

## **Presentation Preparation for IAJGS 2020 Virtual Conference by Ron Arons**

This document offers numerous methods for converting either a PowerPoint or Keynote presentation to an MP4 video file (ideally 1080p resolution but not higher). Some options are for PC users, while others are for Mac users. Another option can be used by either PC or Mac users, but requires some expensive software. There are also instructions on how to change the host in a Zoom meeting. Finally, there are instructions on how to upload your MP4 video file to the 2020 IAJGS Virtual Conference website. Please place your cursor over any of the links just below and click on that link to move quickly through this document.

### **For PC users:**

**[Option PC1 – Create MP4 video from within PowerPoint](#)**

**[Option PC2 – Create MP4 video using Zoom](#)**

**[Option PC3 – Create MP4 video by exporting PowerPoint slides to JPEG files and using a video editor](#)**

### **For Mac users:**

**[Option Mac1 – Create MP4 video from within PowerPoint on Mac](#)**

**[Option Mac2 – Create MP4 video by exporting PowerPoint slides to JPEG files and using iMovie or some other video editor](#)**

**[Option Mac3 – Create MP4 video from within Keynote and using iMovie or some other video conversion utility](#)**

**[Option Mac4 – Create MP4 video by exporting Keynote slides to JPEG files and using iMovie or some other video editor](#)**

**[Option Mac5 – Create MP4 video on a Mac using Zoom for either PowerPoint or Keynote](#)**

### **Other helpful instructions:**

**[Option \(expensive!\) for both PC and Mac users](#)**

**[Changing the host in a Zoom meeting](#)**

**[Uploading your MP4 video to the IAJGS Virtual Conference website](#)**

**Option PC1 – Create MP4 video from within PowerPoint**

*Requirements:* PowerPoint 2016 or later (If you do not have a version of PowerPoint as recent as PowerPoint 2016, you may want to seriously consider upgrading.) To determine which version of PowerPoint you have on your PC, click on the File tab. Then, select Account and then click on the About PowerPoint button. The version is listed at the top of the About dialog box.

*Advantage of this approach:* gives you ultimate flexibility in recording audio, checking what you've recording, changing your mind if you want, and re-recording with a minimum of loss of your time, using just PowerPoint. This approach is strongly recommended if you have a recent version of PowerPoint.

*Disadvantage of this approach:* you have to have to pay for an upgrade to PowerPoint, if you don't already have PowerPoint 2016 or later.

*Steps:*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1. When you are ready to record audio for your presentation, click on the PowerPoint Slide Show Menu

Step 2. Click on the "Record Slide Show" icon

Step 3. Start talking about the first slide. Advance to your next slide by clicking your mouse

Step 4. Occasionally glance an eye at the timer on the upper left of your PowerPoint screen so you know how far you are into your maximum 60-minute segment.

Step 5. When you've reached the end, click on the "End Show" icon in the upper left of your screen.

Step 6. Extremely important: Save your file again. Now export it to an MP4 video file by clicking on the Export command on the file menu and then on Create a Video. Select Full HD (1080p) and Use Recorded Timings and Narrations.

Step 7. Click on the Create Video button

*Notes:*

- You might consider recording one slide or just a few slides at a time, to have better control over what you're saying
- Once you've completed your recording look at the slides in Slide Sorter view. You'll see the timing of your slides, i.e. the length of your audio recordings for each slide, in the lower right-hand corner of that slide. It is recommended that you tally these timings in a spreadsheet to assure that the presentation does not take more than 60 minutes. If so, you may want to delete a slide or two or re-record audio on one or more slides.
- It will take a long time, i.e. an hour or more to 'render' the video, so be prepared for that. Also, the resultant file is going to be LARGE, on the order of about 1GB, so be prepared for that as well.

