

# How to record a slide show with narration and slide timings

# Before you start

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- Please prepare the following items:
  - Microsoft PowerPoint Presentation slides
  - Laptop
  - Microphone
- Please connect the microphone/headset to your laptop to record your voice. Built-in laptop microphones are also available.
- Quiet places are recommended.
- Please make sure to finish your words before you go to the next page. Your voice won't be recorded while you switch the pages.
- Please embed the videos directly in the slides.  
(Hyperlinks are not available.)
- Laser Pointer for Mac is not available.

# Before your record



- Select 'Slide Sorter' below and make sure there is no seconds shown under the each slide.
- If any, select 'Transitions' > 'Advance Slide' > uncheck the 'After:' button.
- \*This image may look different depending on your OS/MS version.

## Transitions

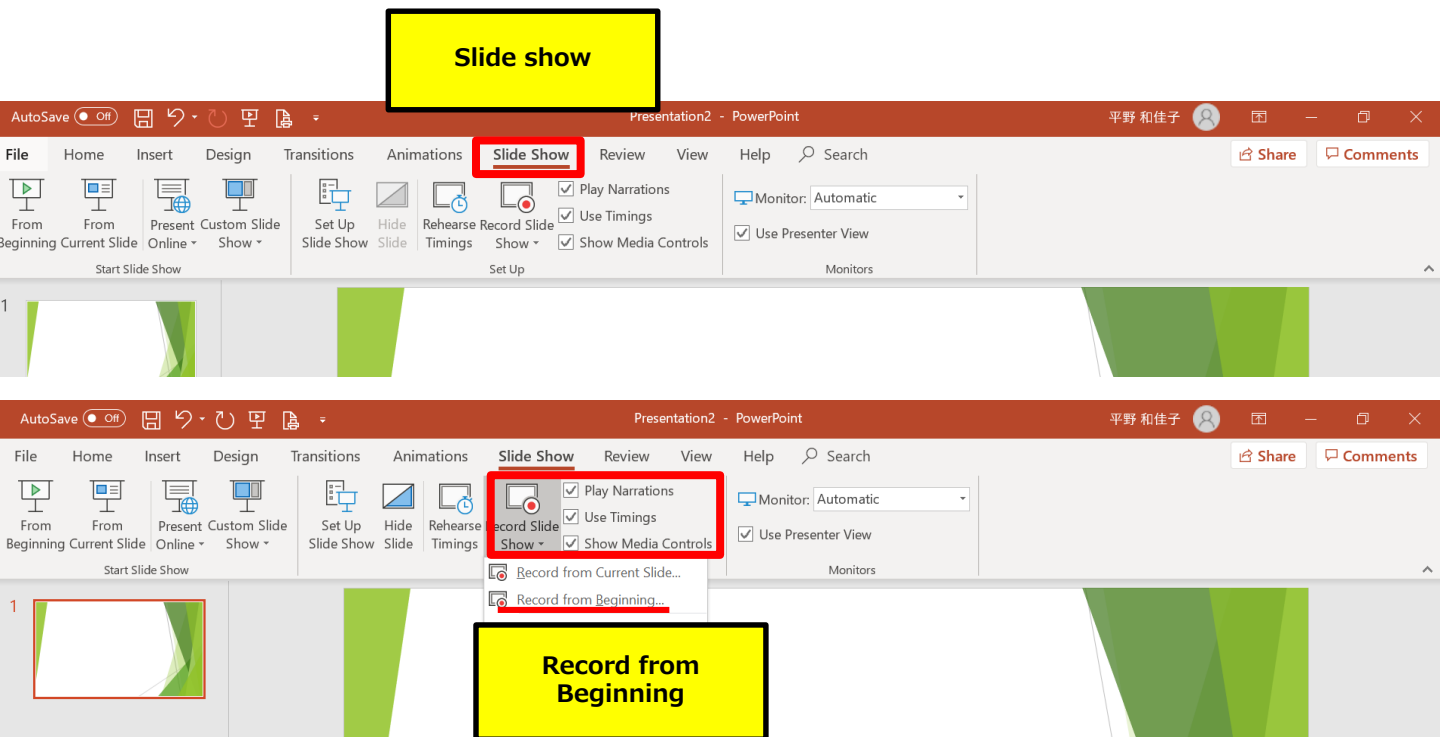
A screenshot of the Microsoft PowerPoint interface. The 'Transitions' tab is selected in the ribbon. A red box highlights the 'Transitions' tab, and a red arrow points from it to the 'Advance Slide' task pane on the right. In the 'Advance Slide' task pane, the 'On Mouse Click' checkbox is unchecked, and the 'After:' checkbox is checked. A red box highlights the 'After:' checkbox. Below the ribbon, two slides are visible in the slide sorter. The second slide has a duration of '00:11' shown below it, which is highlighted with a red box. A yellow box with the text 'Advance Slide After:' is positioned to the right of the slide sorter. At the bottom of the screen, the 'Slide Sorter' view icon is highlighted with a red box, and a yellow box with the text 'Slide Sorter' is positioned above it. The status bar at the bottom shows 'Slide 2 of 2', 'English (United States)', 'Display Settings', and '80%'.

**PowerPoint 2019**  
**PowerPoint 2016**  
**Microsoft 365**  
**(Office365)**

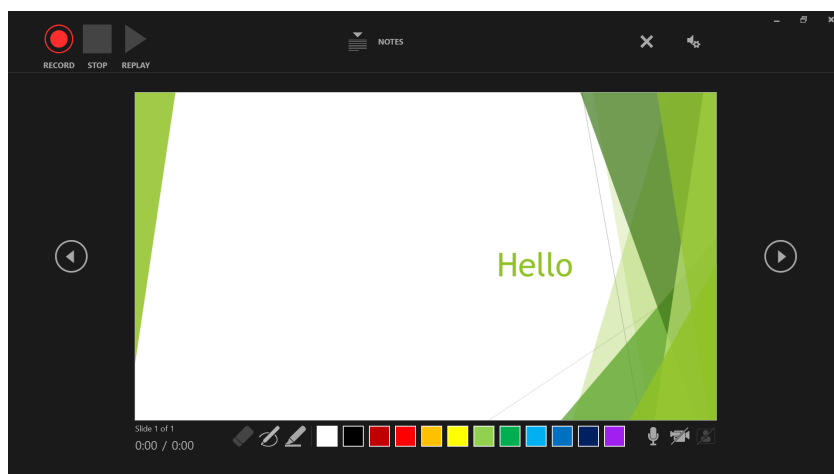
# ◆ PowerPoint 2019, PowerPoint 2016, Microsoft 365 (Office 365)



1. Select 'Slide Show' > 'Record Slide Show'.  
Choose 'Record from Beginning'.



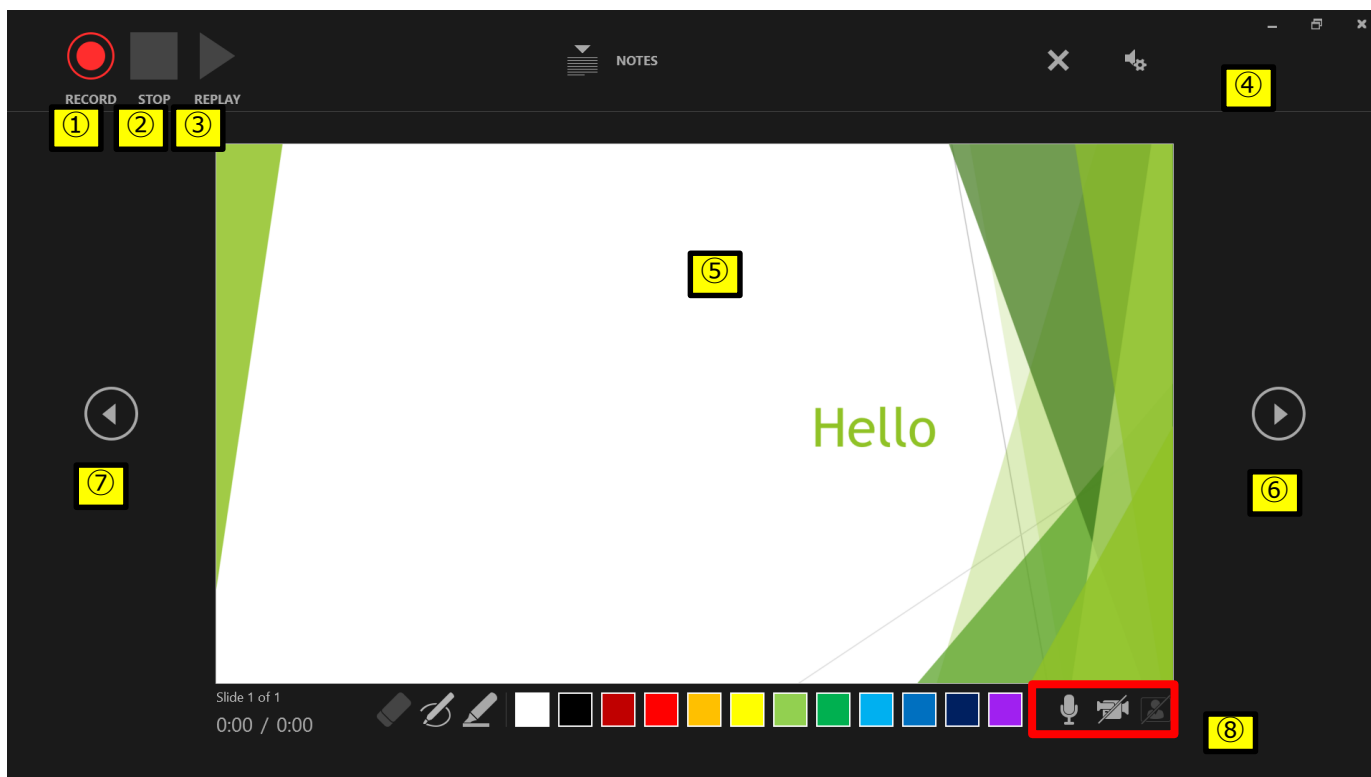
2. The screen will look as below.



