

Guide to Video Presentation

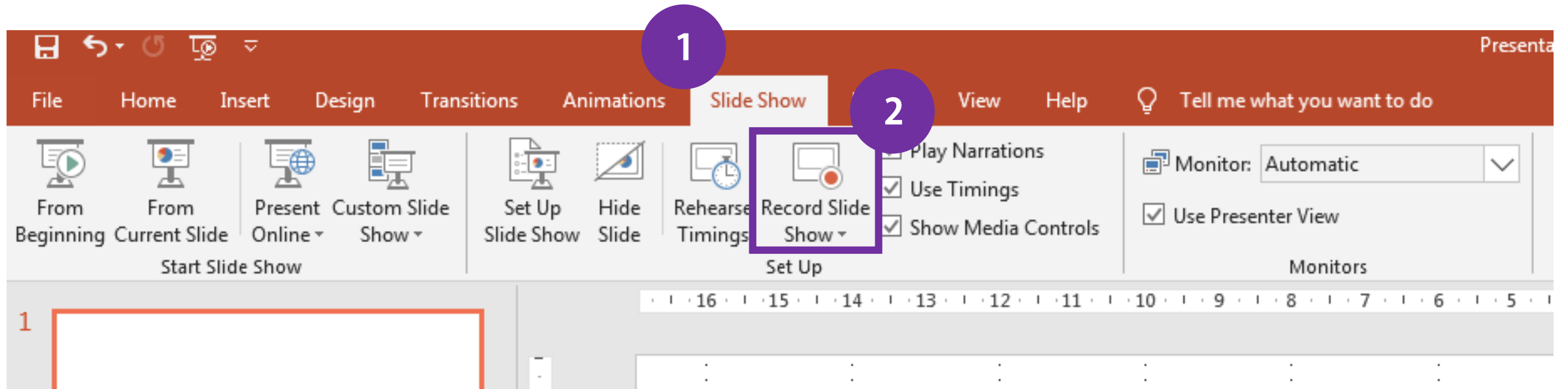


- **Check as below before recording your presentation**

- **Recording function only applies to 2010 version and higher. (2007 version is not available)**
- **Microphone is needed if it is not your computer with a built-in mic.**
- **We recommend you to do after testing before recording.**
- **Presentation slides must be presented as Powerpoint in the standard 16:9 slide size.**

