



Microsoft PowerPoint allows users to record their PowerPoint presentation as a video with voice over. Users can record their lecture presentation with narration on most current desktop or laptop computers. This only requires a computer with an internal or external microphone and a current version of Microsoft PowerPoint.

Western Sydney University offers staff free Office software for you to install on up to **five** personal devices.

The following has been tested in PowerPoint for Office 365 MOS (version 2202 Build 16.0.14931.20858) 64-bit

Before you start

- Please ensure you are using the desktop version installed on your computer, not in a web browser.
- Include a script for each slide in the presenter notes section to help guide your narration.
- Setup your presentation in the same way you would a WOS recording. This will allow you to use the file for WOS in future.

Recording audio

1. Open your PowerPoint presentation.
2. Select the 'Record' tab.
3. Select 'Record'.
 - i. You will be prompted to select if you want to commence recording from Current Slide or from Beginning.



- ii. Recording will commence immediately with a timer displayed. To open the notes/script, select Notes at the top of the screen.



- iii. Narrate over each slide using your keyboard arrow/space/enter keys or mouse to navigate between slides. Note that PowerPoint does not record audio or video during slide transitions. Make sure not to talk while advancing a slide.

RECORDING POWERPOINT ON WINDOWS

1. Select the cross at the top right or press the Esc key to end your recording.
2. Select File > Export
 - i. Choose 'Create a Video'.
 - ii. Change the drop down option from Full HD (1080p) to HD (720), this will produce a video file of good quality without taking up a lot of disk space.
 - iii. Select the 'Create Video' button.
 - iv. Choose a folder to export the video to.
 - v. Enter a relevant file name.
 - vi. Make sure the file type is set as MPEG-4 Video and leave remaining options as is.
3. Select 'Create Video'.

