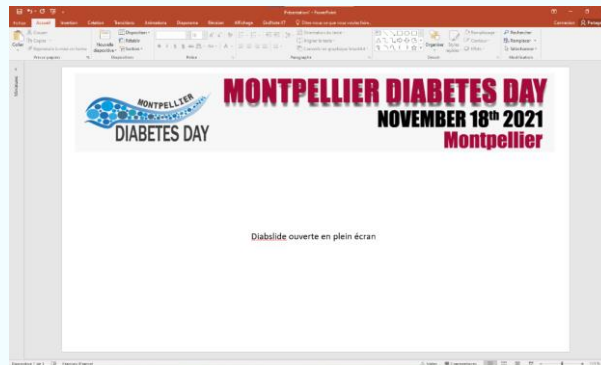


HOW TO PREPARE YOUR DIABslide as mp4 file

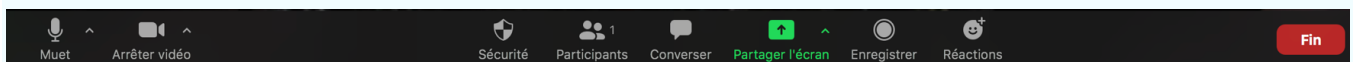
- Prepare your slide (4/3 format recommended, in landscape to insert the video thumbnail next to it)
- Create a Zoom meeting on <https://zoom.us/>
- Start the meeting by activating your camera and microphone (perform tests if necessary)



