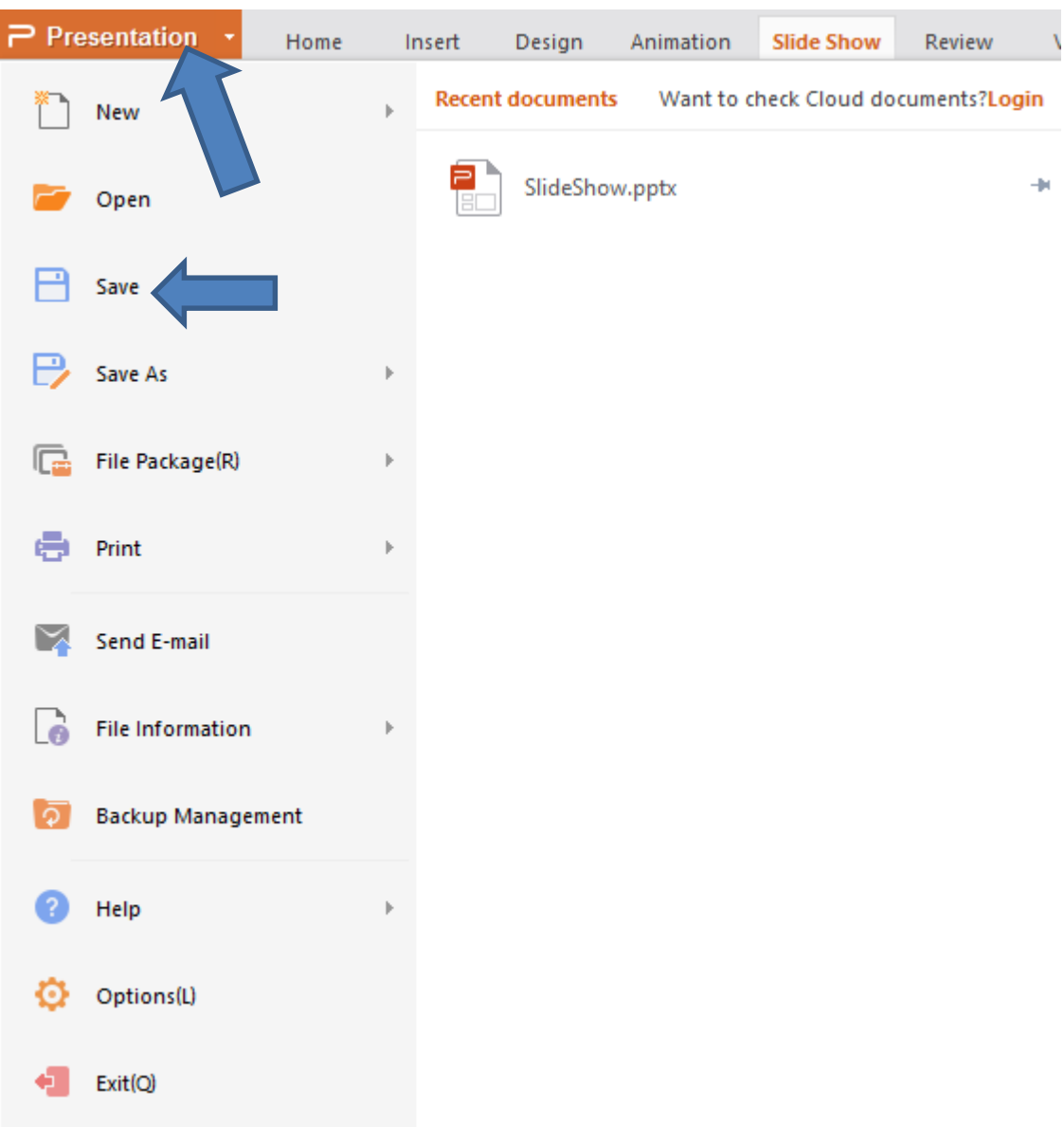


Step 10 – Save File and save as Video

- As I mentioned before, you Save File so you can open it again. It is like a project in Movie Maker.**
- Once you are complete, you can save it as a Video.**
- If you have problems with the Video, you can open the File again and make changes and save it as a Video again.**
- You also can do Save As a different file and use it to make changes and Save it as a different Video.**
- Next explains folders.**

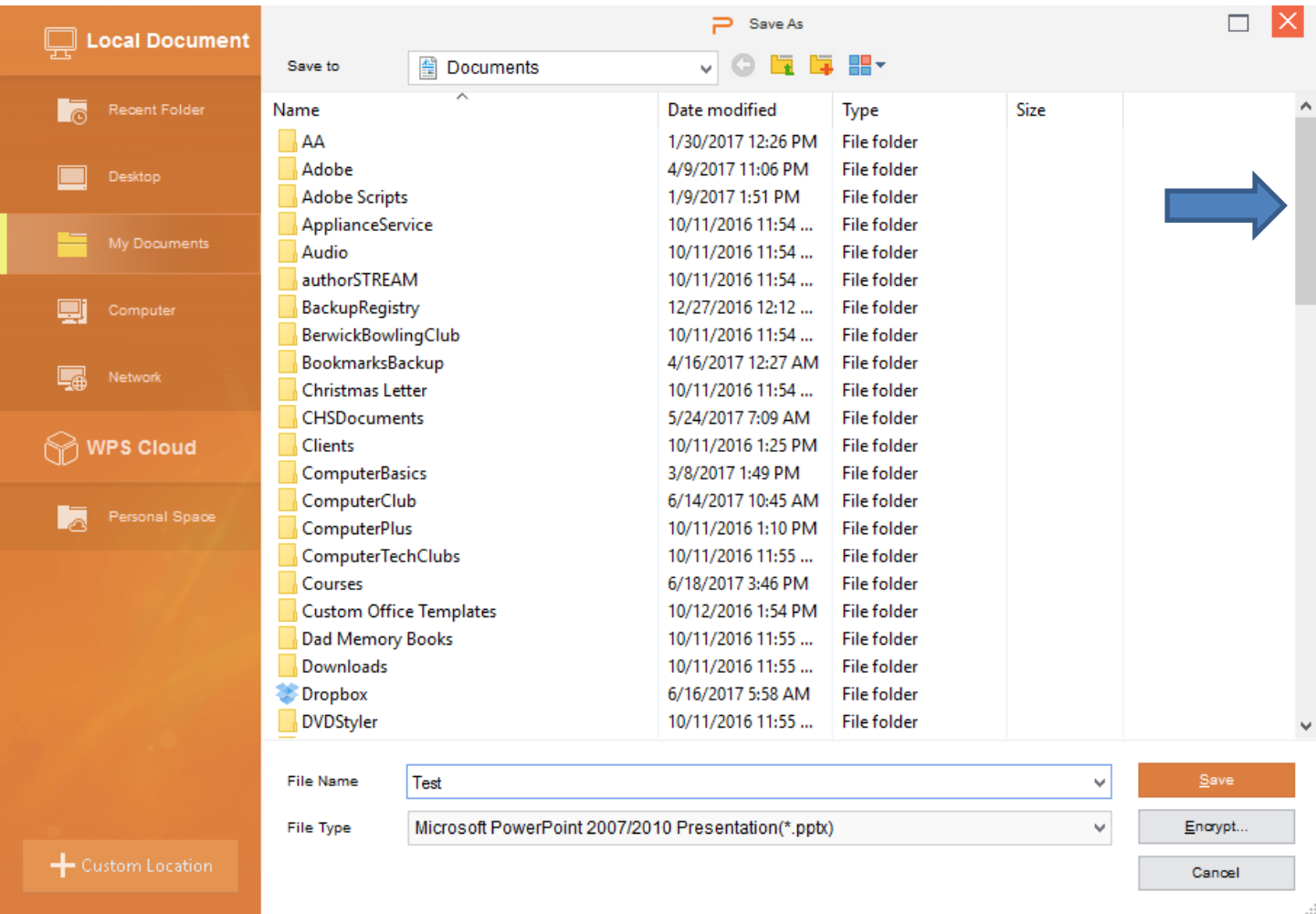
- **As I mentioned in the course that you do Step 2 to add Folders before you do this Step.**
- **If you are not in the course and just using on-line training, use Step 2 to add Folders.**
- **If you have not done Step 2 and what to do this Step, you can add Folders.**
- **Next is how to Save File.**