*Additional training materials:*

[https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making\\_an\\_MP4\\_with\\_Powerpoint.pdf](https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making_an_MP4_with_Powerpoint.pdf)  
[https://www.dropbox.com/s/1qsts3umtunnrm6/Making\\_an\\_MP4\\_with\\_PowerPoint.mp4?dl=0](https://www.dropbox.com/s/1qsts3umtunnrm6/Making_an_MP4_with_PowerPoint.mp4?dl=0)

## **Option PC2 – Create MP4 video using Zoom**

*Requirements:* a ‘Pro’ Zoom account which costs \$16 for a month (You can subscribe and then cancel your subscription before one month is up). A Pro account allows you to record a session for more than 40 minutes – the limit placed on recordings for meetings with a free Zoom account. Also, if you want to trim the extraneous material at the beginning and end of the recorded video, you might want to use a video editor, e.g. OpenShot ([www.OpenShot.org](http://www.OpenShot.org)) which is FREE!

*Advantage of this approach:* if you already have experience with Zoom and feel comfortable in adding audio to your presentation in just fell swoop and confident that you are not going to make that many, if any, mistakes, then this approach might be for you.

*Disadvantage of this approach:* if you feel you are going to change your mind even once or twice about the quality of your audio recording, please **avoid** this approach. If you have absolutely no experience with Zoom, you might want to consider another approach.

*Steps:*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1. Sign into your Zoom account at <https://zoom.us/signin>

Step 2. Click on Schedule a Meeting and setup a meeting for a time that’s convenient. Uncheck require a password (it’s unnecessary). Keep video at the ‘off’ setting (this will turn off your webcam that your mug shot is not recorded). Click on Save at the bottom of the screen.

Step 3. When the new screen appears, click on Start this Meeting.

Step 4. Click on Join with Computer Audio.

Step 5. In PowerPoint, go the Slide Show tab and the click on Set Up Slide Show. Check the box labeled ‘Browsed by an individual window’. Doing so allows you to reduce the size of the PowerPoint window just a bit so you’ll still have access to the Zoom meeting controls located elsewhere on your computer screen.

Step 6. In the Zoom Meeting window, click on Share Screen and the select the window displaying your PowerPoint presentation

Step 7. Move your cursor either to the top or bottom of your screen until you see the menu bar for the Zoom meeting. Click on the three dots on right-hand side of the menu bar and then select ‘Record on this Computer.’ Your meeting is now recording.

Step 8. Back to PowerPoint. In PowerPoint, select the Slide Show tab and then click on From Beginning.

Step 9. Start talking. When you're done recording for one slide, advance to the next slide and talk about that next slide and so on.

Step 10. When you're finished recording, click on the 'X' in the timer box which should be located in the upper left-hand portion of your screen.

Step 11. End the Zoom meeting. Your recording of the session will be processed and you will be asked for a location on your hard drive to save the file (Alternatively, you can save the file in the cloud and retrieve it later by selecting 'Record in the Cloud' rather than 'Record on this Computer' in step 7.)

Step 12 (optional). Use a video editor, e.g. OpenShot ([www.OpenShot.org](http://www.OpenShot.org)), to trim off excess material at the beginning and end of your video.

*Additional training materials:*

[https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making\\_an\\_MP4\\_with\\_Zoom.pdf](https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making_an_MP4_with_Zoom.pdf)

[https://www.dropbox.com/s/4v9iqcwf619t7w/Making\\_an\\_MP4\\_with\\_Zoom.mp4?dl=0](https://www.dropbox.com/s/4v9iqcwf619t7w/Making_an_MP4_with_Zoom.mp4?dl=0)

<https://www.openshot.org/videos/>

*Note:* If you don't want to pay for a Pro Zoom account, you could make two shorter MP4 videos and stitch them together using a video editor such as OpenShot ([www.OpenShot.org](http://www.OpenShot.org))

*Bottom line:* Unless you are completely comfortable recording yourself the entire way through the presentation in one shot OR are comfortable in editing out extraneous material, it is recommended that you choose another option for turning your presentation into an MP4 file.

