How to Record a PowerPoint Slide Show – WINDOWS

This document will outline how to record a PowerPoint slide show from within PowerPoint 2019.

Please note: The record slideshow feature will not work for links to external content or websites. As well, it does not record embedded videos. This type of content will need to be shared with students outside of the slideshow – or a different recording tool can be used.

## If you do not have the desktop version of PowerPoint 2019

Go to office.com and login using your college credentials (BannerID@durhamcollege.ca and network password). In the upper right-hand corner, select the button to install the latest version of Office 365 Suite.

Prevent Your Recorded Narration from Being Lost

Your audio will NOT be saved in PowerPoint files with the extension .ppt. If you are working on an older PowerPoint file with an extension of .ppt, be sure to do **File > Save as** and change it to .pptx. The older file format (.ppt) will NOT save your audio.

Record with PowerPoint 2019

With your PowerPoint file open, go to the "Slide Show" tab and press "Record Slide Show".
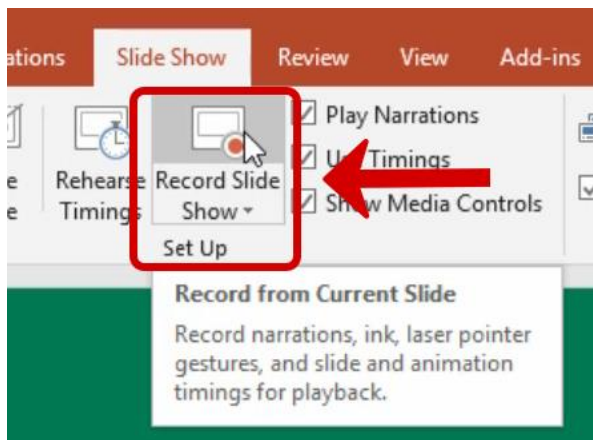
This will bring you into a slide show view with a few different options.
Click on the camera icon in the bottom right-hand corner to toggle your webcam on and off.
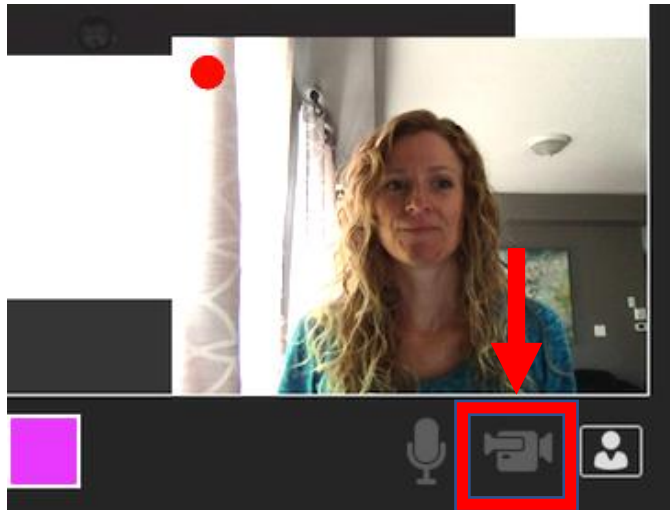
Pen and highlighter tools are available and will be captured in the recording if used.

Click on the record icon, to begin the recording
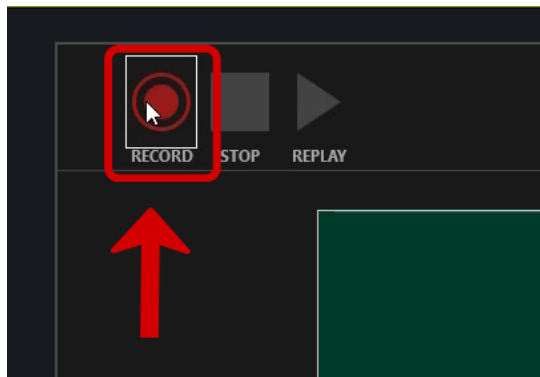
Go through your presentation speaking to a slide and then advancing to the next. You can pause at any point using the pause button in the top left corner.

NOTE: Do not speak while advancing from one slide to another or part of your audio may not be captured since audio is attached to each slide. Start and stop talking on the same slide; then move to the next slide before you begin talking again.

