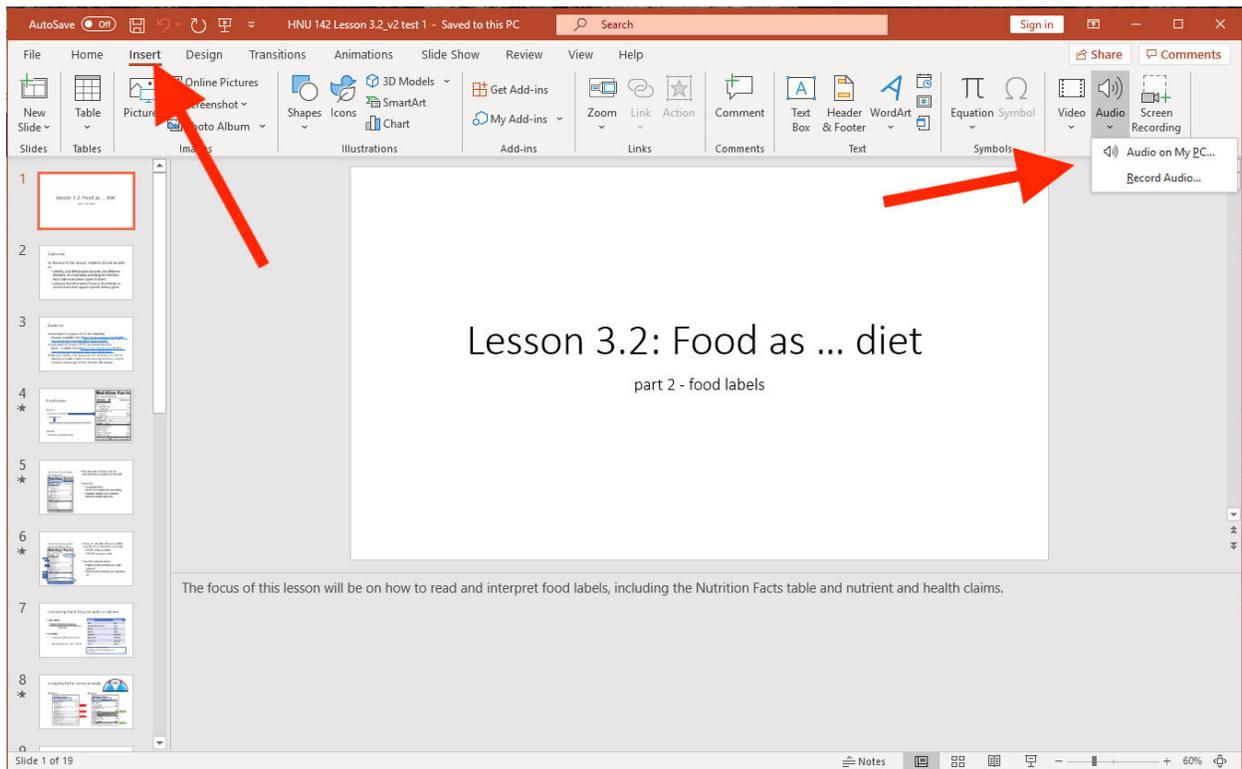


## Recording Audio in a PowerPoint (Windows)

There are times when it can be beneficial to have a PowerPoint presentation prepared as a video. This method will show recording the audio slide by slide, then using “Save As” .mp4 to create a video.

Open up the slideshow in the desktop version of PowerPoint. Start with your first slide. Click on the **Insert** tab in the top tool bar. The last option in that tab is audio. Click on “Audio”. A couple of options come up.

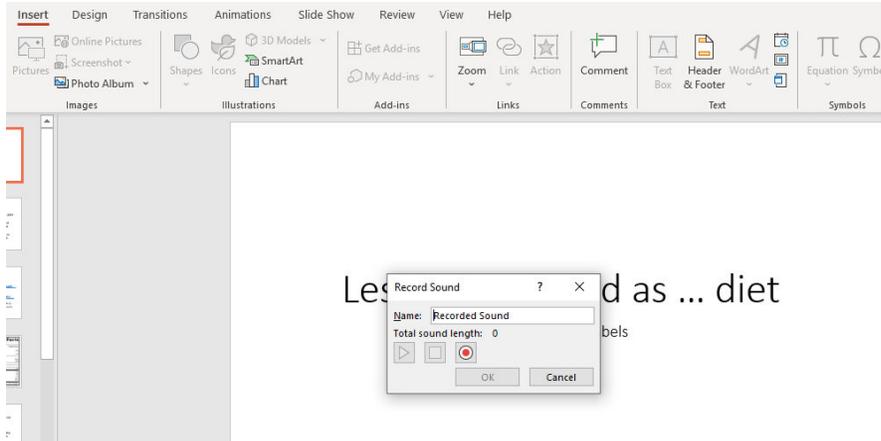


As long as the computer has a working microphone, you can “Record Audio” on each slide.

