

Instruction manual for creating
a presentation video with audio
from PowerPoint slides

Required features

1. Environment where enables audio input

- Using your computer's built-in microphone is simple but creates so much background noise.
- We recommend that you use an external microphone such as a headset microphone.

2. You must have a specific version of PowerPoint.

- Windows : Either of PowerPoint 2010, 2013, 2016, 2019, Office365
- Mac : PowerPoint for Mac 2019 or Office365

Precautions

You need to change the setting of the slide size to widescreen (16:9) ratio.

When switching slides, the audio will be interrupted.

Therefore, please switch a slide first, then keep talking after a slight pause.

How to check the microphone

- Select Start > Settings > System > Sound. Under “Choose your input device”, make sure that your microphone appears in the list.
- In the Sound settings, go to “Test your microphone” and look for the blue bar that rises and falls as you speak into your microphone.

The image illustrates the steps to check a microphone in Windows. It shows the Start menu with the Settings app highlighted in a red box. An arrow points to the Windows search bar, which is also highlighted in a red box. Another arrow points to the Settings app, which is open to the Sound settings page. The Sound settings page shows the 'Input' section with a dropdown menu set to 'Microphone (Realtek High Definiti...)' and a 'Test your microphone' button highlighted in a red box. A blue callout box points to the 'Test your microphone' button and contains the text: "Look for the blue bar that rises and falls as you speak into your microphone." Another blue callout box points to the 'Choose your input device' dropdown menu and contains the text: "Make sure that your microphone appears in the list." The background shows the Windows desktop with various icons like Documents, Pictures, and Power.

Windows

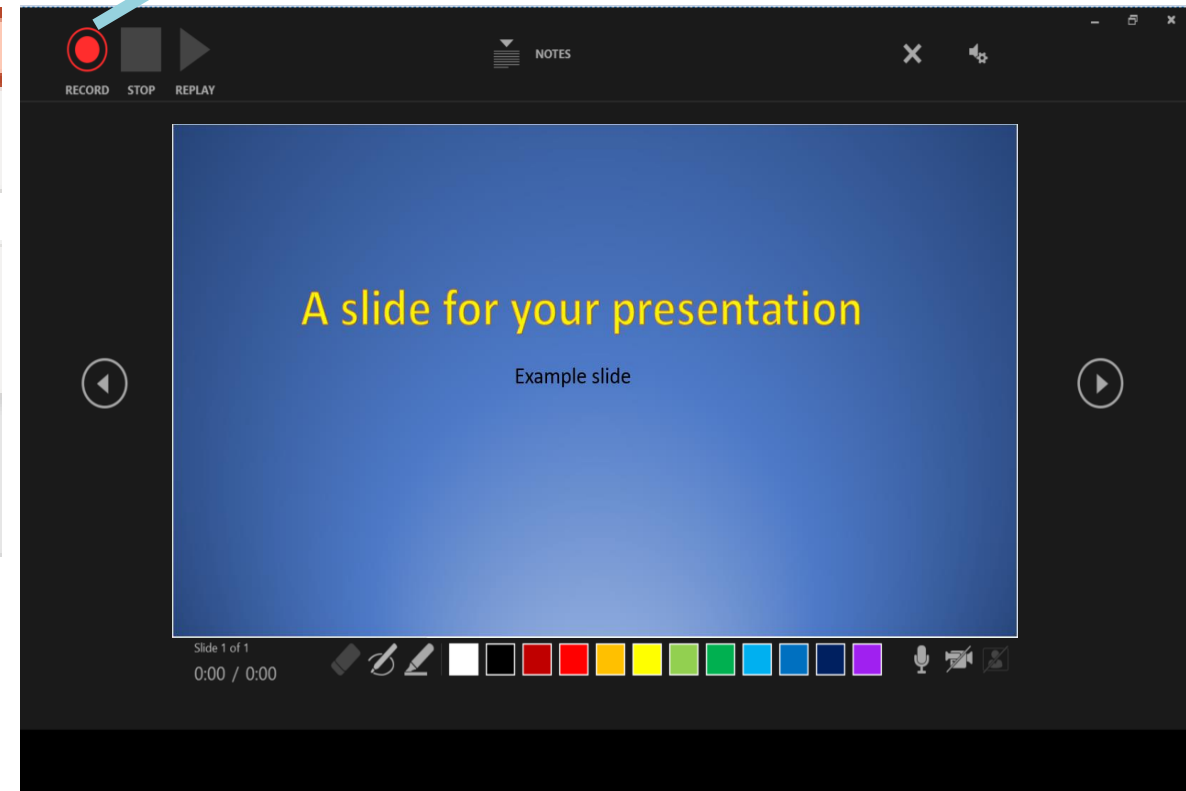
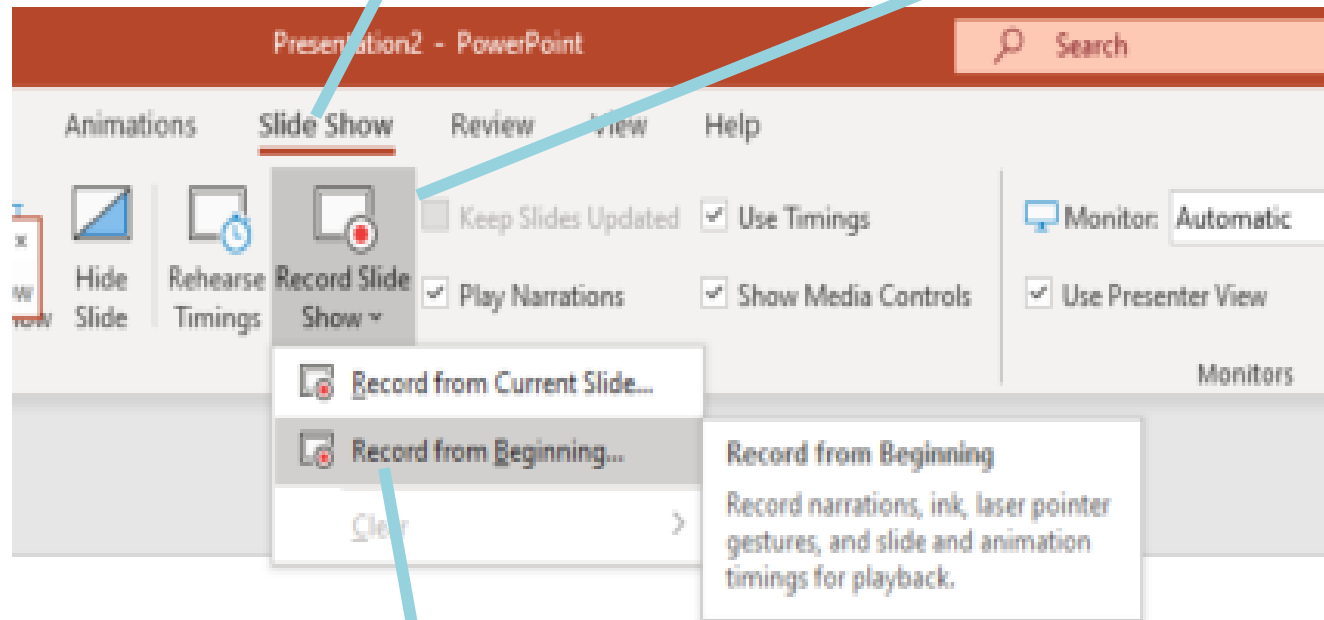
PowerPoint2019 ▪ Office365