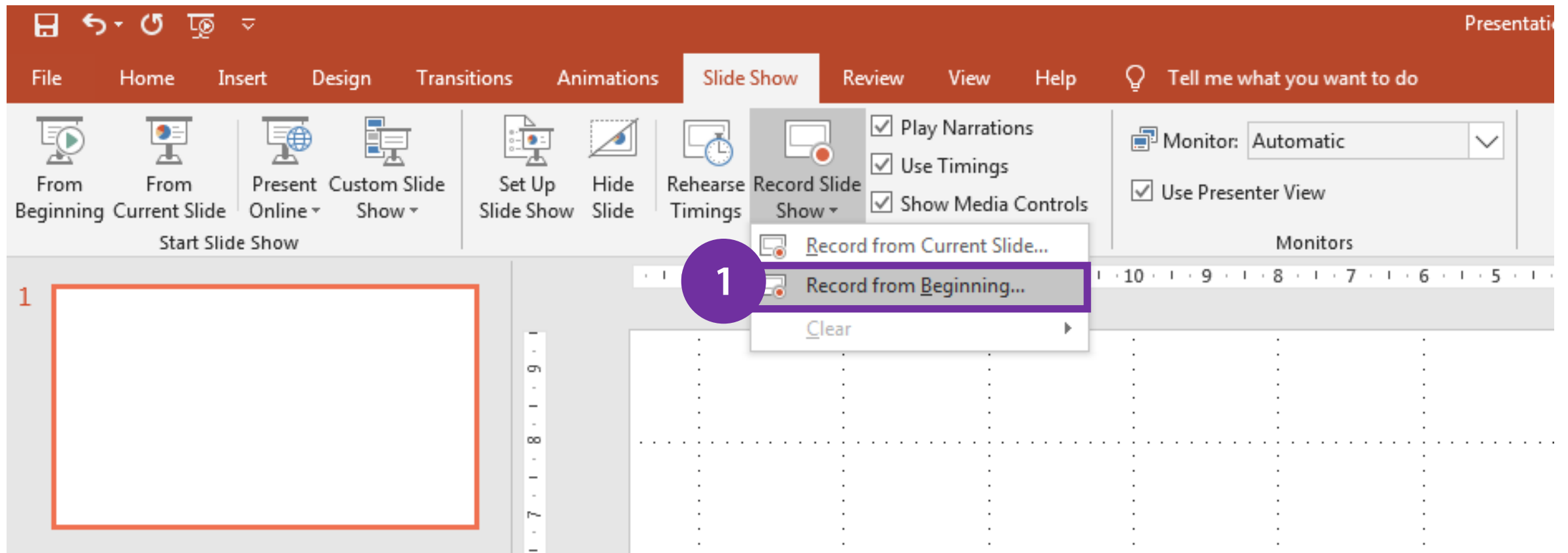
● How to Record

1. Click Slide Show → Record Slide Show



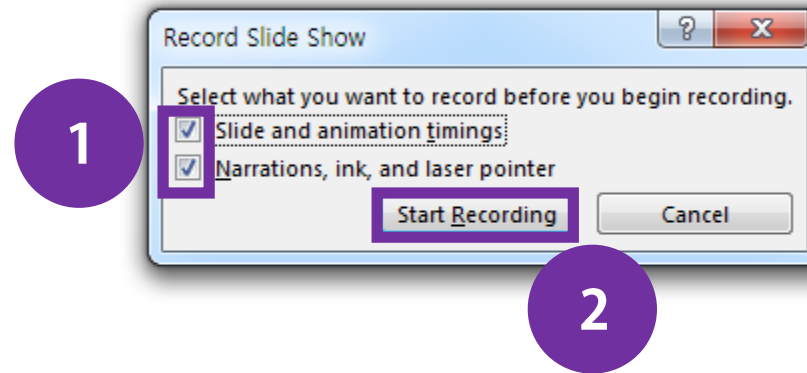
● How to Record

2. Record from Beginning the Slide Show




- How to Record

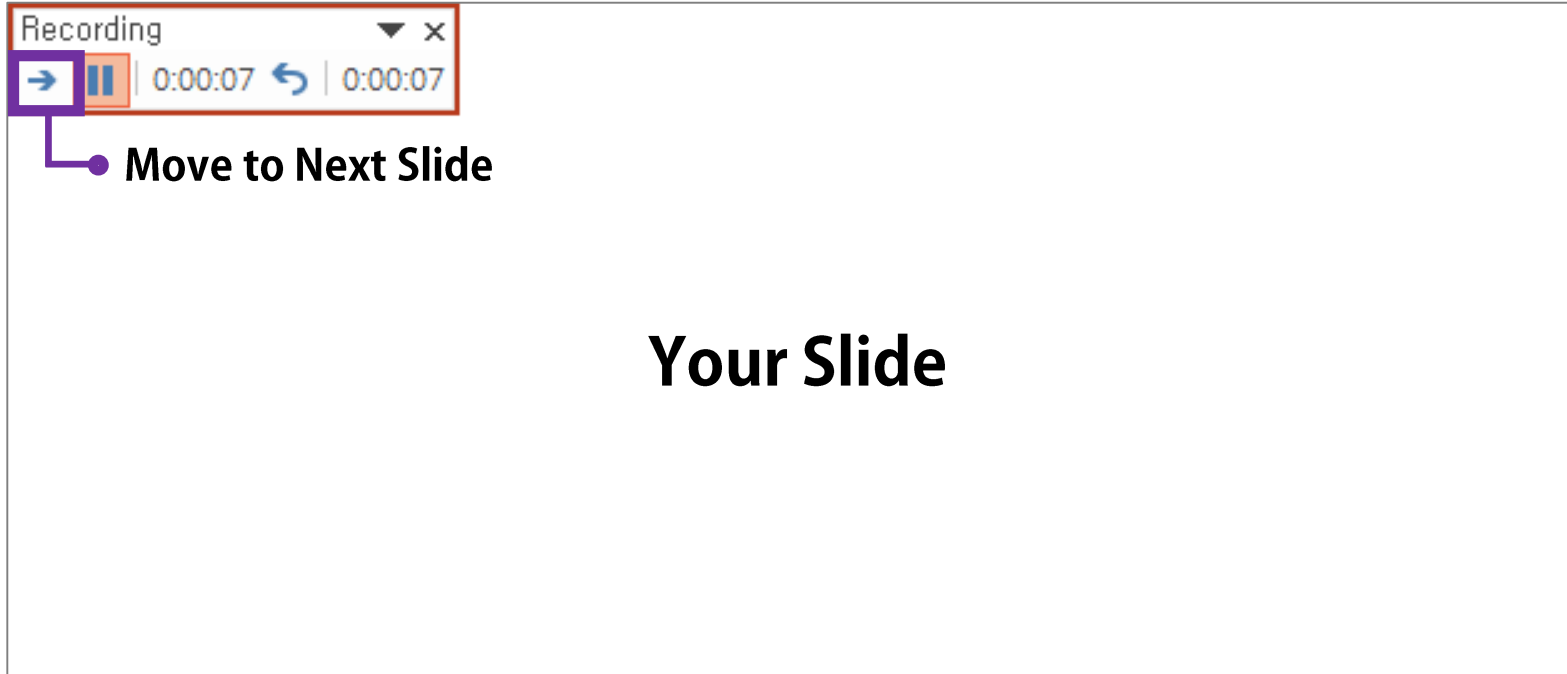
3. Start Recording



● How to Record

4. Record & Finish

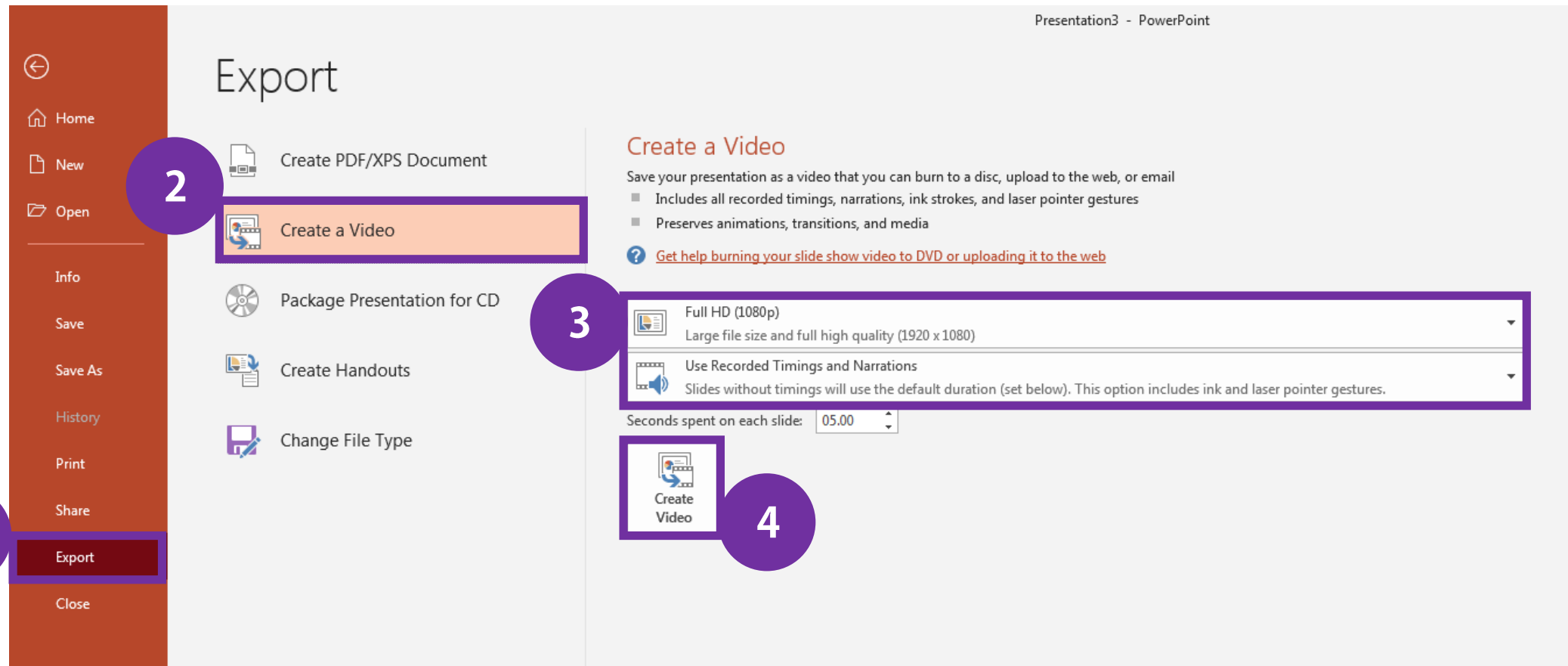
- Please click the  button when you would like to finish record.
- You could record the whole slide at once, however, we recommend you to record each slide separately.



The screenshot shows a recording interface. At the top left, there is a 'Recording' window with a close button (X) and a dropdown arrow. Below the title bar, there is a play button, a pause button, a timer showing '0:00:07', a refresh button, and another timer showing '0:00:07'. A purple line connects the 'Move to Next Slide' text to a button with a right-pointing arrow in the recording window. The main area of the slide is labeled 'Your Slide'.