• You click on Presentation in the upper left and then click on Save. Next is what happens. Note –

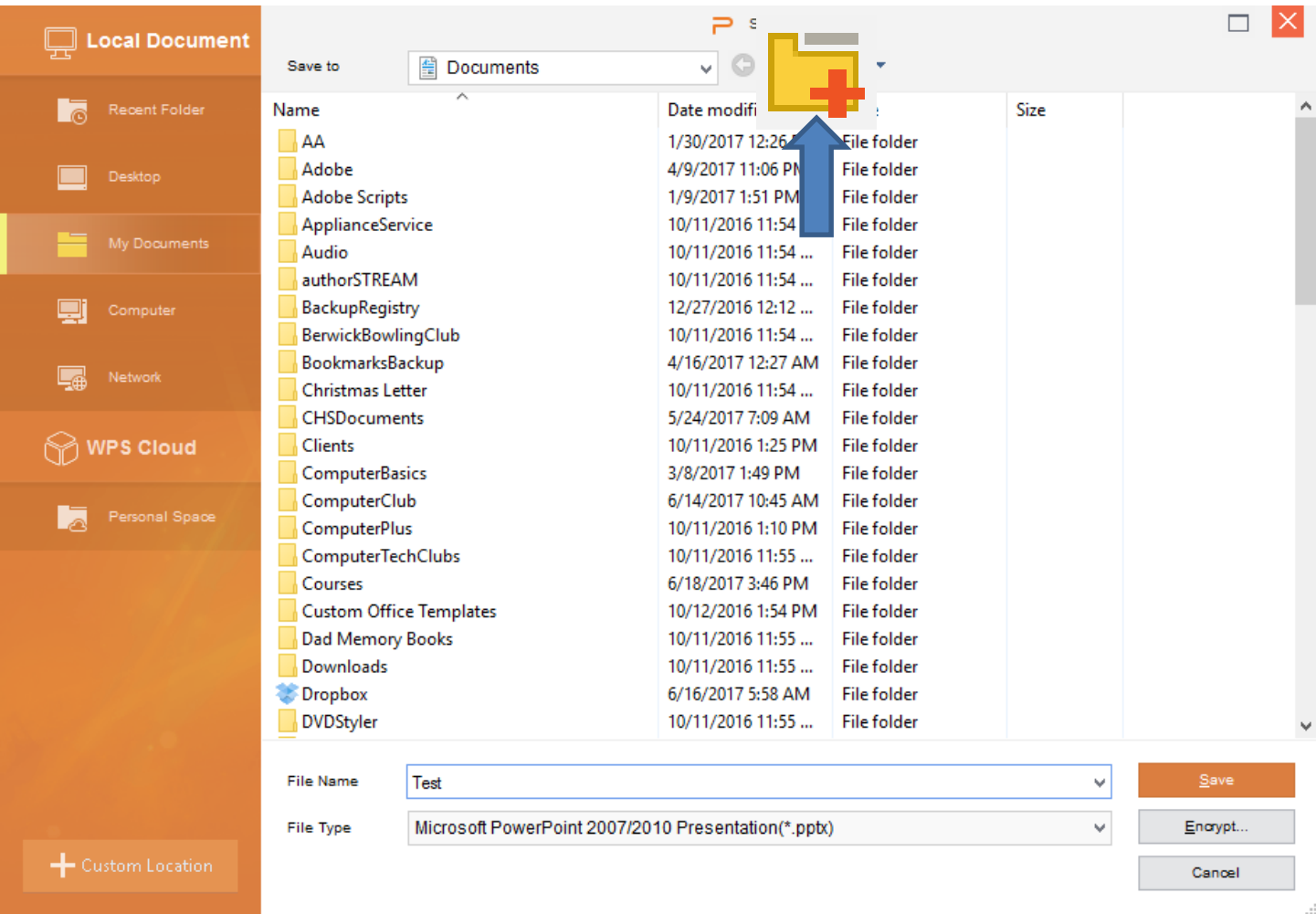


you see Recent documents because I already had one.

