



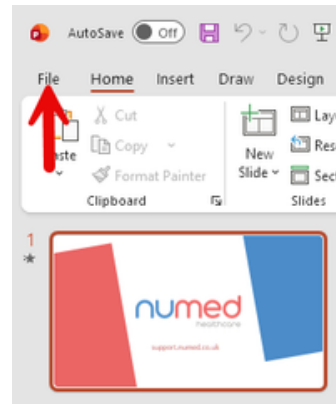
PowerPoint to Video Conversion Guide

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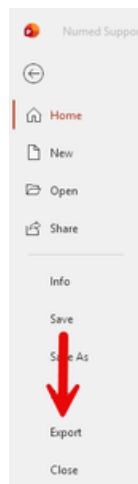
This guide will show how you can convert an MS PowerPoint presentation to a video, which you can then upload to CodaSign.

1 Open your presentation in MS PowerPoint 365.

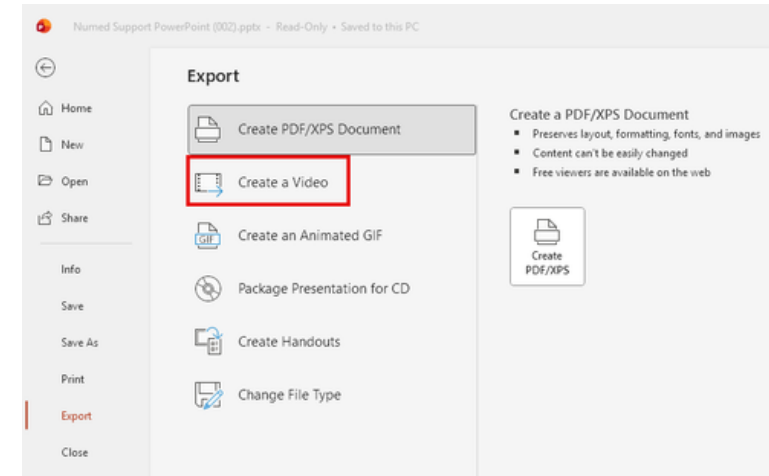
2 Click 'File' in the top left-hand corner.



3 On the left-hand menu, select 'Export.'

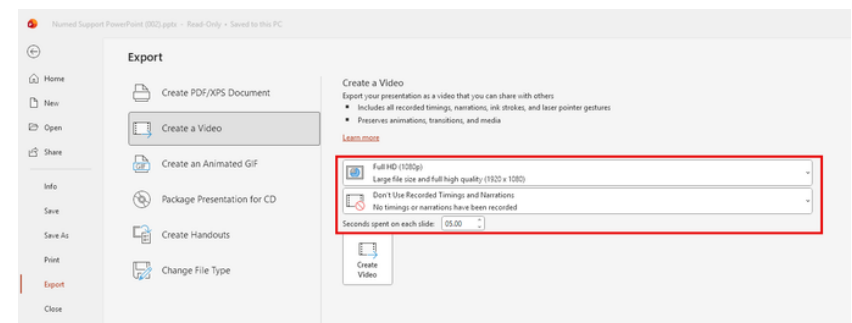


4 Click 'Create a Video'.



5 Before creating the video, we recommend the following -

- Use Full HD (1080p)
- If you haven't set the slide timing up in the Transitions menu, ensure you change the Seconds spent on each slide to your preferred timing.

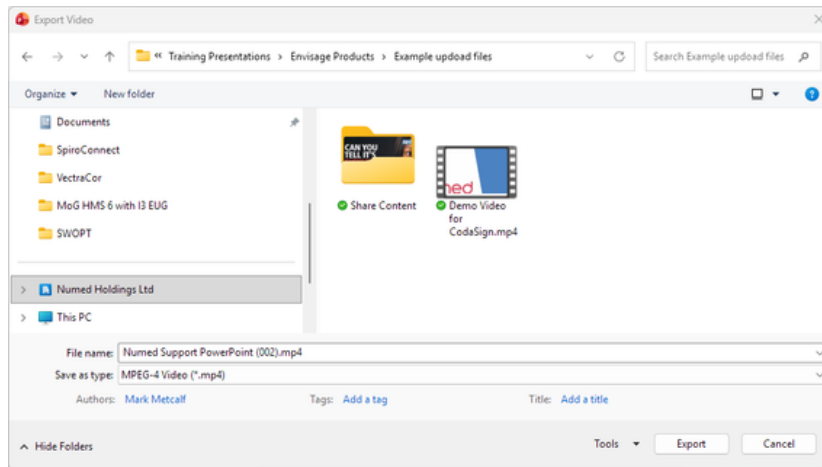


6 Click 'Create Video'.

7

Choose where you want the video to be saved.

We recommend the 'Save as type' be set to MPEG-4 for the best quality, then click 'Export'.



8

Please note the export process can take at least 30 seconds to fully create the video file.

The file that has now been created can successfully be uploaded to CodaSign.

If you need to amend any information in the video, then you will need to do this in the PowerPoint file and export the video file again.