### **Option PC3 – Create MP4 video by exporting PowerPoint slides to JPEG files and using a video editor**

Requirements: a video editor that can import JPEG and audio files, e.g. [www.OpenShot.org](http://www.OpenShot.org)) as well as some software that will record your voiceover, e.g. the Voice Recorder app built into Windows or Audacity, a very capable audio editor which is absolutely FREE (see: [www.AudacityTeam.org](http://www.AudacityTeam.org))

*Advantage of this approach:* You don't have to have a recent version of PowerPoint. Simply export your PowerPoint slides to JPEG files, record your voice for each slide, import your JPEG slides and audio files into the video editor and edit away.

*Disadvantage of this approach:* Requires a reasonable amount of technical savvy. Not for the timid at heart.

#### *Steps*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1. Export all of your PowerPoint slides to JPEG file format

- Step 2. Create your voiceover audio files, e.g. one audio file for each slide using either the built-in Windows voice recorder app or an audio editor such as Audacity ([www.AudacityTeam.org](http://www.AudacityTeam.org))
- Step 3. Load your JPEG slides and related audio files into your video editor, e.g. OpenShot and add those media files to the video editor's timeline.
- Step 4. Export the video file to MP4 format, ideally at 1080p (i.e. 1080 x720) resolution

*Additional training materials:*

<https://www.openshot.org/videos/> (Tutorials on how to use the video editor, OpenShot)

<https://www.youtube.com/watch?v=LQ7n9pA0qc0> (Video on how to use Audacity)

<https://www.youtube.com/watch?v=WLC9UpX9Lxc> (About creating audio files using Audacity for use with OpenShot)

## **For Mac users**

### **Option Mac1 – Create MP4 video from within PowerPoint on Mac**

*Requirements:* PowerPoint 16.19 or later (If you do not have a version of PowerPoint as recent as PowerPoint 16.19 or later, you may want to seriously consider upgrading.) To determine which version of PowerPoint you have on your Mac, select “About PowerPoint”. The About PowerPoint dialog box displays the current version number.

*Advantage of this approach:* gives you ultimate flexibility in recording audio, checking what you've recording, changing your mind if you want, and re-recording with a minimum of loss of your time, using just PowerPoint. This is the recommended approach to take if you have a recent version of PowerPoint.

*Disadvantage of this approach:* If you don't already have PowerPoint 16.19 or later, you have to have to pay for an upgrade to PowerPoint to use this approach.

*Steps:*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

- Step 1. When you are ready to deliver your recorded presentation, click on the PowerPoint Slide Show Menu
- Step 2. Click on the “Record Slide Show” icon
- Step 3. Start talking about the first slide. Advance to your next slide by clicking on the right arrow at bottom.
- Step 4. Occasionally glance an eye at the timer on the upper left of your PowerPoint screen so you know how far you are into your maximum 60-minute segment.
- Step 5. When you've reached the end click on the “End Show” icon in the upper left of your screen.

Step 6. Extremely important: Save your file again. Now export it to an mp4 video by clicking on the Export command on the file menu

Step 7. Give the file a meaningful name and direct it to a good place on your computer that you'll remember

Step 8. Select MP4 as your file format

Step 9. Select "Internet" as your file quality, i.e. 1080 x 720 resolution

Step 10. Make sure that "Use Recorded Timings and Narrations" is checked

Step 11. Click on "Export"

*Notes:*

- You might consider recording one slide or just a few slides at a time, to have better control over what you're saying
- Once you've completed your recording look at the slides in Slide Sorter view. You'll see the timing of your slides, i.e. the length of your audio recordings for each slide in the lower right-hand corner of these slides. It is recommended that you tally these timings in a spreadsheet to assure that the presentation does not take more than 60 minutes. If so, you may want to delete a slide or two or re-record audio on one or more slides.
- It will take a long time, i.e. an hour or more to 'render' the video, so be prepared for that. Also, the resultant file is going to be LARGE, on the order of about 1GB, so be prepared for that as well.

