Converting a PowerPoint File w/Audio to a Movie File

First step is to locate and open the PowerPoint file. If it's in Blackboard, you'll need to download and save it. If it's on your computer, you'll open it from that location.

Directions:

1. Locate the file, open it or download and open it.



- 2. Open the file in PowerPoint.
- 3. Export the file as a movie file. Choose File > Export





- 4. reate a Video and use the following settings:
 - a. Choose HD (720p) (the file size is smaller, but the video will be just fine). Do NOT choose Use Recorded Timings and Narration, because it doesn't work with a narrated PowerPoint presentation.
 - **b.** Click the **Create Video** button.

		Audio Comfort and pain powerpoint.pptx - PowerPoint
e	Export	
分 Home		
🕒 New	Create PDF/XPS Document	Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email
[7] Onen		Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
e open	Create a Video	Preserves animations, transitions, and media
Info		Get help burning your slide show video to DVD or uploading it to the web
Save	Create an Animated GIF	HD (720p) Medium file size and moderate quality (960 x 720)
Save As	Package Presentation for CD	Use Recorded Timings and Narrations Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.
History	<u> </u>	Seconds spent on each slide: 05.00 🗘
Print	Create Handouts	
Share		Create
Export	Change File Type	
Close		

5. Choose the save location for the file.

Save As								×
			> Documents > Nur	sing → Week 2	~	ē	Search Week 2	م
Organize 🔻 New fold	er							
📰 Pictures 🛛 🖈 🔿	Name	^	Date modified	Туре		Size		
Bb Data CSE122	No items match your search.							
J Nursing								
Screenpresso								
Microsoft PowerP								
E Desktop		File form	at should b	e .mp4.				
5 Dropbox				· ·				
OneDrive								
Administrator								
File nam a Audio	o Communica	ation powerpoint.mp4	T					~
Save as type: MPEG	-4 Video (*.m	ip4)						~
Authors: Beth	any	Та	igs: Add a tag	Title:	Communica	tion		
∧ Hide Folders					Tools	-	Save	Cancel



6. After you set all the options for this content item, click **Submit.** Watch the progress bar to keep tabs on the conversion. Larger files will take some time to convert. It's not unusual for a file to take 20-30 minutes to conver.

≠ রু छ ∘ ∂ ⊟	on powerpoint.pptx - PowerPoint	Linda Morosko 🔌 🖬 — 🗇 🗙
File Home Insert Design Transitions	obat Storyboarding 📿 Tell me what you want to do	A Share
	C C C C C C C C C C C C C C C C C C C	
Communication	municatio	
5 * Receiver • The person who receives the message • Perceived through hearing and Slide to 126	Creating video Audio Communication powerpoint.mp4	Watch the progress of the conversion here.

7. Once the file is converted, you're ready to upload it to YouTube. Here's what you'll see in the folder where you saved the file:

This PC > Documents > Nursing > Week 2							
Name	Date modified	Туре	Size				
Audio Communication powerpoint.mp4	9/8/2020 9:11 AM	MP4 Video File (V Microsoft PowerP	288,297 KB				

The next step will be to upload the file to YouTube.

This ends this tutorial.

Next video > Uploading a Video to YouTube.