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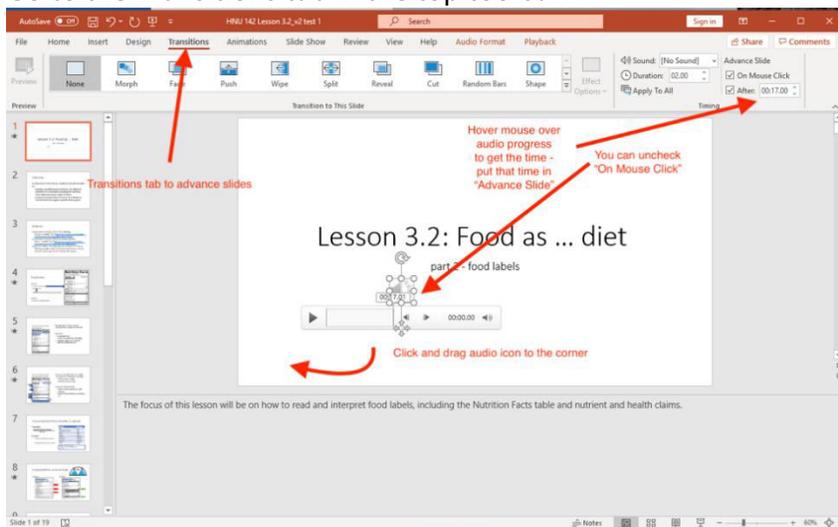
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After this, you can reposition the audio icon on a given slide by dragging and dropping it (say, to the corner of the slide).

Next, you need to make the slides transition on their own using timings. This can be done easily by making the transition the same length as your audio file in each slide.

Go to the Transitions tab in the top toolbar.



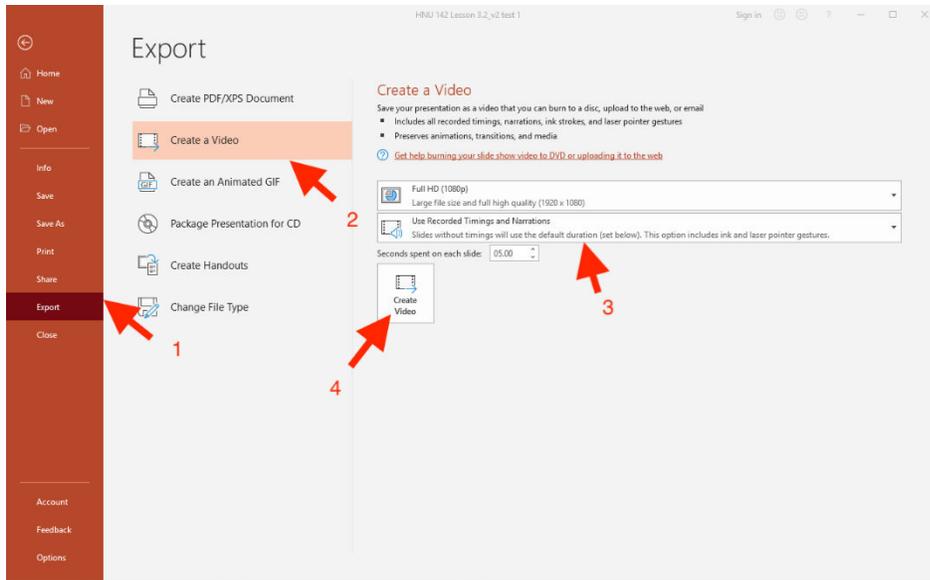
Do this for each slide. Do **not** use the “Apply to All Slides” option as each audio for each slide will likely be very different.

Once this is done, play the slideshow to see how it runs. If this all seems to line up well, you can then go to File > Export > Create a Video, ensure “Use recorded timings” is set and 1080p is selected, and press “Create Video”.

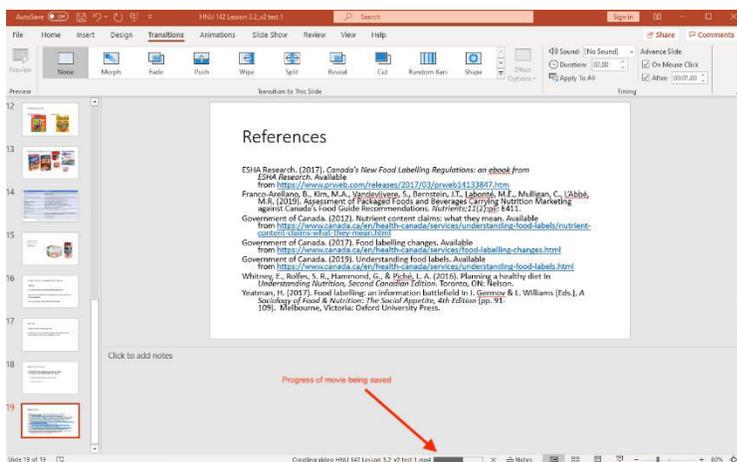
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A status bar will show up at the bottom of PowerPoint screen and it could take a few minutes to save. The larger the PPT, the longer it may take.



A proper video of your presentation should now be saved to a folder on your device.

For a video illustrating these steps, please see:

<https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/ArticleDet?ID=89311>

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