● How to Save

5. Create a Video



The screenshot shows the PowerPoint 'Export' menu with four numbered annotations:

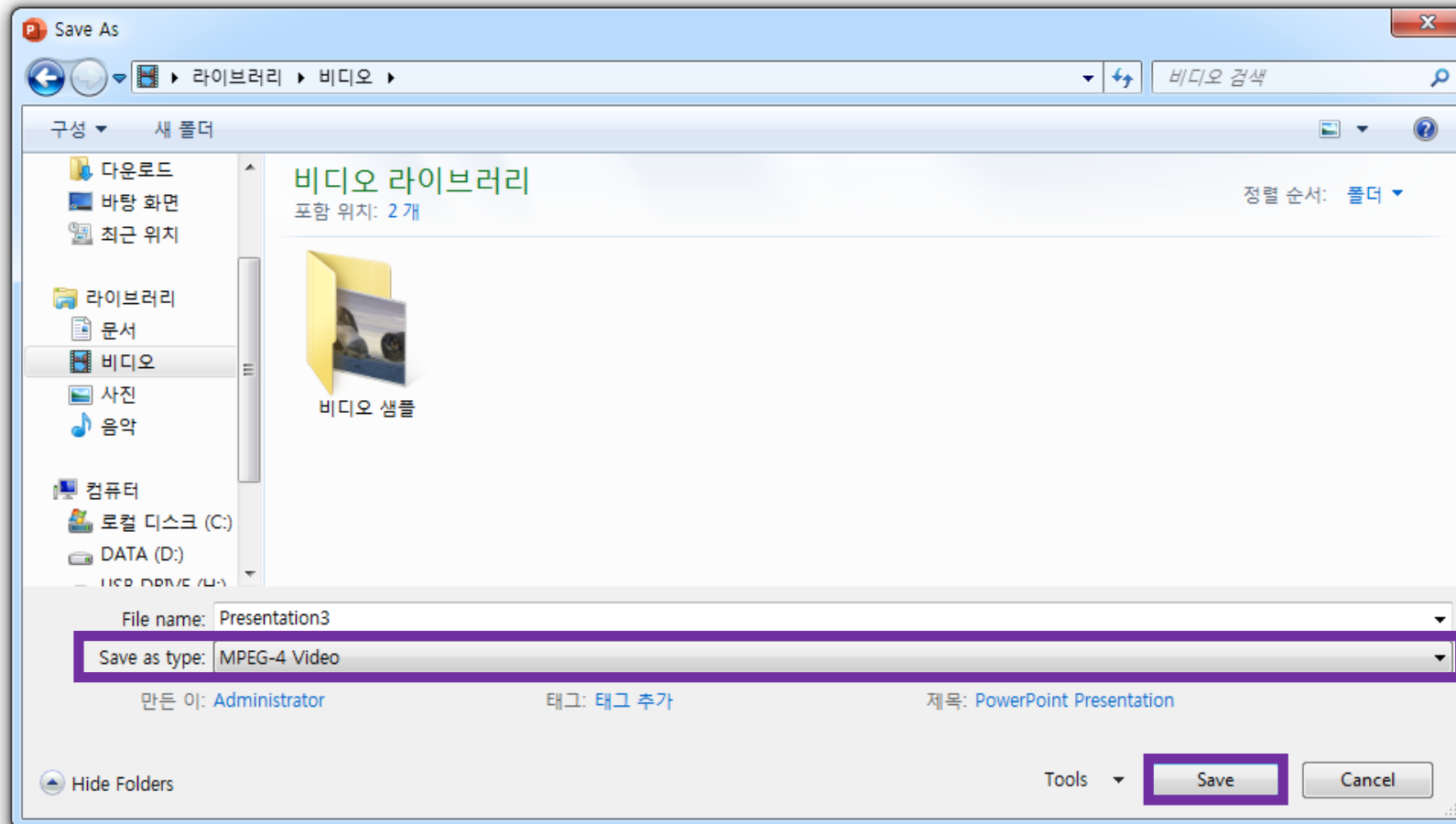
- 1**: Points to the 'Export' option in the left-hand navigation pane.
- 2**: Points to the 'Create a Video' option in the main 'Export' list.
- 3**: Points to the 'Full HD (1080p)' dropdown menu, which is expanded to show 'Large file size and full high quality (1920 x 1080)' and 'Use Recorded Timings and Narrations' (with a sub-note: 'Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.').
- 4**: Points to the 'Create Video' button at the bottom of the settings panel.

Additional details from the screenshot:

- Header:** Presentation3 - PowerPoint
- Section:** Export
- Options:** Create PDF/XPS Document, Create a Video, Package Presentation for CD, Create Handouts, Change File Type.
- Right Panel:**
 - Section:** Create a Video
 - Description:** Save your presentation as a video that you can burn to a disc, upload to the web, or email.
 - Features:**
 - Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
 - Preserves animations, transitions, and media
 - Help:** [Get help burning your slide show video to DVD or uploading it to the web](#)
 - Settings:**
 - Full HD (1080p) - Large file size and full high quality (1920 x 1080)
 - Use Recorded Timings and Narrations - Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.
 - Seconds spent on each slide: 05.00
 - Button:** Create Video

- How to Save

6. Save as type MPEG-4 Video



● How to Save

*** For your information, please wait until the process is 100% done.
It can take a long time to create video presentation.**