# ◆ PowerPoint 2019, PowerPoint 2016, Microsoft 365 (Office 365)



- ① Record - Start/Pause recording
- ② Stop
- ③ Play - You can check the video you just recorded
- ④ Settings - This shows the connected microphone
- ⑤ Slide
- ⑥ Forward
- ⑦ Backward - You can preview the slides when you're done recording
- ⑧ On/Off buttons for camera/mic

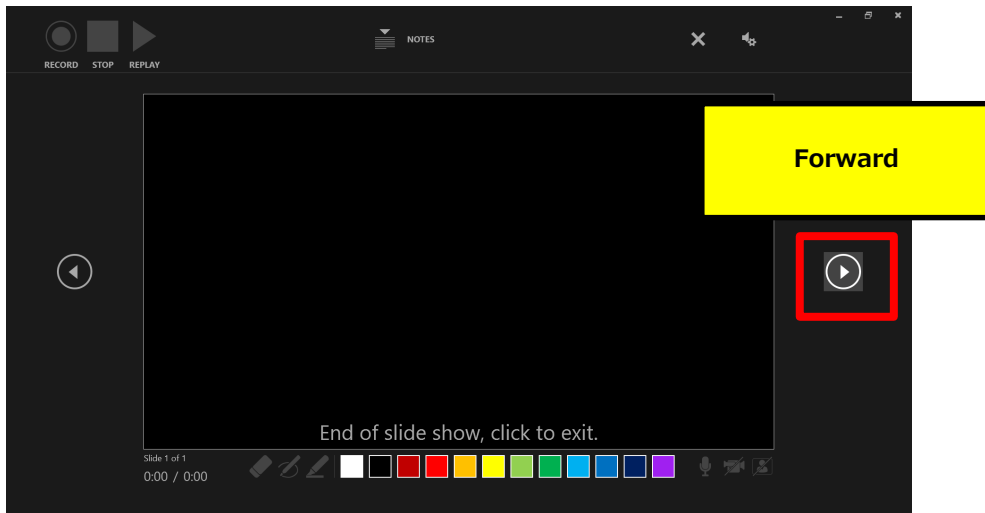


3. Select ① Record and start.

\*The pointer will not be recorded in the video.

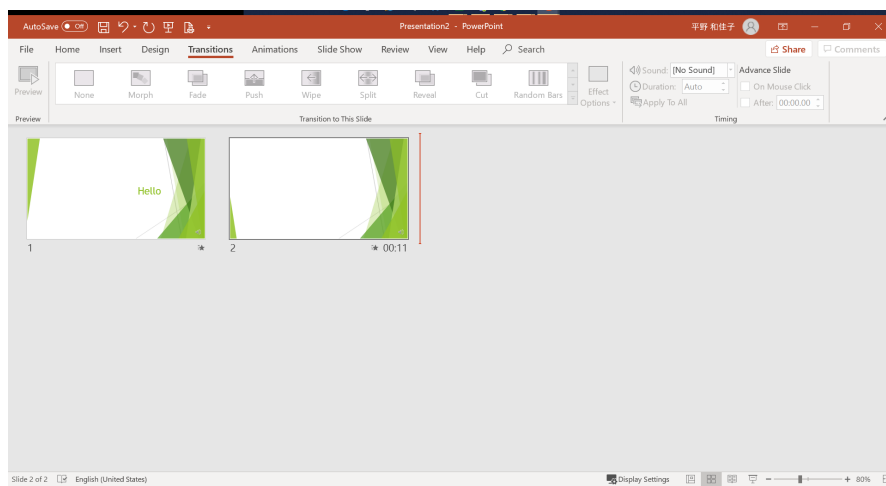
Please press **【CTRL + L】** key to use the laser pointer mode.

# ◆ PowerPoint 2019, PowerPoint 2016, Microsoft 365 (Office 365)



Once you reach the very last slide, recording will finish automatically.

Click 'forward' to review the slides list as per below.

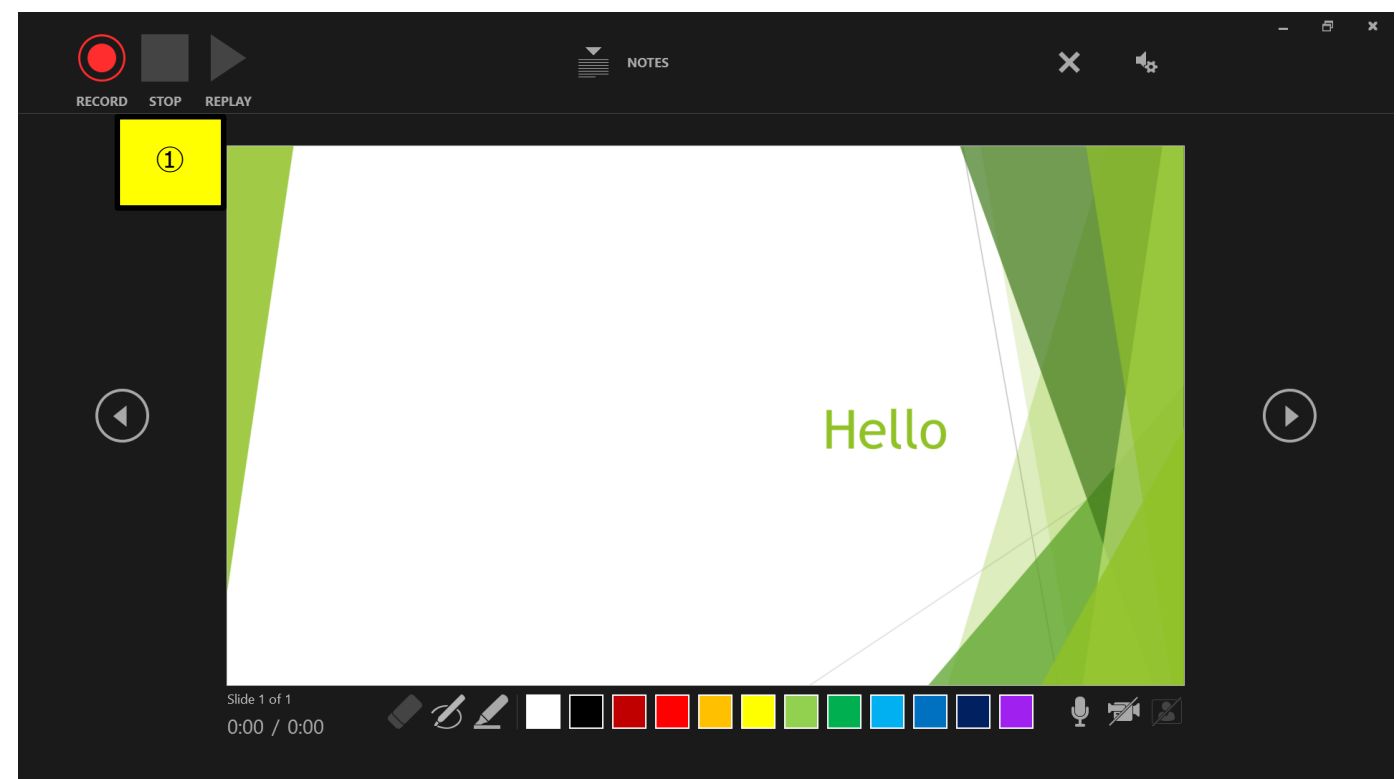
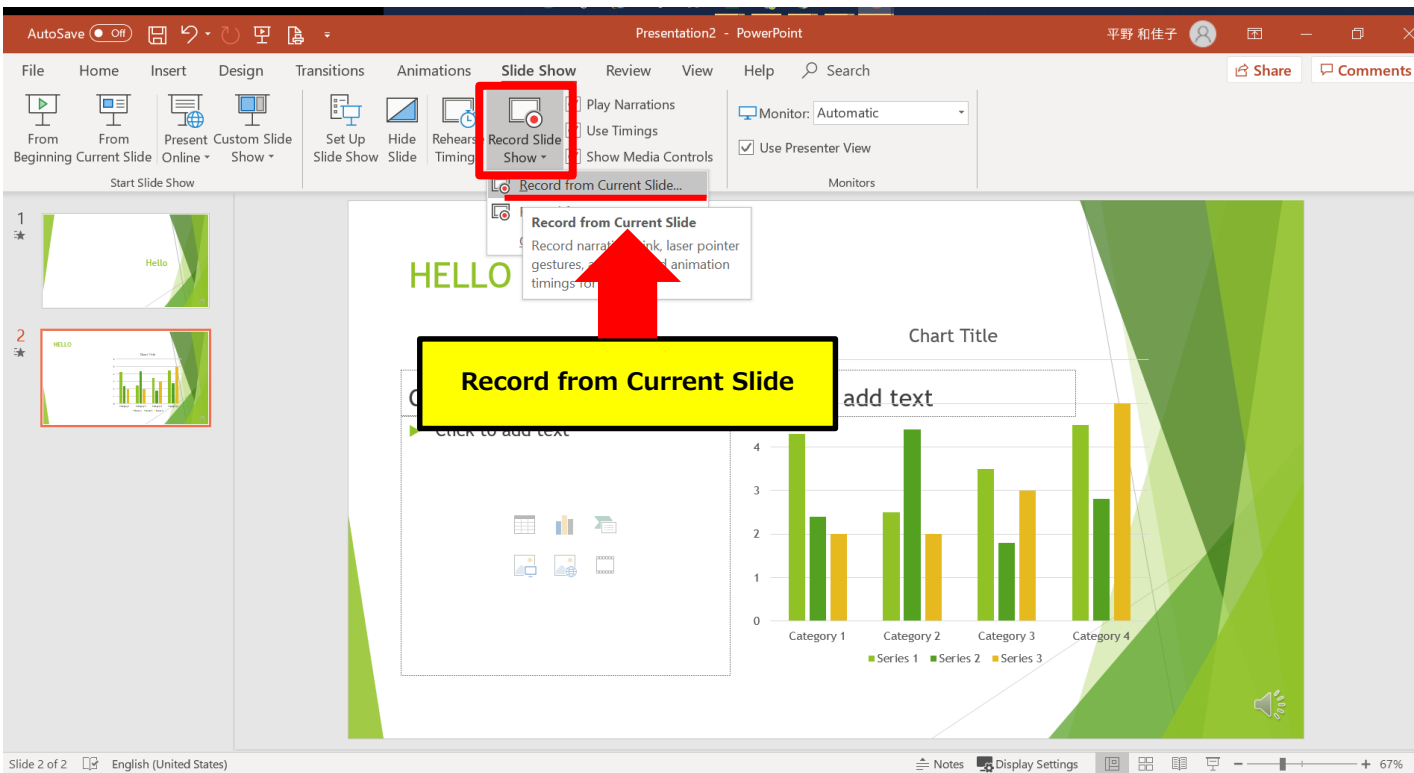


