

How to Record an Online Presentation as Video using Microsoft PowerPoint

Precheck!

- You need a recent version of Microsoft Office higher than 2013.
- Check your microphone.
- On the first slide of your presentation file, please make sure that the title and the abstract number are put clearly.

Abstract No.

Title

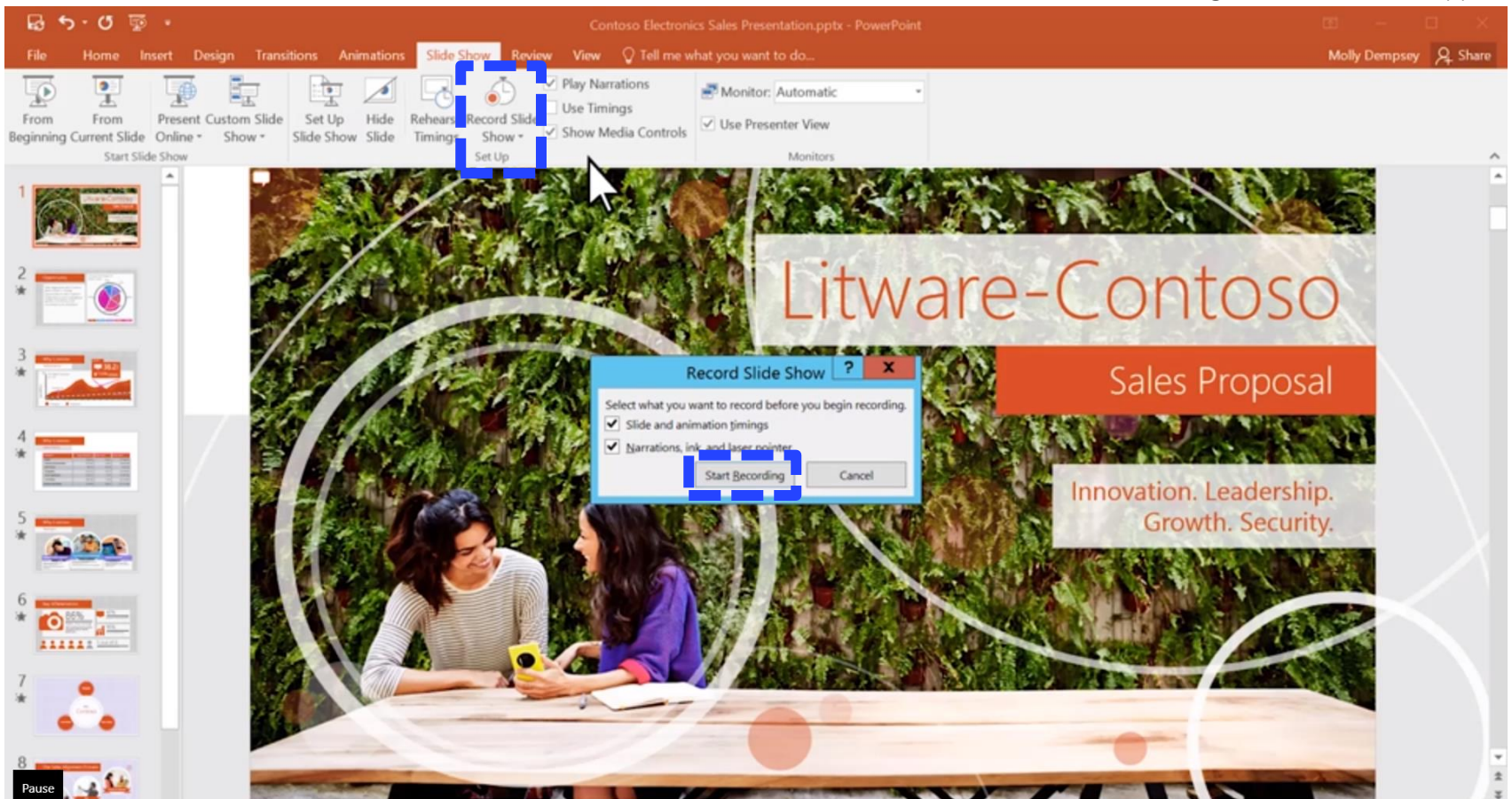
Authors and affiliation

Record narration and timings

- ① Select **[Slide Show]** on the menu bar > **[Record Slide Show]**
- ② Choose from two options: **“Start Recording from Beginning”** to record from the beginning of a presentation
- ③ Select or clear what you'd like for your recording from the check box, and then select **“Start Recording”**
- ④ Start speaking or add markings to your presentation.

****Note:** Audio won't record when slide transitions happen so let these play first, wait for a second and then start speaking.

Image source: Microsoft Support



Manage recordings

The screenshot shows a meeting interface with a recording control bar at the top left. The bar includes a play/pause button, a timer showing 0:00:02, and a close button (X). A red dashed box highlights the recording control bar, and a red arrow points from it to a detailed legend table.

버튼	기능
→	다음 슬라이드로 넘어가기
	녹화 일시 중단
① 시간	현재 슬라이드 녹화 시간
↶	현재 슬라이드 처음부터 다시 녹화
② 시간	전체 슬라이드 녹화 시간
X, ESC키	슬라이드 녹화 종료

Below the legend table, a red text box states: **마우스 오른쪽 버튼 클릭 하면 슬라이드를 이동하거나 포인터 사용 등 다양한 기능을 이용할 수 있습니다.**

On the left side of the interface, a vertical menu is visible with the following items: 다음(N), 이전(B), 마지막으로 본 상태(L), 모른 슬라이드 보기(S), 확대(M), 재구성한 순(O), 발표자 도구 표시(P), 화면(C), 포인터 옵션(O), 도움말(H), 녹화 일시 중지(W), 소 마침(E).

At the bottom center, there is a blue box with a smiley face icon and the text: 발표자 얼굴 정면 사진. A speaker icon is located in the bottom right corner.

Manage recordings

- **Pause** - to pause a recording.
- **Close** - to end a recording.
- **Laser Pointer, Pen, Highlighter, or Eraser** - to use the pointer, ink, eraser, or highlighter tools in your recording.

Remove recordings

- A sound icon appears on a slide to show when a recording is available.
- You can also remove recordings from slides.
- Select **Record Slide Show > Clear**.
- Choose from four options:
 - **Clear Timing on Current Slide** - to delete timings on the current slide.
 - **Clear Timings on All Slides** - to delete timings from all slides at once.
 - **Clear Narration on Current Slide** - to delete narration on the current slide.
 - **Clear Narration on All Slides** - to delete narration on all slides at once.

Save recordings

- When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.
- Select **File > Save As**.
- Select where you'd like to save your presentation to.
- Under **Save as type**, select the dropdown arrow and then select **MPEG-4 video(.mp4)**
Select **Save**.

You may also want to check these videos

-Microsoft official support webpage:

<https://support.microsoft.com/en-us/office/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>

-youtube: <https://www.youtube.com/watch?v=D8JV3w4TOVw>