Once you are done, click "STOP" located in the top left corner and then press Escape on your keyboard, or use the close button in the top right corner.
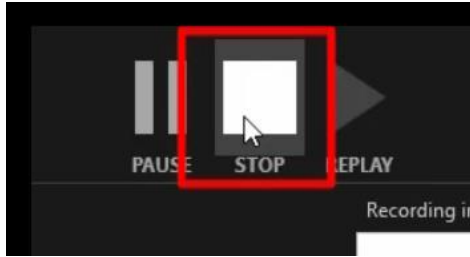

Any slides that you recorded narration on, will now have a sound icon in the bottom right corner – or a video thumbnail if video was captured. Hover over the icon and press play to review the recorded content.
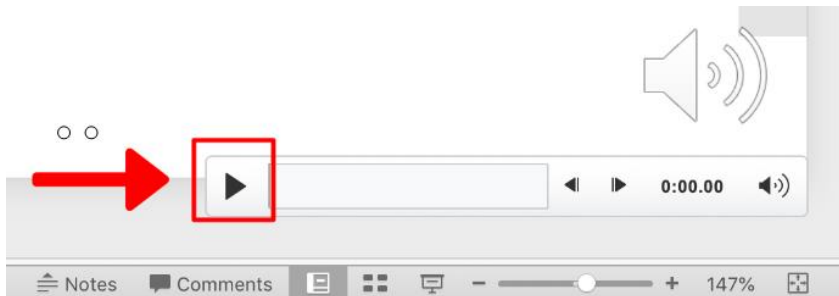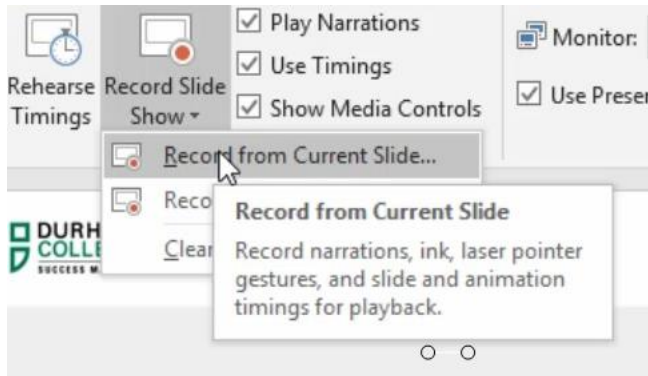

Re-record Narration

To redo audio if needed, go to the slide with the audio you wish to redo. From the "Record Slide Show" menu, select Clear > Clear Narration on Current Slide (or you can clear all narration if needed). Repeat the same steps for timings, Clear > Clear Timings on Current Slide.
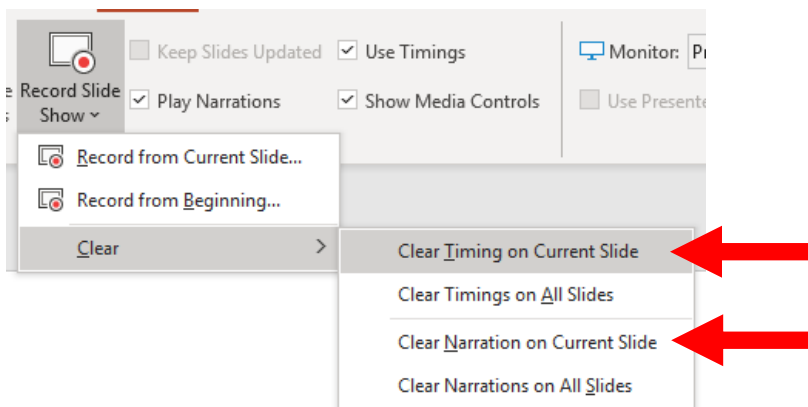
Then click "Record from Current Slide" and redo the audio for the slide(s) you cleared.

Once you are done, click "STOP" located in the top left corner and then press Escape on your keyboard, or use the close button in the top right corner.
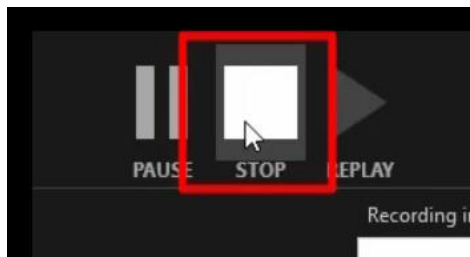

Saving and Sharing

Once your recording is all done, be sure to save your PowerPoint file (File > Save) as it now has audio (and possibly video) attached to each slide. This will be the file you go back to if future edits are needed.

REMEMBER: Your audio will NOT be saved in PowerPoint files with the extension .ppt. If you are working on an older PowerPoint file with an extension of .ppt, be sure to do **File > Save as** and change it to .pptx. The older file format (.ppt) will NOT save your audio.

For your students, it is recommended that you export the recording as a video and then upload it to a video sharing service like YouTube or Microsoft Stream. This will help ensure students can view it properly and allow for auto captioning.