4. Save the file and do the final check.  
Save the file and open the file again.  
Play the slide show from the beginning to make sure everything is recorded appropriately.

# ◆ PowerPoint 2019, PowerPoint 2016, Microsoft 365(Office365)



5. Select 'slide show' > 'record slide show' > 'Record from Current Slide' and re-record your voice if you need to edit. When you're done, click the ① Stop button.





# ◆ PowerPoint 2019, PowerPoint 2016, Microsoft 365(Office365)



6. Convert the PowerPoint into a video.  
Select 'File'>'Export'>'Create a video'.

Make sure both 'HD (720P)' and 'Use recorded timings and narrations' are selected.

Select 'Create Video'.

The screenshot shows the PowerPoint 'Export' menu. The 'Export' option in the left-hand navigation pane is highlighted with a red box. In the main 'Export' pane, the 'Create a Video' option is also highlighted with a red box. A yellow box with black text contains the instructions: 'HD (720P)' and 'Use recorded timings and narrations'. A red arrow points from this yellow box to the 'Full HD (1080p)' and 'Use Recorded Timings and Narrations' options in the settings pane, which are also highlighted with a red box. At the bottom of the settings pane, the 'Create Video' button is highlighted with a red box. The 'Seconds spent on each slide' is set to 05:00.

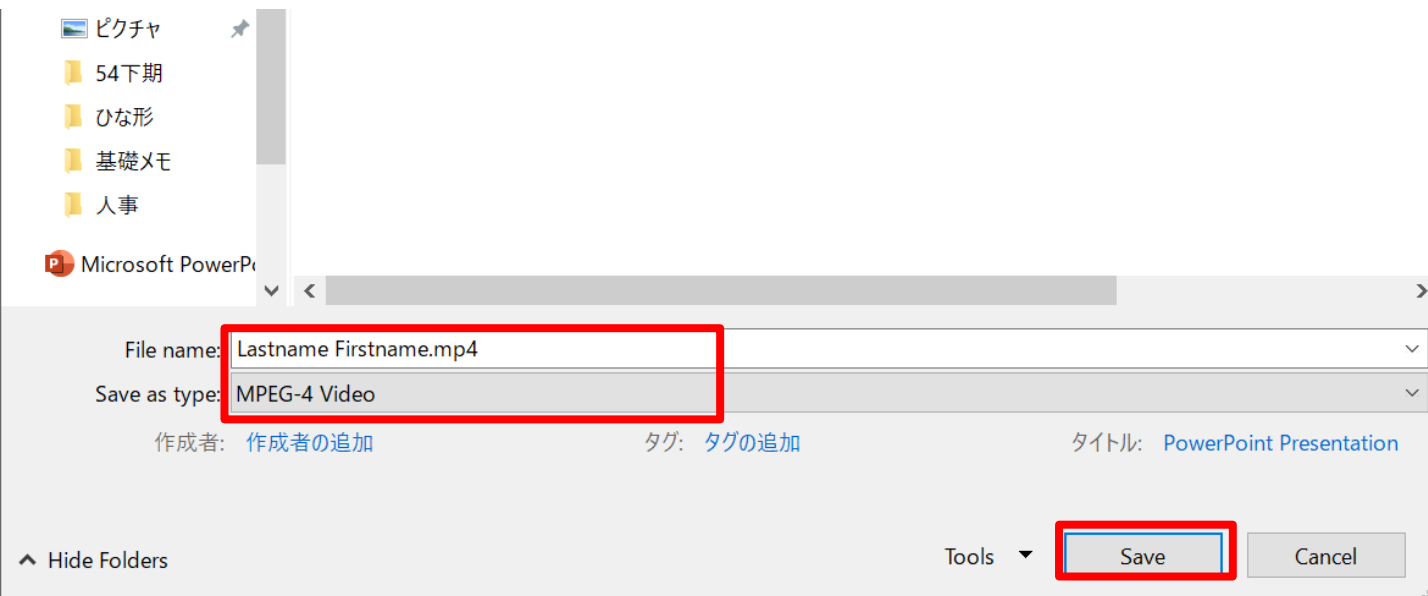
# ◆ PowerPoint 2019, PowerPoint 2016, Microsoft 365(Office365)



## 7. Save the file.

The title should include your name.

Make sure the file type is 'MPEG-4 Video' so that the end of the file name is '.mp4'.



Select 'Save'.

This process may take for a while.

Please wait until the file is 100% saved.

