CONVERTING POWERPOINT SHOW TO MP4 VIDEO FORMAT

Dear speaker

To convert from PowerPoint to MP4, see this Youtube video, or follow the step-by-step in the images below.

https://www.youtube.com/watch?v=4-bhjcBGaDU

NOTE: It did **NOT** work in my Microsoft Powerpoint for Mac v. 16.16.21 2008 because the option to export as video was not visible, but **DID** when using Microsoft Office Professional Plus 2016 on a PC

Here are some step by step instructions (see the captions on each slide) from the video linked above.

![Image of PowerPoint interface](https://www.nature.com/nature)
Export

- Create PDF/PS Document
- Create a Video
- Package Presentation for CD
- Create Handouts
- Change File Type

Create a Video
- Save your presentation as a video that you can burn to a disc, upload to the web, or email
- Incorporates all recorded timings, narration, and laser pointer gestures
- Preserves animations, transitions, and media

Get help burning your slides show video to DVD or uploading it to the web

Choose the Presentation Quality, that you would like to apply to your video.

As discussed earlier, you can either choose your Recorded Timings and Narration, or
You can watch the Youtube video instructions provided here:

https://www.youtube.com/watch?v=4-bhjcBGaDU