

How To Save a Presentation to Video

Overview. As an alternative to in-person conference presentations, you can provide a **video recording of your presentation before an audience.** The recording would show a) your slides, b) your narration, and c) your interactions with attendees. A polished result will require considerable investment in equipment and post-production work, not to mention skill with cameras, lighting, sound, and so forth.

A less sophisticated but quite adequate video recording can be obtained by simply using PowerPoint's **Export as a video feature**, which creates a sharable or uploadable video file that captures

- a) your multimedia slides (e.g., transitions, slide builds, annotations, embedded video, etc.)
- b) the recorded audio narration of each slide, and
- c) (optional) webcam video, usually showing the presenter's face.

We will elaborate on how to achieve this option below.

Third-party video capture software (e.g., Adobe Captivate, Techsmith's Snagit, Screencast-O-Matic, etc.) and most video chat programs (Skype, Zoom, etc.) can likewise capture these components from your screen. These approaches are perhaps more powerful, but require additional skills, and are beyond the scope of this discussion. If you are already adept at these programs, go for it! **Hint:** For more info, start with a web search of "screen recording software."

Whichever method you use, the quality of the final result will depend largely on the quality of the three components: your PowerPoint slides, your narration, and your webcam video.

1. Create presentation slides with current version of PowerPoint (Office 2010 and later).

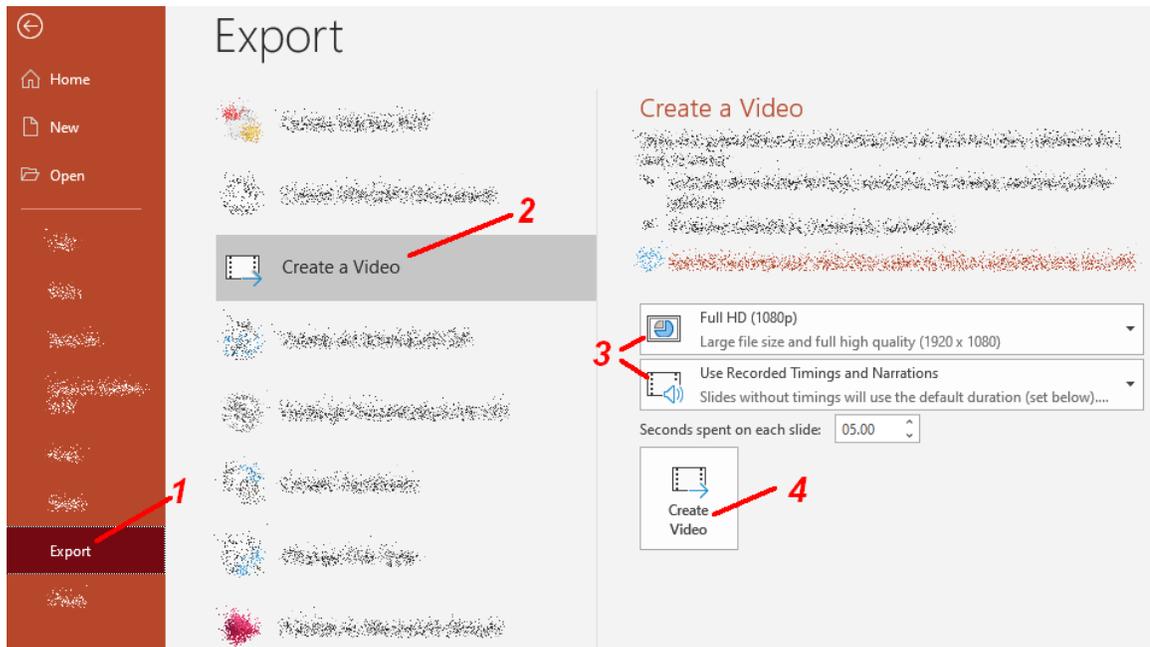
The best results will come from good presentation slides (including slide transitions, builds, and other uses of multimedia, such as sound effects, video clips, animations, etc.) and a presenter who is familiar with the slides and their delivery using PowerPoint. For example, a slide that includes occasional animations of text and images (and perhaps sound effects!) during 5 minutes of narration will be far more engaging than an unchanging slide showing a screenful of text during the same 5 minutes of narration.

2. [Record your slide show with narration and slide timings.](#) (← click for step-by-step)

While stepping through your presentation in the comfort and quiet of your office, PowerPoint will "record" the timings and narration as you advance through each slide. Of course, audio recordings require a microphone, and video recordings require a video camera, e.g., webcam. You can optionally record (and re-record!) individual slides. If enabled, webcam video (think "picture-in-picture") can also be captured and saved with each slide. The PowerPoint file now includes the timings and recordings (audio and video). **Hint:** Before recording, invest a few minutes to objectively scrutinize and improve your audio/visual setup: webcam position, colors, lighting, backdrop, background noise, etc. It's easy for you to ignore the noisy fan, but not so for your audience!

3. [Turn your presentation into a video.](#) (← click for step-by-step)

Using PowerPoint, you can **Export** your presentation **as video** using the “recorded” narrations and slide timings. Specify **a**) the **video resolution** (more pixels means better quality AND larger file size), **b**) whether or not to use **recorded timings and narration** (obviously, the whole point of this exercise!), and **c**) the file type (MP4 is best for sharing). Specify the filename, click **Save**, and wait for the video file to render. (A progress bar is shown at the bottom of the PowerPoint window. Long presentations can take a long time to render! See Note 1 below.)



Note 1: Rendering the video can take a long time, depending on the recording length, the video resolution, your computer’s speed, etc. **Hint:** Choose a *low resolution* (low quality) for your first drafts to shorten the rendering time. Choose a *high resolution* (best quality) for the final version (much larger file), go get a bite to eat, and leave the computer alone while it renders.

Note 2: While most aspects of your presentation will be faithfully captured, some forms of media (e.g., Quicktime movies) and actions (e.g., acts performed by macros during your presentation) may not render properly. For more info see the Microsoft web site.

Note 3: Videos should include “closed captions” to satisfy ADA requirements. The latest versions of PowerPoint support the display of “subtitles” (or captions). For short presentations, you can supply the text and time codes in a VTT file that is displayed when the recorded presentation is played. For longer presentations, automated methods are recommended to use voice recognition technology and generate fairly accurate caption text and timing in a VTT file. These methods are beyond the scope of this brief How-To. A [simple Google search](#) will point to several options.