10



**Make sure to open the file again.  
Play the slide show from the beginning  
to make sure everything is recorded  
appropriately.**

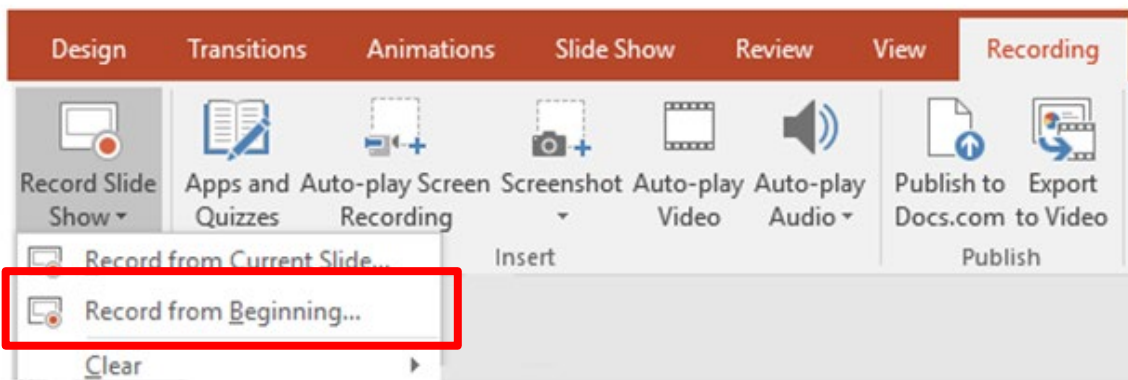
# **PowerPoint2013**

# **PowerPoint2010**

# ◆ PowerPoint 2013 · 2010

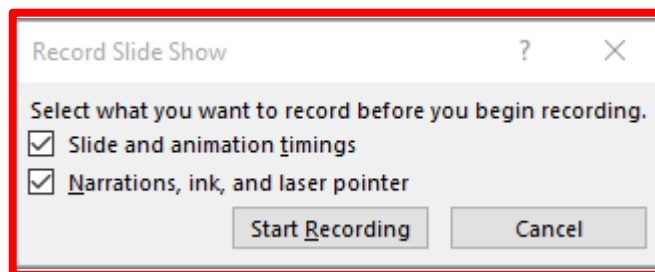


1. Select 'Slideshow' > 'Record Slide Show' > 'Record from Beginning'.

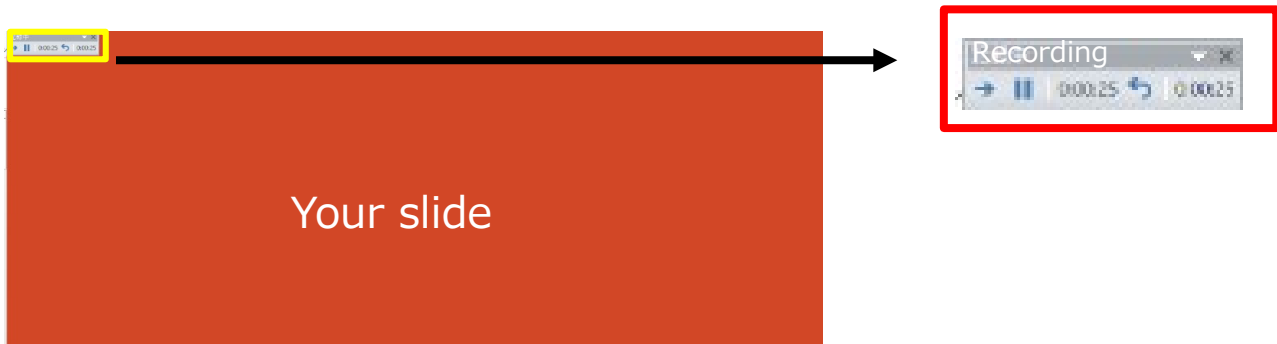


2. Make sure both '**Slide and animation timings**' and '**Narrations, Ink, and Laser pointer**' are on.

Select 'Start recording'.



3. When you are recording, it shows 'Recording' on the upper left corner.



\*The pointer will not be recorded in the video.  
Please press CTRL + L] key to use the laser pointer mode.

4. Save the file and do the final check.  
Save the file and open the file again.  
Play the slide show from the beginning to make sure everything is recorded appropriately.

# ◆ PowerPoint 2013



5. For PowerPoint 2013, convert the presentation into a video.

Select 'File' > 'Export' > 'Create a Video'.

A screenshot of the PowerPoint 2013 'Export' dialog box, specifically the 'Create a Video' section. The 'Create a Video' option is highlighted in the left sidebar. The main area shows options for 'Internet Quality' and 'Use Recorded Timings and Narrations', both of which are selected and highlighted with red boxes. A yellow box with a red arrow points to the 'Internet Quality' option, and another yellow box with a red arrow points to the 'Create Video' button. The 'Seconds spent on each slide' is set to 05.00.

Export

- Info
- New
- Open
- Save
- Save As
- History
- Print
- Share
- Export
- Close
- Account
- Feedback

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and pointer gestures
- Preserves animations, transitions, and media

Get help burning your slide show video to DVD or uploading to the web

Internet Quality  
Medium file size and moderate quality (1280 x 720)

Use Recorded Timings and Narrations  
Slides without timings will use the default duration (set below). 1

Seconds spent on each slide: 05.00

Create Video

Create a video

Make sure both 'Internet Quality' and 'Use Recorded Timings and Narrations' are selected.

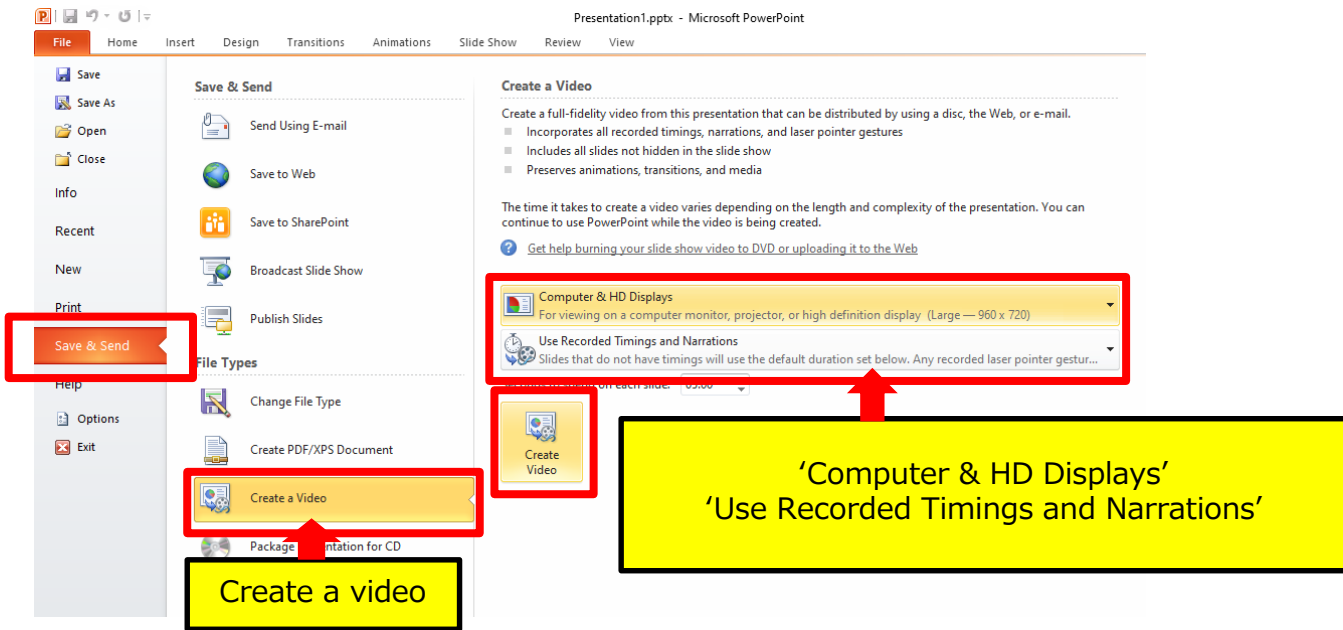
Select 'Create Video'.

# ◆ PowerPoint 2010



5. For PowerPoint 2010, convert the presentation into a video.

Select 'File' > 'Save and send' > 'Create a video'.

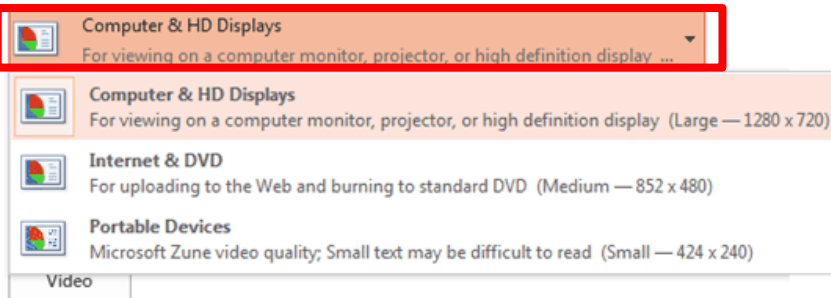


## Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

Get help burning your slide show video to DVD or uploading it to the web



Make sure both 'Computer & HD Displays' and 'Use Recorded Timings and Narrations' are selected.

Select 'Create Video'.

