

【 The 20th ARSR 】

How to record a presentation with audio and turn it into a video in PowerPoint.

For Windows10

- 1 Before recording your presentation
- 2 Record your narrations and slide shows
- 3 Playback confirmation and re-record your narrations and slide timings
- 4 Export your presentation as a video (MP4 file)

If you have any questions about data converter, contact us below:

【 The 20th ARSR 】 Technical Desk

arsr20@amsys.jp



Turn your presentation into a video

- When you make a recording of a presentation using a computer microphone or headset, all its elements (narration, animation, pointer movements, timings, and so on) are saved in the presentation itself.

In essence, the presentation becomes a video (MP4) that your audience can watch in PowerPoint.

- Please kindly confirm below after saving
 - ⇒Playing a video from the beginning to the end with no interruption.
 - ⇒Audio recording is completed.
 - ⇒Make sure the presentation is within the time limit.

NOTE

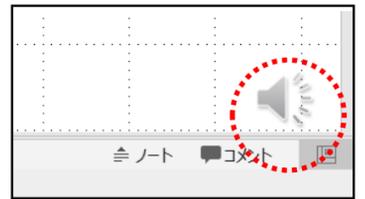
- Please record your narration in as quiet a location as possible, to prevent external noise from being recorded.
- You can record audio narration as you run through your presentation and the buttons at the lower-right corner of the window is displayed.

The sound during slide transition does not record automatically.

After recording your presentation, open the file and start the slide show

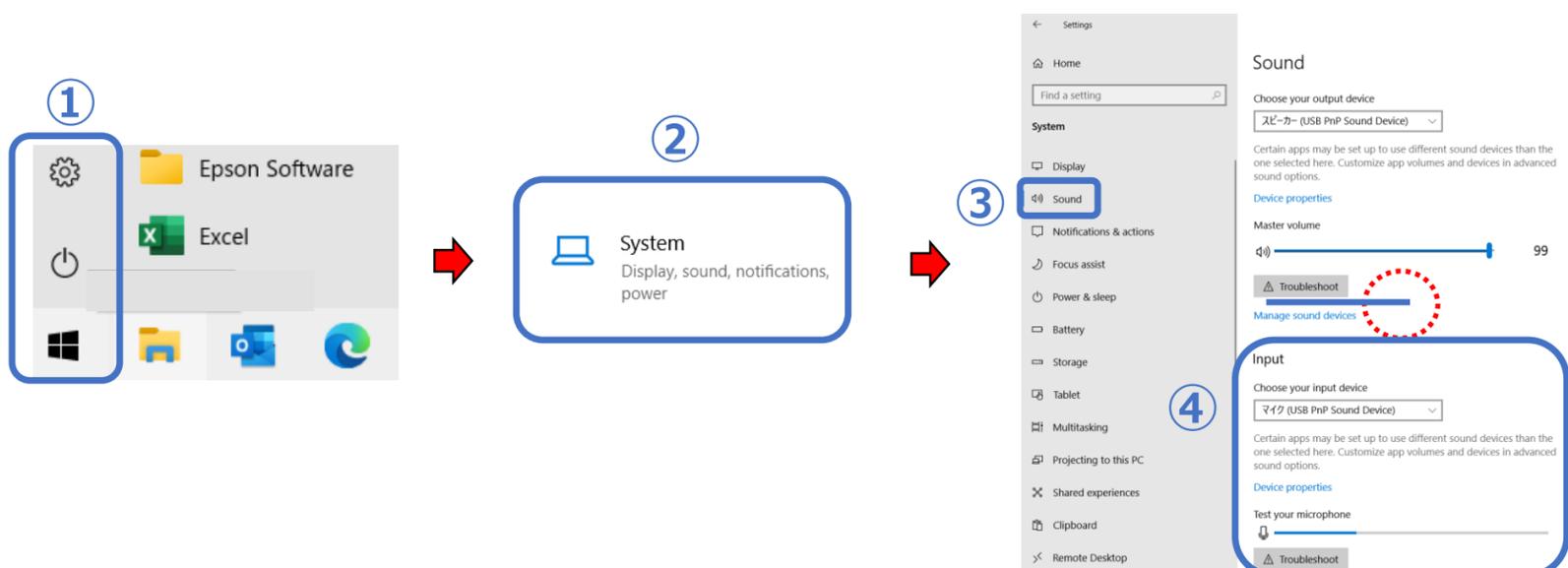
to make sure whether the timing of the narrations and slides is correct.

