

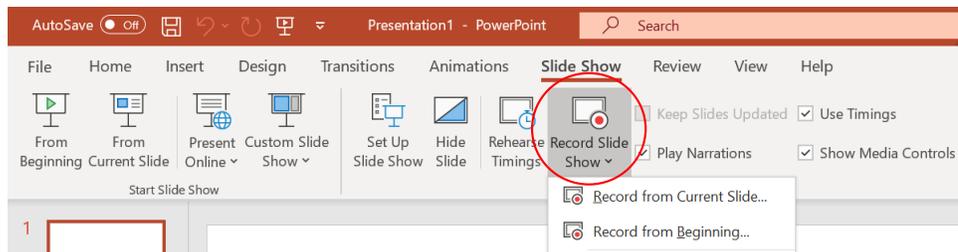
Record a slide show with narration and slide timings

The following instructions based on Microsoft Office 365.

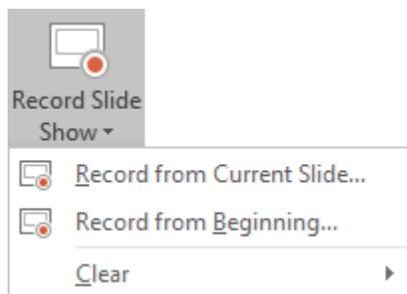
Narrations and timings can enhance the slide show. In PowerPoint, you can record your presentation and capture narrations, slide timings, and ink gestures in touch screen.

After you have made the recording, it's like any other presentation that can be played for you or your audience in Slide Show or you can save the presentation as a video file.

1. Open the **PowerPoint**.
2. To get ready to record, select **Record Slide Show** on the **Slide Show** tab of the ribbon.



- Clicking the upper half of the button starts you on the current slide.
- Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



3. Then the slide shown will open in the Recording window.

Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording.

Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



- The current slide is shown in the main pane of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide.
- You can record audio or video narration as you run through your presentation. **The buttons at the lower-right corner** of the window allow you to toggle on or off the microphone, camera, and camera preview:



If you use **the pen, highlighter, or eraser**, PowerPoint records those actions for playback also.

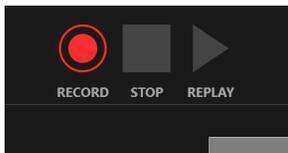


You can also re-record by going to **Slide Show>Record Slide Show**.

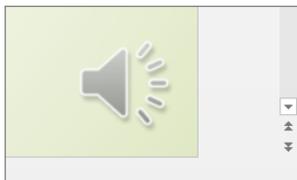
4. You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. There are also color selection boxes for changing the color of the ink. (**Eraser** is grayed out unless you have previously added ink to some slides.)



5. To end your recording, select the square Stop button (or press S on your keyboard).



When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.



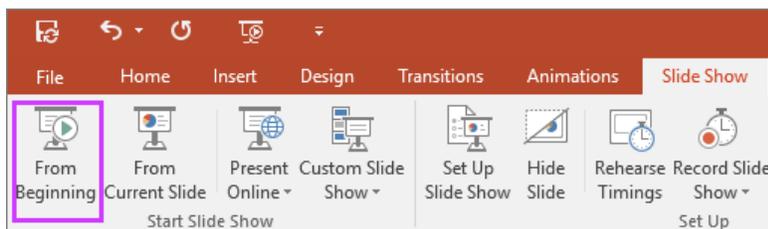
The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a video with a few extra steps as explained in the last part of this guide.

Preview the recorded slide show

On the **Slide Show** tab, click **From Beginning** or **From Current Slide**.

During playback, your animations, inking actions, audio and video will play in the presentation.

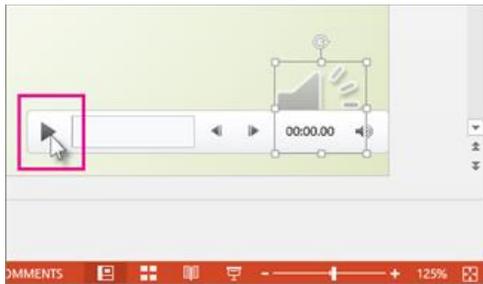


Preview the recorded sound

In the Recording window, the triangular **Play** button near the top left corner lets you preview the recording of the slide that currently has the focus in that window.



In **Normal** view, click the sound icon or picture in the lower-right corner of the slide, and then click **Play**. (When you preview individual audio in this way, you won't see recorded animation or inking.)



You can pause playback while previewing the audio.

Delete timings or narration

The **Clear** command is for deleting timings or narration from your recording that you don't want or that you want to replace.

In the Recording window, the **Clear** command in the top margin of the window allows you to:

- Clear recordings on the current slide
- Clear recordings on all slides

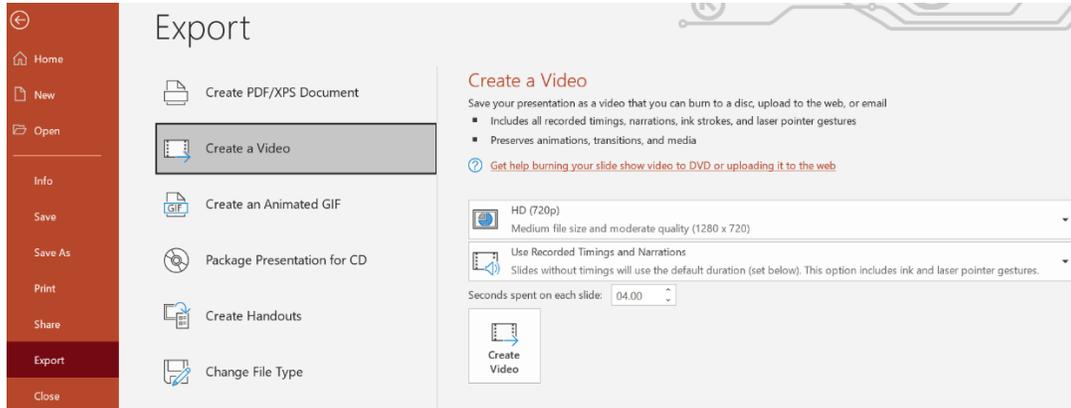
Turn off timings or turn off narrations, and ink

After you've recorded your PowerPoint for Microsoft 365 presentation, any timings, gestures, and audio you performed are saved on the individual slides. But you can turn them all off if you want to view the slide show without them:

- **To turn off recorded slide timings:** On the **Slide Show** tab, clear the **Use Timings** box.
- **To turn off recorded narrations and ink:** On the **Slide Show** tab, clear the **Play Narrations** box.

Turn your presentation into a video

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**.



3. In the first drop-down box under the **Create a Video** heading, select the video quality you want, which pertains to the resolution of the finished video. The higher the video quality, the larger the file size. (You may want to test them to determine which one meets your needs.)
4. The second drop-down box under the **Create a Video** heading tells whether your presentation includes narration and timings. (You may switch this setting if you like.)
 - If you haven't recorded timed narration, by default the value is **Don't Use Recorded Timings and Narrations**.
 - The default time spent on each slide is 5 seconds. You can change that timing in the **Seconds to spend on each slide** box. To the right of the box, click the up arrow to increase the duration, or click the down arrow to decrease the duration.
 - If you have recorded a timed narration, by default the value is **Use Recorded Timings and Narrations**.
5. Click **Create Video**.
6. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
7. In the **Save as type** box, choose either **MPEG-4 Video** or **Windows Media Video**.
8. To play your newly-created video, go to the designated folder location, and then double-click the file.

References :

Microsoft 365 Training - <https://support.microsoft.com/en-us/training>