

Recording a PPT Presentation & Sharing as a Movie

Before you begin:

Locate and position your microphone to easily detect your voice and record in a quiet location to prevent unintended background sounds/audio.

Have your outline/notes in an easy-to-read format.

Consider breaking your presentation into smaller chunks with a 15 minute maximum.

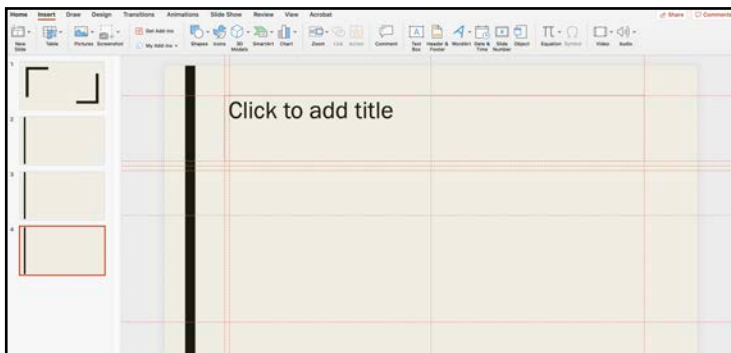
Recording:

To begin, record one or two slides then play back to confirm clarity and sound.

After recording:

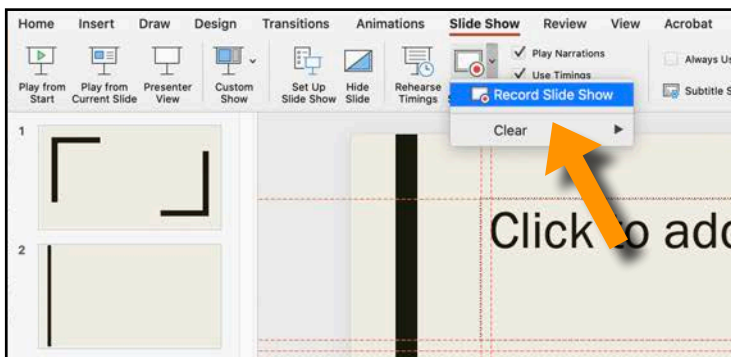
Preview your recording to confirm slides and audio were captured.

1



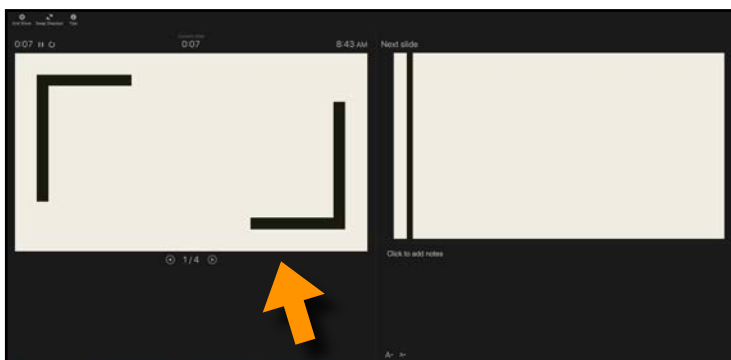
Open PowerPoint and create your presentation. If you have a previously created presentation, simply open the file.

2



Select the "Slide Show" option from the menu bar at the top. Then select "Record Slide show." Recording will begin immediately.

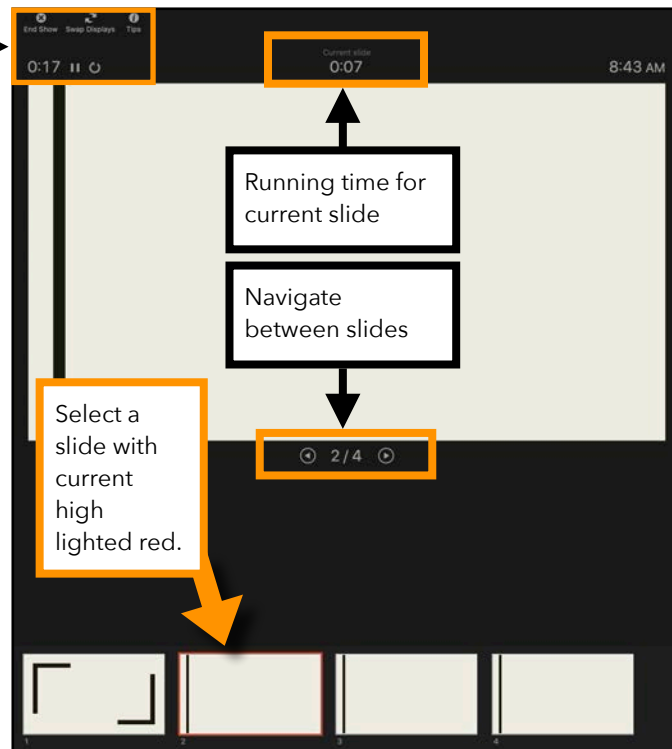
3



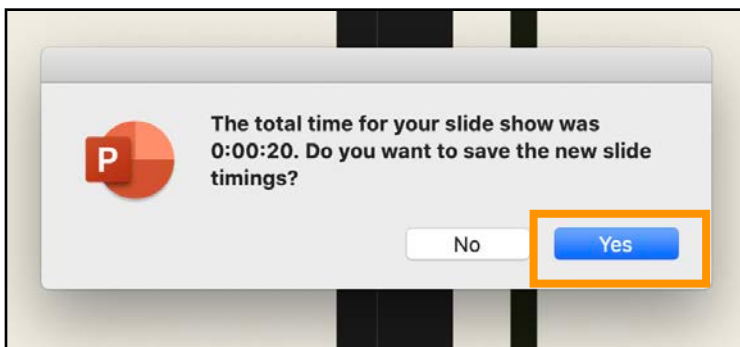
The current slide you are recording will appear on the left, followed by the next slide on the right. Your voice over narration will be associated with the slide on the left.

4

A running total timer will appear on the left, along with a pause and redo option. To end the show, click on "End Show."

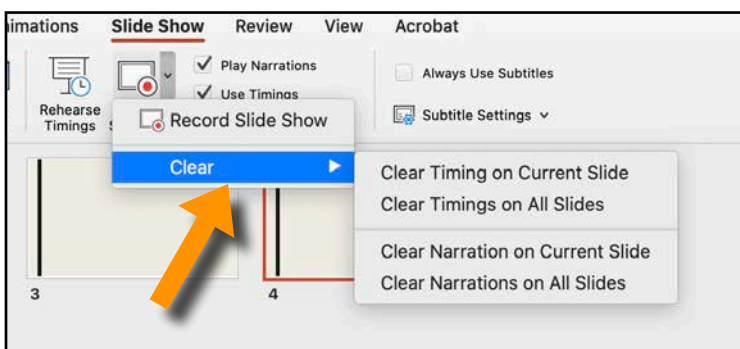


5



Once you "End Show," a dialogue box will appear. Select "Yes" to save your slideshow recording.

6



In the instance you'd like to clear a recording, click on the dropdown arrow beside "Record Slide Show." You can clear the entire narration or only the narration on one slide.

7

To save your PPT presentation as a movie (mov or mp4) file:

Click File -> Save As... -> mov/mp4 or Click File -> Export -> Movie

You can also save your recorded PPT presentation as a PPT file by following the same steps as usual - File -> Save/Save As... -> PPTX file.