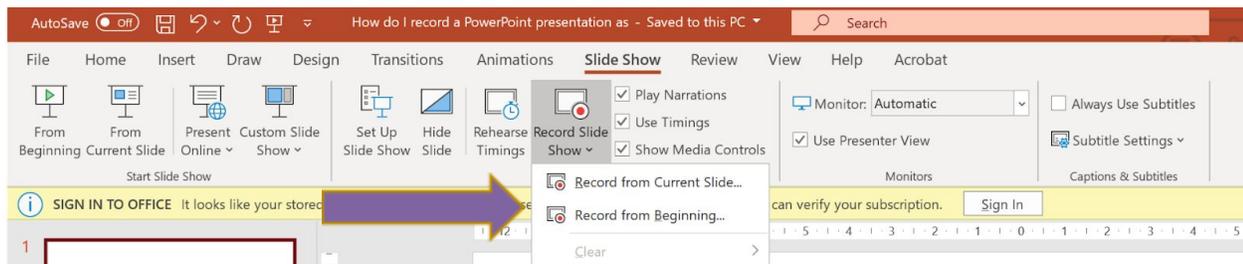


How to record a PowerPoint presentation as a video?

*Instructions below assume you use Microsoft Office 2016 or newer, or Microsoft Office 365.
If you have another version and the instructions below do not work for you, please contact us
and we will do our best to send you relevant instructions.*

1. Before starting the recording, prepare your camera (avoid recording with hand) and set it a stationary position. Center the camera to set yourself in the middle of the frame. Check the exposure of your room. Next, prepare your power point presentation. Once you have it ready, open it in Power Point – just like you would for presentation editing - do not start the presentation mode.
2. Click on the **Slide Show** tab to show file options.
3. Click **Record Slide Show** dropdown, and select **Record from Beginning**



You should see a view like below. If you have a manual camera lock on your computer (e.g. some Lenovo and Huawei laptops), make sure your camera is enabled. This is a recording view, almost identical to a standard presentation view. Make sure the camera shows your face centrally – adjust the camera if necessary.

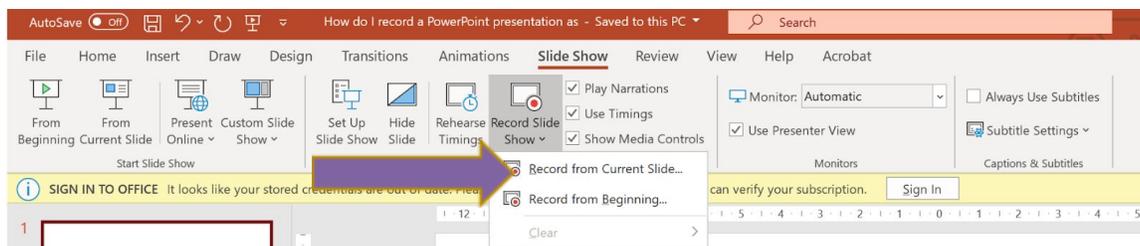
4. Click **Record** and start delivering your presentation. Everything you say, and the camera view, will be recorded, for each slide separately – so it is easy to fix any mistakes, by re-recording individual slides.
5. Continue recording until go through the whole presentation. Navigate your slides the usual way (**SPACE**



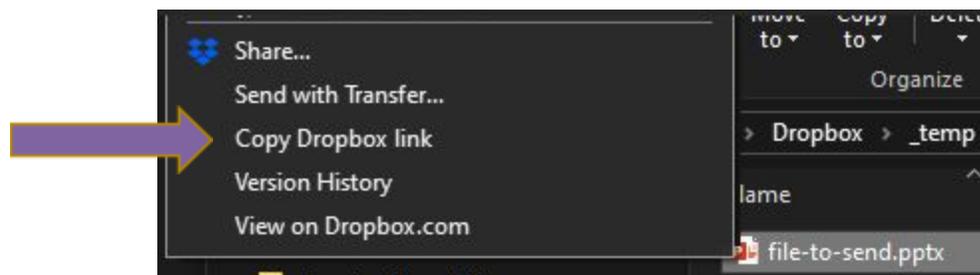
or **RIGHT ARROW** to go forward, **BACKSPACE** or **LEFT ARROW** to go to previous slide) until you will reach the last one. When you finish click right arrow at the keyboard.



- If you want to re-record any slide, click on the **Slide show** tab to show file options and. Select Record from Current Slide. Click Stop when you are done.



- That's it! **Save** the Power Point presentation with a new name – it will become a very large file, because the video recording is now embedded into the presentation.
- Send us your Power Point presentation and we will convert it into a video file deliverable over the internet. Because the file may be of several megabytes, your e-mail may refuse to accept an attachment of that size. Therefore, instead of using an email attachment, you can send us your finished video-powerpoint using one of the following means:
 - If you use Dropbox, save the file in Dropbox (anywhere), then right-click on it and select “Send with Transfer”, or – if you cannot see such option – “Copy Dropbox link”. If you chose “Copy Dropbox link”, you will then need to go to your email, and paste a link into the message body – that link will contain a reference to your file, which you should send us.



- Use One Drive or Google Drive – in a similar way as above and use.
- Use WeTransfer: <https://wetransfer.com/>