



Microsoft PowerPoint

How To Record Slideshow With Presenter Video

Req: Microsoft Office 365 for Windows

STEPS

1. Open the .ppt file to be recorded.
2. At Menu Bar, click at Slideshow > Record Slide Show > (the recording window should look like below).
3. Click  RECORD once ready.
4. Once completed, click  STOP and then Exit Recording Menu.
5. Save file at **File > Save**
6. Export file as Video file at **File > Export > Create a Video (choose Full HD 1080p) > Create Video >> Save as type MPEG-4**
7. Rename Video file as **Title-presentername.mp4**



LEGENDS

1. Recording Menu (**RECORD, STOP, REPLAY**)
2. Notes Menu (**to add on notes to slide**)
3. Additional Recording Menu (**CLEAR RECORDING, MIC AND CAMERA SELECT**)
4. Slide Navigation
5. MIC, Camera and Preview Toggle (**To be turned on for recording**)
6. Pen and Highlighter Menu
7. Slide Timeline (**ensure that total slide time is within allocated time**)