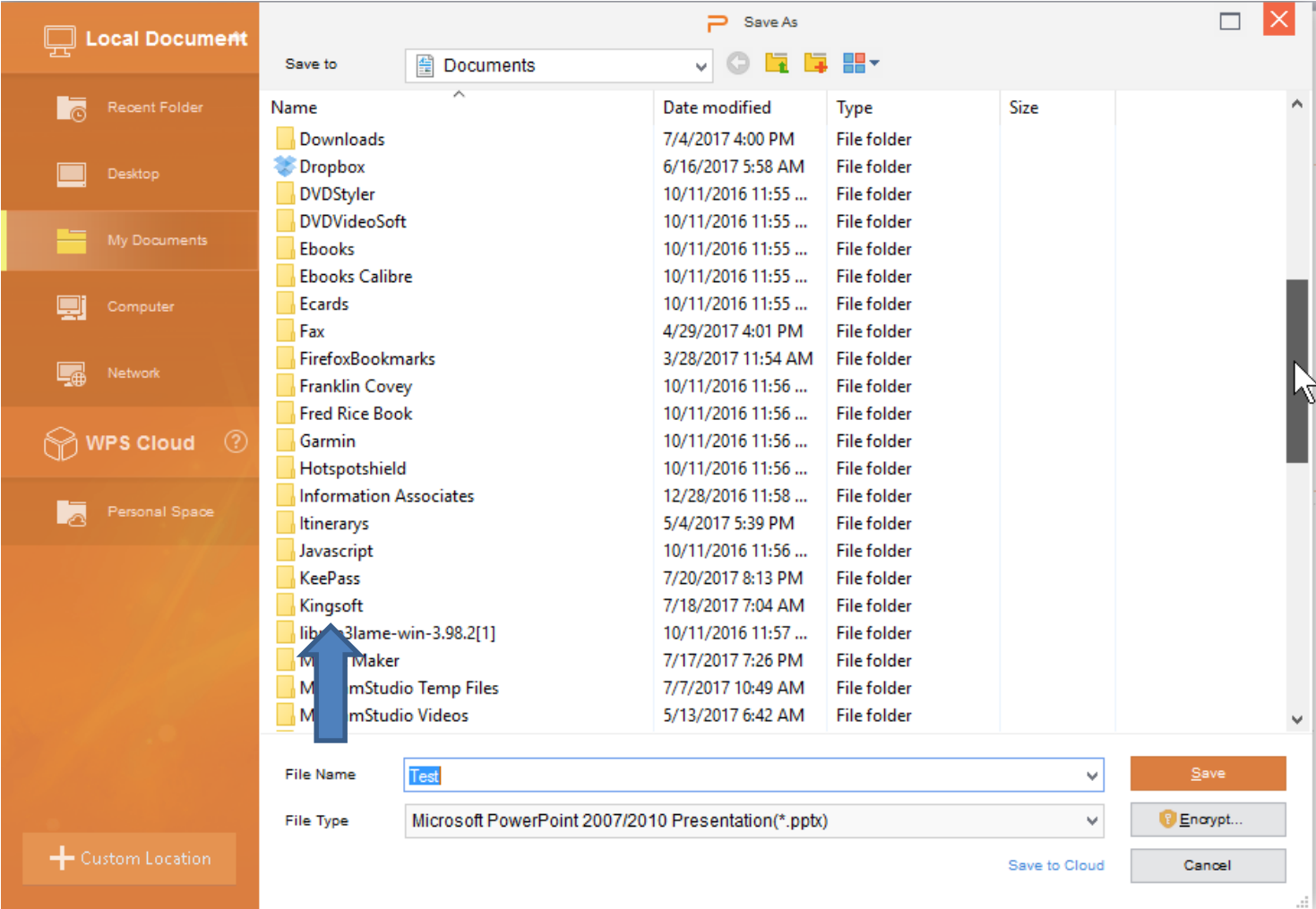
- A new window opens, like File Explorer with Documents. If you have done Step 2 and added Kingsoft folder in Documents, you scroll down to find Kingsoft. Next is what to do if you did not do Step 2.



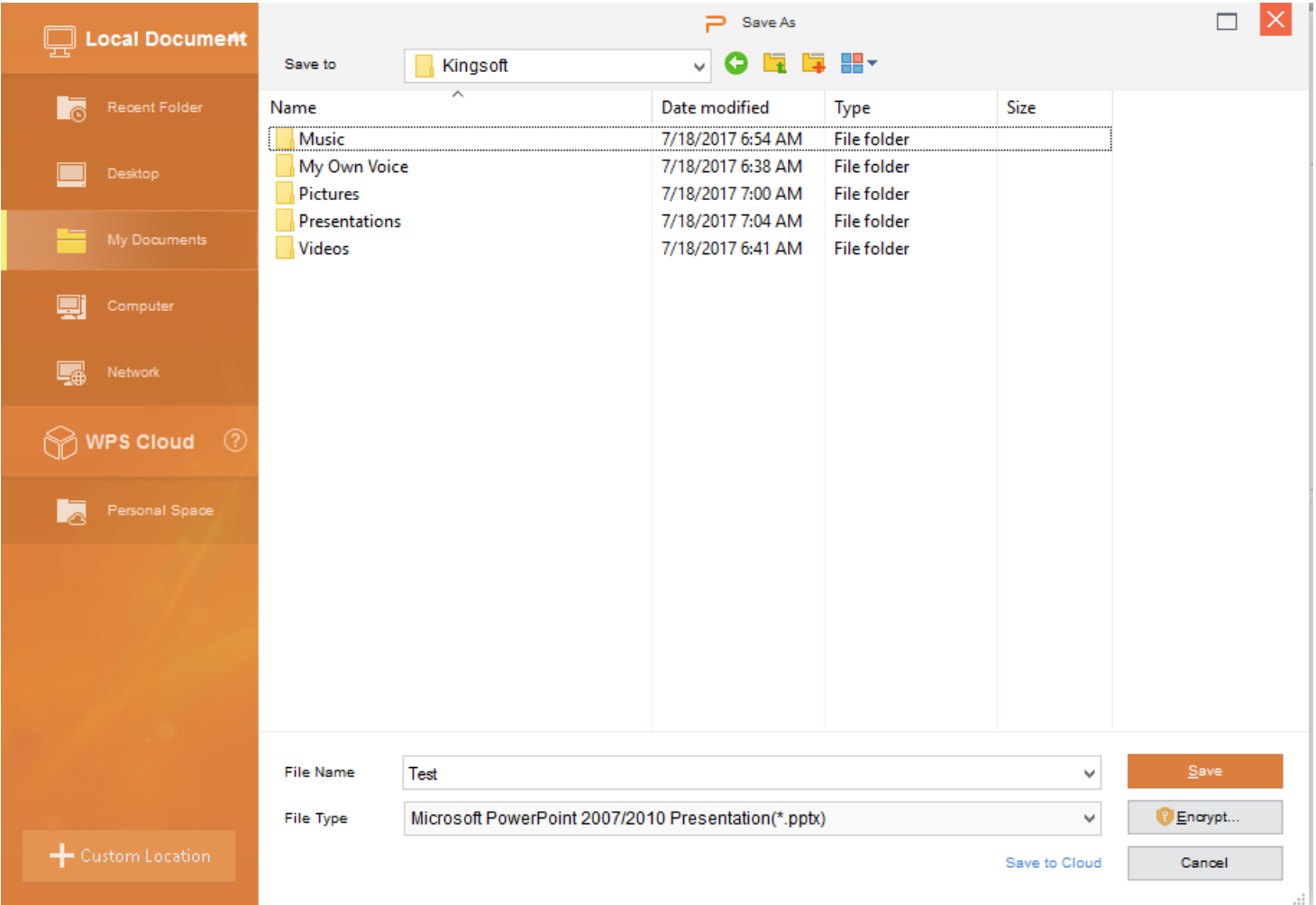
- You click on the Icon in the Top to add a folder. I zoomed in so you can see it. You then type in Kingsoft. Next is a sample of Kingsoft folder.



