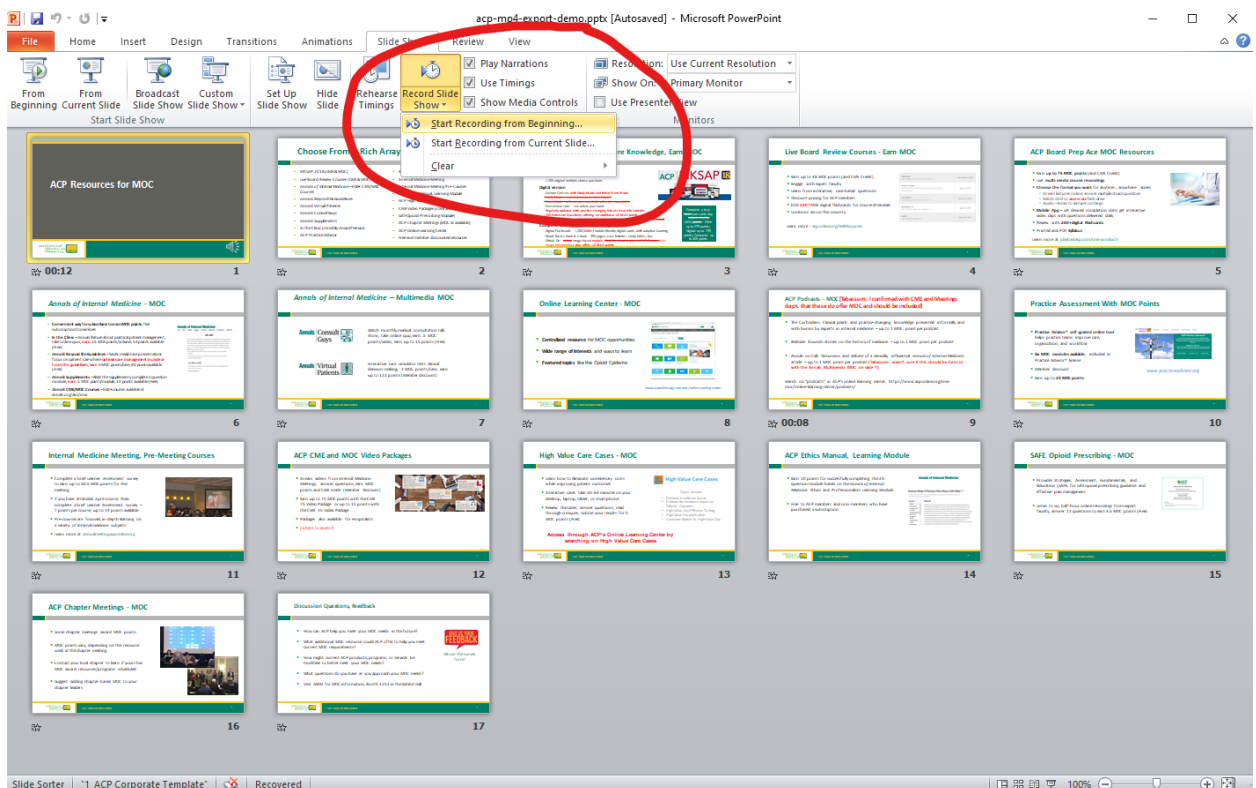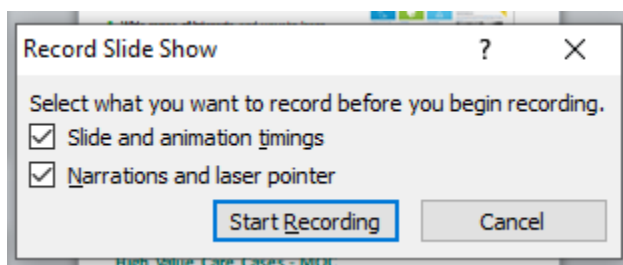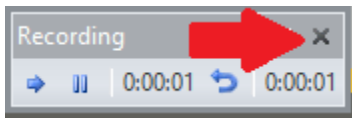# Creating a Voice-Over-PowerPoint Presentation

1. Open your single-slide PowerPoint presentation. Please make sure to proofread your slide and preview as a slideshow before continuing.

