Turn Your Presentation Into a Video
Microsoft Office 2010 - PowerPoint

You can now save your Microsoft PowerPoint 2010 presentation as a video, making it easier for you to distribute, and easier for recipients to view.

- Why turn your presentation into a video?
- Record and time voice narration and pointer movements
- Save your presentation as a video
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Why turn your presentation into a video?

When you want to give a high-fidelity version of your presentation to colleagues or customers (either as an e-mail attachment, published to the web, on a CD or DVD), save it and let it play as a video.

In PowerPoint 2010, you can now save your presentation as a Windows Media Video (.wmv) file, and distribute it confidently, knowing that your animated, narrated, multimedia presentation will play without a glitch. If you do not want to use the .wmv file format, you can use a preferred third party utility to convert your file to another format (.avi, .mov, etc).

- Some tips to remember when recording your presentation as a video:
- You can record and time voice narration and laser pointer movements in your video.
- You can control the size of the multimedia file and the quality of your video.
- You can include animations and transitions in your movie.
- Viewers do not need to have PowerPoint installed on their computers to watch it.
- If your presentation contains an embedded video, the video will play correctly without your needing to control it.
- Depending on the content of your presentation, creating a video may take some time. Lengthy presentations and presentations with animations, transitions, and media content will likely take longer to create. Fortunately, you can continue to use PowerPoint while the video is being created

Record and time voice narration and pointer movements

 Note   To record and playback a narration, your computer must be equipped with a sound card, microphone, and speakers.

Good presentations include concise slide content which is supported and reinforced by a presenter's gestures and discussion. When creating a video version of a presentation, you'll probably want to "capture" the human element of the presentation by recording and timing voice narration and even laser pointer gestures.

You can record your slide show prior to sharing it with your audience, or you can record a narration while actively delivering a presentation to a live audience and include their comments and questions in the recording.

For procedures on how to record and time narration in a slide show, see Add narration to a presentation. And, for procedures on how to use the laser pointer, see Turn your mouse into a laser pointer.

Save your presentation as a video

1. Create your presentation.

2. Record and add narration and timings to a slide show (Slide Show / Record Slide Show).

3. Save the presentation.

4. On the File menu, click Save & Send.

5. Under Save & Send, click Create a video.

6. To display all video quality and size options, under Create a video, click the Computer & HD Displays down arrow.

7. Do one of the following:

- To create a video with very high quality, yet a large file size, click Computer & HD Displays.
- To create a video with a moderate file size and medium quality, click Internet & DVD (**use this for Moodle**).
- To create a video with the smallest file size, yet low quality, click Portable Devices.

8. Click the Don't Use Recorded Timings and Narrations down arrow and then, do one of the following:

- If you did not record and time voice narration and laser pointer movements , click Don't Use Recorded Timings and Narration.
- Tip   The default time spent on each slide is set to 5 seconds. To change that, to the right of Seconds to spend on each slide, click the up arrow to increase, or the down arrow to decrease the seconds.
- If you recorded and timed narration and pointer movements , click Use Recorded Timings and Narrations (**likely choice if you did step 2**).

9. Click Create Video.

10. In the File name box, enter a file name for the video, browse for folder that will contain this file, and then click Save. You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

Tip   For longer videos, you can set it up so that they create overnight. That way, they'll be ready for you the following morning.

11. To play your newly-created video, go to the designated folder location, and then double-click the file.

What parts of a presentation will not be included in a video?

The following items will not be included in a video that you create using PowerPoint:

- Media inserted in previous versions of PowerPoint. To include these, you can convert or upgrade the media object.
- Tip   For example, if you inserted the media using PowerPoint 2007, it will be linked and it will play in the presentation. However, when you export the file as a video, the linked media will be dropped. You can convert the file to the new file format (click the File tab, and under Info, click Convert) - or you can right click the media object, and then click to upgrade, it will embed the file and export it correctly.
- QuickTime media (unless you have a 3rd-party QuickTime code ffdShow, installed) and you must optimize for compatibility
- Macros
- OLE/ActiveX controls

What to do with your video after creating it?

After you create a video, upload your video to your Moodle course site (Resources – File). Be aware that due to the size of the file, this process can take a long time (be patient).