# ◆ PowerPoint 2013 ・ 2010



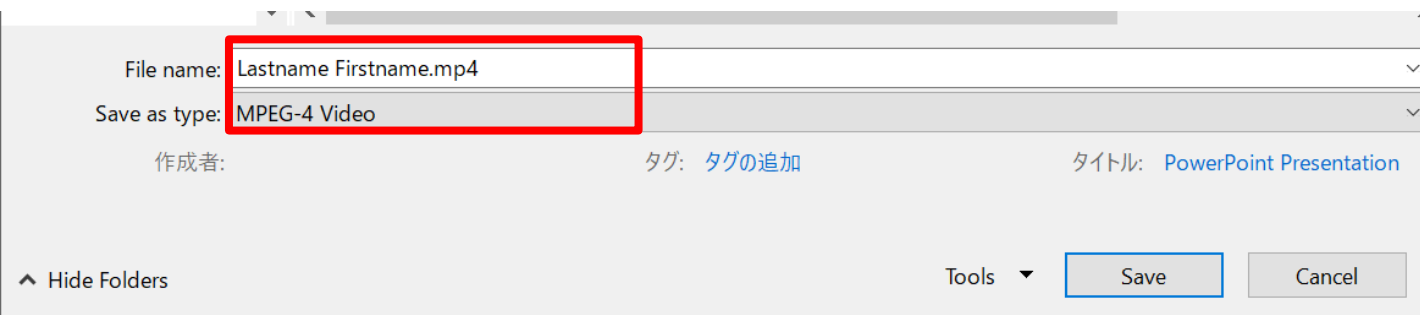
6. Save the file.

The title should include your name.

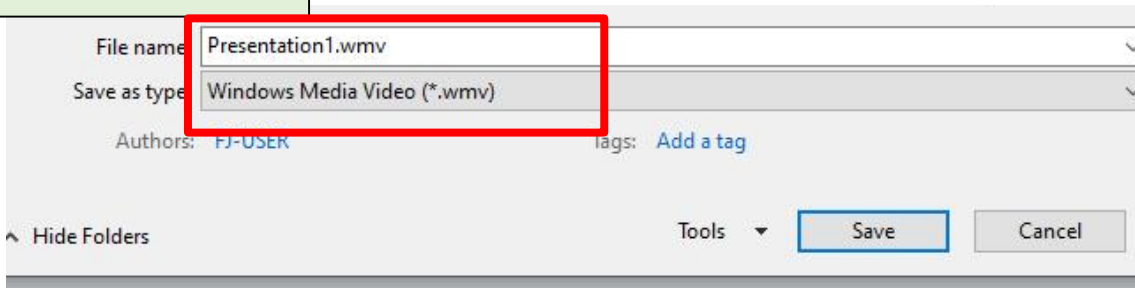
For PowerPoint 2013, the file type is 'MPEG-4 Video' so that the end of the file name is '.mp4'.

For PowerPoint 2010, the file type should be Windows Media Video (= '.wmv').

## ※ PowerPoint 2013



## ※ PowerPoint 2010



Select 'Save'.

This may take for a while. Please wait until the file is 100% saved.



**Make sure to open the file again.  
Play the slide show from the beginning  
to make sure everything is recorded  
appropriately.**



# **PowerPoint Mac**

## for PowerPoint2019

**If you use PowerPoint 2016 for Mac  
you cannot export the file as a video.  
Please use PowerPoint2019 or Keynote instead.**

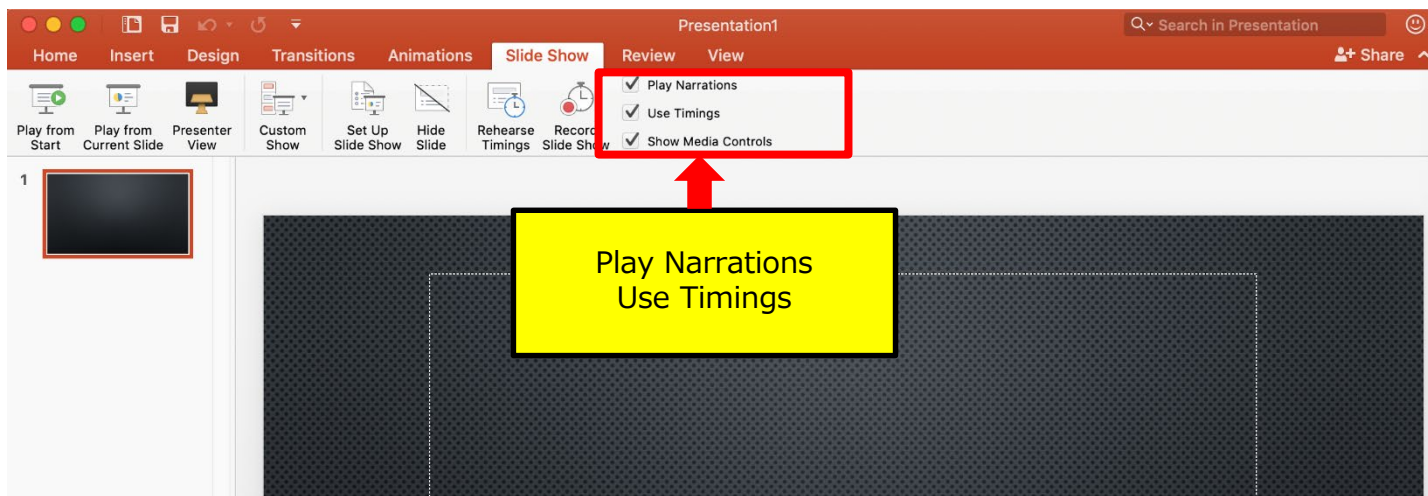
# ◆ PowerPoint Mac



1. Select 'Slide show' and turn on 'Play Narrations' and 'Use Timings'.

Select the very first slide and click 'Record Slide Show' to start recording.

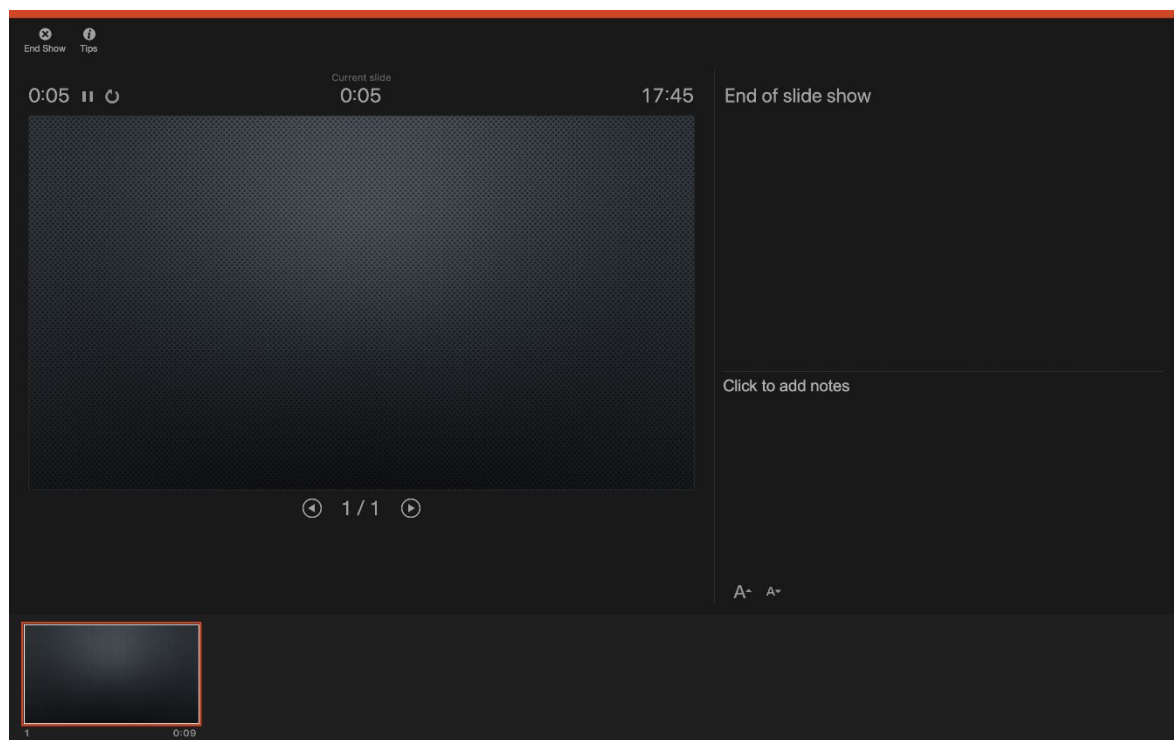
\*The recording starts from the slide you are on at the moment.  
Make sure you choose the very first slide to start.