① Open "Slide Show" tab

② Choose "Record Slide Show"

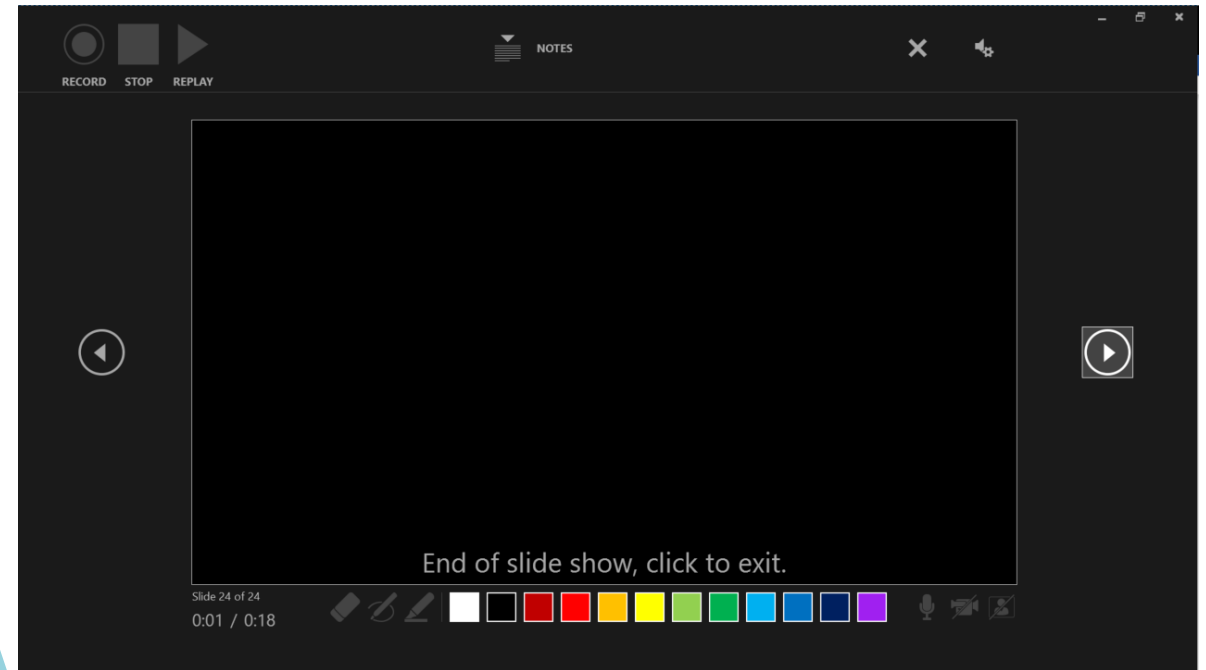
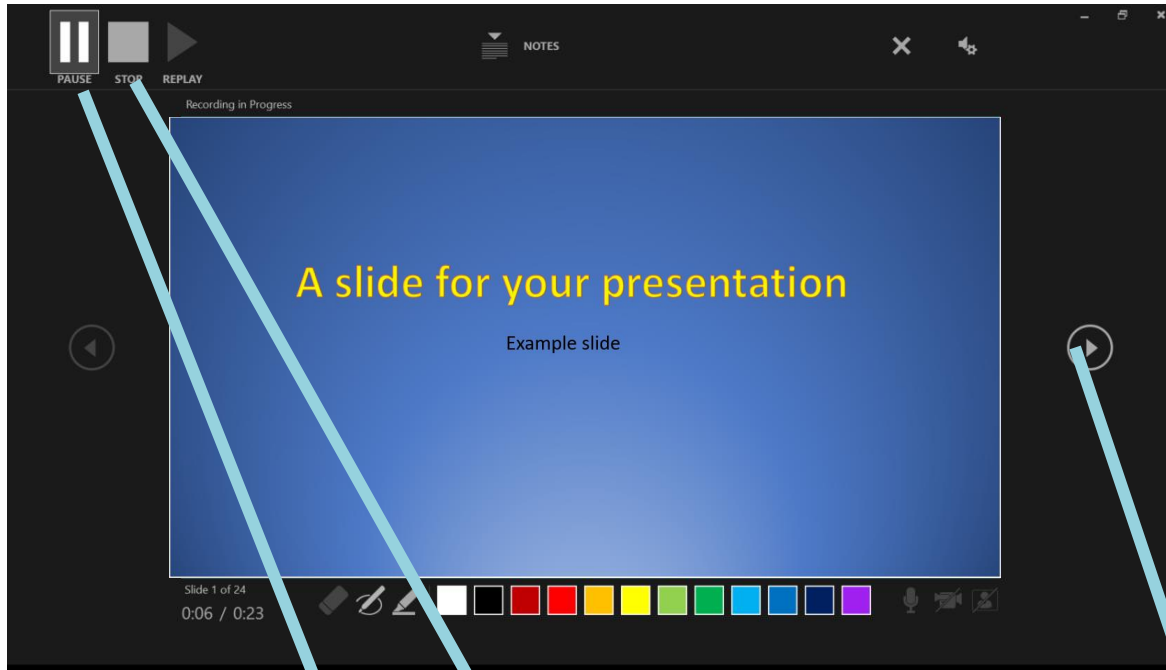
④ Click on the red circle button, "RECORD" and begin recording the slide show

