

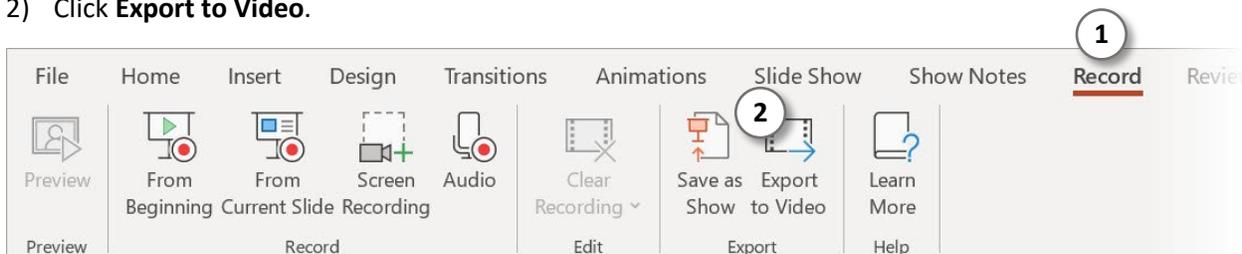
# Exporting a PowerPoint Presentation as a Video

Please be aware that animations and transitions are not included when exporting PowerPoint presentations as video.

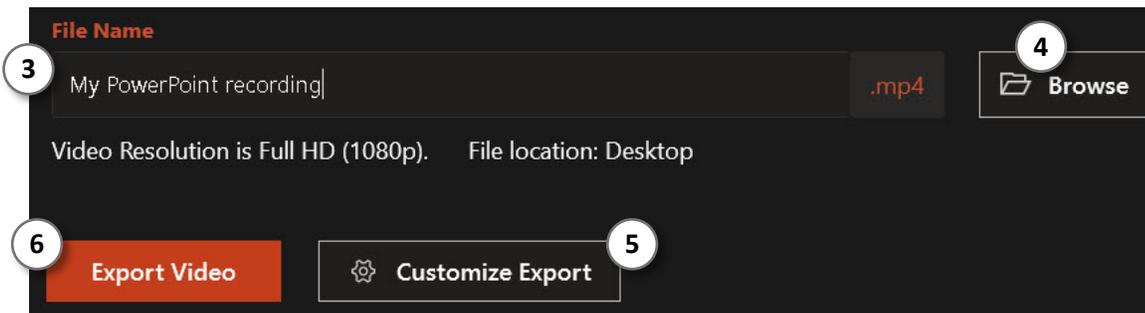
It is highly recommended that you listen to your recording before exporting to verify that each slide has a recording and that the recording sounds good.

## EXPORTING VIDEO (Windows)

- 1) Open the PowerPoint presentation and click the **Record** tab in the ribbon at the top of PowerPoint.
- 2) Click **Export to Video**.



- 3) On the next screen, enter a **File Name** for the exported video file.
- 4) Click **Browse** to select the destination on your computer for the video file.
- 5) You can click **Customize Export** to see more options for exporting, but the default settings work well in most situations.



If you want to exit the Export screen, click **Exit** at the top of the screen or press **Esc** on your keyboard.

- 6) When you are ready to have PowerPoint export your presentation, click **Export Video**. The process will take 5-20 minutes depending on the speed of your computer and the number of slides you have recorded.

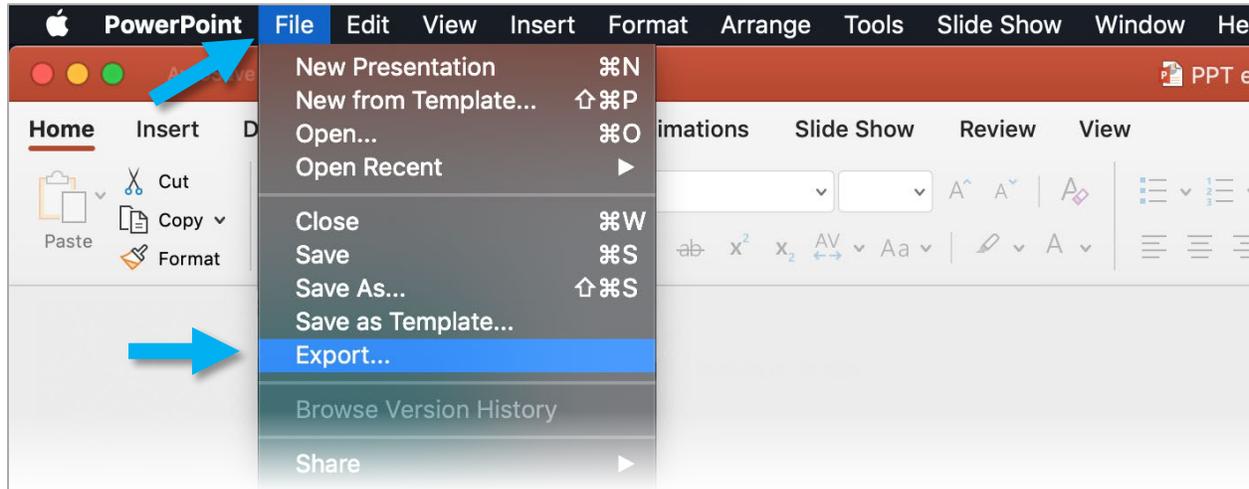
Once the presentation has been exported, be sure to watch the resulting video to verify that everything turned out well. At the very least, skim through the video to check that each slide is present and has recorded audio. If your PowerPoint includes a video, check that the video played correctly.

## EXPORTING VIDEO (Mac)

When you are satisfied with your lecture recording, it is time to export the narrated presentation as a video file.

Open the PowerPoint presentation and click **File** in the upper-left corner of the PowerPoint toolbar.

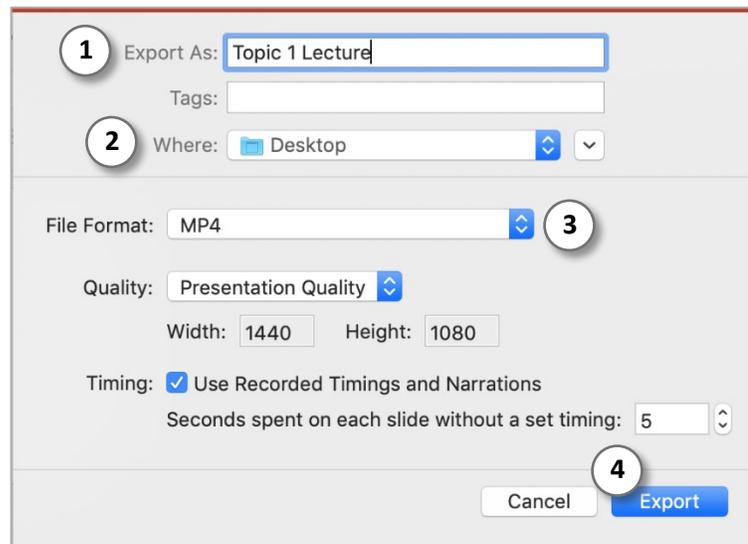
In the dropdown menu that appears, click **Export...**



In the menu that appears:

- (1) Enter a name for the video file
- (2) Select where to save the video file
- (3) Select **MP4** or **MOV** from the **File Format** dropdown menu
- (4) Click **Export** to begin the export process

It will take several minutes for the video to export, depending on the length of the presentation.



Once the export is finished, open the video file and verify that the audio has exported correctly, slide timings are correct, etc.

When you are satisfied with the video, upload the video to MyMedia.