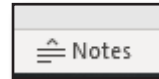


PowerPoint - create a video

Create a standard presentation

PowerPoint is a really easy way to make a slide based video. Add a narration, export as a video and distribute your presentation to a wider audience. The PowerPoint file will need to be opened in the **desktop** app for full functionality. If you are in PowerPoint online click on Open in Desktop App > Open in PowerPoint.

Click on **Notes** at the bottom right to add a script or summary



Record voice-over (PC)

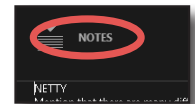
Select **Slide Show > Record Slide Show**

Your presentation will open in recording mode, your **microphone** and **camera** availability will display at the bottom right of the screen.



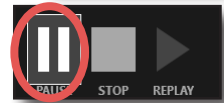
Click on **Camera** button to display web-cam footage or not, note the open access PCs have a rocker switch at the top of the monitor to open and close the camera.

If notes have been added in PowerPoint then click on Notes to display whilst recording.



Click **record** to be counted in for your narration to be recorded.

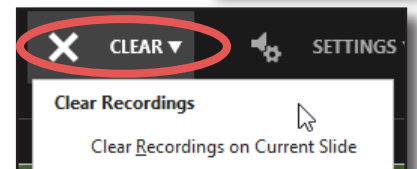
You can **pause** the recording at any time, use the **arrows** to move through slides. **Stop** when you want to stop recording and use arrows to go to slide and click **replay** to hear your audio.



If you make a mistake click on **Clear** at the top right of the screen to **clear recording on the current slide** or for **all slides**.

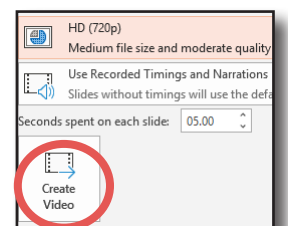
Click the **Esc** button on your keyboard to return to PowerPoint app.

Click on **Settings** for Microphone and Camera information.



Save file as video (PC)

Select **File > Export > Create a Video**. Change size settings to **HD (720p)** **Medium file size** and **moderate quality**. Make sure **Use Recorded Timings and Narrations** is selected.



Click **Create Video**. Enter a file name and browse for folder to save file. Creating a video can take a few minutes.



Notes when recording on an Apple Mac

Record slide show is similar on Mac PowerPoint on most recent versions but is **not available on Mac PowerPoint 2016**.

The recording begins immediately that **Record Slide Show** is clicked and webcam is not available to record.

Clear narration is not in the tool but on the **record slide show button**.

In **File | Export** you have to select the format (typically **MP4**) rather than video.