③ Click on "Record from Beginning"



⑤ Speak your narration into the microphone while you advance to a next slide

⑥ Recording will automatically end when you advance to the last slide. When you click the last slide, you can exit the slide show



If you click the STOP button, the recording is ended, and all time up to that point is saved

If you click this bullet button, or on the slide, you can advance to the next slide

If you click the PAUSE button, the recording is suspended; you can click RECORD again to resume recording

ファイル ホーム 挿入 デザイン 画面切り替え アニメーション スライドショー 校閲 表示 ヘルプ 実行したい作業を

レビュー 効果のオプション

なし 変形 フェード プッシュ ワipe スプリット 出現 カット

画面切り替え

1 講演スライド
これはリハーサル用のダミーです。 ★ 00:23

2 ★ 00:09

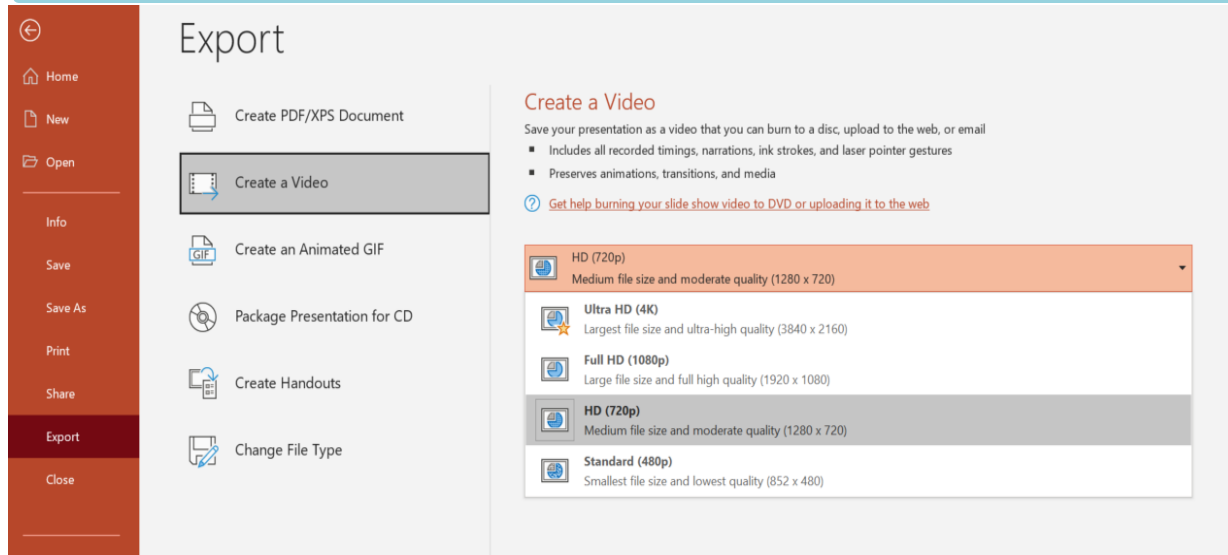
3

NON-STEI

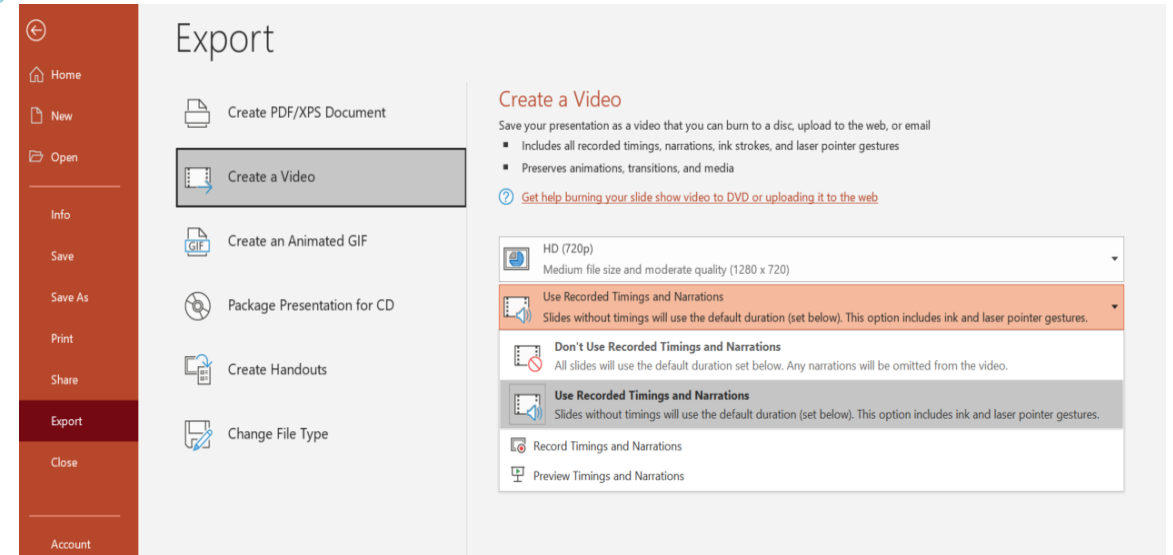
endometriotic les
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prostaglandin pr
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Mefenamic acid i
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⑦ After you advance to the end of the slide, and exit the slide show, confirm that the recorded time is displayed on the bottom right of each slide. Save the PowerPoint file with the new file name. Open the file again and choose the "Slide Show" tab to check that there aren't any problems with audio or slide timing.

⑧ After confirming that there aren't any problems in the slide shows, navigate to File > Export > Create a Video.