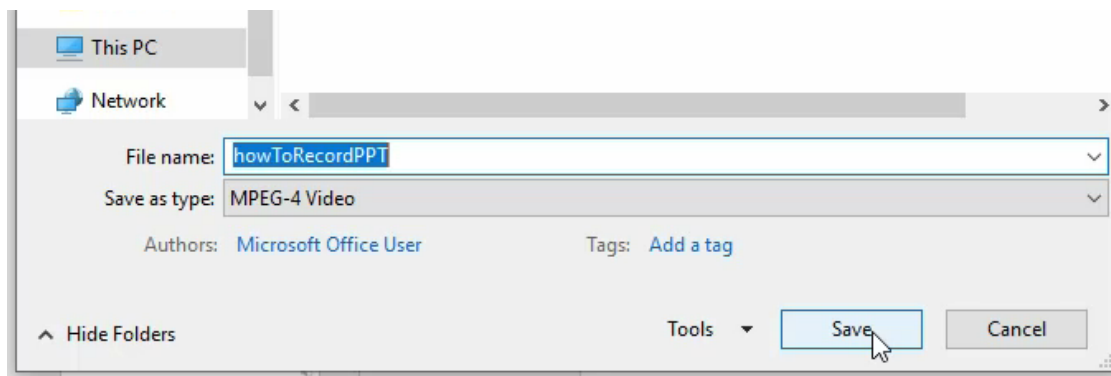To do this, go to File > Export > Create a Video.
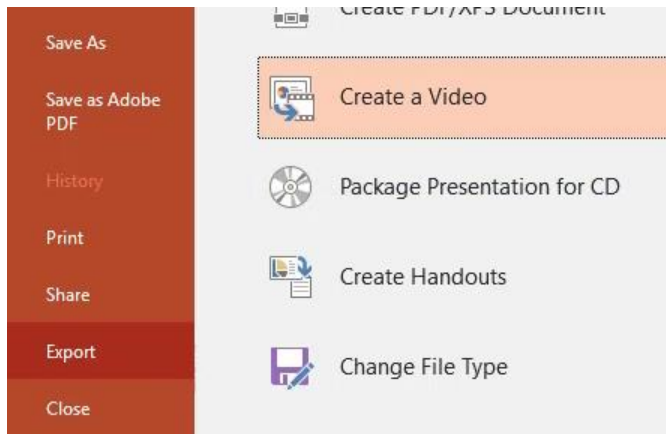
You should be able to leave the default settings. For slides in your presentation that you did not visit during the recording, each will be displayed in the video for the number of seconds indicated with "Seconds spend on each slide".
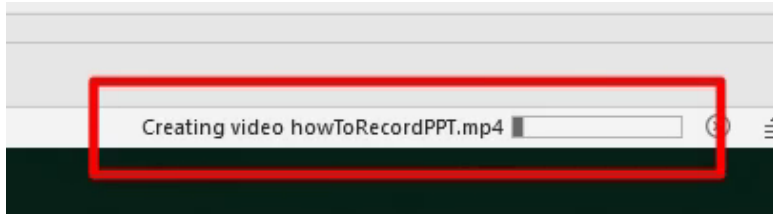
Click "Create Video".
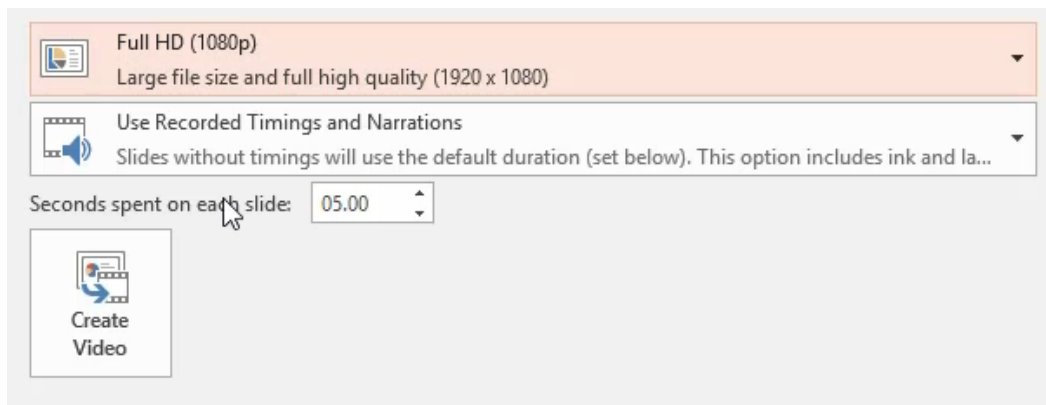
Choose a location and give your video file a name.

At the bottom of the screen you will see a progress bar. This can take longer depending on the length of the recording.

You now have a video file that can be uploaded to a video sharing service like YouTube or Microsoft Stream and then shared through DC Connect. For more information on sharing your video, visit our Share Your Video resource.

Note: Captioning happens in the sharing step, within YouTube or Microsoft Stream.