



This document explains how to export a PowerPoint presentation (.ppt) as a video (.mp4) so it can be used in Xibo digital signage software at Fort Hays State University.

- **Prior to using this guide**, you should have a PowerPoint presentation already created.
- To view other Xibo user guides, go to the *Xibo* section under *Training Resources* on the Technical Training page at www.fhsu.edu/technology/training.

For assistance or training using these procedures, contact Sarah Taggart, IT Development Coordinator at 785-628-4999.

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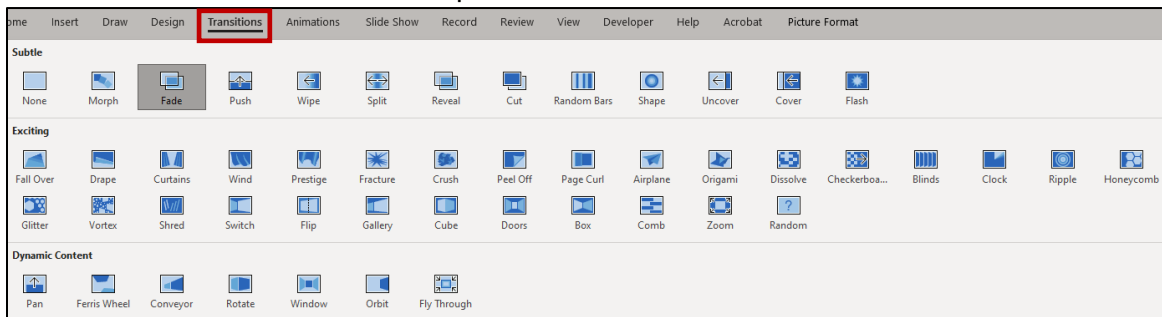
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Set PowerPoint Slide Transition Timings

After creating your PowerPoint presentation, follow these steps to set Transition Timings and set the slides to advance automatically. You can use the same Timing for all slides, or set different Timings for each slide.

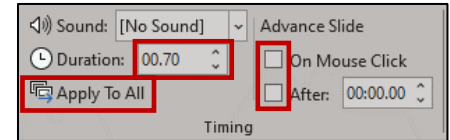
Use the Same Timing for All Slides

1. Open your PowerPoint presentation.
2. In the left navigation bar, click on a **slide** to select it.
3. Choose a Transition for that slide:
 - a. Click the **Transitions** tab in the ribbon.
 - b. Select a **Transition** from the options available.



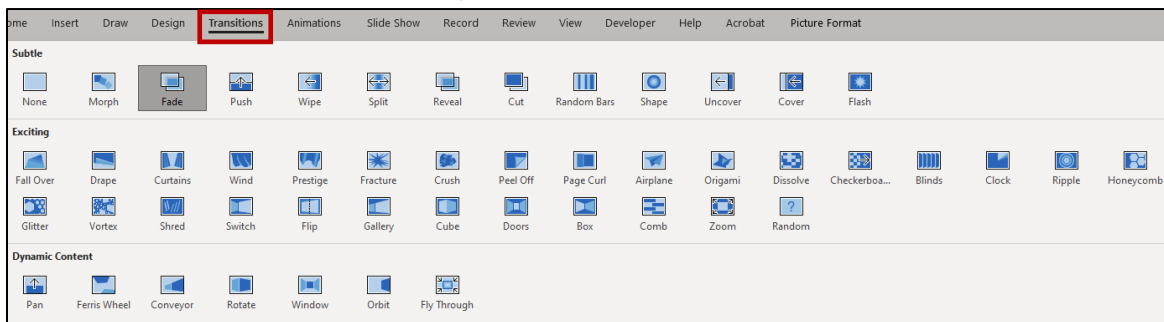


- Repeat **Steps 2 - 3** for each additional slide.
- On the right side of the *Transitions* ribbon, you will see Timing options. These need to be updated so that your slides will automatically advance without the click of a mouse:
 - Uncheck** the box next to *On Mouse Click* (this makes the slides advance automatically).
 - Uncheck** the box next to *After*.
 - After*: Enter the number of **minutes/seconds** you want that slide to remain on the screen.
 - Duration*: The number of **seconds** it will take for the Transition to complete; adjust if needed.
NOTE: A shorter Duration makes a slide advance faster; larger makes it advance slower.
 - Click **Apply to All**. This will apply the selected Timing options to **all slides** in the presentation.
- Make sure to **save** your PowerPoint file when finished.

