

# PowerPoint: Record a Multimedia Presentation with Video Narration

1. Add the content to your PowerPoint slides.
2. When ready to record, click the **Slide Show** tab, then select **Record Slide Show**.



3. The slide show opens in the **Recording window**, with buttons at the top left for starting, pausing, and stopping the recording.

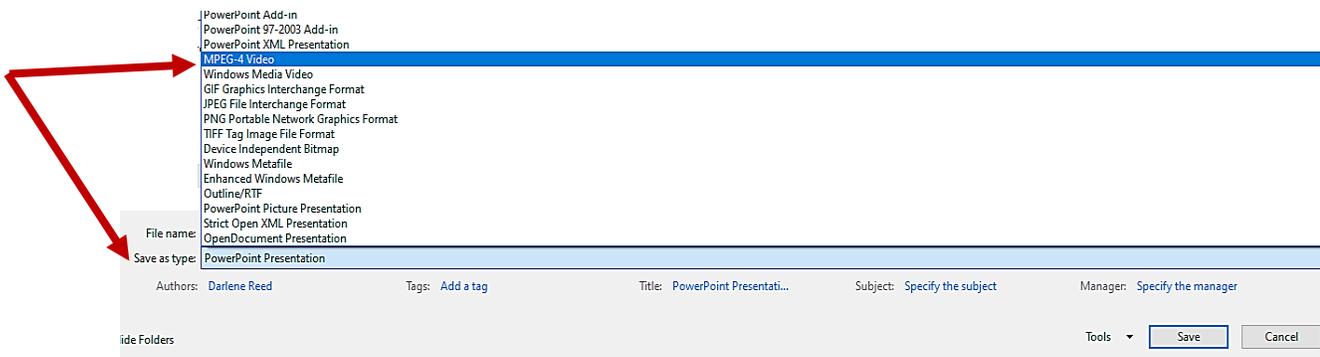


The screenshot shows the PowerPoint recording interface. At the top left, there are three buttons: a red circle with a white play button (RECORD), a grey square (STOP), and a grey play button (REPLAY). The main area displays a slide titled "Let's compare! The library vs. the internet" with a bulleted list of points. In the bottom right corner, there is a small video preview window showing a person's face. Below the preview are icons for microphone, camera, and camera preview. Navigation arrows are visible on the left and right sides of the slide.

Navigate through your slides using the arrows on either side of the current slide

You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview

4. To end your recording, click the **STOP** button.
5. Optionally, you can save your presentation as a video. Click **Save**, then the **Save as type** drop-down and choose **MPEG-4 Video** from the list!



*Note: Depending on the length of your presentation, it may take a while for the file to process. You will see a progress bar at the bottom of your PPT window.*



## Recording tips:

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- Use a desktop version of PowerPoint to record your narration.
- You can adjust and edit the size of the narration video and ink in regular edit view.

*Detailed Instructions:* Detailed instructions: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Windows>