

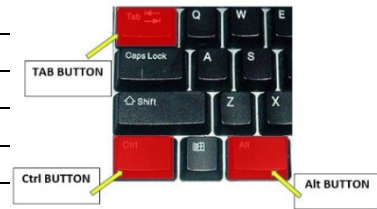
Cheat Sheet for Converting PowerPoint's into Videos

Below are the tools and skills you will want to practice and learn to use in order to quickly convert your PowerPoint's into easily uploaded videos (.MP4's)

Keyboard Shortcuts:

Learning to utilize these keyboard shortcuts will help increase your speed!



Alt + Tab	Switch between open items (Hit tab button multiple times to navigate multiple open windows)
Ctrl + C	Copy the selected item
Ctrl + V	Paste the selected item
Ctrl + B	Bold the selected text
Ctrl + I	Italicize selected text
Ctrl + X	Delete the selected text
Ctrl + S	Save Selected Item
Ctrl + A	Select All



Windows Tools:

Windows Movie Maker is a free software program that is a part of the Microsoft Operating System Software Bundle. If you don't see it installed, you can either download the free version here, <http://www.windows-movie-maker.org/> or contact your IT department representative and ask that they do an install for you.

Follow these instructions to locate this freeware already installed on your computer:

Click on the Start icon on the bottom left hand corner of your screen	
→ Click on 'All Programs'	
→ Click on the Folder named "Video Win Movie Maker"	
→ Click on and choose "Windows Movie Maker"	

PC Prep work prior to creating an assessment.

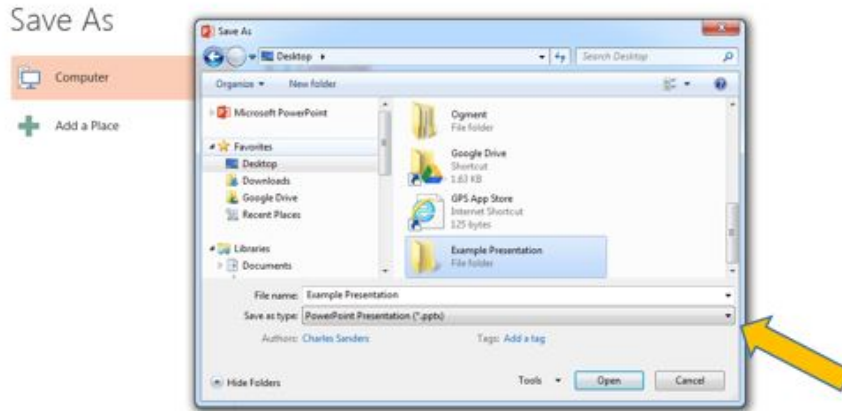
Create a folder on your desktop. Give it the same name that you gave your PowerPoint.

- This is where you will store the temporary files needed in the subsequent steps.

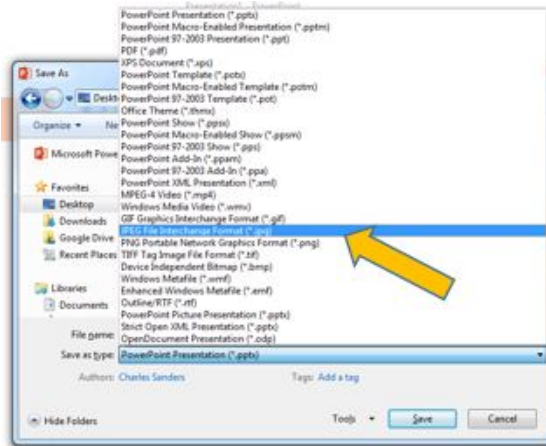
If you're working on a laptop, get a Mouse! Don't try and use the touchpad, this will slow you down!!!

Step one: Open your PowerPoint

- Make sure you clean up your slides. There will not be any Slide animation in the movie format.
- Once you have cleaned up your slides, go to **FILE, SAVE AS**, navigate to the folder on your desktop as the save location and click on the dropdown menu for **SAVE AS TYPE**