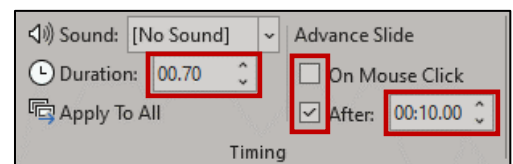


Set Different Timings for Each Slide

- Open your PowerPoint presentation.
- In the left navigation bar, click on a **slide** to select it.
- Choose a Transition for that slide:
 - Click the **Transitions** tab in the ribbon.
 - Select a **Transition** from the options available.



- On the right side of the *Transitions* ribbon, you will see Timing options. These need to be updated so that your slides will automatically advance without the click of a mouse (after the specified time):
 - Uncheck** the box next to *On Mouse Click* (this makes the slides advance automatically).
 - Check** the box next to *After*.
 - After*: Enter the number of **minutes/seconds** you want that slide to remain on the screen.
 - Duration*: The number of **seconds** it will take for the Transition to complete; adjust if needed.
NOTE: A shorter Duration makes a slide advance faster; larger makes it advance slower.
- Repeat **Steps 2 - 4** for each additional slide. Make sure to **save** your PowerPoint file when finished.

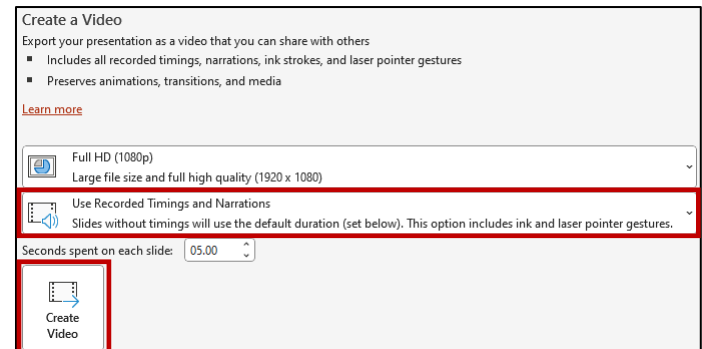
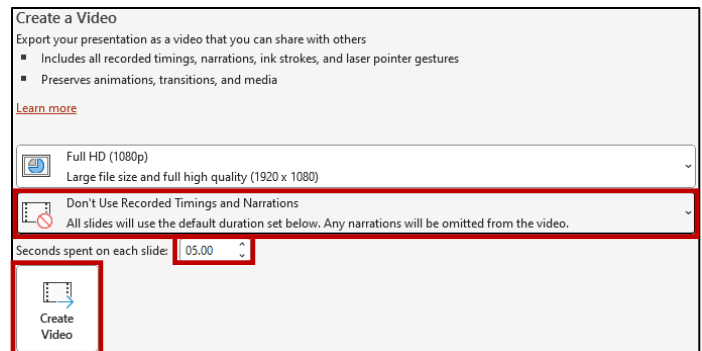




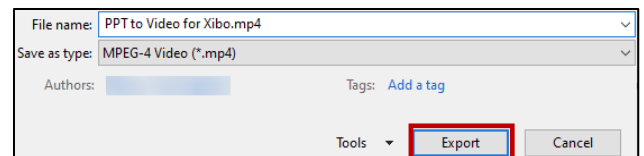
Export the PowerPoint Presentation as a Video

After setting the Transition Timings for your presentation, follow these steps to export the PowerPoint presentation (.ppt) as a video (.mp4) file.

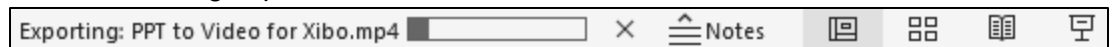
1. If needed, open your PowerPoint presentation.
2. Click **File > Export > Create a Video**.
3. Select the following:
 - a. **Full HD (1080p)**
 - b. Select a Timing option:
 - **To use the SAME Timing for all slides:** Select **Don't Use Recorded Timings and Narrations**, and enter the desired **Seconds spent on each slide**.
 - **To use DIFFERENT Timings for each slide:** Select **Use Recorded Timings and Narrations**. *Seconds spent on each slide* will be overridden by the Timings set per slide.



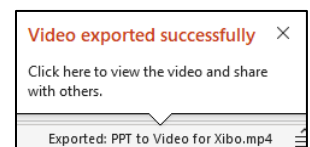
4. Click **Create Video**.
5. Browse to select the **file location** where you wish to save the exported video.
6. *Save as type* should be **MPEG-4 Video (*.mp4)**.
7. Click **Export**.



8. This will not close your PowerPoint presentation. The status bar at the bottom of the application will display progress as the file is being exported to MP4.



9. Once it is completed, a notification will pop up confirming the video was exported successfully.



10. The exported .mp4 file can now be imported into Xibo. For step-by-step instructions for using Xibo, see the *Xibo Basic User Guide*.