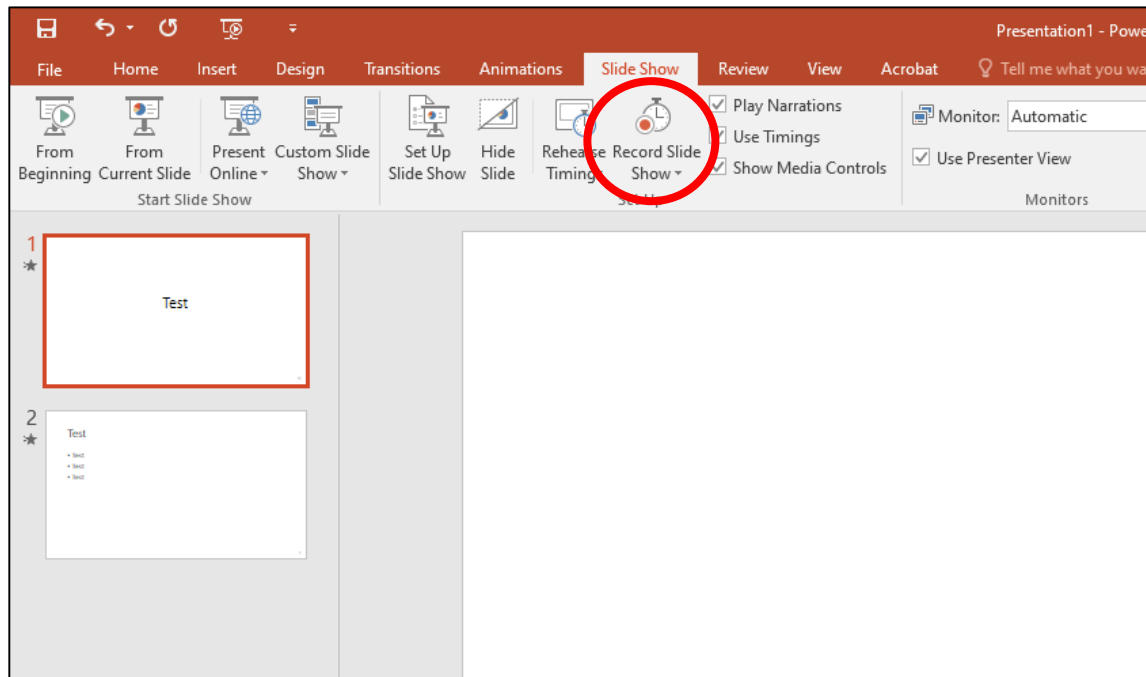


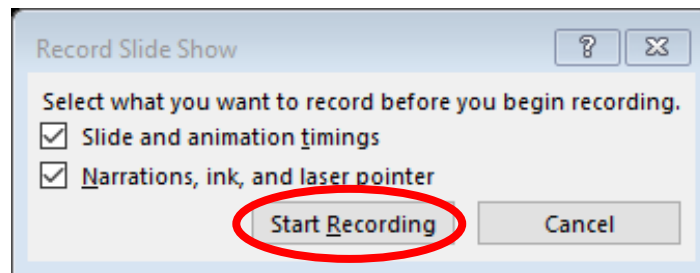
Creating a Video Voiceover Presentation in PowerPoint

To achieve the recommended voiceover presentation format in PowerPoint, follow the steps below:

1. Create your presentation in Microsoft PowerPoint utilizing the recommended guidelines stated in Appendix II.
2. Develop a script for your oral presentation. Practice your script with your Presentation slides.
3. When ready, find a quiet place to record your presentation. Record your oral presentation by clicking the “Record” button in the “Slide Show” tab at the top left in programs such as Microsoft PowerPoint.

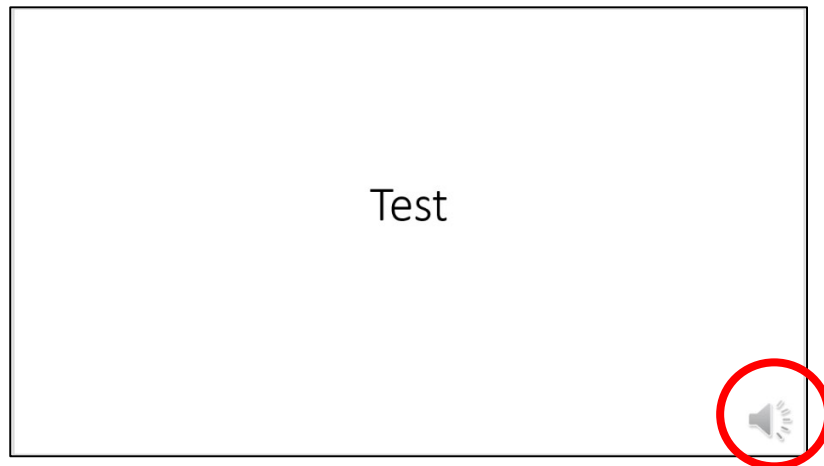


This box will appear on this screen:

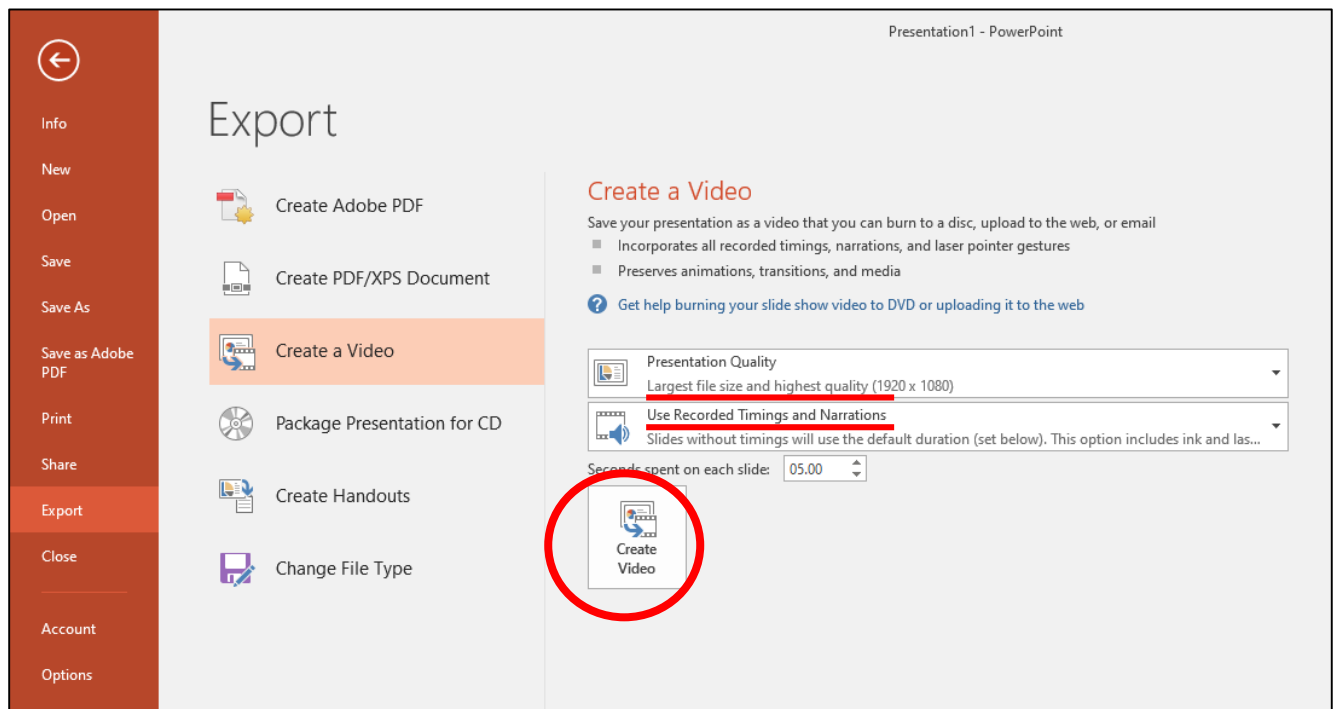


Choose your settings and click “Start Recording.” You may pause and stop the recording as you please. Note that sound is **NOT** recorded during transitions.

Once you have finished recording your presentation, you will see a small microphone icon on each slide. You can use this icon to play your recording and adjust the volume as needed. You may shrink the size of this icon if you please.



4. To convert your PowerPoint presentation to a video (mp4 format), click “File” at the top left corner of the screen. Then, click “Export” and “Create a Video.” Select your desired settings – “Largest file size and highest quality” and “Use Recorded Timings and Narrations” is recommended. Click “Create Video.”



For more information on how to create a video from a PowerPoint Presentation, please visit [this website](#).