

An MP4-making Guide to the Perplexed

Almost all of us are in a learning mode regarding how to make an MP4 prerecorded video presentation, as needed for this year's IAJGS Conference.

Although there are multiple ways to accomplish this, we hope this proves useful:

First, you will want to make your basic slide presentation using PowerPoint or Keynote or whatever presentation software you prefer. Once that is complete, make sure to save it in a compressed format to reduce file size from large pictures. To do that in PowerPoint, select all your slides. Then select "Compress Pictures" from the "File" menu. Then select On-Screen or Email (96-150 ppi) for picture quality, along with "Delete cropped area of pictures". Save your file.

Next, you will want to make a test video. Make sure you are comfortable doing this with a one-minute video before trying to record your entire presentation.

Then decide which software you will use to record your video.

For those who use PowerPoint on the PC, stick with Powerpoint. For those who use PowerPoint on the Macintosh, you must have PowerPoint 16.19 or newer. If not, use Zoom as described below. Instructions for PowerPoint can be found by reading the PDF and viewing its accompanying video from the Conference website ([HERE](#)).

For those who use Keynote, be sure you are using an updated version of Keynote that supports making MP4 files. Again, make sure to use "internet quality" as your format. If your version doesn't have this support, then skip to the Zoom instructions below.

If you want to make your video with Zoom (this will work for up to 60 minutes even on a free Zoom account), then feel free to consult this PDF and view its accompanying video from the Conference website ([HERE](#)).

We will provide instructions for uploading the videos soon.

Using either the PowerPoint or Zoom approach described above yields a file of far less than 4GB, which is the maximum our server can handle.