*Additional training materials:*

[https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making\\_an\\_MP4\\_with\\_Powerpoint.pdf](https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making_an_MP4_with_Powerpoint.pdf)

[https://www.dropbox.com/s/1qsts3umtunnrm6/Making\\_an\\_MP4\\_with\\_PowerPoint.mp4?dl=0](https://www.dropbox.com/s/1qsts3umtunnrm6/Making_an_MP4_with_PowerPoint.mp4?dl=0)

<https://www.cleverfiles.com/howto/record-audio-voice-mac.html>

[https://support.microsoft.com/en-us/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-](https://support.microsoft.com/en-us/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691#:~:text=Select%20File%20%3E%20Export.&text=Open%20the%20File%20For)

[bac76c4a5691#:~:text=Select%20File%20%3E%20Export.&text=Open%20the%20File%20For](https://support.microsoft.com/en-us/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691#:~:text=Select%20File%20%3E%20Export.&text=Open%20the%20File%20For)  
[mat%20list,Internet%20Quality%2C%20or%20Low%20Quality.](https://support.microsoft.com/en-us/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691#:~:text=Select%20File%20%3E%20Export.&text=Open%20the%20File%20For)

**Option Mac2 – Create MP4 video by exporting PowerPoint slides to JPEG files and using iMovie or some other video editor**

*Requirements:* iMovie or some other video editor that can import JPEG and audio files, e.g. OpenShot ([www.OpenShot.org](http://www.OpenShot.org)) as well as some software that will record your voiceover, e.g. the Voice Recorder app built into your Mac or Audacity, a very capable audio editor which is absolutely FREE (see: [www.AudacityTeam.org](http://www.AudacityTeam.org))

*Advantage of this approach:* You don't have to have a recent version of PowerPoint. Simply export your PowerPoint slides to JPEG files, record your voice for each slide, import your JPEG slides and audio files into the video editor and edit away.

*Disadvantage of this approach:* Requires a knowledge of or willingness to learn iMovie. Not that hard, yet not for the timid at heart.

## *Steps*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1. Export all of your PowerPoint slides to JPEG file format

Step 2. Create your voiceover audio files, e.g. one audio file for each slide using either the built-in Mac voice recorder app or an audio editor such as Audacity ([www.AudacityTeam.org](http://www.AudacityTeam.org))

Step 3. Load your JPEG slides and related audio files into iMovie or some other video editor, e.g. OpenShot and add those media files to the video editor's timeline.

Step 4. Export the video file to MP4 format, ideally at 1080p (or 1080 x720) resolution

## *Additional training materials:*

<https://www.youtube.com/watch?v=m4IGBKDyRyw> (Intro to using iMovie)

<https://www.openshot.org/videos/> (Tutorials on how to use the video editor, OpenShot)

<https://www.youtube.com/watch?v=LQ7n9pA0qc0> (Video on how to use Audacity)

<https://www.youtube.com/watch?v=WLC9UpX9Lxc> (About creating audio files using Audacity for use with OpenShot)

## **Option Mac3 – Create MP4 video from within Keynote and using iMovie or some other video conversion utility**

*Advantage of this approach:* It leverages all of the work you've done in Keynote. You also probably have iMovie on your Mac so you do not have to pay for any additional software.

*Disadvantage of this approach:* Keynote only exports to QuickTime and not MP4 video file format. You'll need to convert the video file from QuickTime to MP4 using, iMovie or some other video editor, e.g. Wondershare UniConverter (see:

<https://videoconverter.wondershare.net/lp/uniconverter-best-video-converter-brand.html> ) or some other video conversion utility.

## *Steps:*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1: Open your Keynote presentation

Step 2: Select the *File* drop down menu

Step 3: Choose *Export to e.*

Step 4: Select *QuickTime*

Step 5: Adjust the settings to fit your preferences

Step 6: Select *Next*

Step 7: Save your file

Step 8: Convert the QuickTime file to MP4 file format using iMovie, Wondershare UniConverter or some other video file conversion utility.

