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VIDEO TUTORIAL

After signing the release, you will be able to walk through the video submission process. The video upload instruction videos are available on the conference site under the resources section.

RESOURCES

Web Tool Training	Web Tool Video Tutorial	iThenticate Guidelines	Web Tool Help Center
New ASME Web Tool	How to Submit a Draft	How to Submit an Abstract Tutorial	How to Review Abstracts
μ μ	19 m	Invest in Your Professional Development	Journal

UPLOAD VIDEO

To upload your video, click "file upload" on the field below the speaker release and upload the video file in the indicated format. **Click "save and finalize"** when done to finalize your submission. All videos must be in .mp4 or .mov format.

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HOW TO RECORD A VIDEO WITH AUDIO USING POWERPOINT

On the main page, select Slideshow

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Make sure all three options under the Slideshow tab are selected

FILE	HOME	INSERT	DESIGN	TRANSITION	4S	ANIMATION	VS SLIDE	SHO	W REVIEW VI
From Beginning	From Current Slide	Online *	Custom Slide Show +	Set Up Slide Show	Hide Slide	Rehearse Timings	Record Slide Show + Set Up		Play Narrations Use Timings Show Media Controls

Select "Record Slide Show"

Note: holding down the arrow will allow you to either record audio from the beginning of your presentation or start recording from the current slide.



Use top controls to record, stop or replay audio



This symbol lets you know audio has been recorded, and is ready to play.



This symbol is clicked to record a video to add inside of your slide. This button will turn camera on/off as you record audio.



Use the arrows to click through the slides to add audio to a specific slide.

Tips for inserting audio:



It works best to add audio to your slides after your presentation has been completed.



Be sure to time your PowerPoint to ensure it meets time limit requirements. These can be found on the submission site.