Select "Medium file size and moderate quality (1280 x 720)"



Select "Use Recorded Timings and Narrations"

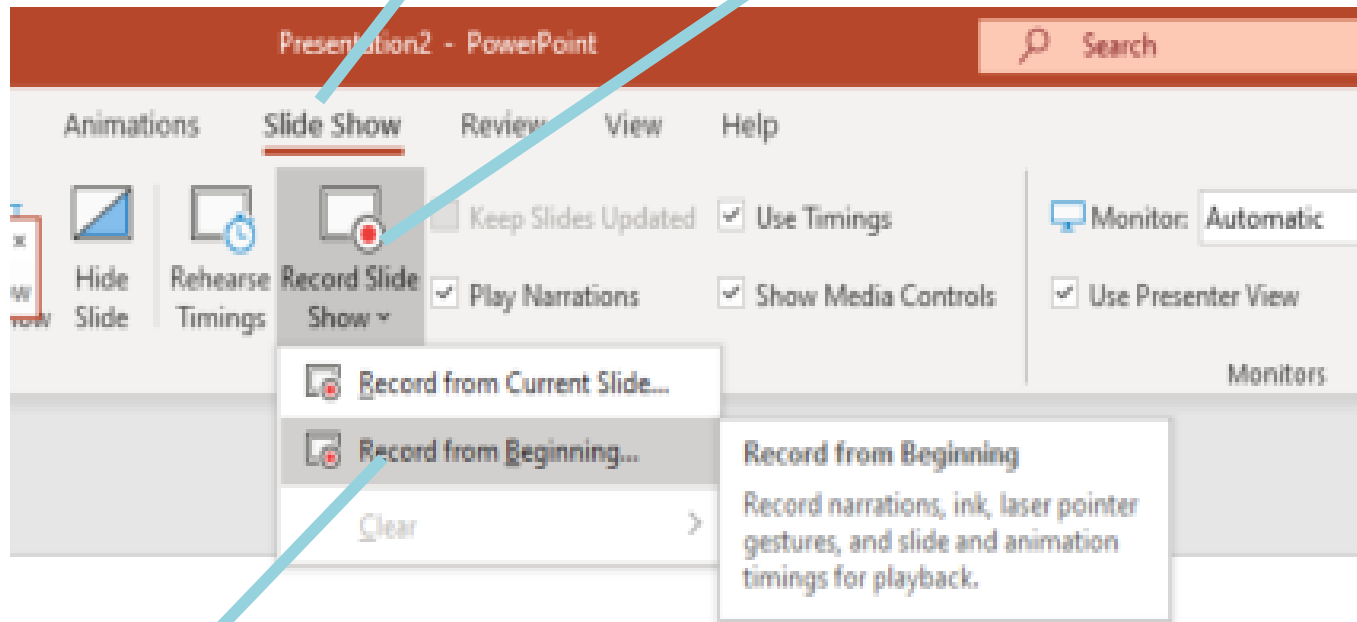
When you click "Create Video", a window saying "Save as" will appear. Specify the file name and select MP4 format as the file format. Then, click the "Save" button at the bottom right to create a video. The progress of video creation is displayed in the lower right. It will take about 20 minutes to create a medium quality (1280x720) video with a 20-minute slideshow. Please play the created video by yourself and make sure there aren't any problems.

Windows

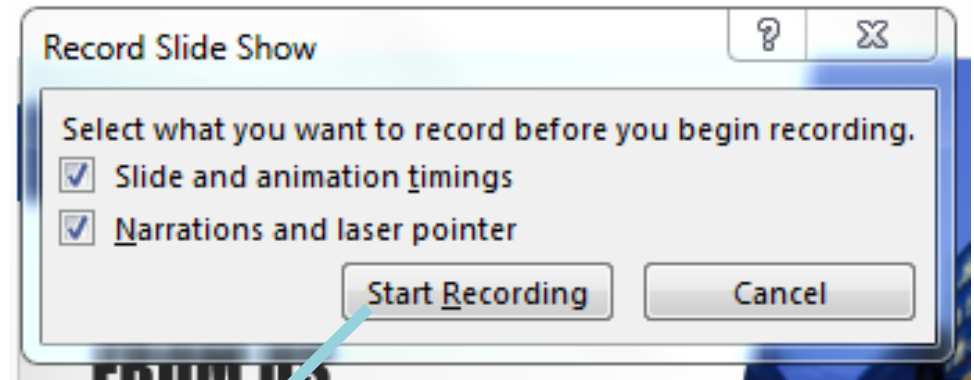
PowerPoint2013 ▪ 2016

① Open the “Slide Show” tab.

② Choose “Record Slide Show”



③ Click on “Record from Beginning...”



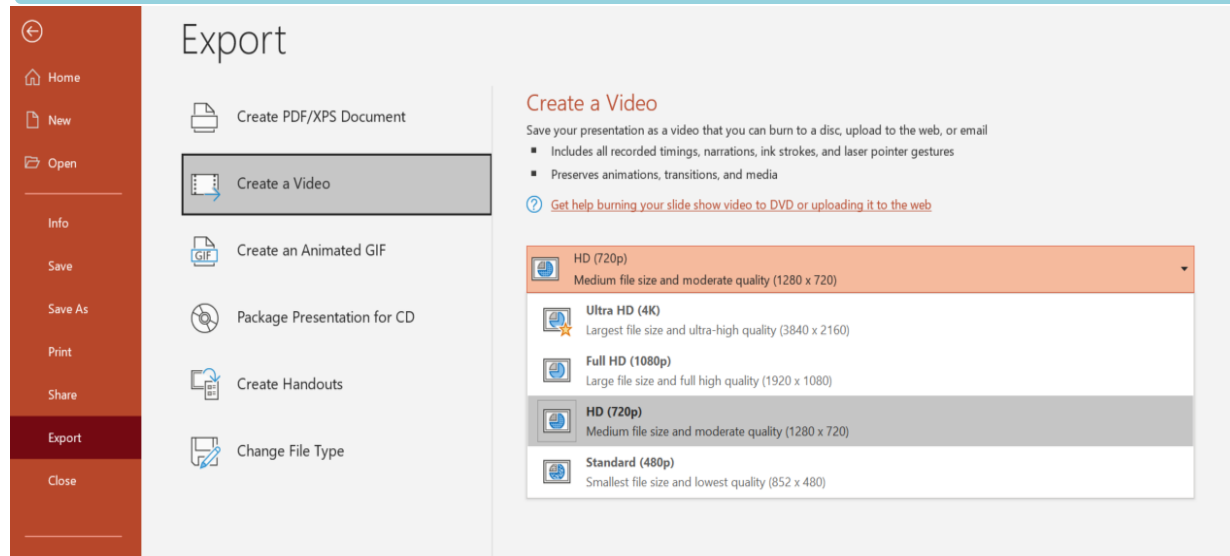
④ After confirming that you have selected the options of “Slide and animation timings” and “Narrations and laser pointer”, click on “Start Recording”.

