



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 version 16.0.4266.1001 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 'Slide Show' tab.
3. Select 'Record Slide Show'. (Image 1)
 - i. You will be prompted to select what you want to record before you begin recording (leave this as is). (Image 2)
 - ii. Recording will commence immediately with a timer displayed on screen and any script notes included with your slides.
 - 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.



Image 1 - The 'Record Slide Show' button is located under the 'Slide Show' tab.

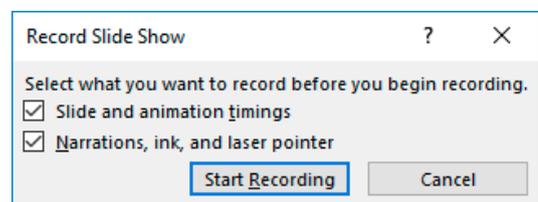


Image 2 - Ensure that 'Slide and animation timings' and 'Narrations, ink, and laser pointer' options are selected.

RECORDING POWERPOINT ON WINDOWS

4. Select 'Exit show' at the top left or press the Esc key to end your recording.
5. Select File > Export (Image 3)
 - i. Choose 'Create a Video'.
 - ii. Change the drop down option from Presentation Quality to Internet Quality (1280 x 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.
6. Select 'Create Video'.

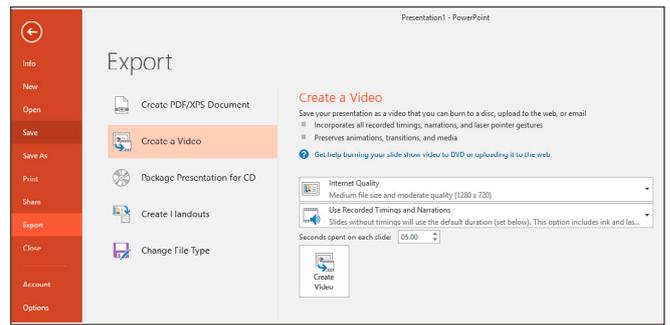


Image 3 - You will be able to save your recording as a MP4 file from the 'Export' menu.