# ◆ PowerPoint Mac

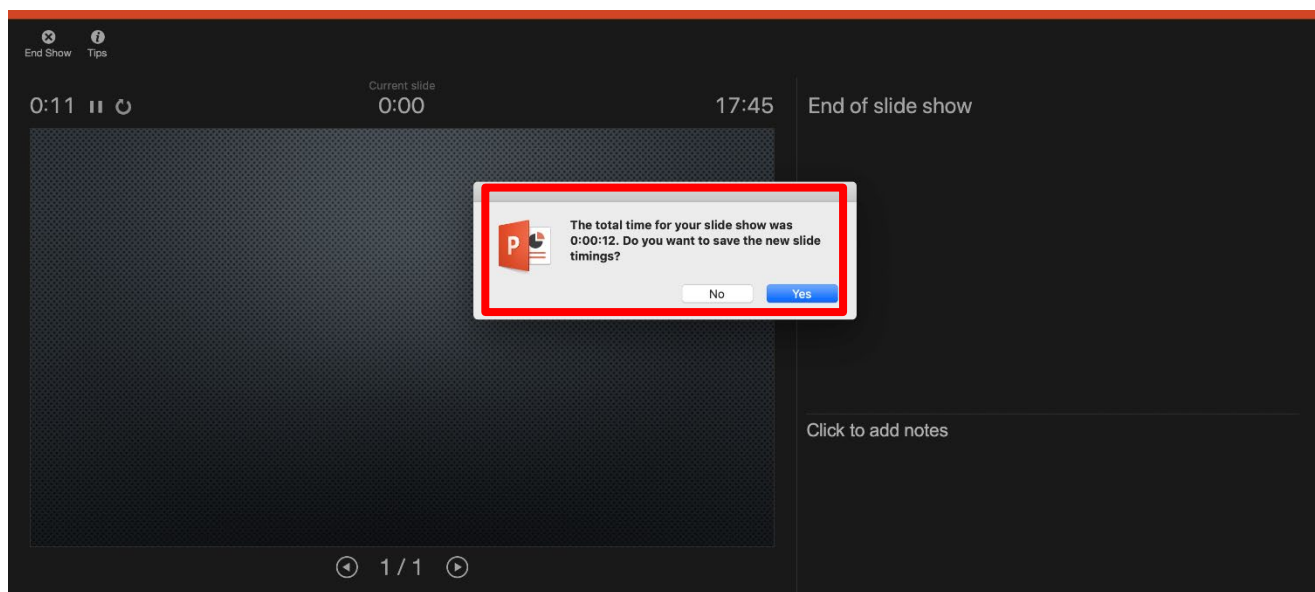


2. When you click 'Record Slide Show', the screen will look as below. Please start recording.



3. When you reach to the very last slide, the following message will be shown.

Click 'Yes' to save the voice data.



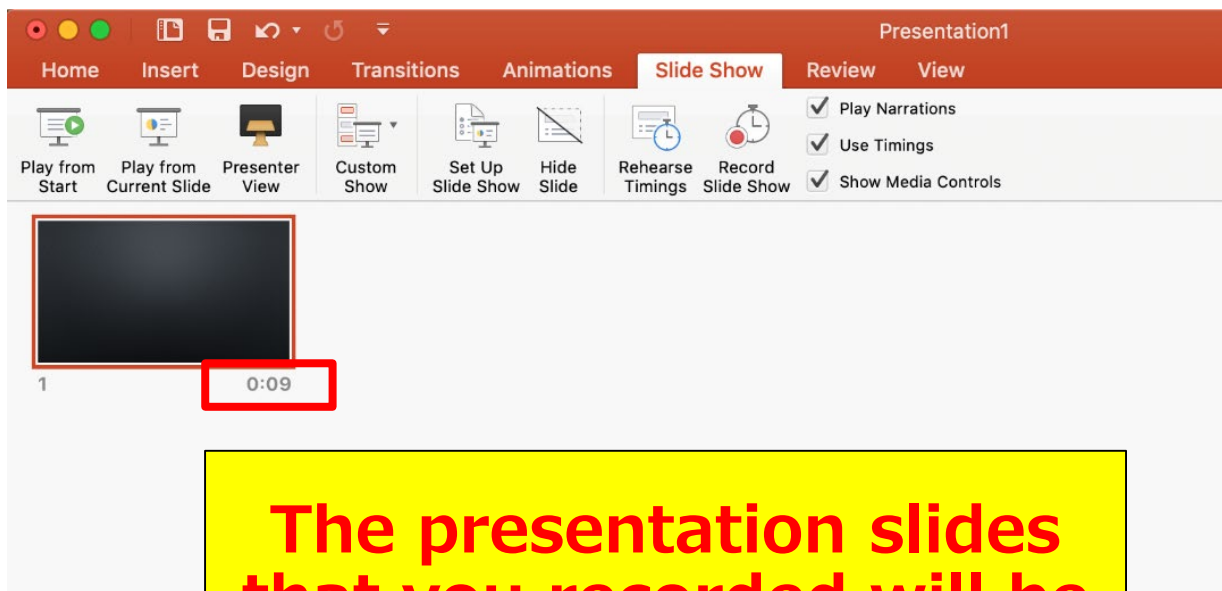
# ◆ PowerPoint Mac



4. When you are done recording, save the file and do the final check.

Save the file and open the file again.

Play the slide show from the beginning to make sure everything is recorded appropriately.

