

EANO 2021 – How to record a session in MS PowerPoint


How to record a presentation in PowerPoint

Please note that it is of utmost importance that the total audio length does not exceed the allocated speaking time of your presentation.

As soon as you have finished preparing the slides for your presentation follow these instructions to record your presentation. You must add an audio track to each slide of your presentation.

1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
 - **Record from Current Slide** – to record from a specific slide.
 - **Record from Beginning** – to record from the beginning of a presentation.
3. You have the option of turning your **webcam** on and off by clicking on the following

buttons 

4. When you are ready, select **Record**  and start speaking. To record from a specific slide, click on it, and then select Record.

Note: Narration will not be recorded during slide transitions so change the slides first before you start/continue speaking.


For a more detailed explanation on how to record your presentation please visit the following pages:

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

How to export your PowerPoint presentation as an MP4 file

1. Select **File > Export > Create a Video** (don't use "Save As" because it does not offer video options).
2. Select the video **Quality** you want: Standard, HD, Full HD or Ultra HD. The higher the video quality, the larger the file size. Therefore, we **recommend using Full HD** for good quality and optimal size.
3. If you have recorded timings and want to use them in the video you create from your presentation, make sure to select **use recorded timings and narrations**. You can also



choose to set the amount of time the video will spend on each slide if you do not have a set timing.

4. When you have made all your selections, click on **create video**. Make sure that the save type is **MP4**.

Note: When you export your presentation as a video, any narrated audio that was recorded in Slide Show will play, but other embedded media files will not play.

PowerPoint 2016 for Mac does not support saving a video. Other versions of PowerPoint for macOS (2011, 2019, and the Microsoft 365 subscription) do support this feature.

For more information about saving your presentation as MP4 please visit:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>