⑤ Perform your slide show after you confirm the “Recording” on the toolbar in the top-left corner.

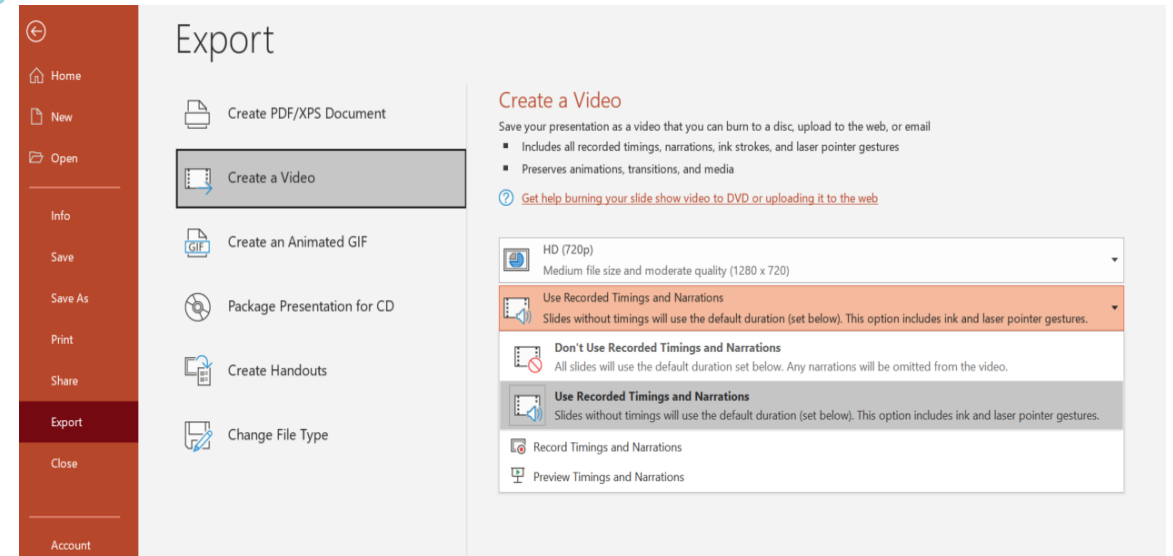


⑥ When you reach the end of the show, PowerPoint will close the full-screen view. After confirming if the recorded time is displayed on the bottom-right corner of each slide, save the PowerPoint file with a new file name. Open the file again and choose the “Slide Show” tab to make sure there aren’t any problems with audio or slide timing.

⑦ After confirming that there aren't any problems in the slide shows, navigate to File > Export > Create a Video.



Select "Medium file size and moderate quality (1280 x 720)"



Select "Use Recorded Timings and Narrations"


When you click "Create Video", a window saying "Save as" will appear. Specify the file name and select MP4 format as the file format. Then, click the "Save" button at the bottom right to create a video. The progress of video creation is displayed in the lower right. It will take about 20 minutes to create a medium quality (1280x720) video with a 20-minute slideshow. Please play the created video by yourself and make sure there aren't any problems.

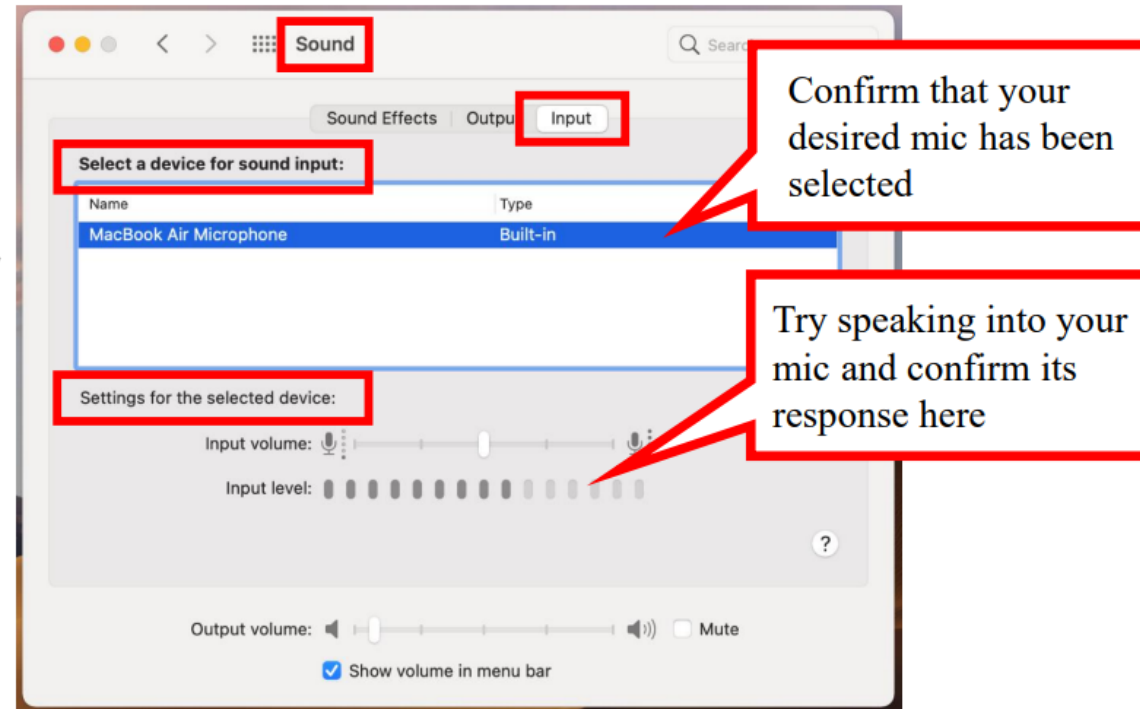
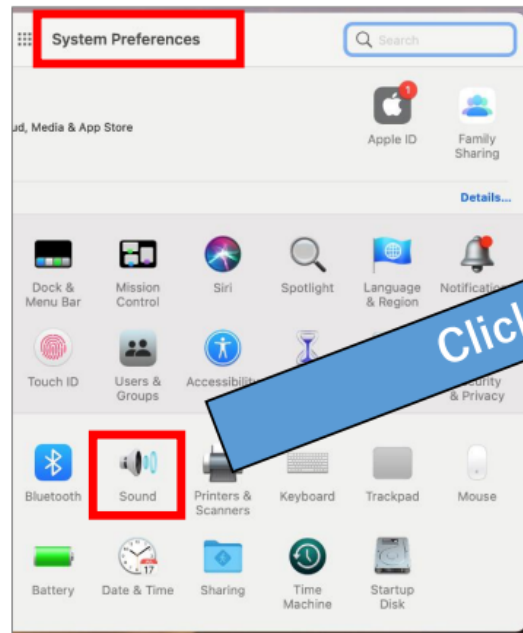
Mac