- If you use Windows Power point 2010, it will export as WMV(Windows Media Video) file.



Setup Your Microphone

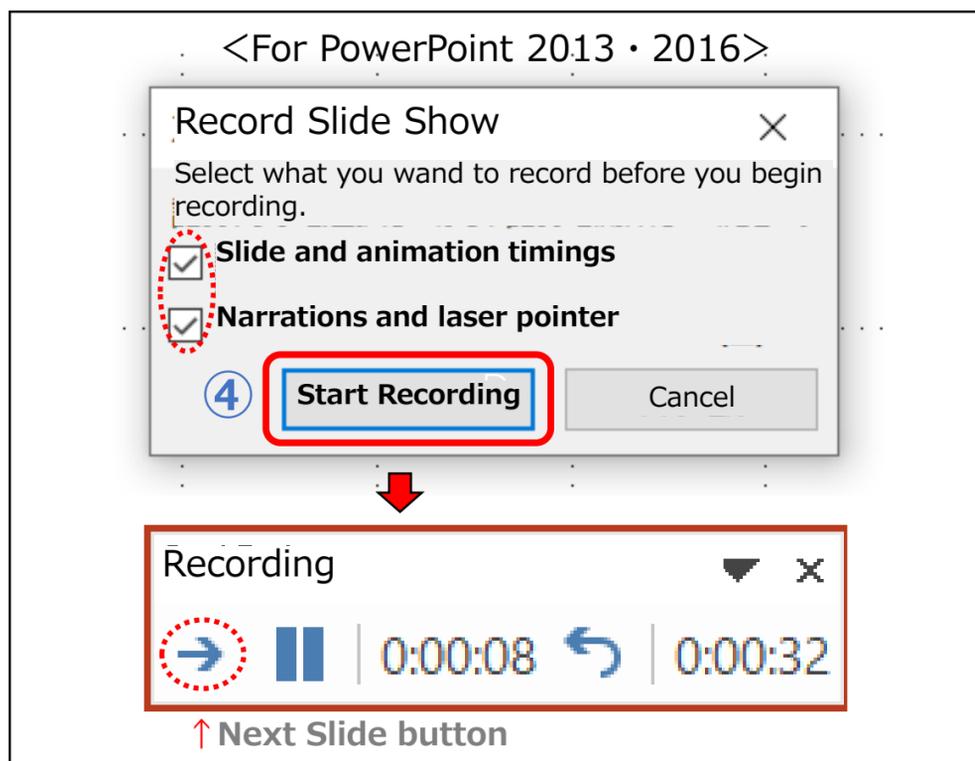
- Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record.
 - ① Click "Start" and then "Settings".
 - ② Click "System".
 - ③ Click "Sound".
 - ④ You can change which device to record from or set volume levels for the microphone, so make sure that it is ready for recording.