2. Click the "Slide Show" tab, then click the down arrow on the "Record Slide Show" button and select "Start Recording from Beginning…".
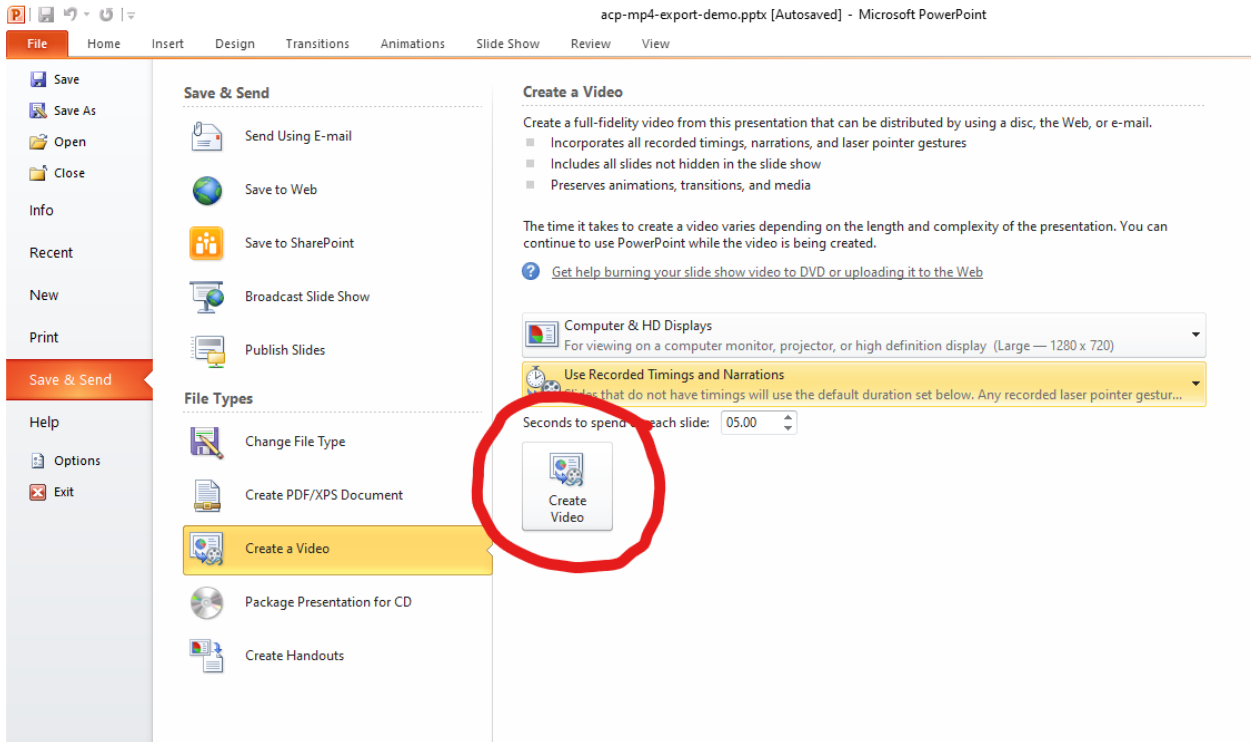

3. Make sure both checkmarks are checked in the "Record Slide Show" pop-up, then click "Start Recording".

4. Your PowerPoint will open in presentation mode and will begin recording your audio narration. When you are finished narrating, click the "X" in the "Recording" pop-up.

5. Go to "File" > "Save & Send" > "Create a Video", then click the "Create Video" button.

6. In the "Save as type:" drop-down, if you have the option to select "MPEG-4 Video (*.mp4)", do so and click Save. This file can now be uploaded to ACP.

7. If you do NOT have the option to select "MPEG-4 Video (*.mp4) for the "Save as type:", you're probably on an older version of PowerPoint. Instead, select "Windows Media Video (*.wmv)".

Using HandBrake to Convert a .wmv File to .mp4

1. Download the free, open-source video converter, HandBrake, https://handbrake.fr/.
2. Install HandBrake as you would other software on your computer and launch it.
3. Go to "File" > "Open Source" and select your .wmv file.
4. On the "Summary" tab, make sure the "Format" shows "MP4". You should not need to adjust any other defaults.
5. Enter a file name for the converted file in the "Save As" box.
6. Click "Start Encode".