

**ACP Leadership Academy**  
Certificate in Physician Leadership Program  
Instructions for Creating Final Capstone Presentation

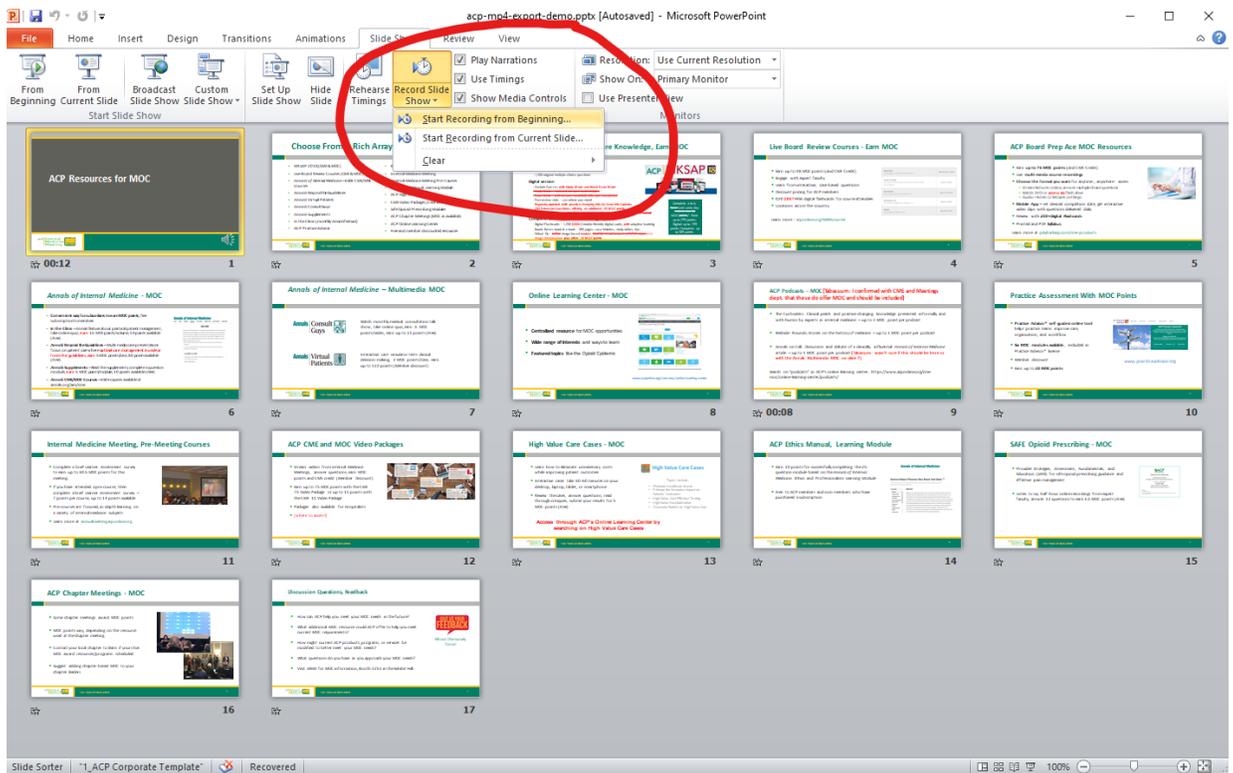
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In addition to submitting a PDF of your final written report of your Capstone Project, you will be required to submit a 15–20-minute voiced PowerPoint presentation that explains the project to your Capstone Review Board.

