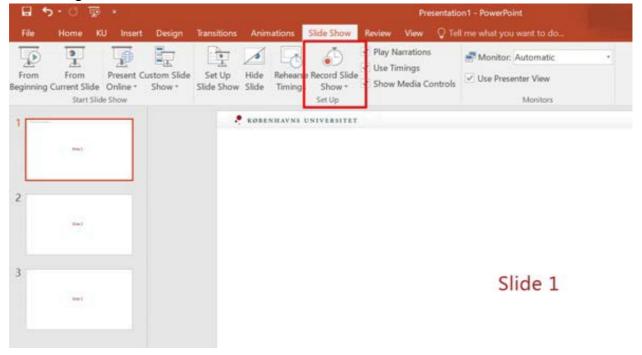
## Record your presentation as video directly in PowerPoint (PC)

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

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

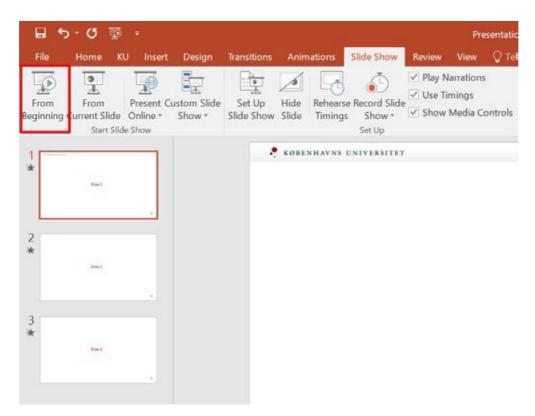
Recording × → 11 0:00:04 5 0:00:18		
Curent slide recording	Total recording	
		Slide 3

6. When you are done, press 'End Show'

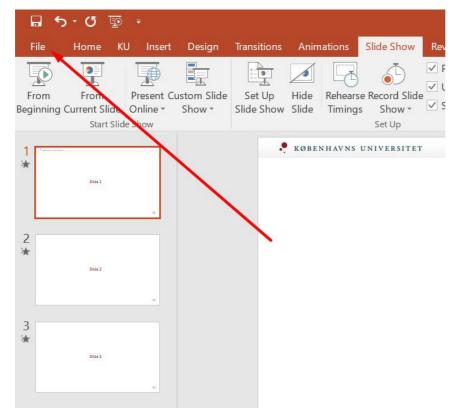
	Slide 3
Last Viewed Custom Show * Show Presenter View Screen * Display Settings * Arrow Options * Help Pause Recording End Show	

7. 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)

		Presentation 1 - PowerPoint
Info New	Export	
Open Save Save As	Create PDF/XPS Document Create a Video 2.	Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email Incorporates all recorded timings, narrations, and laser pointer gestures Preserves animations, transitions, and media
Print Share	Package Presentation for CD	Get help burning your slide show video to DVD or uploading it to the web
Export 1. Close	Create Handouts	Largest file size and highest quality (1920 x 1080) Use Recorded Timings and Narrations Slides without timings will use the default duration (set below). This option includes ink and laser point
Account Options	Change File Type	Seconds spent on each slide: 05.00 C Seconds spent on each slide: 05.

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

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