

Record your presentation as video directly in PowerPoint (PC)

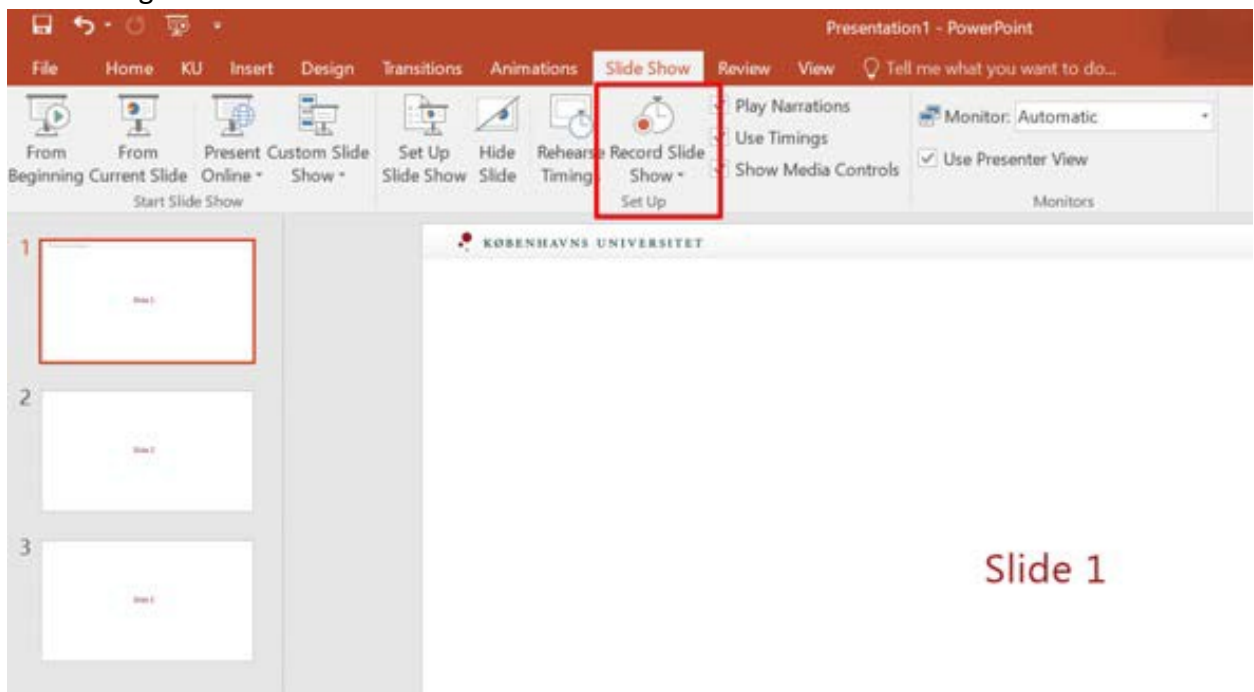
PowerPoint PC, version 16.35, Office 365 licens

NB! There are two ways to record speak for your PowerPoint presentation:

- Record as a single video (this guide): Use this method if you have animations in your slides. Your presentation should be saved as a video file (.mp4)
- Add sound to each slide (use the "Add sound to each slide in PowerPoint" wizard instead): This method is easier to use, but a bad choice if you have animations in your slides. You record an audio file for each slide. Your file should be saved as PowerPoint Show (.ppsx)

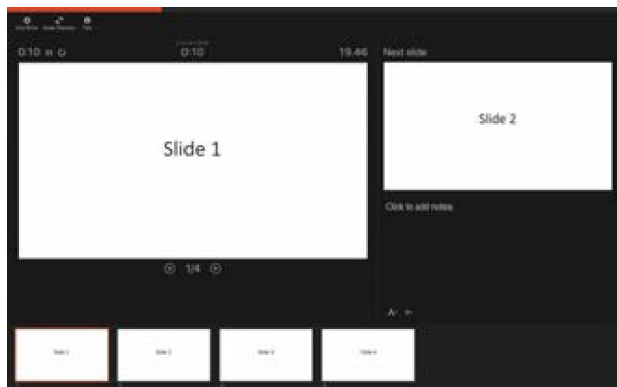
1. Open your presentation in PowerPoint

2. Click 'Slide Show' in the menu and select 'Record Slide Show'. The options 'Play narration', 'Use timing' and 'Show media controls' must be chosen.