PowerPoint for Mac 2019 ▪ Office365



Microphone Settings on Mac

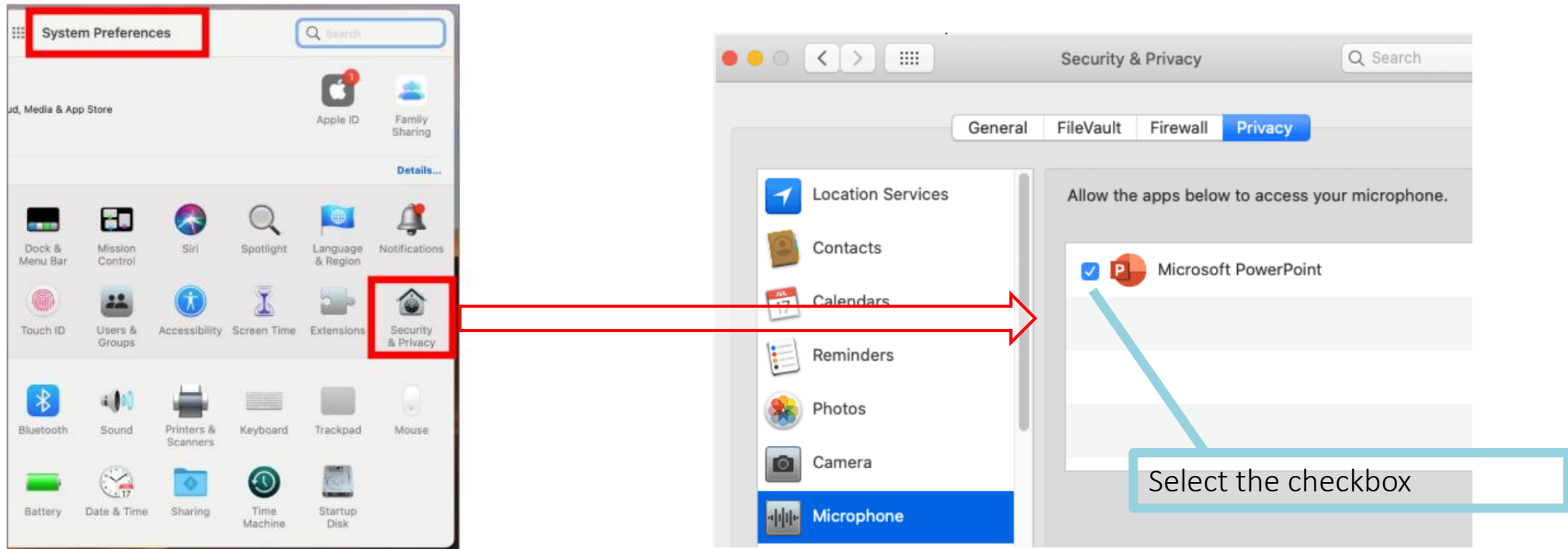
- On your Mac, choose the Apple menu  System Preferences > Sound > Input.
Under “Select a device for sound input”, make sure that your microphone appears in the list.
- In the Sound settings, go to “Settings for the selected device” and look for the blue bar that rises and falls as you speak into your microphone.



Control access to your microphone on Mac

On your Mac, choose the Apple menu  System Preferences > Security & Privacy > Privacy > Microphone.

Select the checkbox next to the PowerPoint app to allow it to access the microphone.



Precautions during slideshow recording

You can use a pen or a laser pointer while recording your narrations, but it is going to only record the timings and audio. Also, you can return to the previous slides while recording your narrations, however, the recorded narrations on the slides prior to the slide you returned to will be cancelled. (It is not recommended to return to the previous slides.)

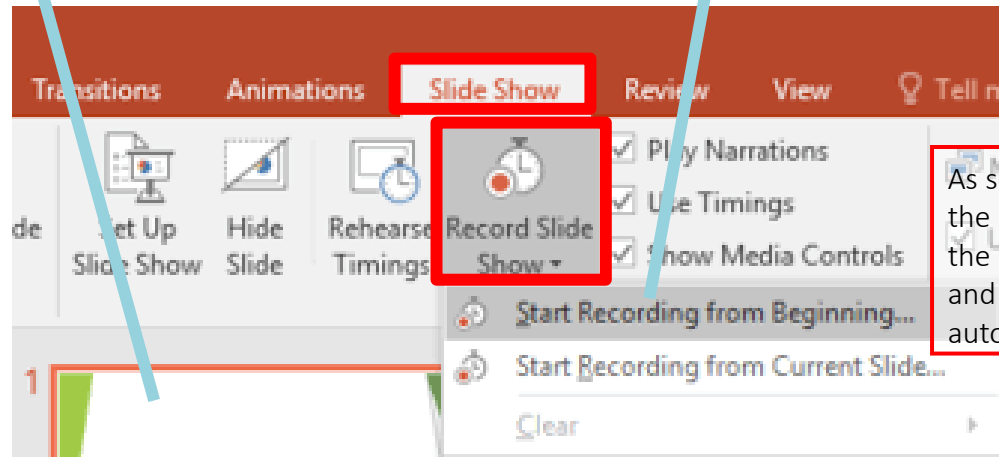
Recording a Slide Show on PowerPoint

Open the presentation file that you want to play as a slide show and make sure you start on the first slide.

