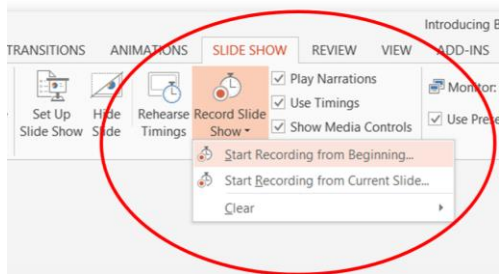


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Record a Slideshow with Narration and Save as Video in PowerPoint

TO PREPARE: 1) Create a script for EACH individual slide; 2) PRACTICE your script; 3) Use a microphone that is compatible with your computer (some computers have built-in microphones or you will need to plug-in an attachable microphone to your computer).

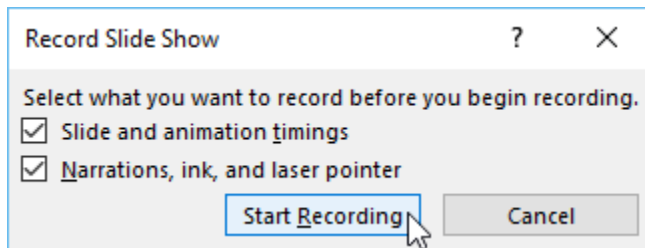
1. With your presentation open, on the Slide Show tab, click Record Slide Show.



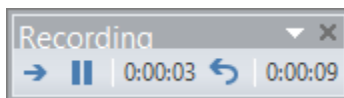
You can start from the beginning or start from the current slide you are on.

(The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.)

2. Click Start Recording on the popup window to start recording.



3. When you're ready to move to the next slide, click the Next button on the Recording toolbar or use the right arrow key.

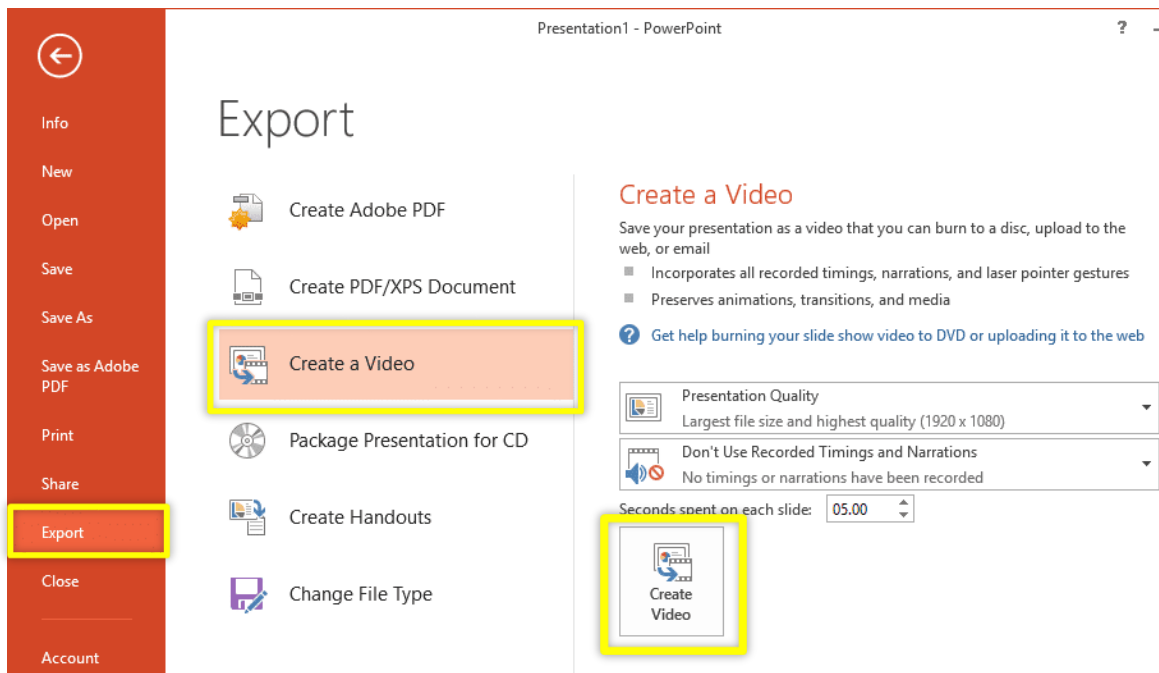


The recording toolbar also allow you to:

- Go to the next slide: →
- Pause the recording: ||
- Re-record the current slide: ↶

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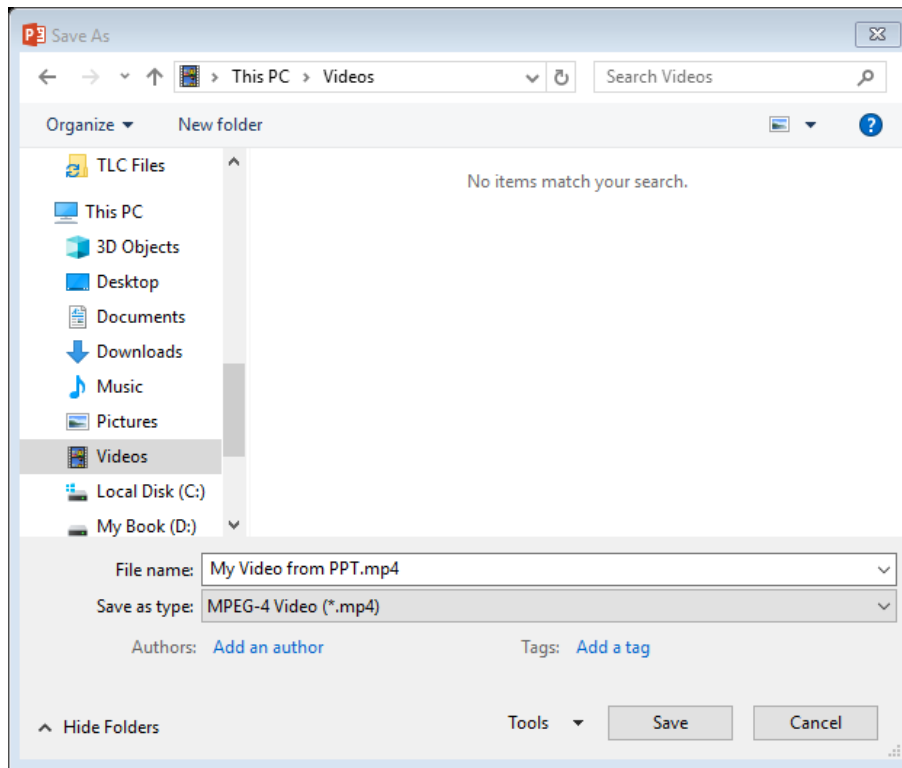
- When you reach the end of the show, PowerPoint will close the full-screen view. Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a **speaker icon** in the bottom-right corner.
- To save your PowerPoint slideshow with narration as videos, on the **File** menu select **Export** → **Create a Video**.



- Click **Create Video**.

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7. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file. In the **Save as type** box, choose **MPEG-4 Video**, and then click **Save**.



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 up to several hours depending on the length of the video and the complexity of the presentation.

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