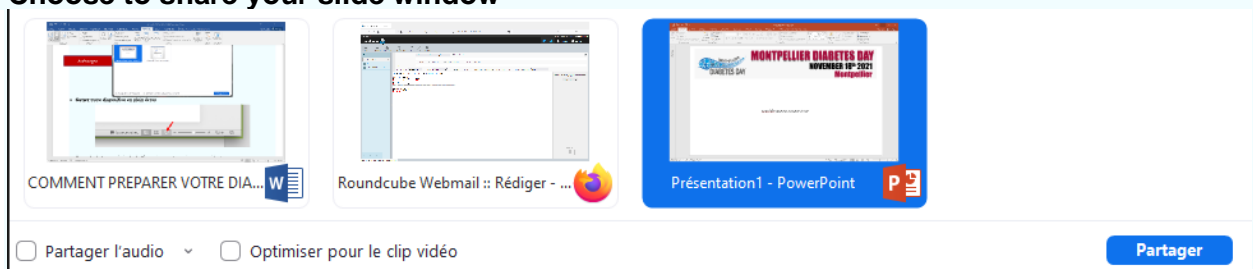
- Open your slide



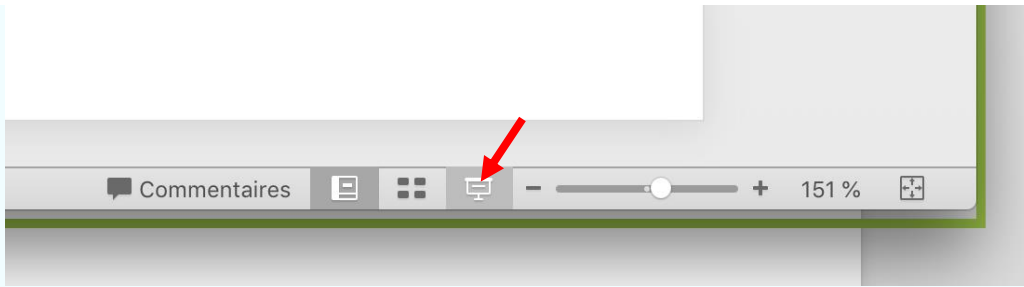
- Enable screen sharing



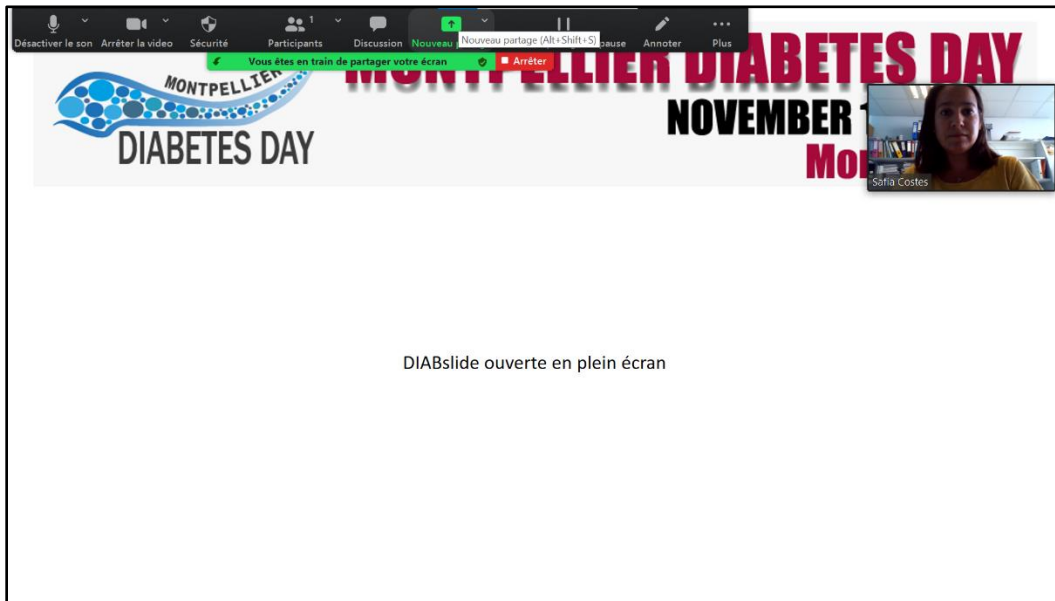
- Choose to share your slide window



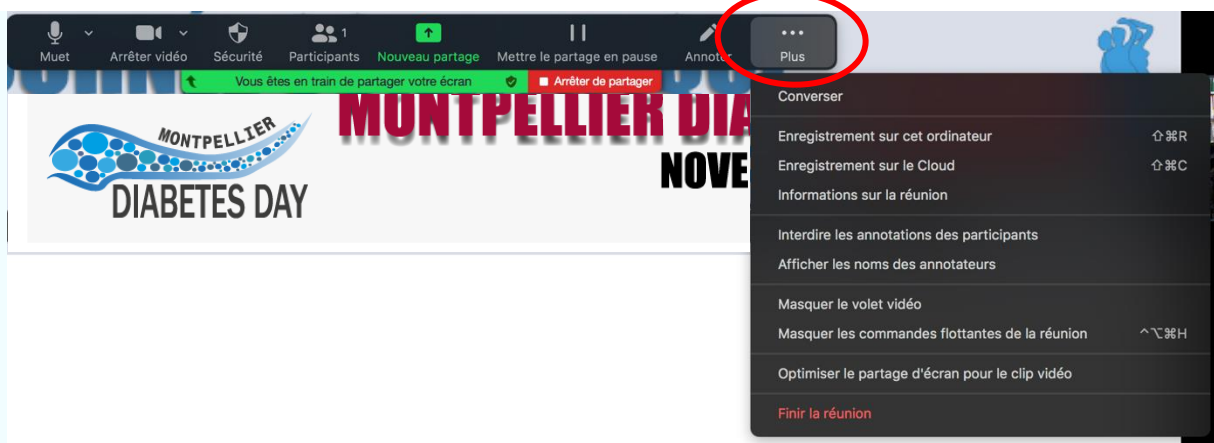
- Put your slide in full screen



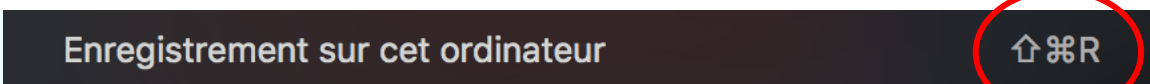
- Exemple of the general view of the screen (do not close the video panel)



- View of the control panel (by going to ...More)

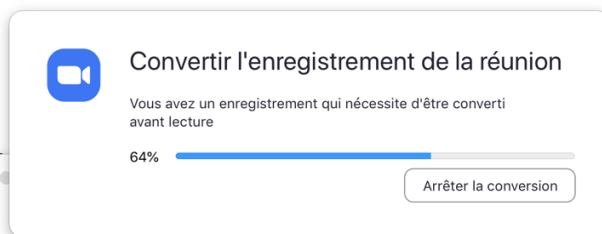


- Note the way to start/stop recording on your computer (here for a mac)

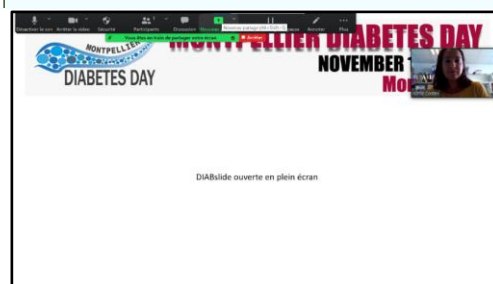
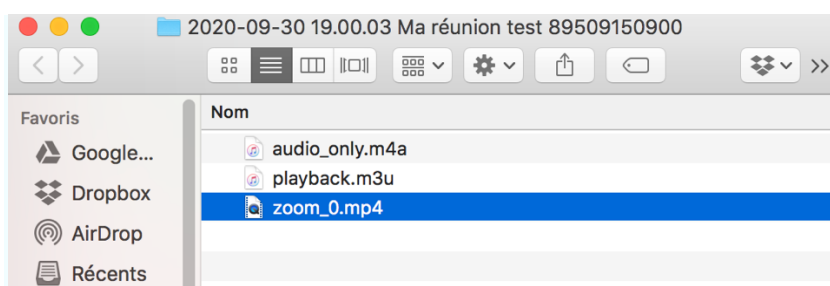


- Start the recording with the key combination (or the control panel)
- Comment on your slide (be sure to set a timer to not exceed 2 min!!!)

- Stop the recording with the key combination (or the control panel)
- Exit full screen mode (**esc key**)
- Stop screen sharing
- Exit the meeting
- Let Zoom convert the video



- The DIABslide file in mp4 is ready. You will find it in the **Zoom** folder in the **Documents** folder of your computer.



- Rename the file as follows:
DIABslide_NAME_Firstname.mp4
- Send the file to the indicated email address.

Thanks for your participation!