

# ILT Help Guides

## Turning your PowerPoint presentation into a video

### Equipment needed:

Desktop computer or Mobile Device e.g. Laptop, Tablet etc

Microphone (*built into modern laptop and tablet devices or add a microphone to your desktop PC via webcam or microphone headset*)

**Top Tip:** Do a test to check sound settings for your device before you begin!\*

*If using the online version of PowerPoint (O365 PowerPoint) click “Open in Desktop App” before following the instructions below.*

### Step 1

Open Microsoft PowerPoint and create your presentation. Or, open an existing PowerPoint presentation.

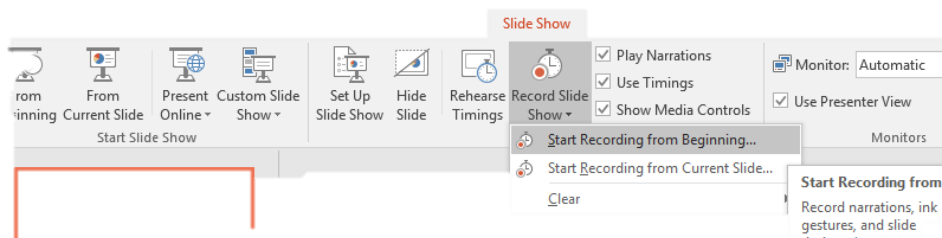
### Step 2

Record your narration.

Click **Slide Show, Record Slide Show,**

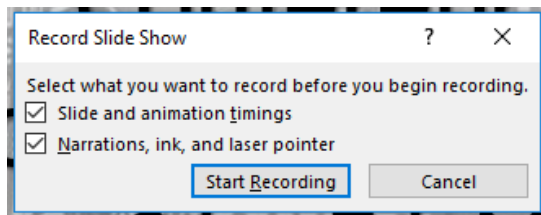
Choose **Start Recording from Beginning** to record narration over the **whole presentation.**

Choose **Start Recording from Current Slide** to record narration **one slide at a time.**



### Step 3

Click **Start Recording**



The recording will start straight away. You can now record the whole sequence by talking over the slides as you click through each one or record each slide individually.

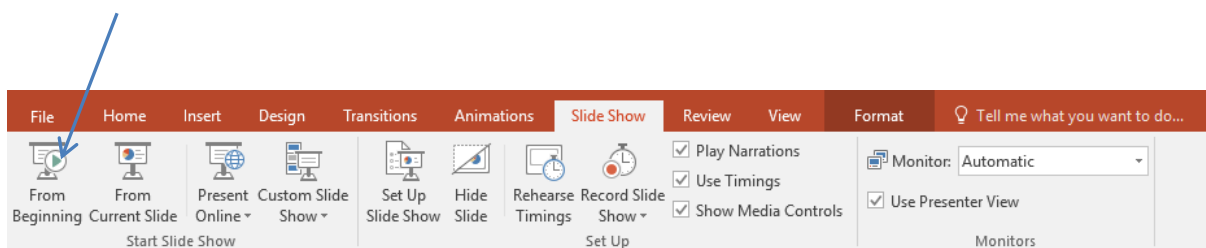
When you have finished speaking, press the **Esc key** on your keyboard to end the recording.

If you make a mistake or would like to change any aspect of your recording you can re-record slides as many times as you like. Simply choose the slide you would like to change then select the **Start Recording from Current Slide** option to make the changes you need.

### Step 4

To play back your recording:

Click on the **speaker icon** at the bottom right of each slide then click the play arrow to hear your recording OR listen to the **whole recording** by clicking the **From Beginning** option under the Slide Show tab.



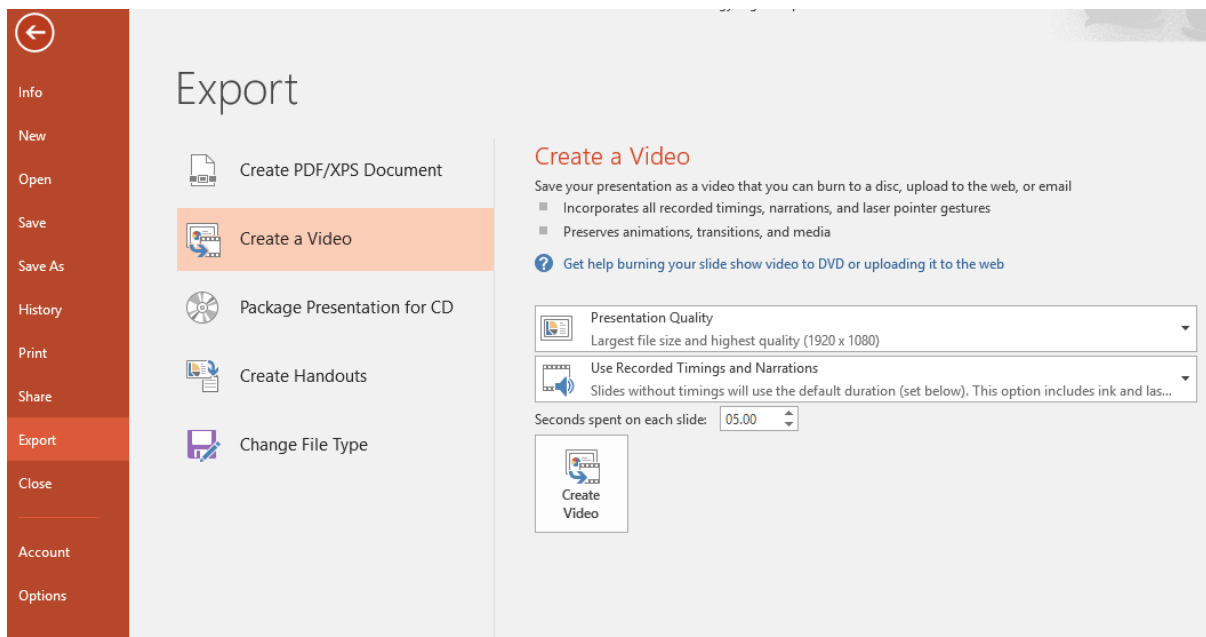
### Step 5

Save the presentation as normal choosing the **Save As** or **Save** option from the File menu.

## Step 6

### Convert to Video

Click File, export



Click **Create a Video**

Click on Presentation Quality. Most videos will only need **Internet Quality**. Keep the second option as it is (Use Recorded Timings and Narrations).

Click **Create Video**, and save to an appropriate folder.

Your presentation will now begin to convert to video format – be patient! This might take a little while depending on the length of your recording 😊.

## Troubleshooting!

\*Playback is too quiet ...

If your recorded narration is too quiet you will need to adjust the sound settings for your computer:

Right click on the speaker icon at the bottom right of your screen



Click Open Sound Settings

Check that the input device selected is the one you are using to do your recordings

# Input

Choose your input device

A dropdown menu with a light gray border and a downward-pointing chevron icon on the right side. The text inside is "Desktop Microphone (Microsoft®...".

Some apps are using custom input settings. You can personalize these in app volume and device preferences below.

[Device properties](#)

Click on device properties

Click Levels

Adjust microphone levels to suit.

Click ok.