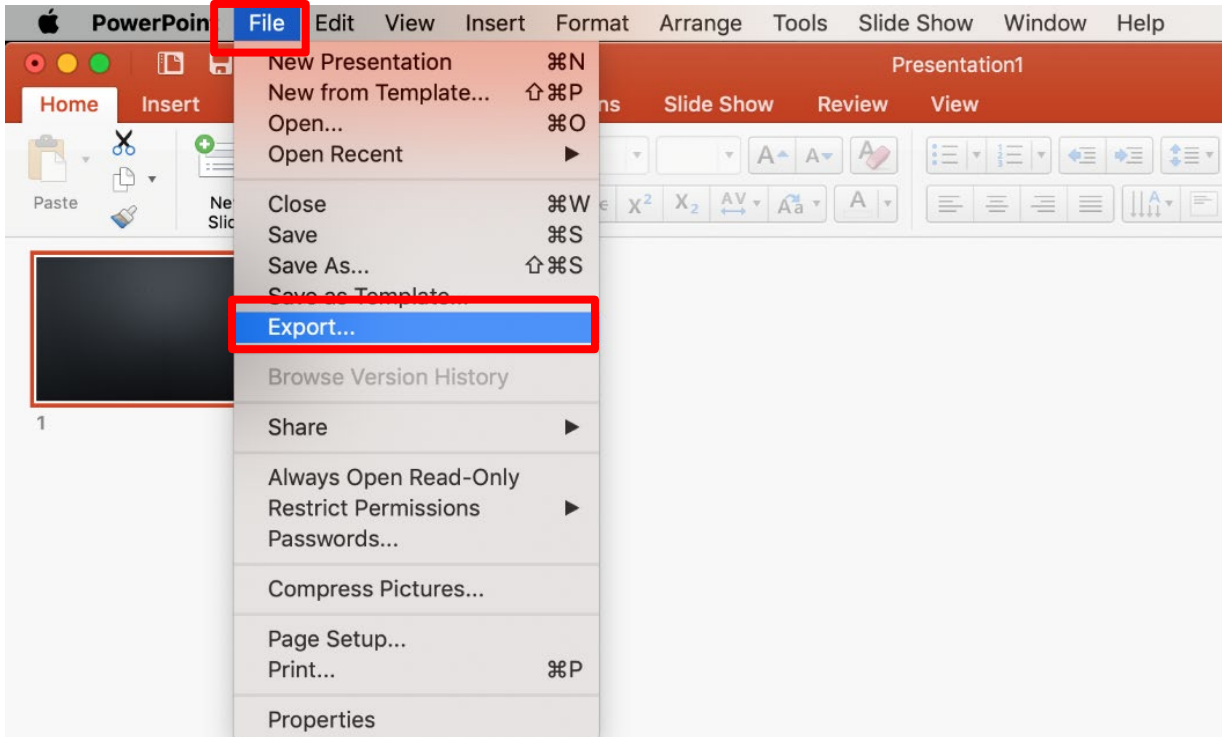


**The presentation slides  
that you recorded will be  
shown here**

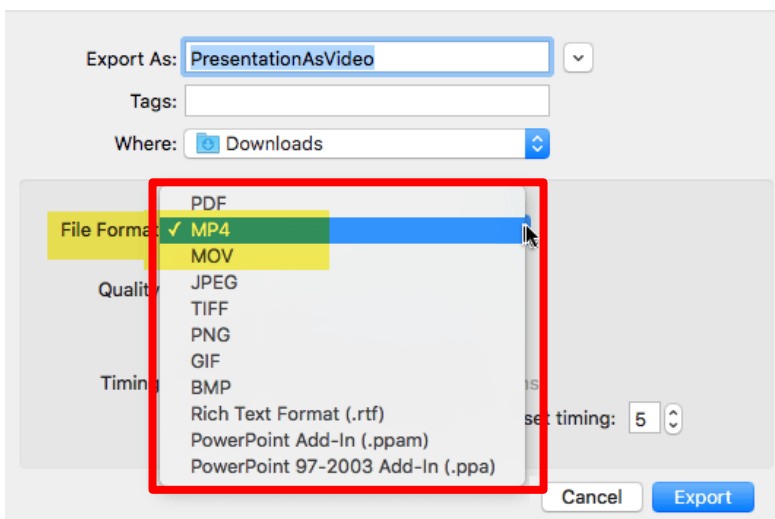
# ◆ PowerPoint Mac



5. Convert the file into a video.  
Select 'File' > 'Export'.



6. Save the file as MP4.



# ◆ PowerPoint Mac



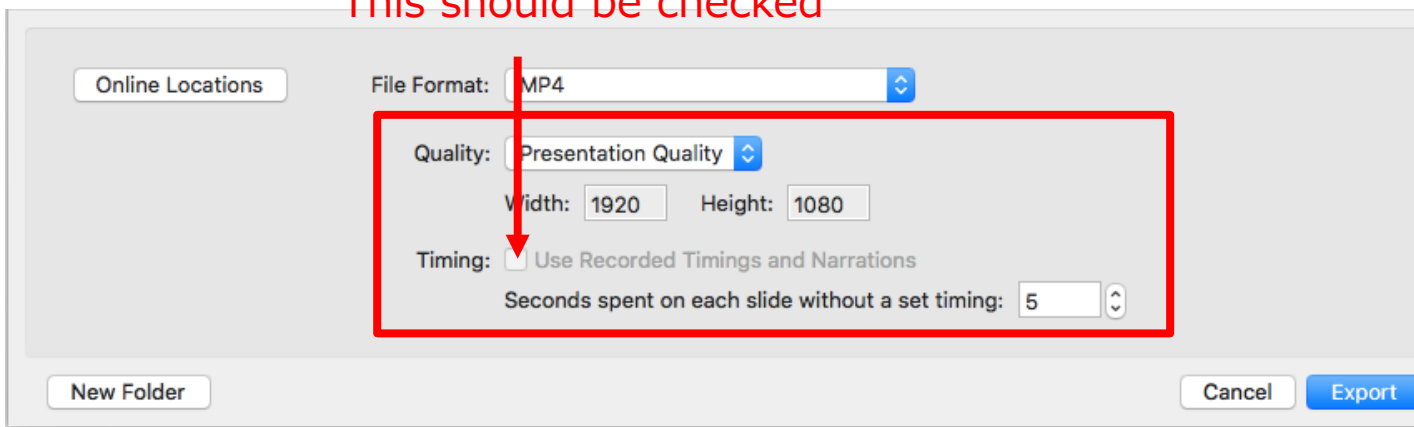
7. Save the file.

The title should include your name.

Make sure the File Format is 'MP4' and Quality is 'Internet Quality'.

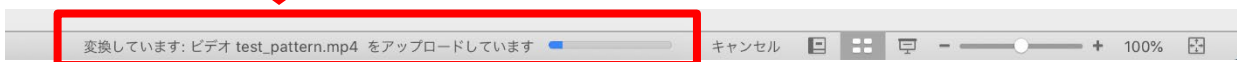
Please check 'Use Recorded Timings and Narrations'.

This should be checked



8. Select 'Export'.

This may take for a while. Please wait until the file is 100% saved.



**Make sure to open the file again.  
Play the slide show from the beginning  
to make sure everything is recorded  
appropriately.**

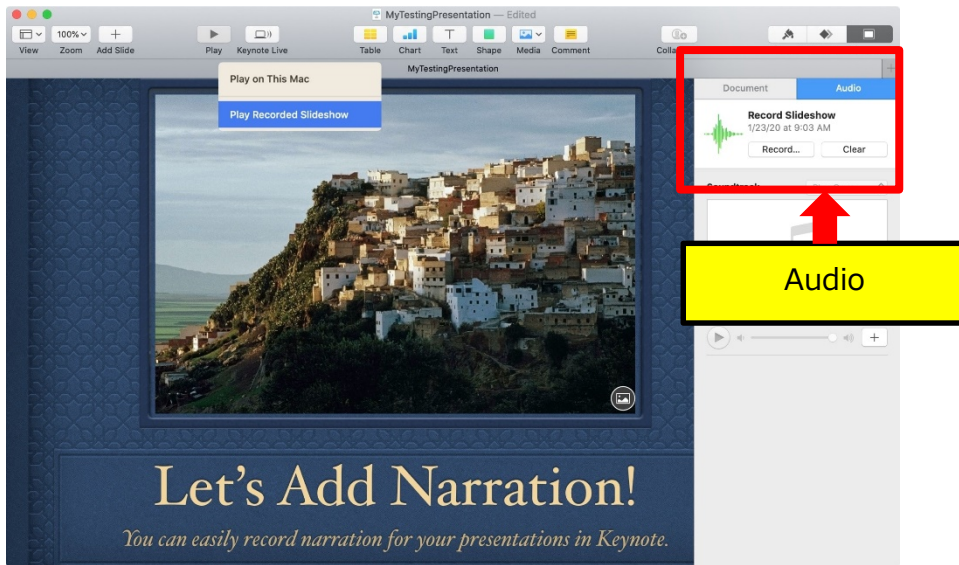
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# Keynote

