Record a PowerPoint with Video

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Recording a Lecture Using Microsoft PowerPoint

(FAU COM-Specific Procedure)

IMPORTANT: Prior to recording a narrated PowerPoint, confirm that your PowerPoint file is a recent file type (.pptx) and **NOT** a 1995-2003 PowerPoint file (.ppt) .

If this step is skipped, you run the risk of losing your narrations when they save (Compatibility Error). The most certain way to ensure that the file is in the correct format is by selecting “Save As” and saving the presentation as a new file. The file type will default to PowerPoint (.pptx).

If you do not have PowerPoint 2019 and need to record a PowerPoint presentation, please put in a ticket.

1. **Open your PowerPoint presentation** and navigate to the slide where you want to start recording.
2. **Go to the "Slide Show" tab** in the menu bar.
3. **Click on "Record Slide Show"**. You can choose to start recording from the beginning or from the current slide.
4. **Enable your camera and microphone** by clicking on the respective icons. This will allow you to record video and audio narration.
5. **Start recording** your presentation. Use the on-screen tools to navigate through your slides, annotate, and highlight key points.
6. **When you’re done**, click on "End Show". PowerPoint will save your recorded timings and narrations.
7. **To save your presentation as a video**, go to "File" > "Export" and choose the video format (MP4 or MOV). Ensure "Use Recorded Timings and Narrations" is checked.
8. **Click "Export"** and wait for the conversion to finish. Your video file will be saved in the chosen location.

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