3. PowerPoint switches to presentation format. If you have two screens, your slides will be displayed in full screen on the second screen

Screen 1:



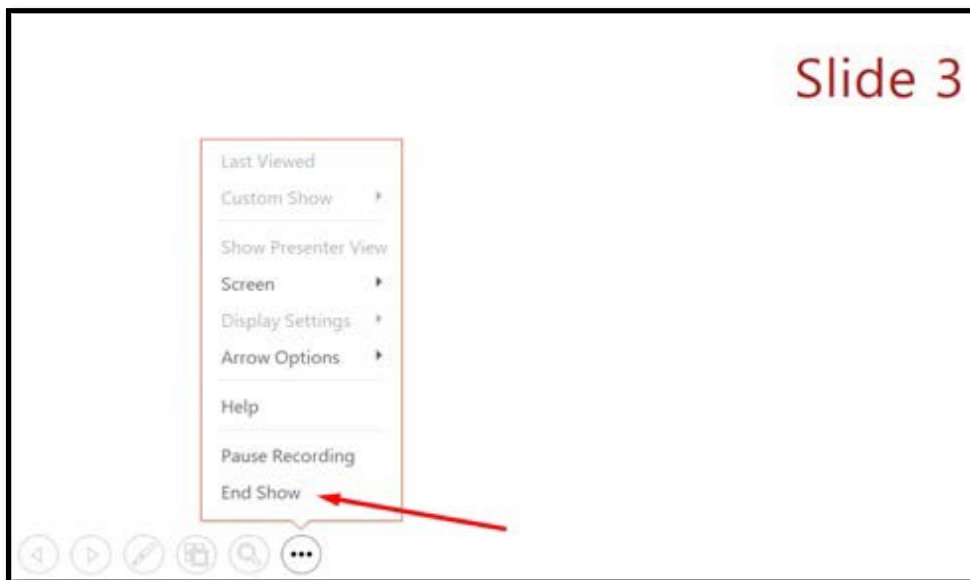
Screen 2:



- Record your manuscript over the first slide and change the slide by pressing either the forward arrow or the space bar.
- At the top you can see how long your total recording is and how long the recording for the current slide is:

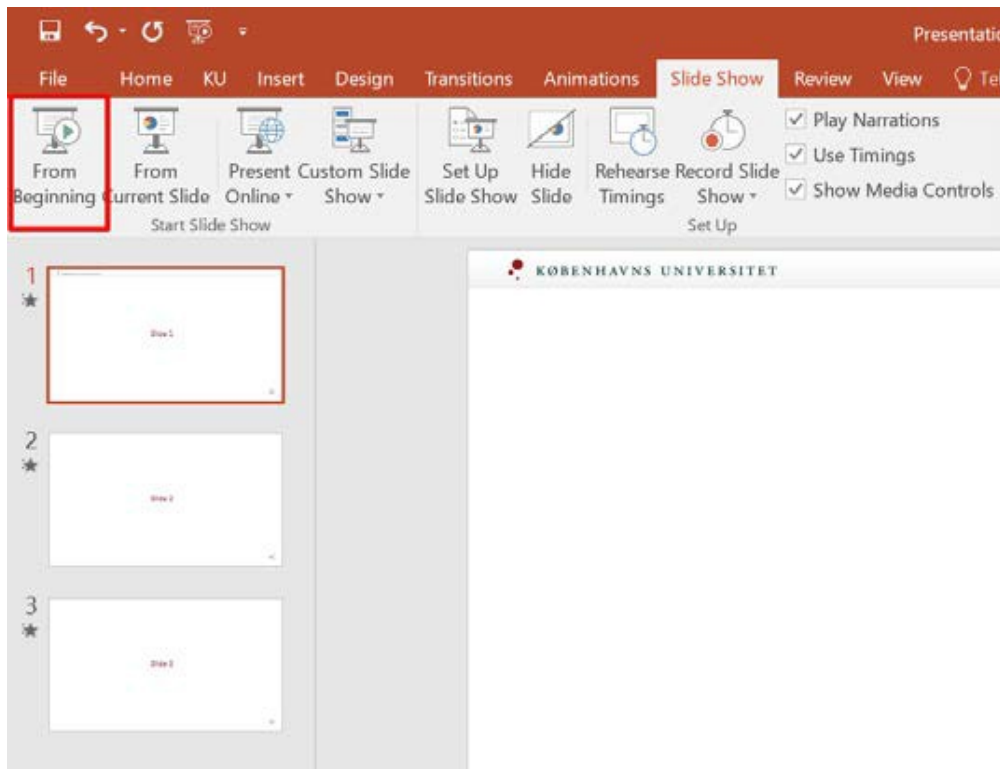


- When you are done, press 'End Show'