- Choose **JPEG File Interchange Format (*.jpg)**



- Click **SAVE**
 - You will get a popup windows like this

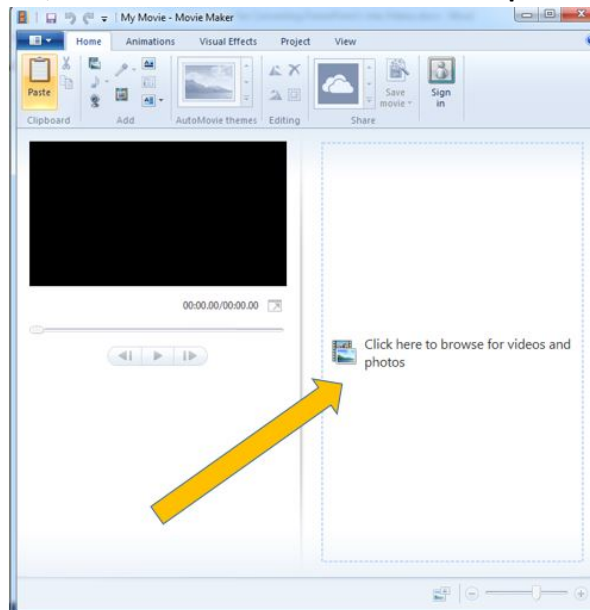
- Click on the Box that reads, **ALL SLIDES**



- *All of your slides will now be saved as individual images in the folder you created on your desktop. You may now close out of the Microsoft PowerPoint application.*

Step two: Open Windows Movie Maker & move your PowerPoint images into Windows Movie Maker

- **Open Windows Movie Maker** on your PC.
- Click on the box that reads, **“Click here to browse for videos and photos”**



- Navigate to your folder on your desktop and choose all of the images.
 - Easy Trick: Click on any of the files to highlight it, then click the **CTRL + A** on your keypad to 'Choose All' (every file should now be highlighted)
 - All your Slides should now appear in Windows Movie Maker.
 - Hint: Check your slide order, sometimes Windows Movie Maker will put 1 & 11, 2 & 20, etc... together. You may have to reorder the slides. Just click and drag into the order that you like.

Step Five: Manipulate your new movie slides

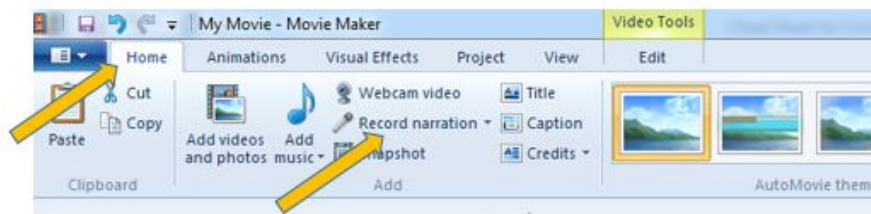
- The default setting in Windows Movie Maker is to make each Slide run for a 7 second duration. You can change each slides duration time individually, or all simultaneously by clicking on the **EDIT TAB** on the top of your screen and pressing **CTRL + A** on your image selector and changing the speed using the duration dropdown menu.



- You can also add Animations/ Transitions to each slide as your movie plays! (This makes for a more visually appealing video) by clicking on the **ANIMATIONS TAB**. All of the boxes across the screen ribbon are different affects you can choose. You can change add an affect to each slide individually, or you can choose an affect and click on the **'Apply to All'** button.

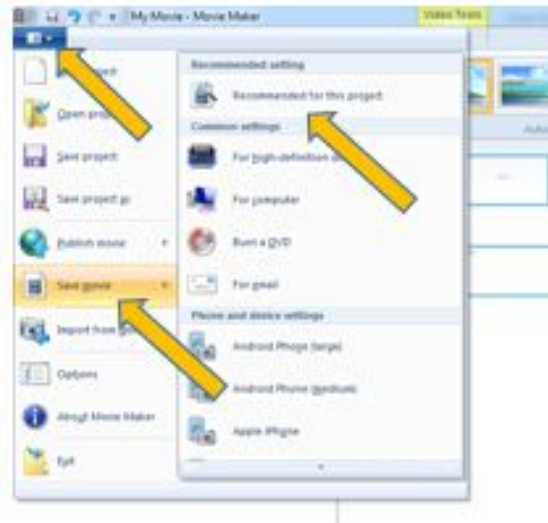


- You can also add Narration to your Movie by clicking on the **HOME TAB**, and choosing the **Record Narration** button.



Step Six: Publish your 'Movie'

- Once you are happy with your movie, MAKE SURE YOU SAVE A COPY. **FILE, SAVE PROJECT AS**
- Now you're ready to 'publish your movie'
- Click on File Icon in the top left hand side of your screen and navigate down to **SAVE MOVIE** and then choose, **'Recommended for this project'**



- ***The default setting will be to save as a MPEG-4/H.264 Video File (*.mp4)*** this is what you want. This is the easiest, most common, and most compatible file format used in uploading videos in various online mediums.

THAT'S IT!!!! YOU HAVE NOW CONVERTED YOUR POWERPOINT INTO A UPLOADABLE VIDEO