

## How to turn a PowerPoint presentation into a video

### Necessary equipment

- Windows PC (Mac computers with a camera cannot record instructor videos, but can record slide videos and audio)
- Class ready PowerPoint slides (The description here is written with PowerPoint 2019 in mind.)
- A microphone that can be connected to a PC (If you are shooting in a quiet room, a built-in microphone will probably work.)
- A web camera that can be connected to a PC (You can also use the camera built into your PC, or if you do not have a camera, you can record just the slides and audio without taking instructor videos.)

### Necessary preparations

- Prepare slides for your class. Note that if you take an instructor video, it will be displayed at the bottom right of the slide, and you need to leave that part blank.
- Connect a microphone and webcam to your PC and start up your PowerPoint.

### Step 1 Setting

- Click on “File” in the upper left corner of the PowerPoint screen.
- Select “Export” from the leftmost column.
- Select “Create a Video” from the Export menu.
- In the second drop-down box, select “Record Timings and Narrations”.



### Step 2 Recording

- When the PowerPoint screen changes, click the red “Record” button in the upper left corner of the screen.
- After a 3-second countdown, the recording begins.
- Speak as if you were in class. The movement of the slide, the appearance of the instructor, and the audio are recorded.

- If you make a mistake in the middle of a slide, click “Clear” at the top of the screen and select “Clear Narration on Current Slide” to start over from the beginning of the slide.

### Step 3 Confirmation

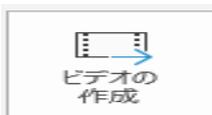
- When you finish recording all the slides, click the middle of the black screen.
- When the screen changes, click “File” on the top left. When you return to the first slide, the video you just recorded will be displayed at the bottom right of the PowerPoint screen (if you have recorded an instructor video with your camera).

### Step 4 Creating a video file

- Click on “File” at the top left corner of the PowerPoint screen.
- Select “Export” from the leftmost column.
- Select “Create a Video” from the Export menu.
- Select “HD (720P)” for the first drop-down menu, and “Use Recorded Timings and Narrations” from the second.



- Click on the icon below. Choose a folder to save the video file and name it. MP4 is recommended.



- Finally, click “Save.” Wait a while.