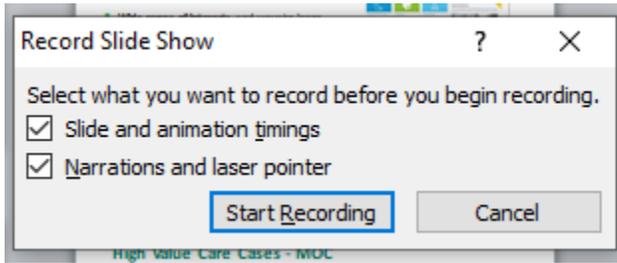
The presentation should include a title slide with your photograph followed by a review of your project. You will be evaluated on Project Definition and Scope; Originality; Methodology; Impact; Outcomes; Technical Quality of Written Work; and Quality of Final Presentation. Projects of exceptional quality as determined by the Capstone Review Board will be selected for presentation at ACP's annual Internal Medicine meeting. Below are instructions to help you create your final presentation. Both the written report and the presentation of it will be uploaded into your Capstone Portal.

**Creating a Voice-Over-PowerPoint Presentation – PC Users**  
*(MacBook users, please scroll to end of document.)*

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...”.



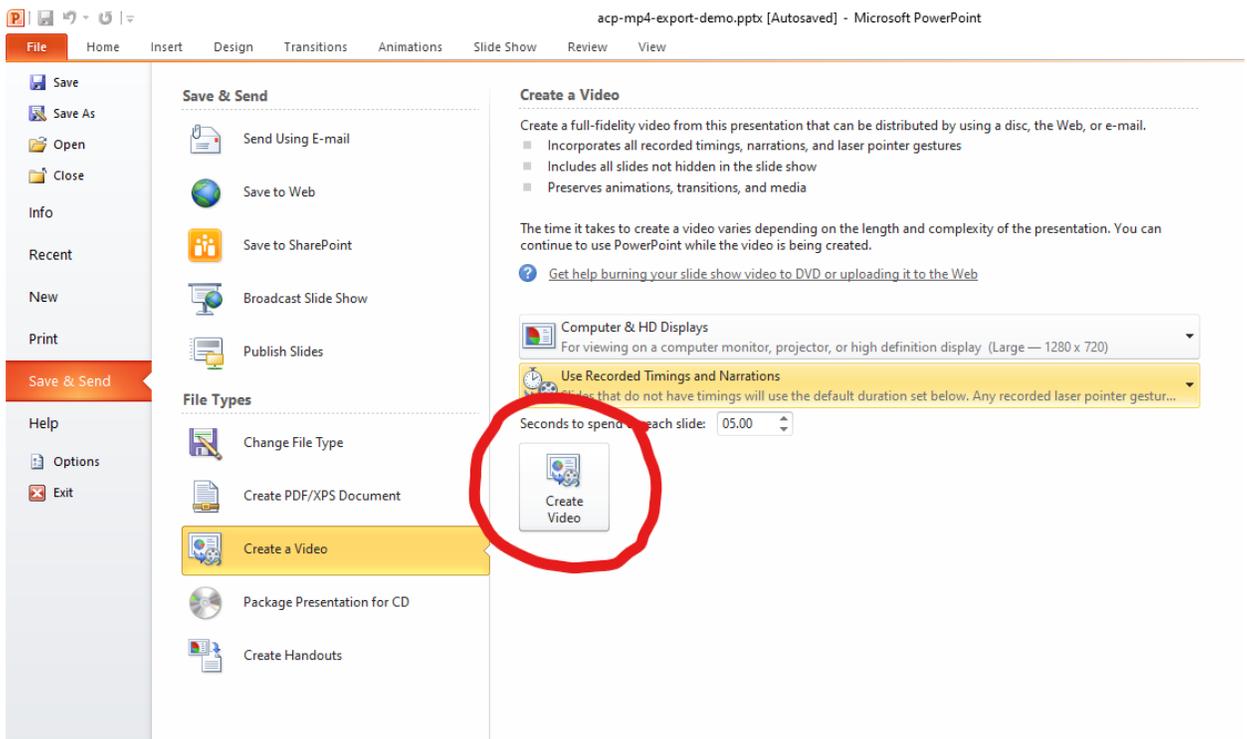
3. Make sure both checkmarks are checked in the “Record Slide Show” pop-up, then click “Start Recording”.



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.