Click Slide Show > Record Slide Show. As soon as you click the Record Slide Show, the next screen loads and starts recording automatically.

Make sure you start on the first slide

When you select "Record Slide Show", you may see "Start Recording from Beginning...."

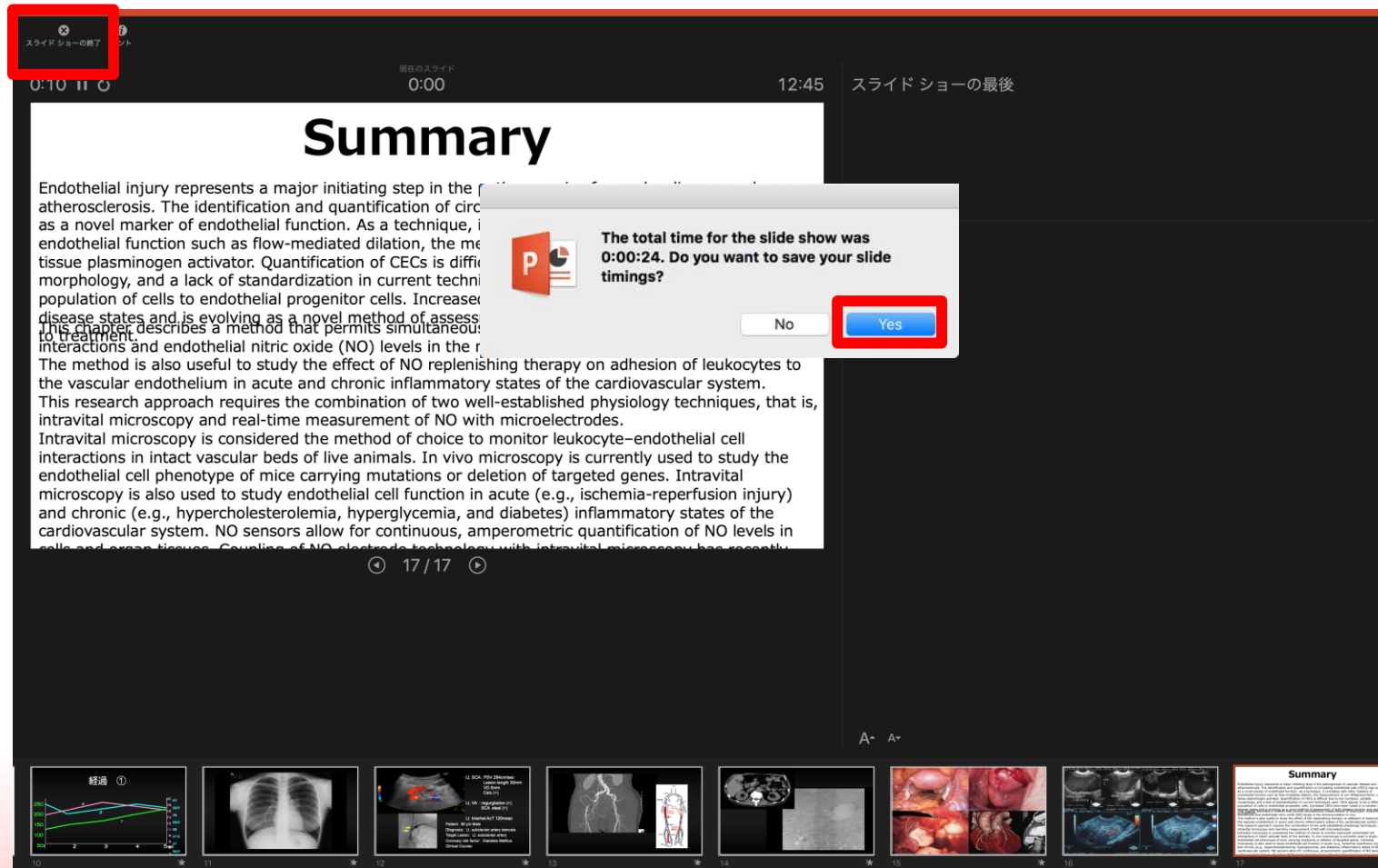


As soon as you click the Record Slide Show, the next screen loads and starts recording automatically.



Ending the Slide Show

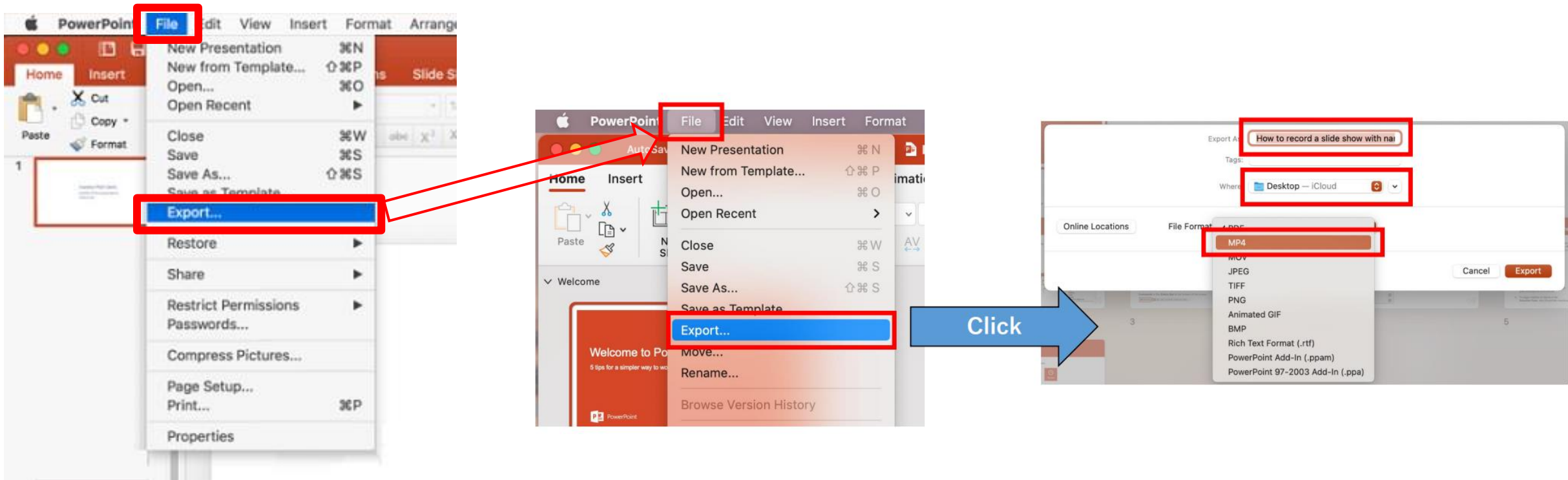
When you are done with the slideshow and click End Show in the top left corner, it's going to ask you if you want to save the new slide timings. Select "Yes".



