

## Record a Slide Show via PowerPoint

### 9<sup>th</sup> ESPRit Conference

#### Periodical Formats in the Market:

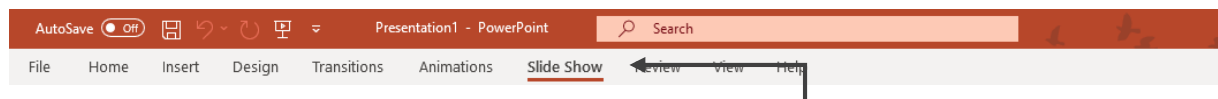
#### Economies of Space and Time, Competition and Transfer

Periodische Formate auf dem Markt:

Ökonomien von Raum und Zeit, Konkurrenz und Transfer

You can record audio as a voiceover narrative for an individual slide or for your entire presentation. A voiceover narration is a synchronised recording of yourself talking about each slide.

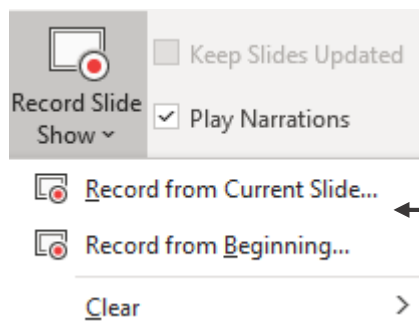
1 – Click to select the slide where you want the recording to start.



2 – To record a slide show in PowerPoint, click the “Slide Show”-Tab in the ribbon.

3 – Then click the “Record Slide Show” dropdown button in the “Set Up” button group.


4 – To start recording from the first presentation slide, select “Start Recording from Beginning...” from the drop-down menu.



5 – The recording-window opens. There are buttons on the top left for recording (start, pause, stop), as seen in the picture below.

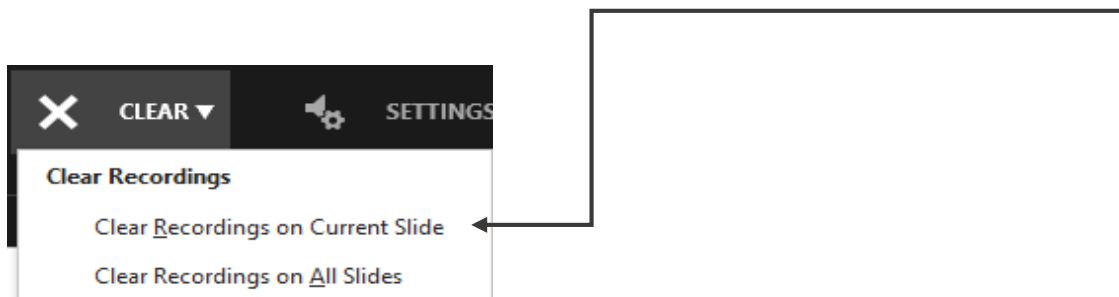


Click the “Record” button to deliver the presentation in Slide Show view and record your presentation narration. When finished, click “Stop”. Now you have the opportunity to replay your narrations.


6 – After finishing the narration for the first slide, click the  (Next) button.

7 – Continue until you have recorded the narration for each slide.

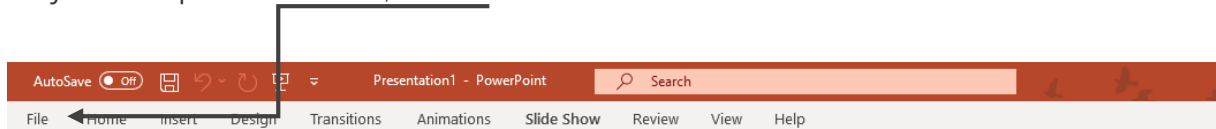
8 – If there is a mistake, you can delete the voiceover of each slide of your presentation.



