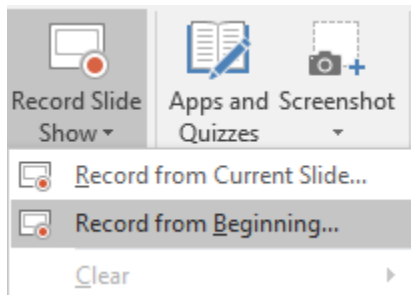


Record a slide show with narration (newer versions)

The Windows Office 365 version of PowerPoint includes an audio and video recording facility. You can record audio to go along with each slide, or make a screen recording. Please note that this facility is not available on all previous versions of PowerPoint and it's not available on MacOS.

Recording a Slide Show



From the recording tab choose **Record Slide Show**, then **Record from Beginning...** or **Record from Current Slide...** This will put you in record mode.

To begin recording click the red circular Record button in the top left corner of the screen. The program will count down from 3 and begin recording audio. Any transitions, animations or annotations you make will be recorded too. You can draw on the screen by clicking on the pen or highlighter icon at the bottom of the screen.

To pause the recording click the Pause button. Once you have finished recording, click the square Stop button. To let you know there is some audio recorded, a blue Play button will become active and a small speaker icon will appear in the bottom right of the slide.

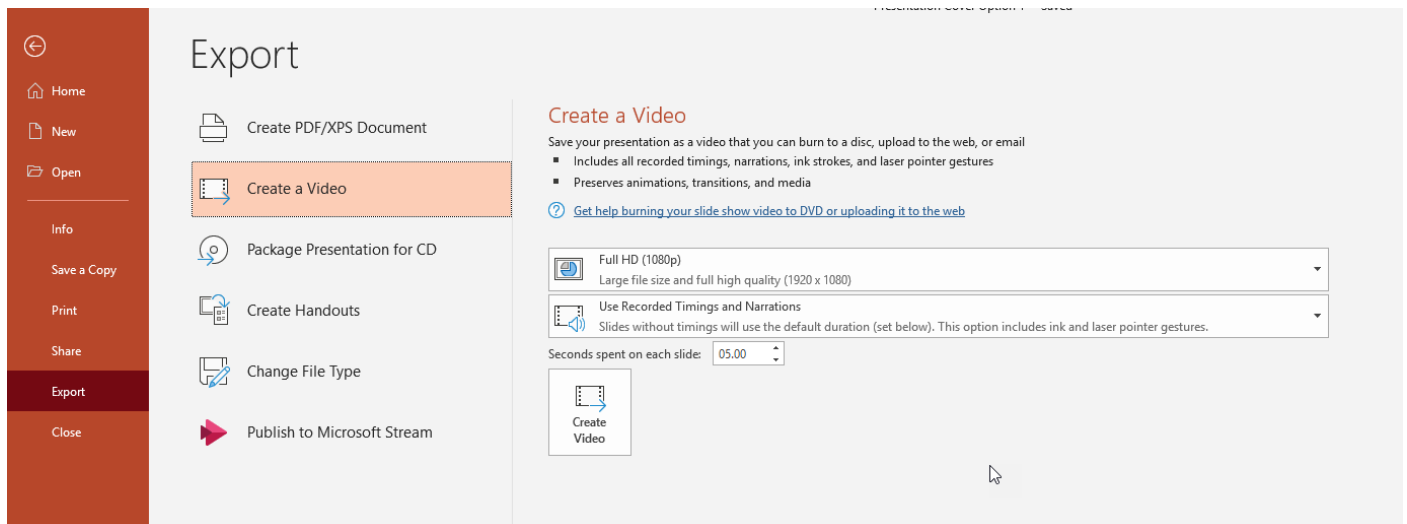
To clear audio click the X button and choose **Current Slide** or **All Slides**. **Caution:** Deleting audio is irreversible.

To navigate between slides click the left and right arrows. Once you're finished recording press Escape or click the x in the top right corner of the screen.



Save Slides and Audio as an MPEG-4 Video

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**.



3. In the first drop-down box under the **Create a Video** heading, select the video quality you want, which pertains to the resolution of the finished video. The higher the video quality, the larger the file size. **Note: for uploading to Moodle please select “Full HD (1080p)”**.

Option	Resolution	For displaying on
Ultra HD (4K) ^{1 2}	3840 x 2160, largest file size	Large monitors
Full HD (1080p)	1920 x 1080, large file size	Moodle, HD screens
HD (720p)	1280 x 720, medium file size	Internet and DVD
Standard (480p)	852 x 480, smallest file size	Portable devices

4. ¹ The **Ultra HD (4K)** option is only available if you're using Windows 10.
² In PowerPoint 2016, the **Ultra HD (4K)** option isn't available in the Volume License edition.
5. The second drop-down box under the **Create a Video** heading tells whether your presentation includes narration and timings. (You may switch this setting if you like.)
 - Use the default value **Use Recorded Timings and Narrations**.
6. Click **Create Video**.
7. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
8. In the **Save as type** box, use the default **MPEG-4 Video** format.

You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take some time depending on the length of the video and the complexity of the presentation.

Tip: For a long video, you can set it up to be created overnight. That way, it'll be ready for you the following morning.

9. To play your newly-created video, go to the designated folder location, and then double-click the file.

Recording tips

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- For higher quality audio, use an external headset or microphone.
- Record your presentation in a quiet place.
- To start with, record a test slide and play it back. You want to make sure that you have acceptable audio quality before you get too far down the road with recording.
- Be careful pressing/hitting the space bar too hard when advancing through slides. Your mic may well pick up the sound.