To record slide shows



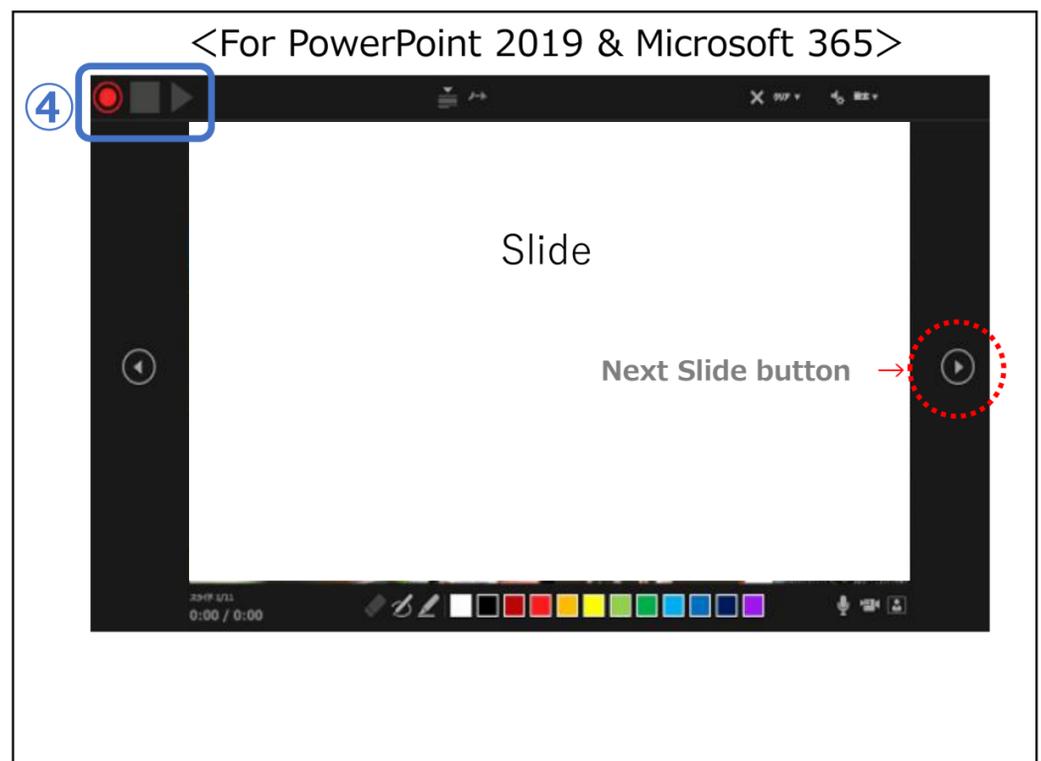
- ① Click the " **SLIDE SHOW** " tab.
- ② Click on the " **Record Slide Show** " drop-down arrow .
- ③ Select " **Start Recording from Beginning** ".

④ **Start Recording**

<For PowerPoint 2013 · 2016>

A dialog box will appear.
Select the desired options.

Click " **Start Recording** ".

④ **Start Recording**

<For Microsoft 365 · PowerPoint 2019>

In the upper left corner of the window,
you'll see Record button. 【  】

Click it.

Your presentation will open to a full screen. It also begins recording audio from your microphones.
Make sure to speak clearly into the microphone if you are recording narration.
Use the right arrow to jump to the next slide.

To show up **as a laser pointer**, please **press and hold the Ctrl key and the left mouse button**.

Release the Ctrl key when you are finished pointing out things on screen.

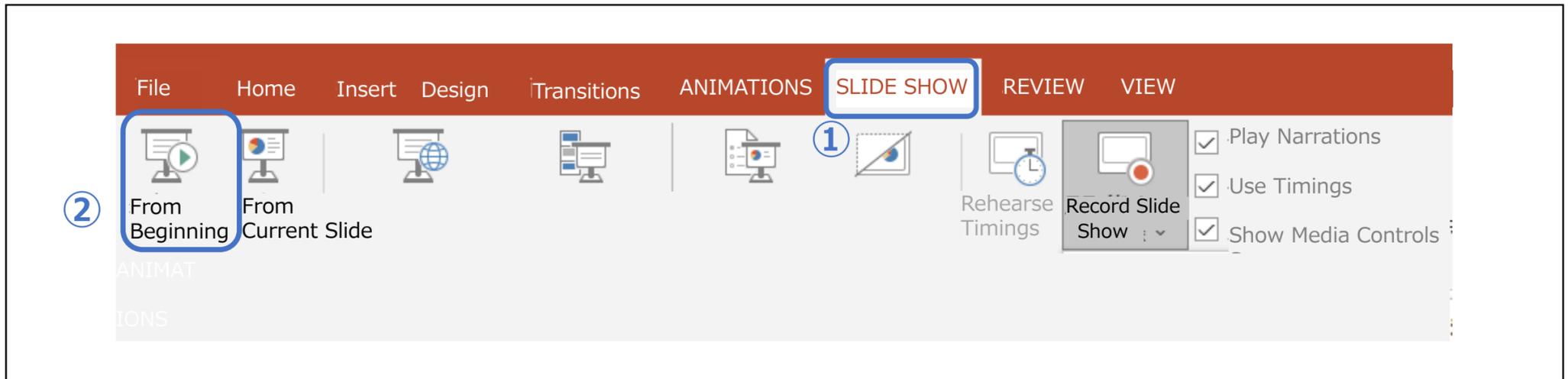
④ **Stop Recording**

You can click past the last slide and the record window will close.