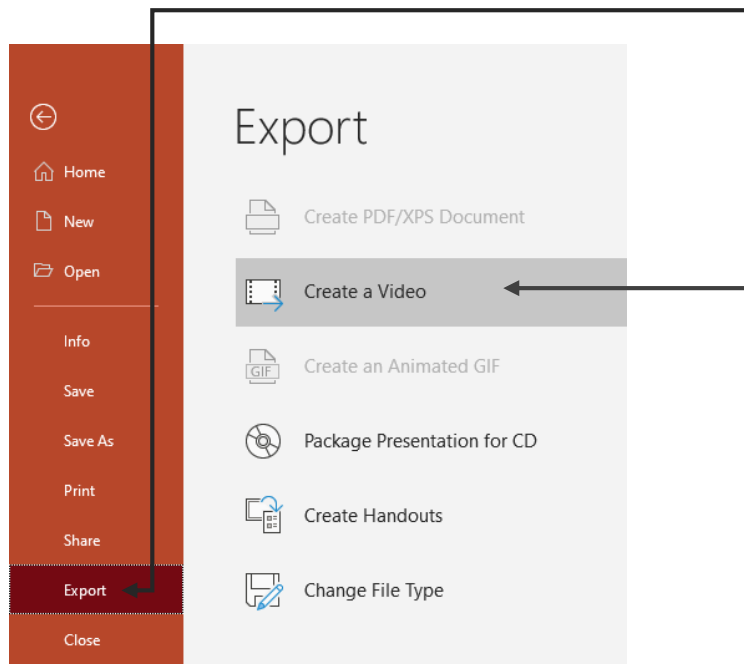
9 – When finished, PowerPoint will display the total length of your narration and ask if you want to save the narration. Click “Yes” to save it or click “No” to discard your recording. With the new PowerPoint-Update, your narrations will be automatically saved when closing the recording-site.

10 – When finished, each slide of your presentation should include the play-button  on the bottom right. With clicking this symbol, the narration will be played.

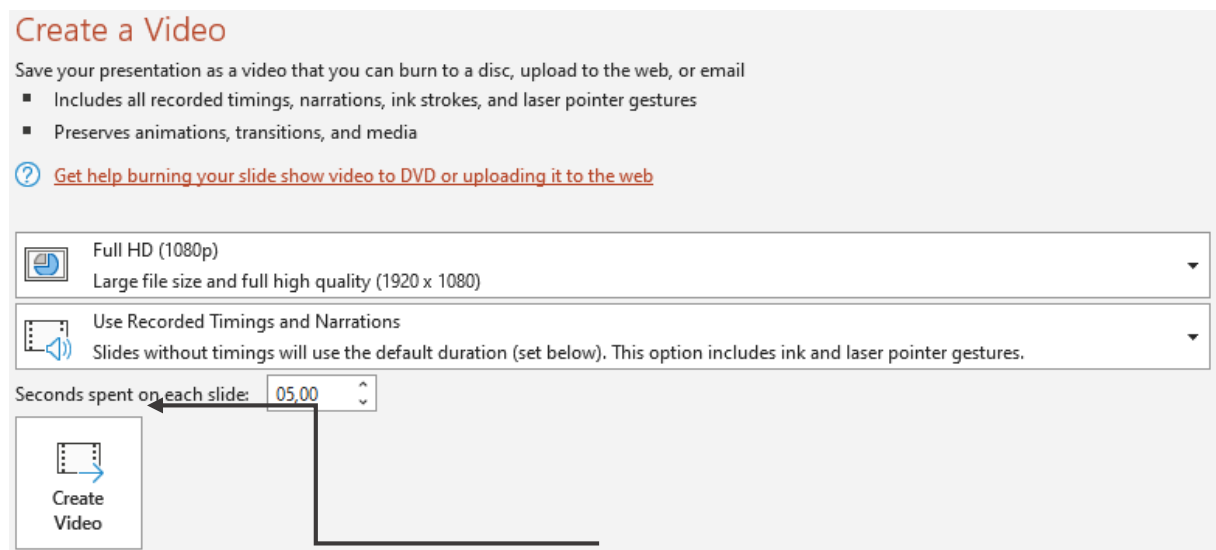
11 – After including audio on each slide of your presentation, you should save it as a video on your computer. To do so, click the “File”-Tab in the ribbon.



12 – The “Home”- menu opens. Now you should click the “Export” button. A new side will open, which shows the possibility to “Create a Video”.



13 – The “Create a video” side appears. The pre-settings should be the same as seen below. PowerPoint will automatically include all your narrations within the presentation into the file.



14 – After clicking the “Create Video”-Button, the “Save as”-window should open, which allows you to save the video in the selected folder. Please check the “Save as type” bar as shown below. It should say “MPEG-4”, “.mp4” or any combination of those.

File name:	<input type="text" value="presentation1.mp4"/>	▼
Save as type:	MPEG-4 Video (*.mp4)	▼

15 – Click the “Save”-Button to transform your presentation. This could take a bigger amount of time. The progress will be shown at the bottom of the screen.



16 – When finished, your presentation should be shown as a video in the preset directory.