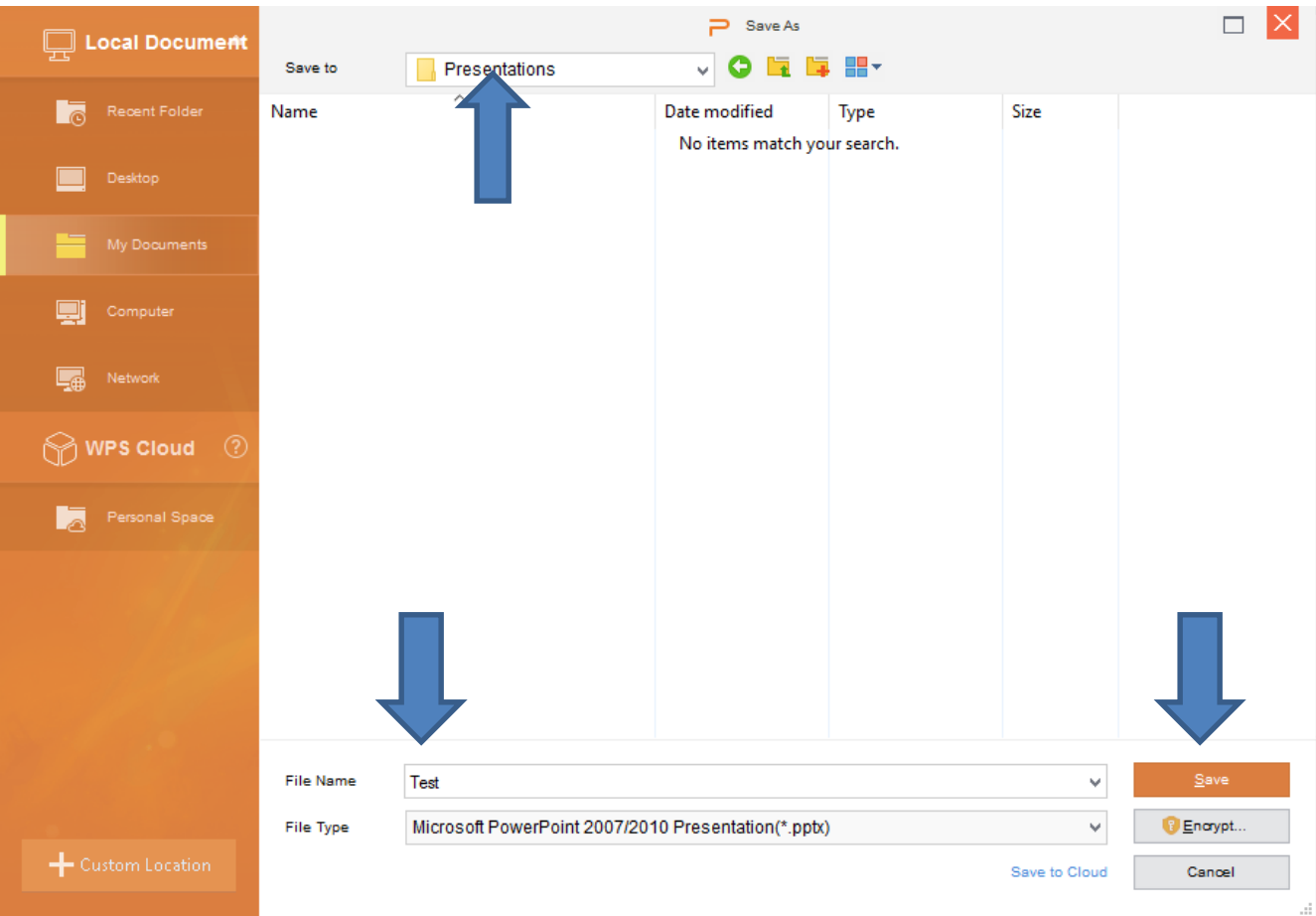
- When you did Step 2 and scroll down, you see Kingsoft and double click on it. If you added a New Folder with Kingsoft, click outside it and then double click on it. Next is what happens.



- If you did Step 2 you see the other folders. If not add folder again, like Presentations. Then double click on Presentations and next is what to do.