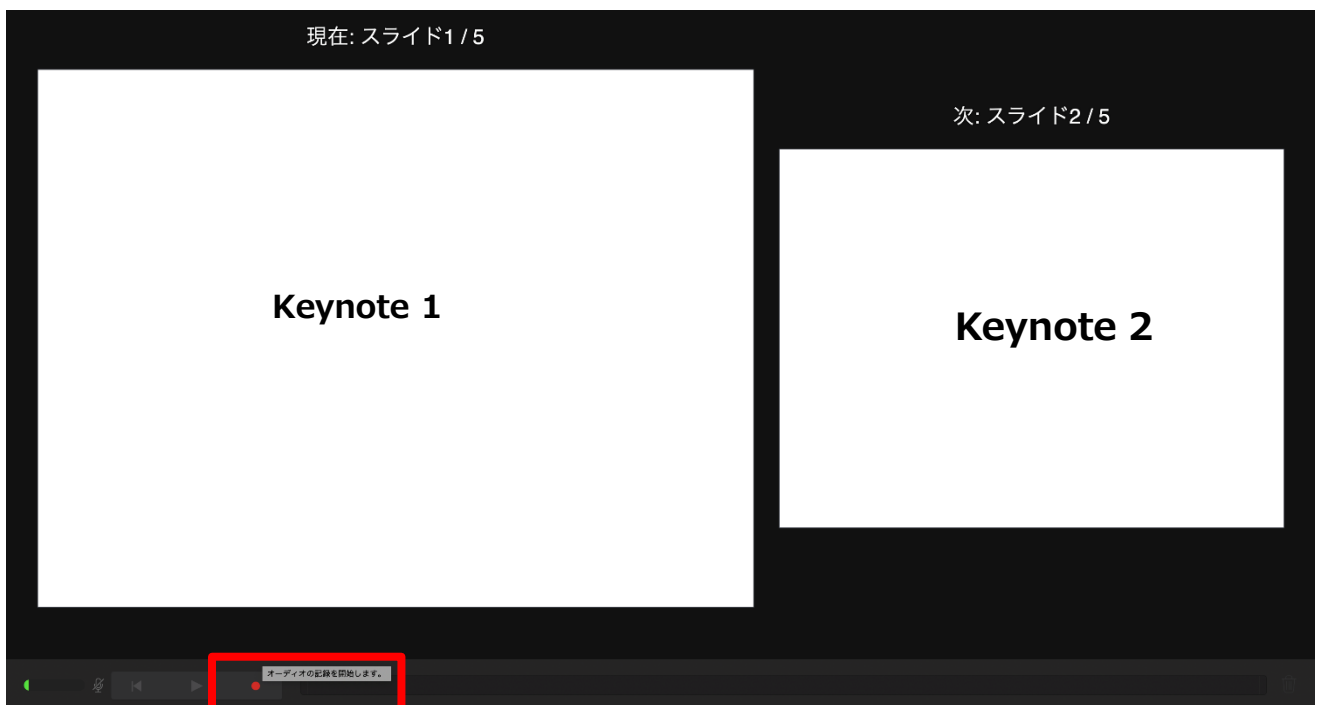
# ◆ Keynote




1. Select 'Document' > 'Audio'.  
Click 'Record' to start.



2. Click ● to start recording when the screen looks as below.



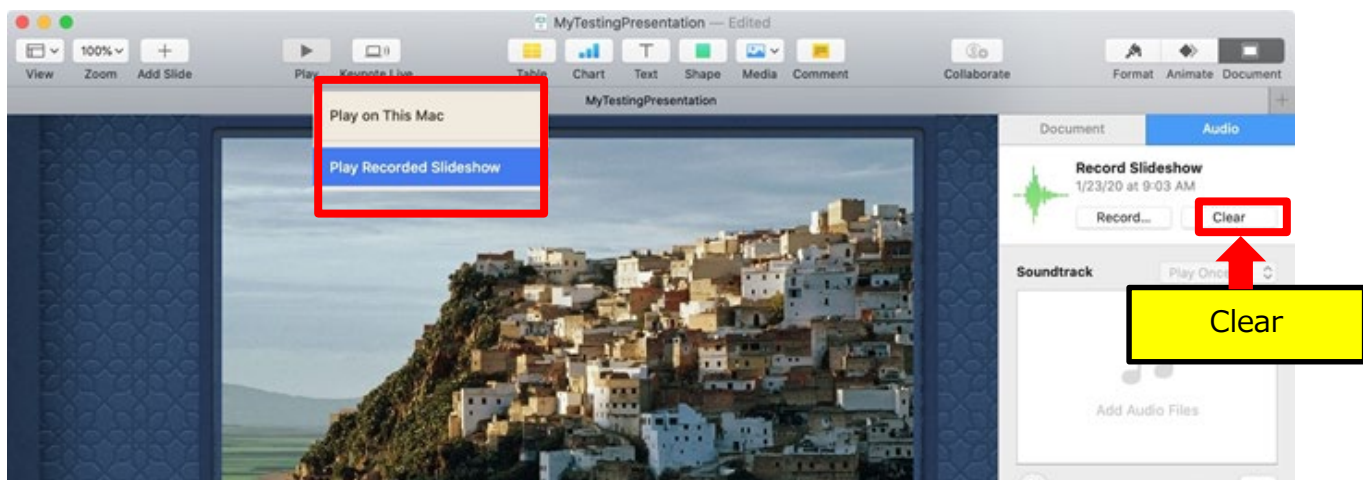


3. Click  again to finish recording.



4 . When you finish, save keynote and do the final check.

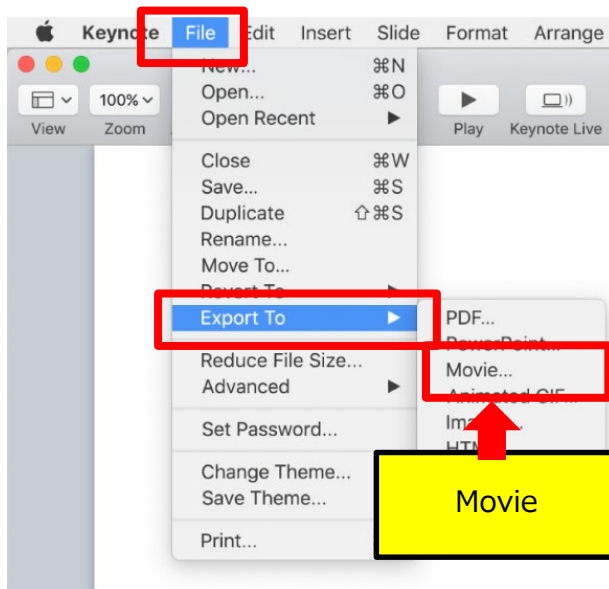
Click 'Play Recorded Slide Show' and Play the slide show from the beginning to make sure everything is recorded appropriately. If you need to record again, select 'Clear' and start over.



5. Convert the file into a video.

Select 'File' > 'Export to' > 'Movie'.

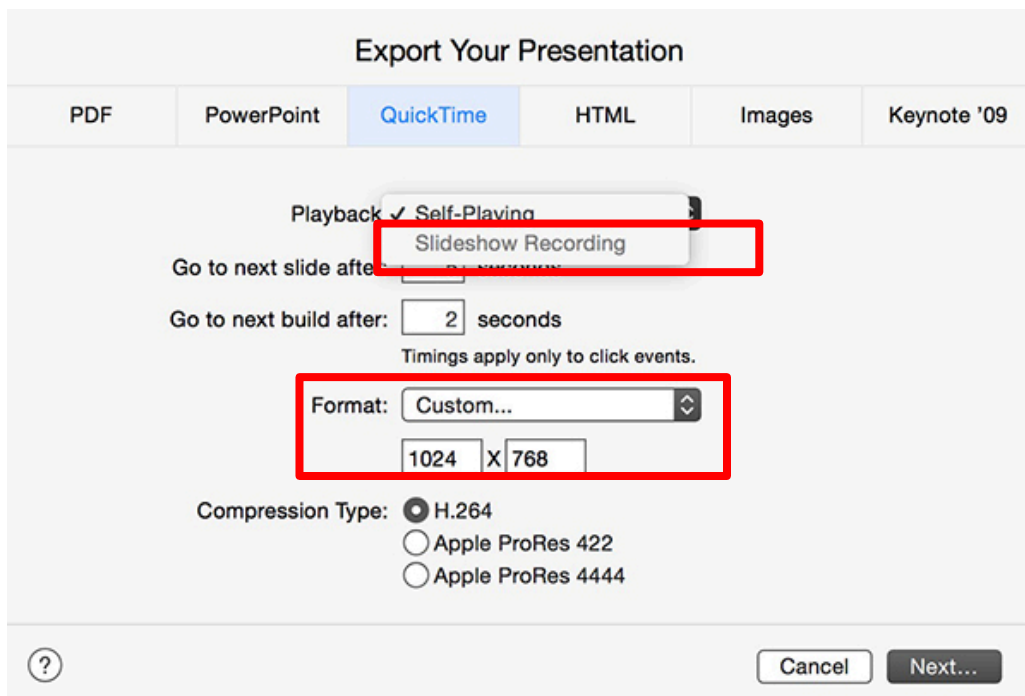
This image may look different depending on the OS.



6. Select "Slideshow Recording" and select "16:9 [720P]" or "4:3 [1024×768]" depending on your format.

Ex) 4:3 format=1024×768

16:9 format=720P

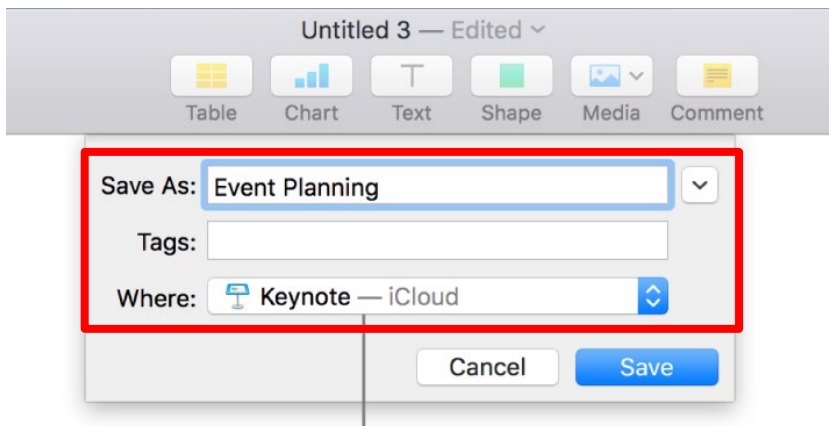


# ◆ Keynote



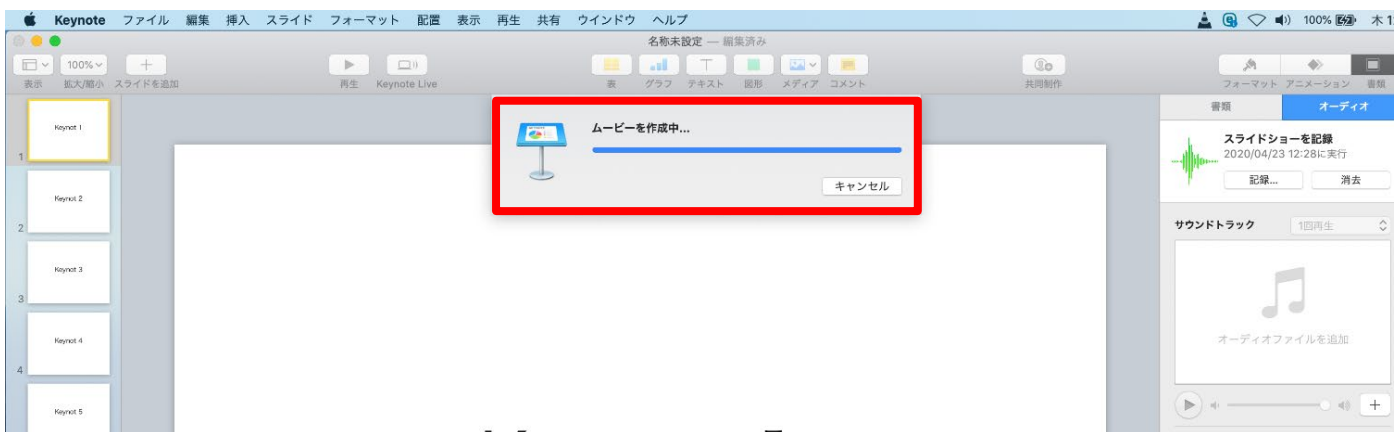
7. Save the file.

The title should include your name.



8. Select 'Save'.

This may take for a while. Please wait until the file is 100% saved.



**Make sure to open the file again.  
Play the slide show from the beginning  
to make sure everything is recorded  
appropriately.**