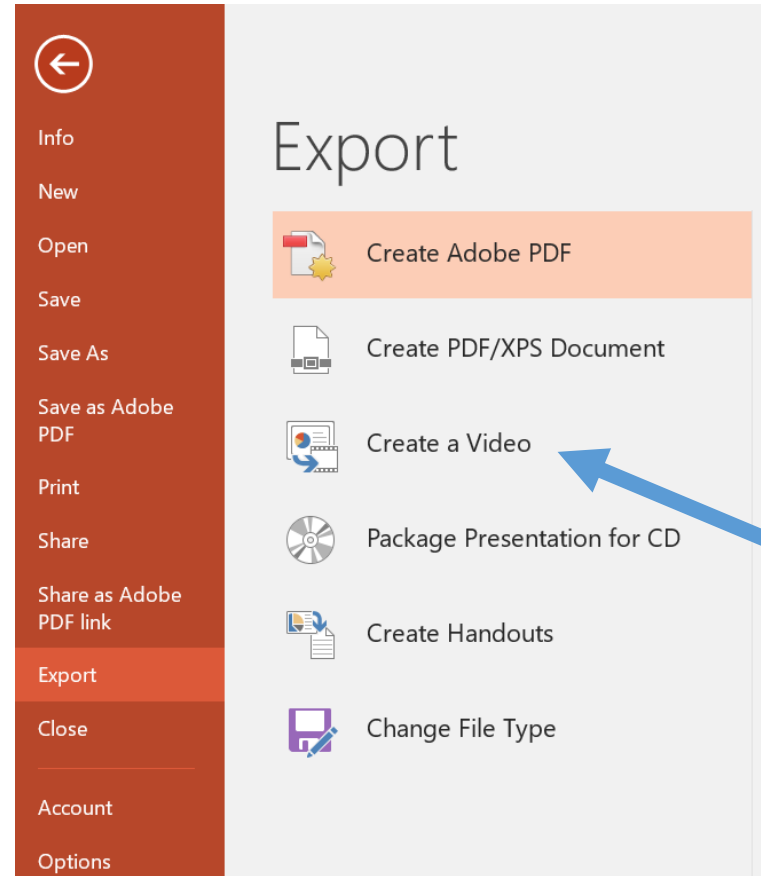
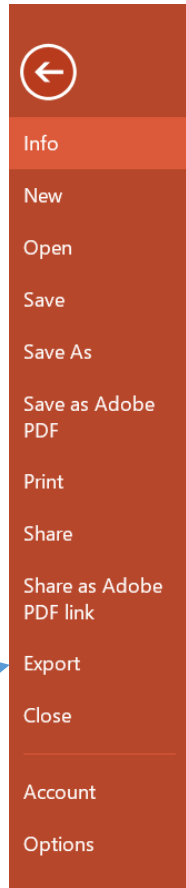
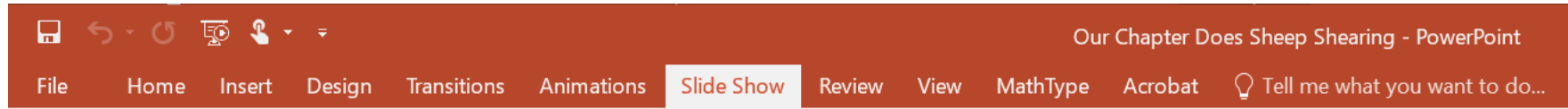
Open your narrated PowerPoint file and click on the **Transitions** Tab.



Locate the Timing area and **uncheck** the “on Mouse Click” box. Click on each slide in your presentation and repeat this step. Do not click “Apply to All”, as this will override the length of your audio narration on each slide as well.



