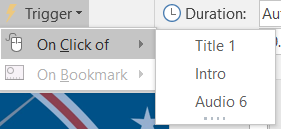
Steps needed to turn PowerPoints into Videos

1. Create the PowerPoint with all needed slides.
   1. For any slides that have narration where part way through you need to call attention to some detail on the screen it is suggested to split it between multiple slides. Have the narration play up to the point it has the attention, click to next slide with no delay put on the audio and no transition on that slide, audio picks back up and continues to play.
2. Add transitions as needed to the slides.
   1. In PowerPoint – Click Transitions
      1. Make sure that the checkbox Under Advance Slide “On Mouse Click” is checked.
   2. Best practice is to keep the transition the same through the entire presentation
   3. Simple transitions like Cut or Fade is best.
3. Insert Audio
   1. Pre-record all of this using the Voice Recorder that is incorporated in all Windows environments.
   2. Label the file name as the slide topic
   3. In PowerPoint - Click Insert, Audio, From My PC
   4. Place the Audio Microphone in the same location throughout all the slides. Generally, a bottom corner.
4. Make it so Audio Plays Automatically
   1. This will need to be done with every slide.
   2. In PowerPoint – Click Animations, Click Animation Pane, Click on the Audio Speaker on the slide, this will add the item to the Animation Pane if it was not already there.
   3. Click in the Animation Pane the Audio, Click up in the ribbon the drop down next to Start and change it to be with Previous. 
   4. Then click the Trigger Drop Down in the ribbon, Click on the “On Click of” and then click whatever is currently checked. Should end up looking like image below.



* 1. Lastly click the up arrow once that is next to Delay to set it at a 25 sec delay after the slide changes. 
     1. This step will be removed if you are setting up a slide that is for calling attention to a specific bit of information and it is just a continuation of the narration from the previous slide.

1. Run through Slide Show
   1. In PowerPoint – Click Slide Show, From the Beginning
   2. Watch to make sure that the transitions and audio is smooth. Make any changes needed to make it smooth.
2. Set the Timing of the Slide Show
   1. In PowerPoint – Click Slide Show, Record Slide Show, In Pop-up make sure everything is checked, then click start recording.
   2. You will need to manually click through the slides. It is generally a good idea to do it a sec after the audio has finished unless it’s a call attention to something deal
3. Save As Video
   1. In PowerPoint – Click on File, Save As, Select the correct location, Change the File Name if needed, Change the Save as Type to Windows Media Video, click Save
   2. Wait patiently for the file to save… enjoy a cup of coffee or a magazine article as its going to take awhile.
4. Play the Video to Verify Audio is correct