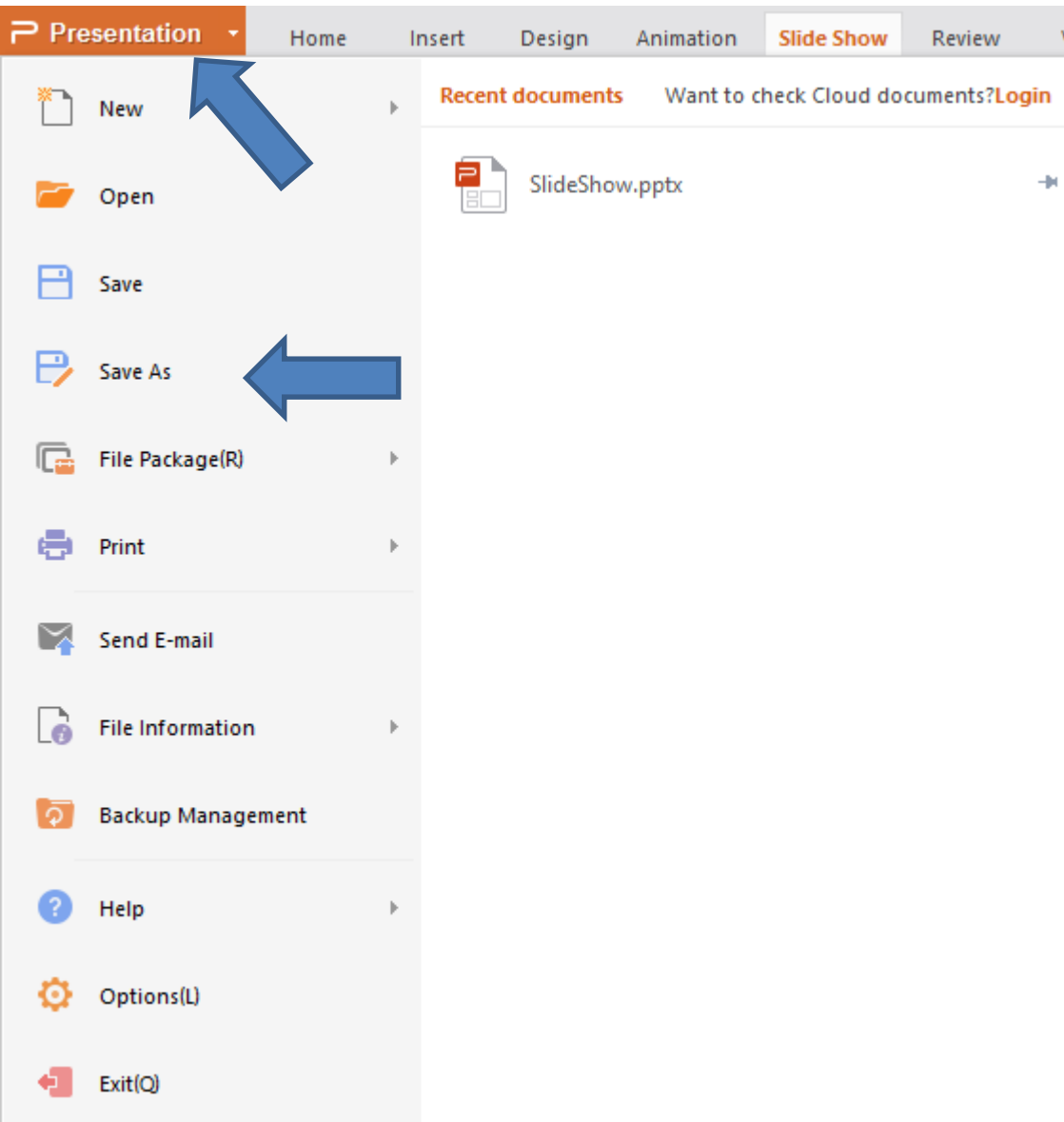


- You see Presentations. Then you can highlight File Name and change the name, like Slide Show and once complete, click on Save. Once you click on Save, it saves the File and closes the window. Next is to Save Video.

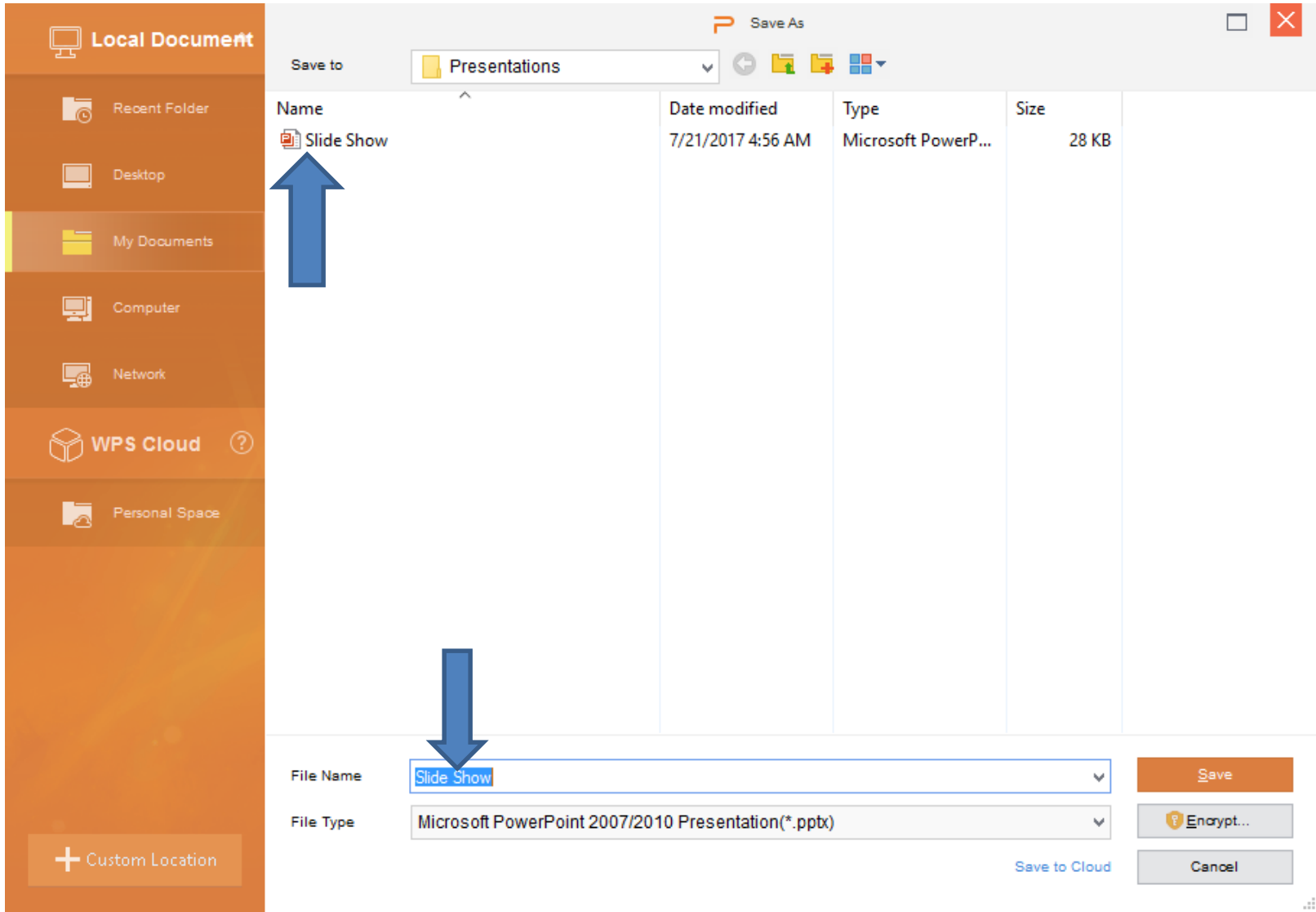


- **Once you are complete and want to save as a video. You first click on Presentations again, which is next.**