④ **Stop Recording**

You can click Stop button. 【  】
Then close the window with the x in the upper right corner.

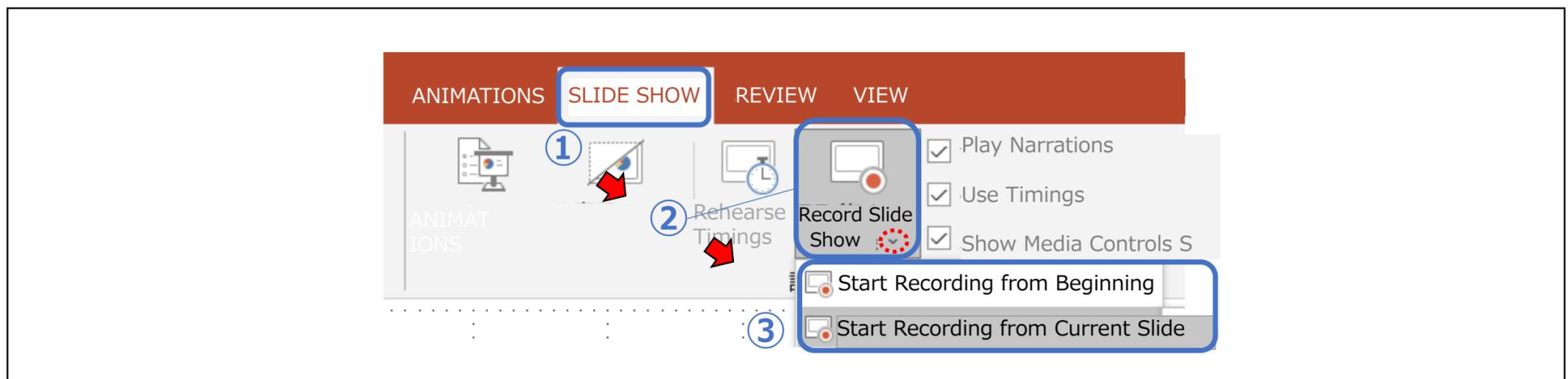
To play recorded narrations and slide shows



- ① Click the " **SLIDE SHOW** " tab.
- ② Click " **From Beginning** " to play recorded narrations and slide shows.