*Additional training materials:*

<https://www.youtube.com/watch?v=m4IGBKDyRyw> (Intro to using iMovie)

<https://www.youtube.com/watch?v=fe280TjbAXw> (Exporting a Keynote presentation to QuickTime)

<https://www.youtube.com/watch?v=pVRDgsXfRy8> (Using iMovie to convert a QuickTime file to MP4 video file format)

<https://videoconverter.wondershare.com/convert-mov/convert-mov-to-mp4.html> (Using Wondershare UniConverter to convert a QuickTime (MOV) file to MP4 video file format)

### **Option Mac4 – Create MP4 video by exporting Keynote slides to JPEG files and using iMovie or some other video editor**

*Requirements:* iMovie or some other video editor that can import JPEG and audio files, e.g. [www.OpenShot.org](http://www.OpenShot.org)) as well as some software that will record your voiceover, e.g. the Voice Recorder app built into your Mac or Audacity, a very capable audio editor which is absolutely FREE (see: [www.AudacityTeam.org](http://www.AudacityTeam.org))

*Advantage of this approach:* You don't have to have a recent version of PowerPoint. Simply export your PowerPoint slides to JPEG files, record your voice for each slide, import your JPEG slides and audio files into iMovie or some other video editor and edit away.

*Disadvantage of this approach:* Requires a knowledge of or willingness to learn iMovie. Not *that* hard, yet not for the timid at heart.

*Steps*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1. Export all of your Keynote slides to JPEG file format

Step 2. Create your voiceover audio files, e.g. one audio file for each slide using either the built-in Macintosh voice recorder app or an audio editor such as Audacity ([www.AudacityTeam.org](http://www.AudacityTeam.org))

Step 3. Load your JPEG slides and related audio files into your video editor, e.g. iMovie or OpenShot and add those media files to the video editor's timeline.

Step 4. Export the video file to MP4 format, ideally at 1080p (or 1080 x720) resolution

*Additional training materials:*

<https://www.youtube.com/watch?v=m4IGBKDyRyw> (Intro to using iMovie)  
<https://www.openshot.org/videos/> (Tutorials on how to use the video editor, OpenShot)  
<https://www.youtube.com/watch?v=WLC9UpX9Lxc> (About creating audio files using Audacity for use with OpenShot)

### **Option Mac5 – Create MP4 video on a Mac using Zoom for either PowerPoint or Keynote**

*Requirements:* a ‘Pro’ Zoom account which costs \$16 for a month (You can subscribe and then cancel your subscription before one month is up). A Pro account allows you to record a session for more than 40 minutes – the limit placed on recordings for meetings with a free Zoom account. Also, if you want to trim the extraneous material at the beginning and end of the recorded video, you might want to use a video editor, e.g. iMovie or OpenShot ([www.OpenShot.org](http://www.OpenShot.org)) which is also FREE!

*Advantage of this approach:* if you feel comfortable in adding audio to your presentation in just fell swoop and confident that you are not going to make that many, if any, mistakes in doing so, then this approach might be for you.

*Disadvantage of this approach:* if you feel you are going to change your mind even once or twice about the quality of your audio recording, please **avoid** this approach.

*Steps:*

**STRONG RECOMMENDATION:** Make a practice 1-minute version of your talk before you record the long version. Be sure you have mastered the process before putting time into making the full 50-60 minute version!

Step 1. Sign into your Zoom account at <https://zoom.us/signin>

Step 2. Click on Schedule a Meeting and setup a meeting for a time that’s convenient. Uncheck require a password (it’s unnecessary). Keep video at the ‘off’ setting. Click on Save at the bottom of the screen.

Step 3. When the new screen appears, click on Start this Meeting and then on Start this Meeting.

Step 4. Click on Join with Computer Audio.

Step 5. In PowerPoint, go the Slide Show tab and the click on Set Up Slide Show. Check the box labeled ‘Browsed by an individual window’. Do so allows you to reduce the size of the PowerPoint window just a bit so you’ll still have access to the Zoom meeting controls.

Step 6. In the Zoom Meeting window, click on Share Screen and the select the window displaying your PowerPoint presentation

Step 7. Move your cursor either to the top or bottom of your screen until you see the menu bar for the Zoom meeting. Click on the three dots on right-hand side of the menu bar and then select ‘Record on this Computer.’ Your meeting is now recording.

Step 8. Back to PowerPoint. In PowerPoint, select the Slide Show tab and then click on From Beginning.