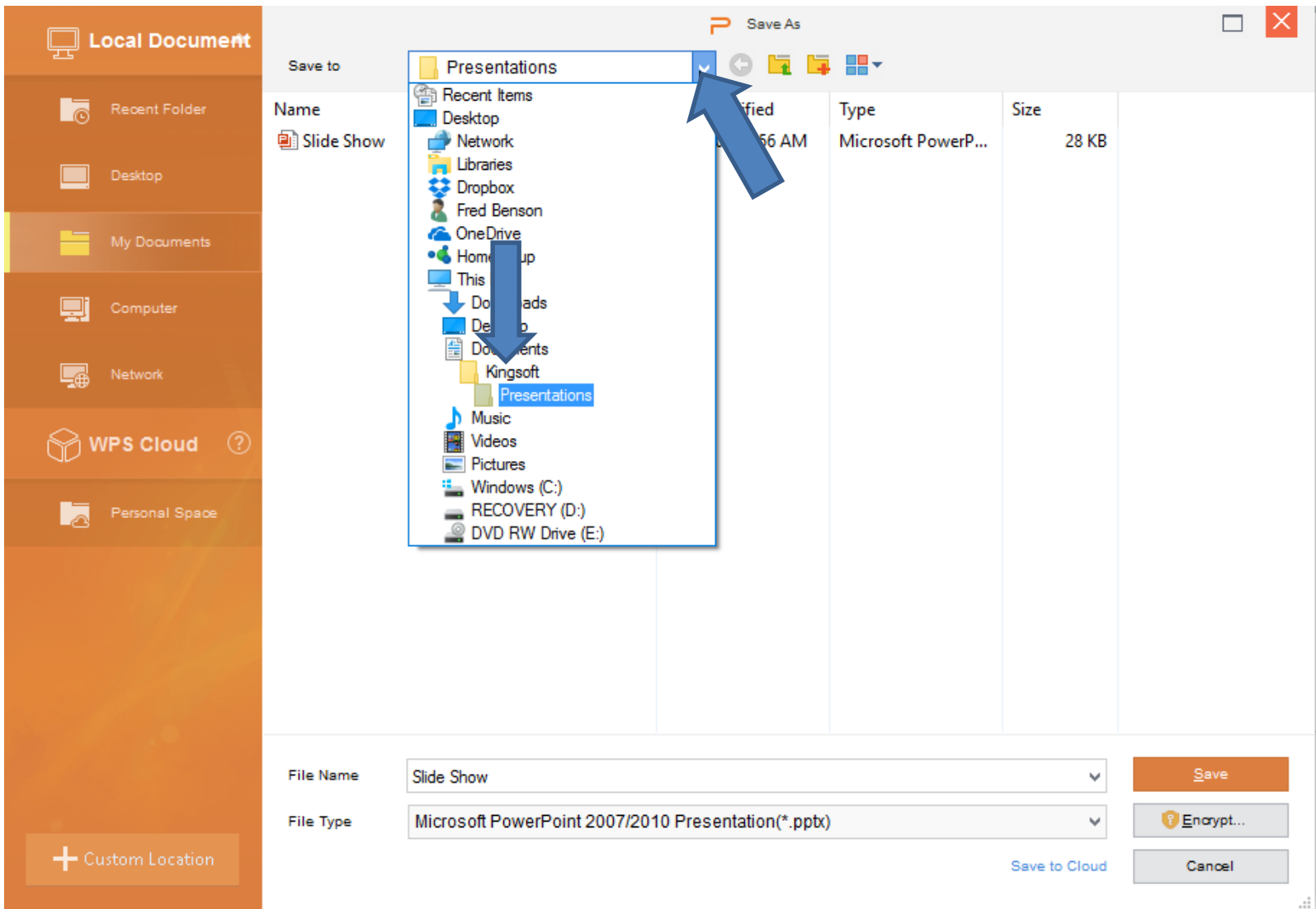
- You click on Presentations again and click on Save As. Next is what happens.



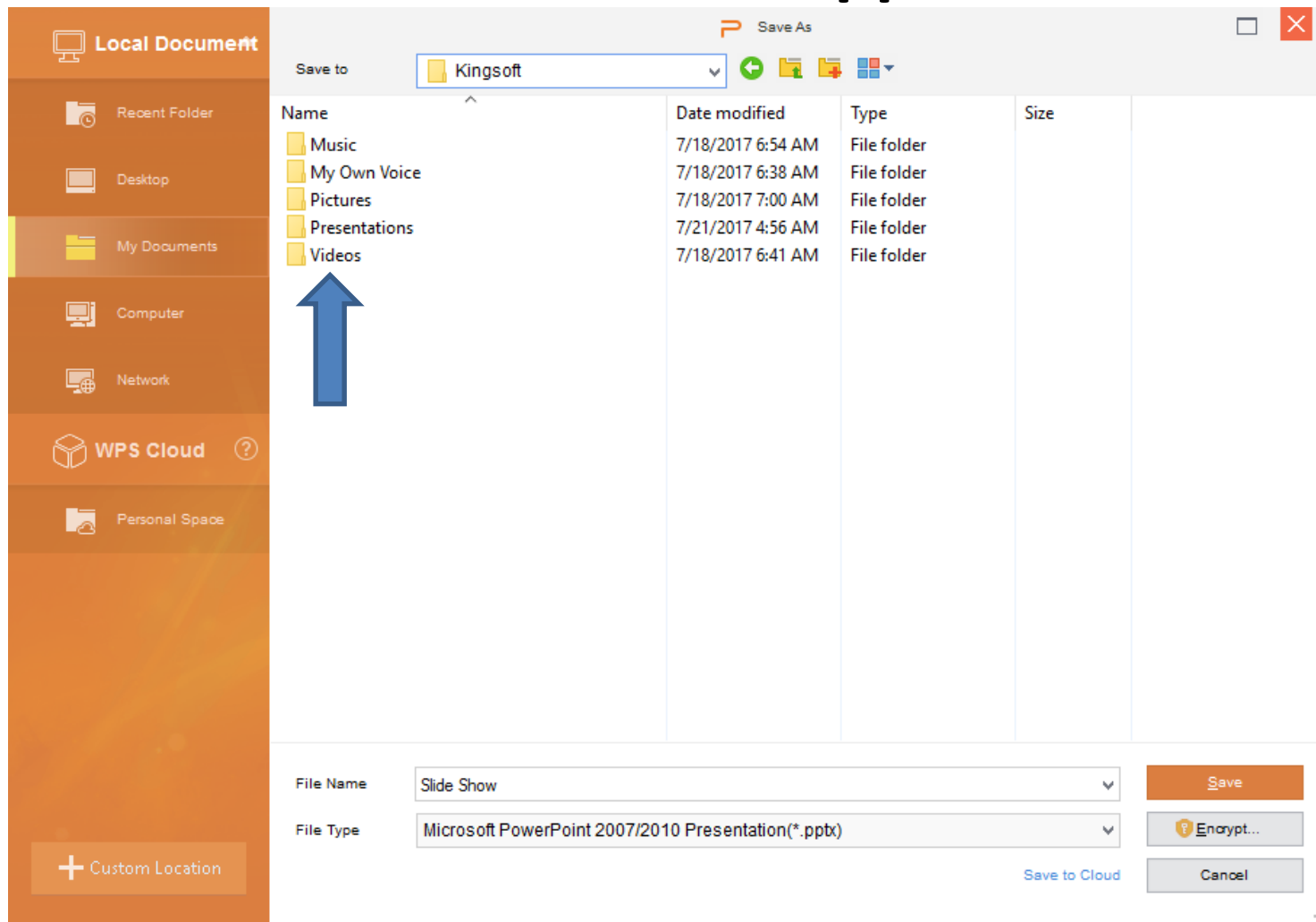
- The same new window opens in the folder you saved the file and the File Name is same. Next is how to get to another folder.



