



5° CIMODE

CONGRESSO
INTERNACIONAL
DE MODA
E DESIGN

PORTUGAL
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Guide to create a MS
PowerPoint presentation
with audio and video
narration

1st step

- Create all slides
- Add all animations and transitions
- Test the microphone
- Give a presentation without recording (just to rehearse the timing of the presentation and check that everything goes according to plan)



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2nd step

- Select the Slide Show menu
- Select Record Slide Show and select what you want to record before starting.
 - Select slide timings and animations, narrations and laser pointer
 - Note that to be able to record with your video appearing in the recording you have to activate your webcam giving permissions so that MS PowerPoint can use it.
 - The same happens with the microphone, check if in the system settings you have given permission so that MS PowerPoint can use the microphone.
 - When switching to presenter mode, your image should appear on the lower left corner of the slide.
- To start recording just click on Start Recording or press the red recording button
- When finished – click on End Presentation
 - Slides now appear with your image in the lower left corner



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3rd step

- Save presentation
 - It's always good to record first as ppt and then record as video
 - Go to the File menu - select Save & Send and then Create Video (in older versions you should select Export) - select mp4 format
 - Select recording quality to a minimum of 960x720 – monitors and computers
 - Select - use recorded voiceovers and timings
- For more detailed information, consult the Microsoft tutorial [where.](#)