RECORDING POWERPOINT ON A MAC

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 versions 16.34 and 16.35.
If you have an older version please follow these steps:

1. Navigate to https://portal.office.com/

2. Sign in using your Western Account credentials - 12345678@westernsydney.edu.au.

3. Select the 'Install Office' drop down at the top right of the Office 365 page.

4. Select 'Office 365 apps' from the available options. (Image 1)

5. This will download an Installer to your computer which you can use to update your Office software. Please note that this will replace any existing Office applications on your Mac.

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.
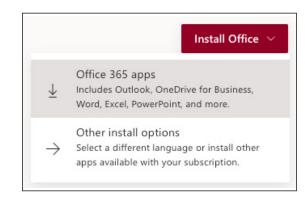

Image 1 - Click 'Install Office' followed by 'Office 365 apps' to get the latest version of Microsoft Office.

Recording audio

1. Open your PowerPoint presentation.

2. Select the 'Slide Show' tab.

3. Click 'Record Slide Show'. (Image 2)

    i. Recording will commence immediately with a timer displayed on screen.

    ii. 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 so make sure not to talk while advancing a slide.

4. Select 'End Show' at the top left or press the Esc key to end your recording.

5. Select File > Export (Image 3)

    i. Enter a relevant file name in the 'Export As:' field.

    ii. Choose a file location for your exported recording.

    iii. Change the file format drop down to MP4.

    iv. Change the quality option to Internet Quality (1280 x 720), this will produce a video file of good quality without taking up a lot of disk space. Leave remaining options as is.

6. Select 'Export'.

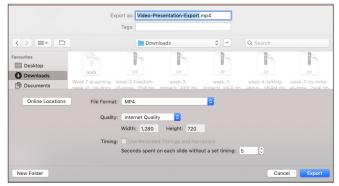Image 2 - The 'Record Slide Show' button is located under the 'Slide Show' tab.

Image 3 - You will be able to save your recording as a MP4 file from the 'Export' menu.