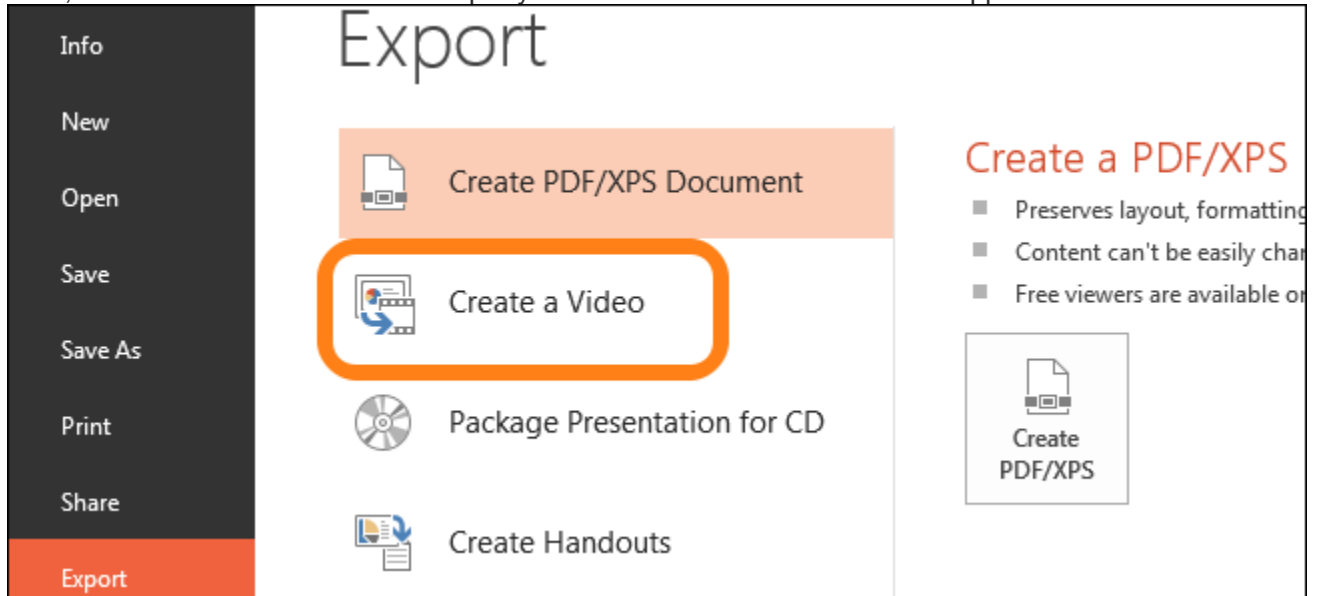*In order for IT Services to submit a PowerPoint with audio for captioning the presentation needs to be converted to an MP4 video file. The process below details the steps on how to convert your PowerPoint into an MP4 file within Microsoft PowerPoint.*

Part 1: Convert PPTX to MP4 Free within Microsoft PowerPoint

If you're familiar with Microsoft PowerPoint, you may know that since MS PowerPoint 2010, Microsoft has added an additional feature – "**Create a Video**" option. This new feature allows users to export and save PowerPoint to video in either WMV or MP4 format. This means that you could directly open your PPTX file on computer and then make use of this new feature to convert PPTX to MP4, without need to download third-party PPTX to MP4 converter software apps.

The detailed steps on how to export PPTX to MP4 within Windows PowerPoint are listed below:

1. Open your PPTX file in PowerPoint and then move mouse to and click the "**File**" menu at the top-left corner.
2. On the drop-down menu panel, click the "**Export**" tab and then choose "**Create a Video**" option.
3. You will then see a PowerPoint to video converting settings panel, including: 2 drop-down menus and slide duration settings. In the first drop-down menu, select output video resolution (target player to play created video) and size. In the second drop-down menu, select to include or exclude any timings or narrations you prefer. After this, set the time value and then click the "Create a Video" button.
4. On the popup "**Save as**" interface, set output video name and determine MP4 as output format from MP4 and WMV. Also, determine a folder to save output MP4 video file.
5. Click "**Save**" button. The MS PowerPoint would start to export and convert PPTX to MP4 file immediately.

6. Once the file has saved, please fill out a [Captions & Transcription Request Form](#) to request closed captioning & transcription for the video. After the form is submitted, Instructional Technology will follow up with you.