



## How to Record a Slideshow with Narration (and Webcam) as a Video in PowerPoint

Tips and recommended tools you can use to record a presentation.

So that we can organize ourselves as well as possible, here are some points and tips to follow:

First, you must at least send us a PowerPoint export in video format, accompanied by an audio narration. Ideally it would be better to have a PowerPoint export in video format with audio narration + webcam overlay. This allows you to capture the intention of the participants more easily.

- If you are using a **PC**, you need the power point version 2016 and later. Here is a tutorial that will help you to create your own presentation without difficulties:

↔ <https://www.youtube.com/watch?v=03NRbHpm-JE>

↔ <https://support.microsoft.com/en-us/office/about-recording-presentations-in-powerpoint-c172c4ac-b93b-4043-b575-41cb010e6a6c?ui=en-us&rs=en-us&ad=us>

- If you are using a **Mac**, get this free software called *Apowersoft*. You just have to follow this tutorial to create your presentation:

↔ [https://docs.google.com/presentation/d/1qVWY4JnnVyfnGSvTFtAeA0vj9rY6Zd\\_rR\\_pNhGltBydo/edit#slide=id.g2b2ba94359\\_0\\_0v](https://docs.google.com/presentation/d/1qVWY4JnnVyfnGSvTFtAeA0vj9rY6Zd_rR_pNhGltBydo/edit#slide=id.g2b2ba94359_0_0v)

↔ <https://support.microsoft.com/en-us/office/about-recording-presentations-in-powerpoint-c172c4ac-b93b-4043-b575-41cb010e6a6c?ui=en-us&rs=en-us&ad=us>

Some tips that can always be useful

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- You can't record narration in PowerPoint for the web. Use a desktop version of PowerPoint to record your narration.
- Presentation recording works best with touch-screen PCs that have a web camera.
- Use video preview to make sure everything is set up correctly before recording.
- For slides that you want to record gestures (such as ink) on, make multiple copies of the slide so that you can easily record multiple takes. Then delete the extraneous slides when you're done.
- Record a few seconds of silence by turning off audio and video to advance after a set time.
- For higher quality, use an external web cam and/or microphone.

Built-in cameras and microphones are suitable for most tasks. But if you want more professional-looking video, consider using an external web cam, if you're able. If you're using PowerPoint on a tablet or laptop and you're inking with a stylus, an external camera and microphone allows you to minimize stylus noise.

- As soon as you finish your first slide recording, play it back.

Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.

**Good Luck everyone!**