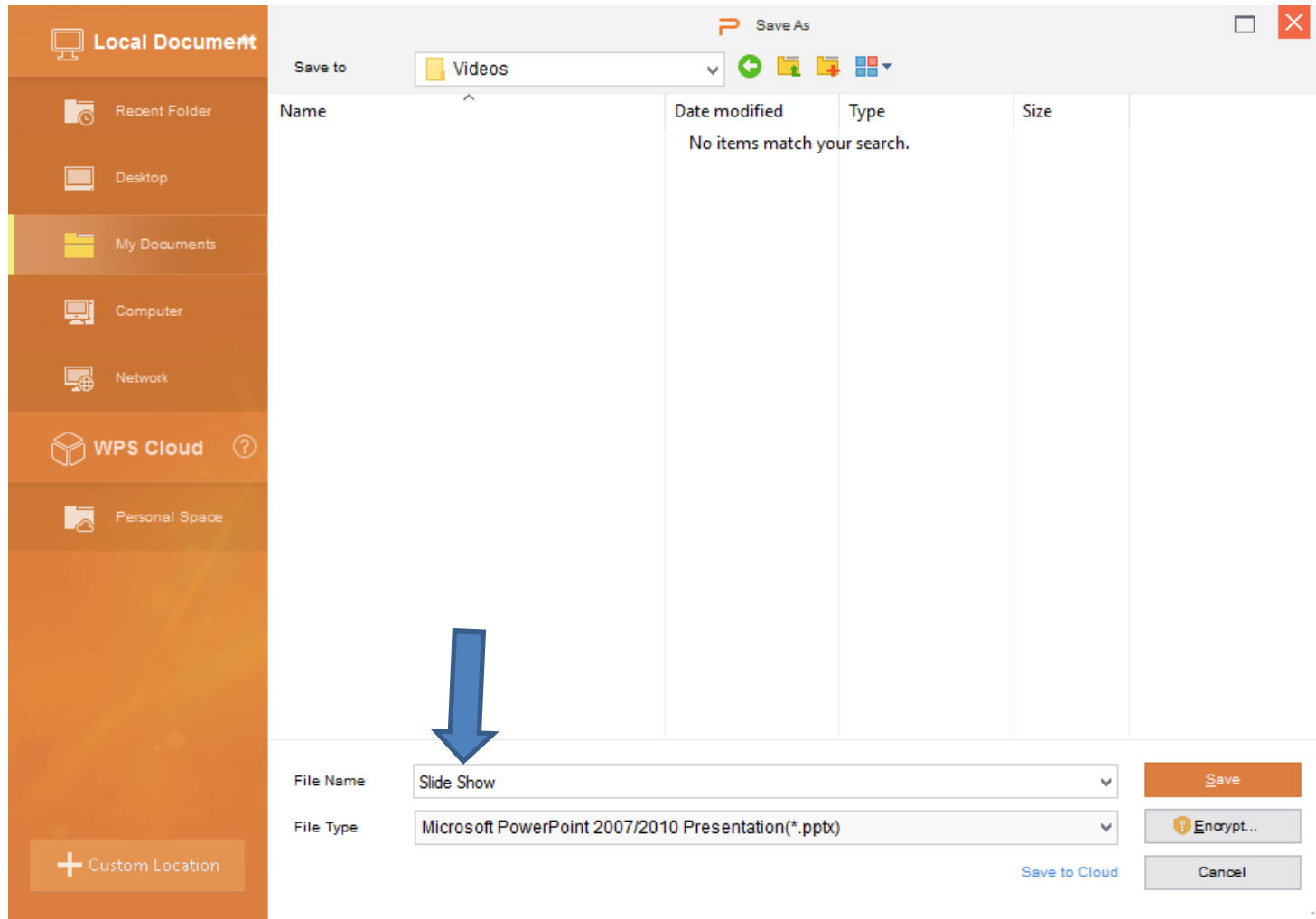
- You click on the drop down next to Presentations and you see a list and click on Kingsoft. Next is what happens.



