

Recording a video from Powerpoint

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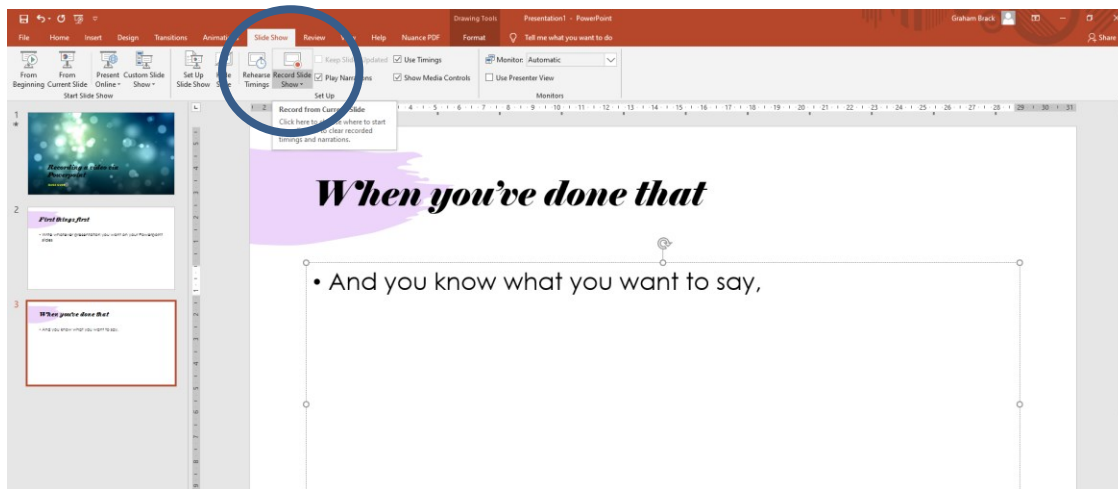
Recording a video from Powerpoint

First things first

Write whatever presentation you want on your
Powerpoint slides

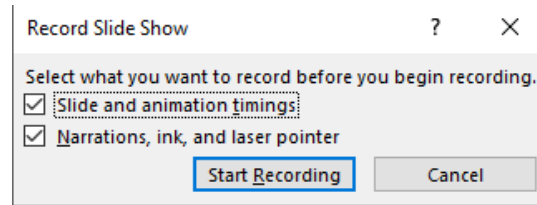


When you've done that, and you know what you want to say, go to Slide Show, then Record Slide Show





You'll see a pop-up



Make sure BOTH boxes are ticked

The first one overrides the automatic timing so you can have as long as you need on each slide

The second one records your voice

Just click **Start Recording** and give your talk – but wait 3-5 seconds



While you're recording



A box like this will appear on your screen

If you want to pause the recording, just click the button

When you're done, you can click the cross to stop

The box is only visible to you – it doesn't appear on the video





When you've finished

Click on File>Export>Create a Video

You can change the settings but those below do nicely

Click Create Video and go for a cuppa – it takes a while (you can see the progress at the bottom of your screen)

When it's ready save it!

The screenshot shows the 'Export' menu in Microsoft PowerPoint. The left-hand navigation pane is visible, with 'Export' highlighted in dark red. The main area is titled 'Export' and lists several options: 'Create PDF/XPS Document', 'Create a Video' (which is selected and highlighted with a dashed border), 'Create an Animated GIF', 'Package Presentation for CD', 'Create Handouts', and 'Change File Type'. To the right, the 'Create a Video' settings panel is open. It features the title 'Create a Video' in red, followed by a description: 'Save your presentation as a video that you can burn to a disc, upload to the web, or email'. Below this are two checked options: 'Includes all recorded timings, narrations, ink strokes, and laser pointer gestures' and 'Preserves animations, transitions, and media'. A help link is provided: '? Get help burning your slide show video to DVD or uploading it to the web'. The settings panel includes a dropdown menu for resolution, currently set to 'Full HD (1080p)' with the note 'Large file size and full high quality (1920 x 1080)'. Another dropdown menu is set to 'Use Recorded Timings and Narrations' with the note 'Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.' Below these is a spinner control for 'Seconds spent on each slide' set to '05.00'. At the bottom of the settings panel is a 'Create Video' button with a filmstrip icon.



You can now share it

If you have OneDrive you can share via that

- Go to File>Share>Share with People
- Do what it says!
- If OneDrive isn't available, you can use **wetransfer.com**
- It's free.