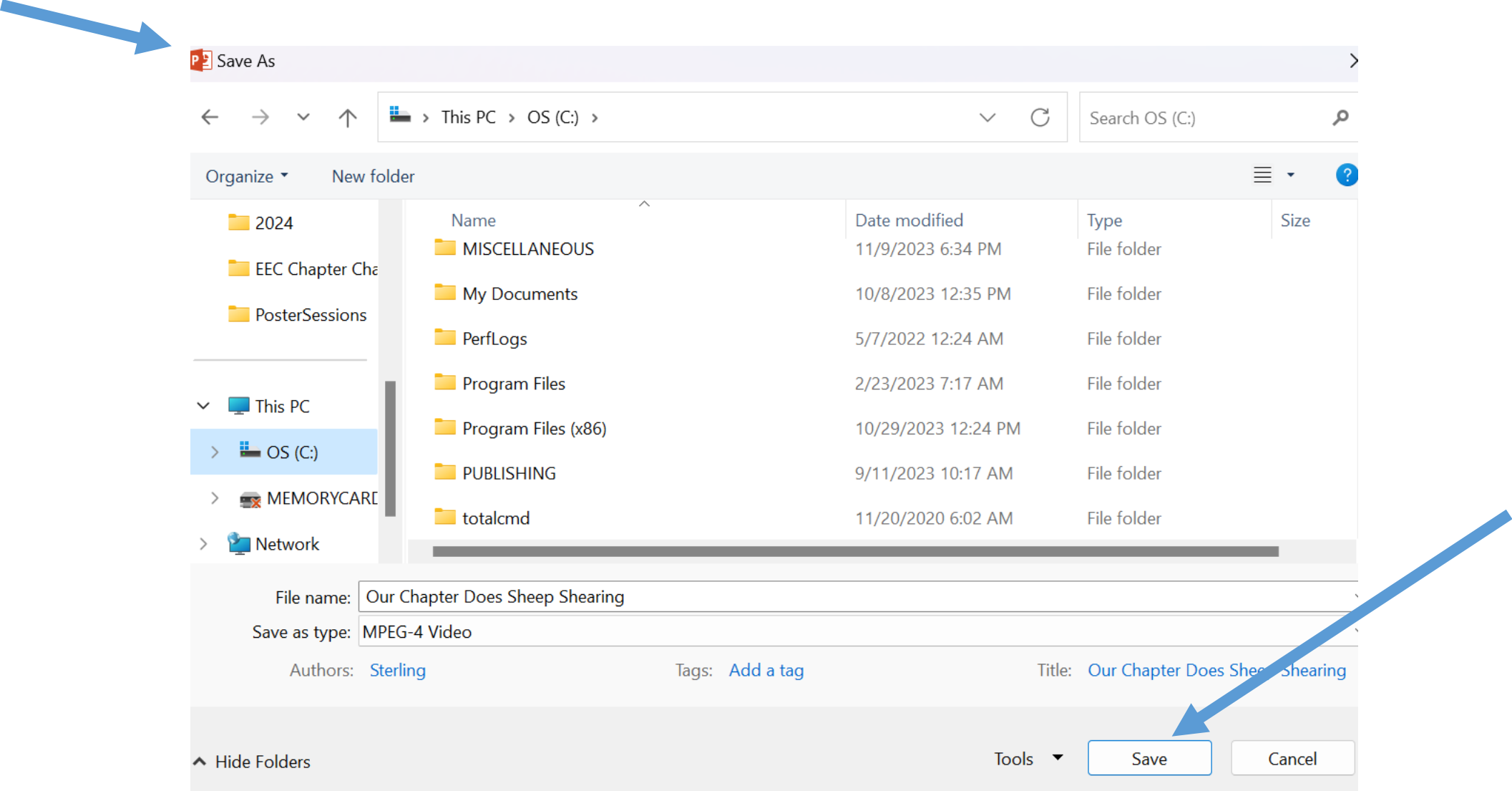
Save your PowerPoint before proceeding, and then click the **File** menu. Click **Export**. Click **Create a Video**.



The **Create a Video** panel will open. If needed, adjust the settings to Internet Quality (to reduce the file size) and Use Recorded Timings and Narrations. Then click the Create Video button.

The screenshot displays the 'Export' panel in Microsoft PowerPoint. The title bar at the top reads 'Our Chapter Does Sheep Shearing - PowerPoint'. On the left is a dark red navigation sidebar with options: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Share as Adobe PDF link, Export (highlighted in orange), and Close. The main area is titled 'Export' and contains several options: 'Create Adobe PDF', 'Create PDF/XPS Document', 'Create a Video' (highlighted in orange), 'Package Presentation for CD', 'Create Handouts', and 'Change File Type'. To the right, the 'Create a Video' section is expanded, showing the following settings: 'Presentation Quality' set to 'Largest file size and highest quality (1920 x 1080)', 'Don't Use Recorded Timings and Narrations' checked (with a sub-note: 'No timings or narrations have been recorded'), and 'Seconds spent on each slide:' set to '05.00'. At the bottom of this section is a 'Create Video' button with a blue arrow pointing to it from the right.

You will then see a **Save As pop-up** box. Specify the location on your computer where you want to save the resulting video (MP4) file and then click **Save**.



Questions? Comments?

If you need help with any of this, we have several people you can contact and/or to do a one-on-one with you!