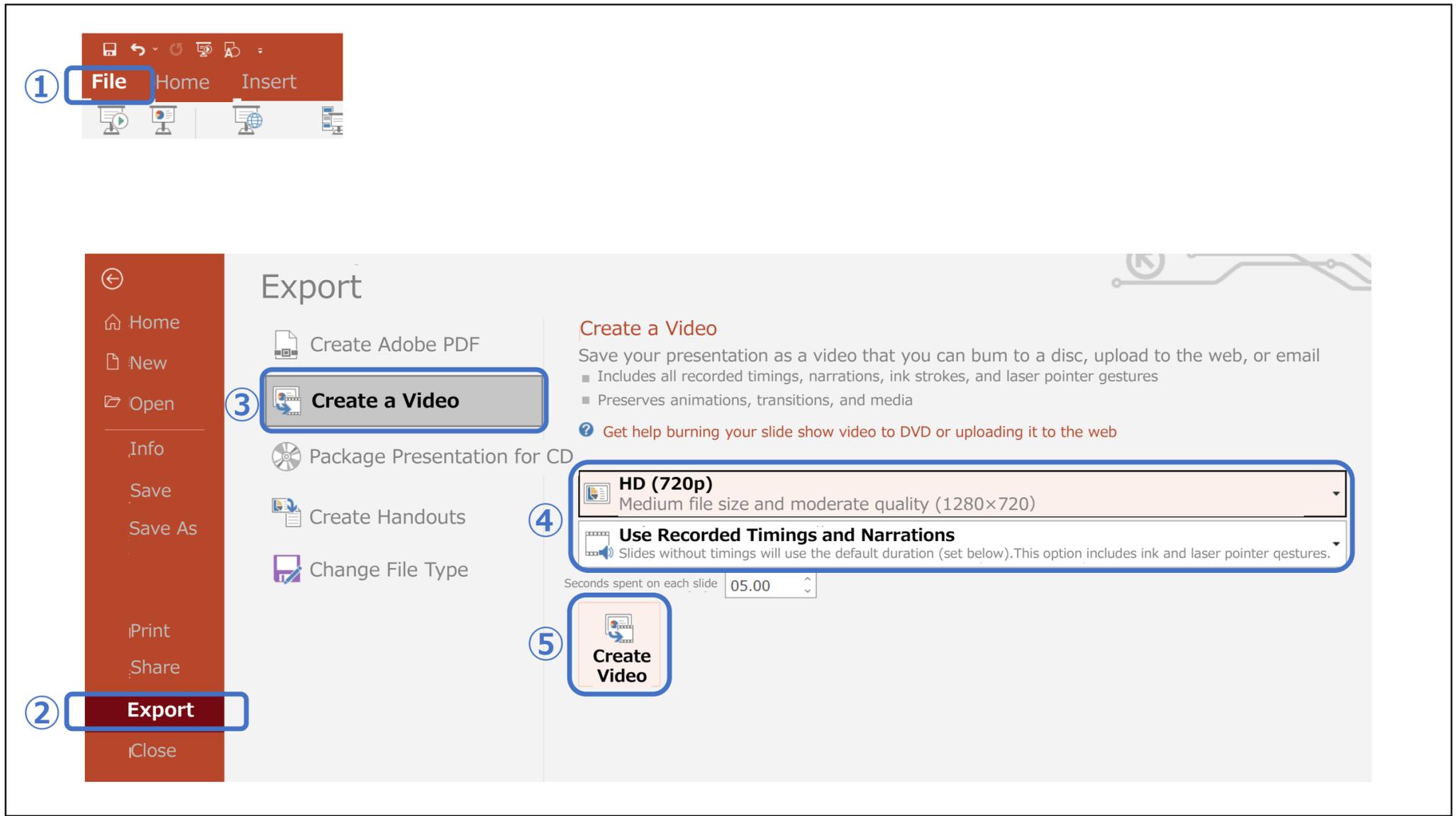
• Open the file again and start a video from the beginning to the end **to make sure where there are mistakes in the timing of slides and narrations or not.**

To re-record your narrations and slide timings



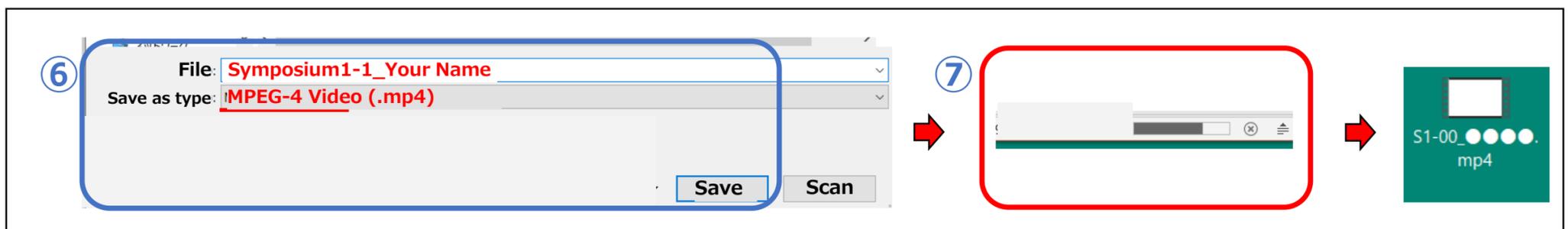
- ① Click the " **SLIDE SHOW** " tab.
- ② Click on the " **Record Slide Show** " drop-down arrow "  ".
- ③ Select " **Start Recording from Beginning** " or " **Start Recording from Current Slide** ".

Export your presentation as a video



- ① Click " **File** " from the top bar.
- ↓
- ② Click " **Export** ".
- ↓
- ③ Click " **Create a Video** ".
- ↓
- ④ Make sure that the export options are " **HD(720p)** " and " **Use Recorded Timings and Narrations** " .
- ↓
- ⑤ Click " **Create Video** ".

You will choose where to save the file when you click it.



- ⑥ Save the file with the name of your presentation like this: " **Symposium1-1_Your Name** ".
(Your session No.)

Then click " **Save** " to create the video.

- ⑦ Progress of the video creation is shown at the right blow.

Creating a Video in HD quality (1280×720) for a 10-minutes slide show takes about 10 minutes.