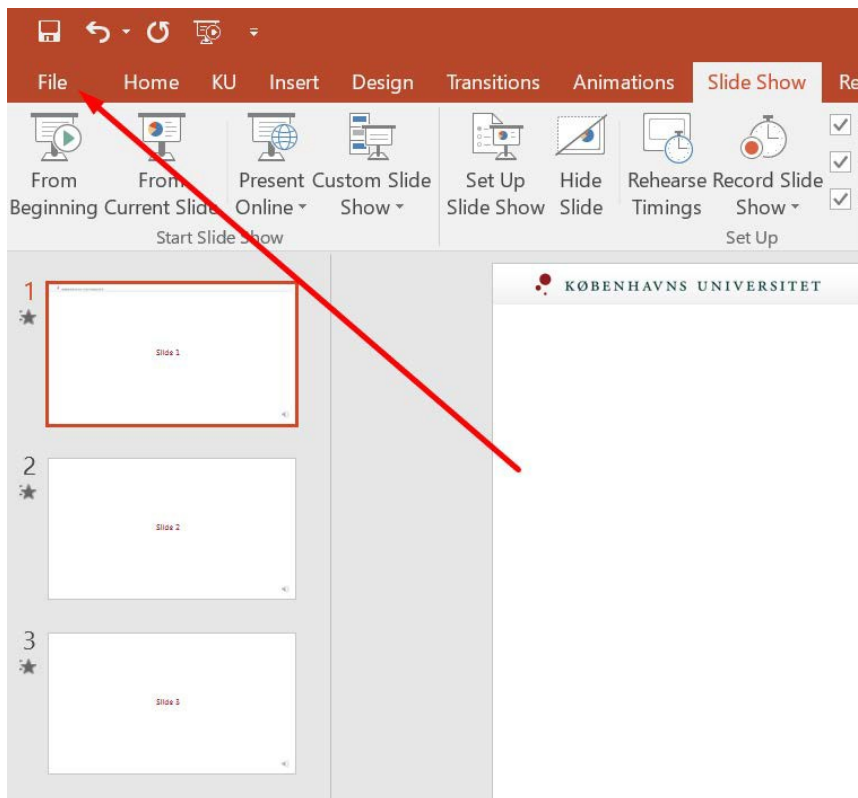


- The Slide Show timing (your recording) is saved automatically.

8. You will now return to the Slide Show menu and you can play your recording by clicking on 'From Beginning'.

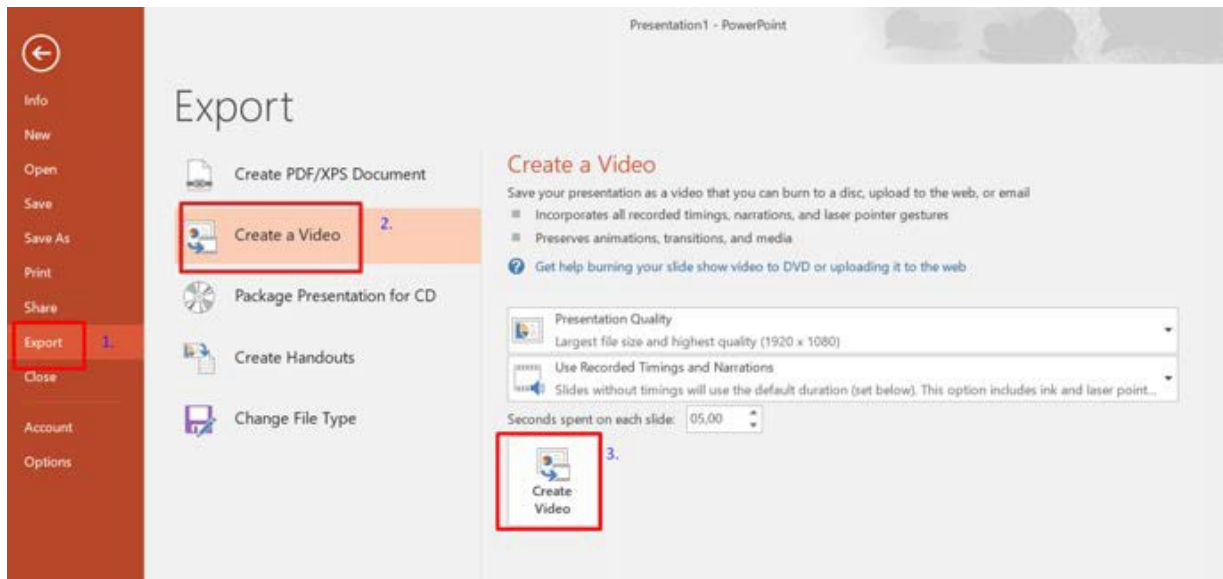


9. If you are happy with the recording, save your presentation.



10. Then you can export it as a video. Click on 'File' in the main menu and select 'Export' (1).

11. Click on 'Create a Video' (2) and select 'Create Video' (3)



12. Select the MPEG-4 format (.mp4). Enter a name, choose location and click on 'Save'