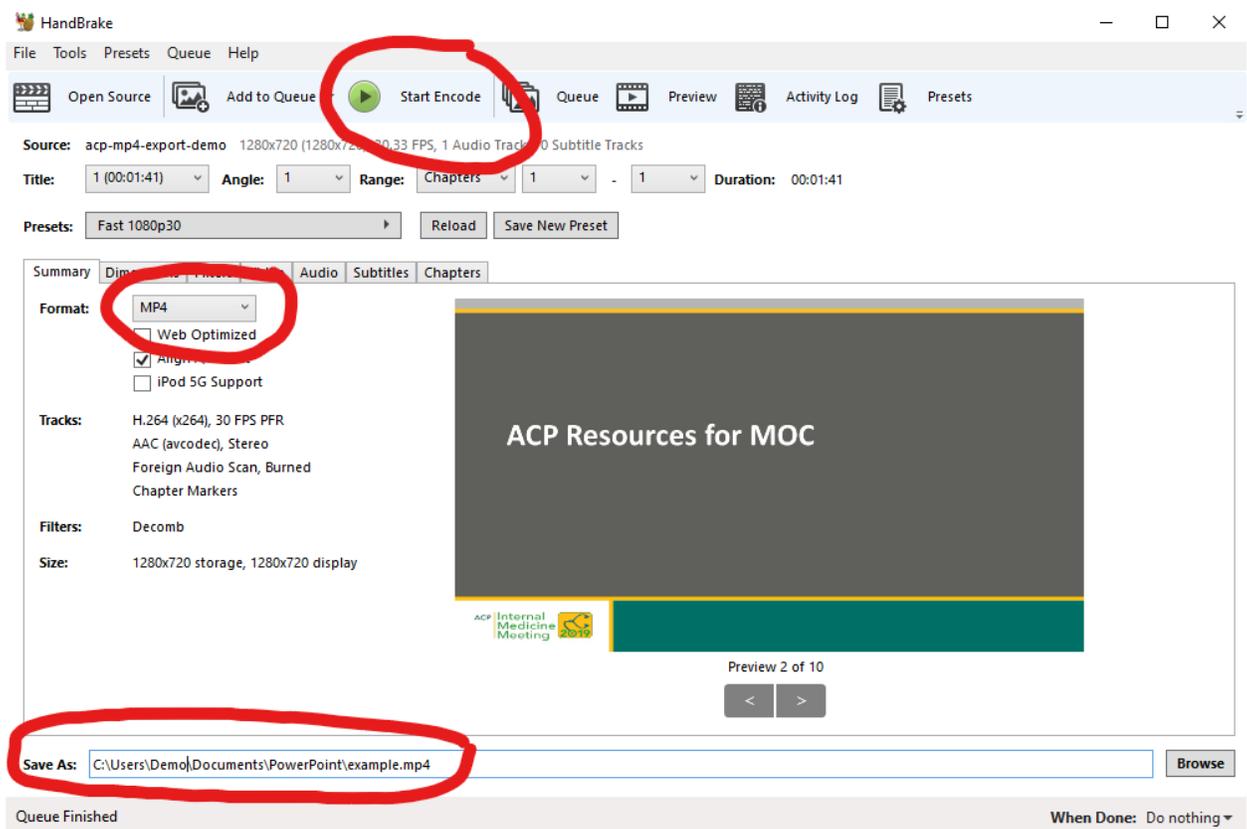


6. In the “Save as type:” drop-down, if you have the option to select “MPEG-4 Video (\*.mp4)”, do so and click Save. This file can now be uploaded to ACP.

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”.



### Instructions for MacBook Users

On many MacBooks, PowerPoint will not save as an MP4 with audio. Here are the steps MacBook users need to follow to save their Capstone Presentations as MP4’s.

1. Do not use PowerPoint to record your voice
2. Instead, use QuickTime player to make a screen recording. <https://support.apple.com/en-us/HT208721>
3. Use iMovie to convert the QuickTime file to an MP4: <https://www.youtube.com/watch?v=L4LhjpKIRAQ>
4. Compress the MP4 file if the file is too big: <https://www.ps2pdf.com/compress-mp4>