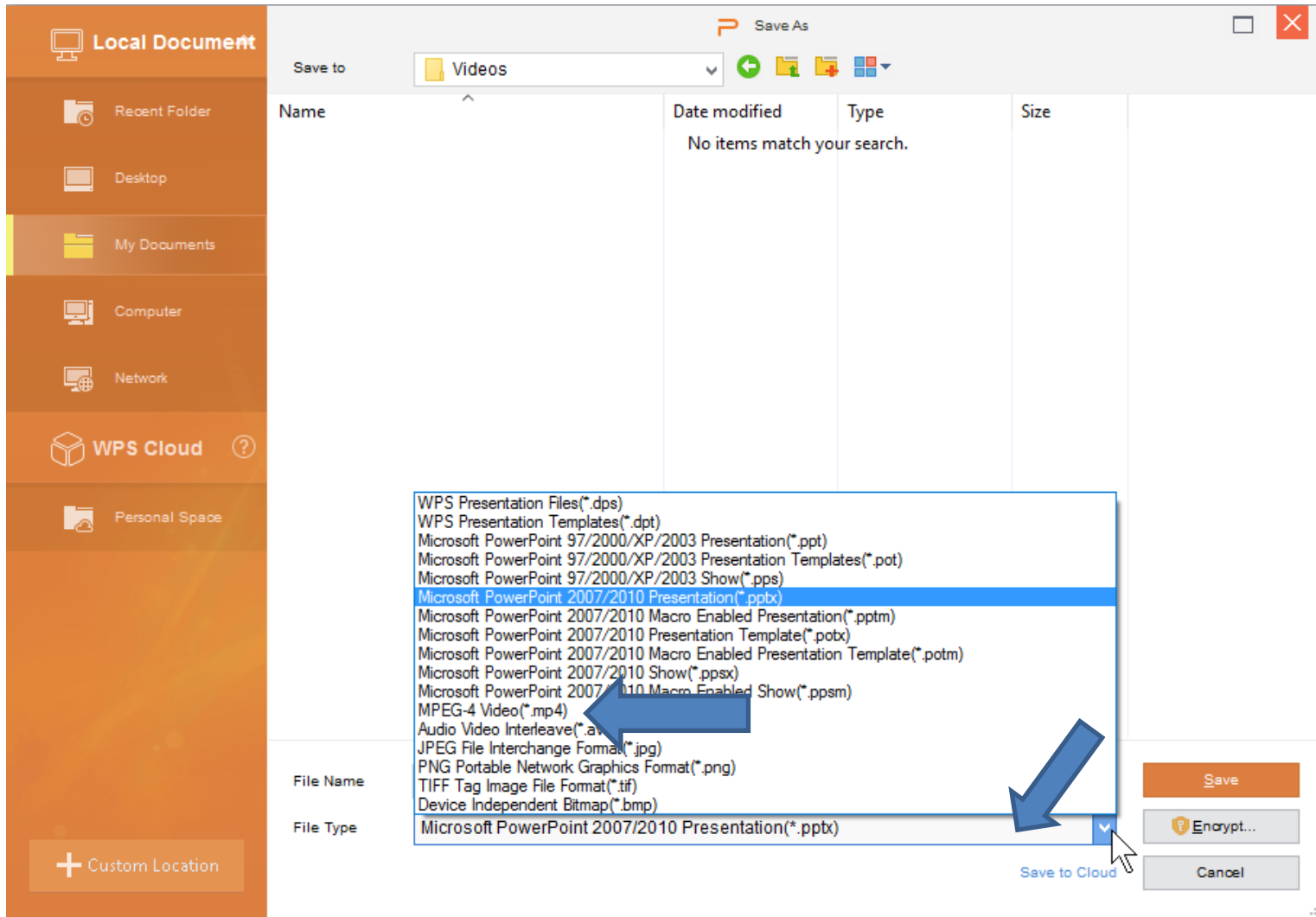
You see Kingsoft and the other Folders. Then double click on Videos. If it is not there, add another Folder and type in Videos and click outside it and double click on it. Next is what happens.



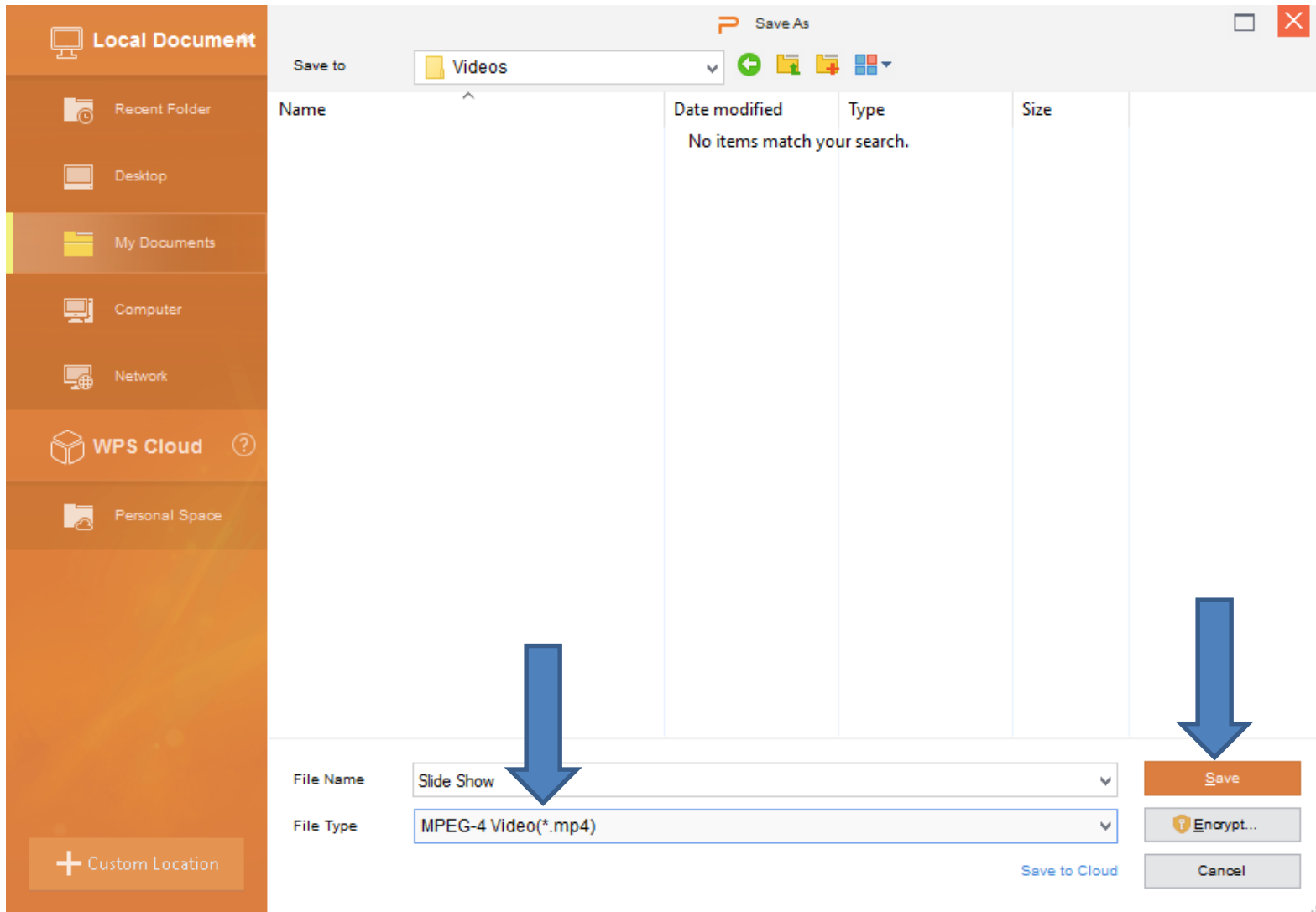
You see Videos Folder. You can change the File Name. I recommend not changing it. Next is how to change the File Type to Video.



You click on the File Type name line and you see a list and then click on MPEG 4 Video. Next is what happens and what to do.



You see MPEG 4 Video. Then click on Save. Next is what happens.



- **The window closes and at the bottom you see it in process.**
- **Once complete, you don't see at the bottom and the Presentations file is still open.**
- **You can open File Explorer and find the Video and Play it. You can add that Video to a new one in Kingsoft Presentation slide or add it to Movie Maker. You can also share it, which is Step 9.**
- **This is the End of Step 10.**

Preparing for Video Export