Step 9. Start talking. When you’re done recording for one slide, advance to the next slide and talk about that next slide and so on.

Step 10. When you're finished recording, click on the 'X' in the timer box which should be located in the upper left-hand portion of your screen.

Step 11. End the Zoom meeting. Your recording of the session will be processed and you will be asked for a location on your hard drive to save the file (Alternatively, you can save the file in the cloud and retrieve it later by selecting 'Record in the Cloud' rather than 'Record on this Computer' in step 7.)

Step 12 (optional). Trim off extraneous material at the beginning and end of your video using iMovie or some other video editor, e.g. OpenShot ([www.OpenShot.org](http://www.OpenShot.org))

*Note:* Here are instructions on how to do a Keynote presentation on Zoom:

<https://support.zoom.us/hc/en-us/articles/201362963-Screen-Share-A-Keynote-Presentation#:~:text=Before%20your%20presentation%2C%20open%20the,using%20the%20mouse%20or%20trackpad.>

*Additional training materials:*

[https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making\\_an\\_MP4\\_with\\_Zoom.pdf](https://s4.goeshow.com/iajgs/annual/2020/pdfs/Making_an_MP4_with_Zoom.pdf)  
[https://www.dropbox.com/s/4v9iqcwfy6l9t7w/Making\\_an\\_MP4\\_with\\_Zoom.mp4?dl=0](https://www.dropbox.com/s/4v9iqcwfy6l9t7w/Making_an_MP4_with_Zoom.mp4?dl=0)  
<https://www.youtube.com/watch?v=m4IGBKDyRyw> (Intro to using iMovie)  
<https://www.openshot.org/videos/>

*Note:* If you don't want to pay for a Pro Zoom account, you could make two shorter MP4 videos and stitch them together using iMovie or some other video editor such as OpenShot ([www.OpenShot.org](http://www.OpenShot.org))

*Bottom line:* Unless you are completely comfortable recording yourself the entire way through the presentation in one shot OR are comfortable in editing out extraneous material, it is recommended that you choose another option for turning your presentation into an MP4 file.

**Yet another (but expensive) way to convert your PowerPoint presentation to an MP4 file on either your PC or Mac**

*Requirements:* Camtasia, a wonderful video screen capture tool and video editor. See: <https://www.techsmith.com/video-editor.html>

*Advantage of this approach:* You can use this product over and over on your PC or Mac and not have to worry about the complexities of recording on Zoom.

*Disadvantage of this approach:* Camtasia is expensive! \$250. This may pay for itself if you do a fair amount of video screen capture and/or video editing.

*Steps*

<https://www.youtube.com/watch?v=WjiVlpZ8xFc>  
<https://www.techsmith.com/tutorial-camtasia-record-a-powerpoint-presentation.html>

## **Changing the host in a Zoom meeting (or not...a couple of interesting options for presentations with multiple speakers)**

Here are instructions for how to change the host in a Zoom meeting. It's for those of you who will have two or more speakers and you want two or more speakers to have the ability to share their screens.

<https://www.howtogeek.com/663590/how-to-change-the-host-of-a-meeting-in-zoom/>

Here's another option for multiple speakers which might be simpler and worth considering... Have all speakers' presentations combined into one large presentation. That same person hosts the Zoom meeting and takes cues, e.g. 'Next.' from all other speakers to advance their respective portions of the larger presentation.

Yet another option, assuming all speakers' presentations are combined into one larger presentation – use one of the other presentation preparation options described above, e.g. PC1 or Mac1

## **Uploading your MP4 video to the IAJGS Virtual Conference website**

Once you've successfully created your MP4 video, it's time to upload it to the 2020 IAJGS Virtual Conference website. To do so, go to [www.IAJGS2020.org](http://www.IAJGS2020.org) and sign into your speaker account. You'll see a video upload option. Select that option, find your video file on your hard drive, and then click on submit. It should take a few minutes to upload the file depending on the speed of your internet connection. Once successfully uploaded, you'll see a hyperlink for your video. Click on that hyperlink to view and test how your video looks.