Save in a video format

Select File > Export

Open the File Format list and select MP4 to see the detailed settings.

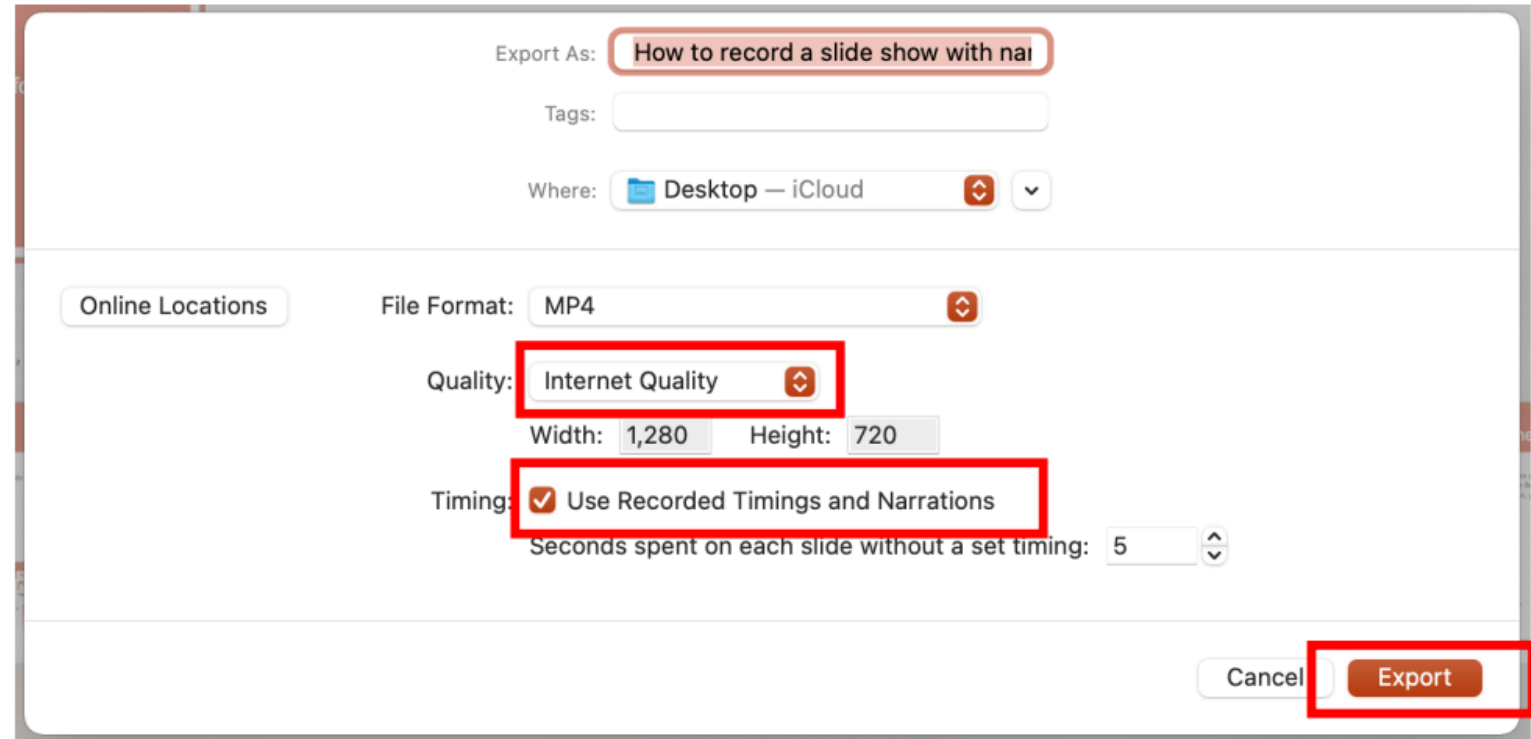


Selecting the video quality, creating a video and saving the video

Select Internet Quality for the video quality and make sure to check the checkbox next to Use Recorded Timings and Narrations. When you have made all your selections, choose Export in the bottom right corner. It will create a video and save it automatically.

Play the created video by yourself to make sure there aren't any problems with audio or slide timing.

The progress of video creation is displayed in the lower right. It will take about 10 minutes to create a HD quality (1280x720) video with a 20-minute slideshow. Please play the created video by yourself and make sure there aren't any problems.



The screenshot shows a video export settings dialog box. The 'Export As' field contains the text 'How to record a slide show with nai'. The 'Where' dropdown is set to 'Desktop — iCloud'. The 'File Format' is set to 'MP4'. The 'Quality' dropdown is set to 'Internet Quality'. The 'Width' is 1,280 and the 'Height' is 720. The 'Timing' section has a checked checkbox for 'Use Recorded Timings and Narrations' and a spinner for 'Seconds spent on each slide without a set timing' set to 5. The 'Export' button is highlighted in red.

Export As: How to record a slide show with nai

Tags:

Where: Desktop — iCloud

Online Locations

File Format: MP4

Quality: Internet Quality

Width: 1,280 Height: 720

Timing: Use Recorded Timings and Narrations

Seconds spent on each slide without a set timing: 5

Cancel Export