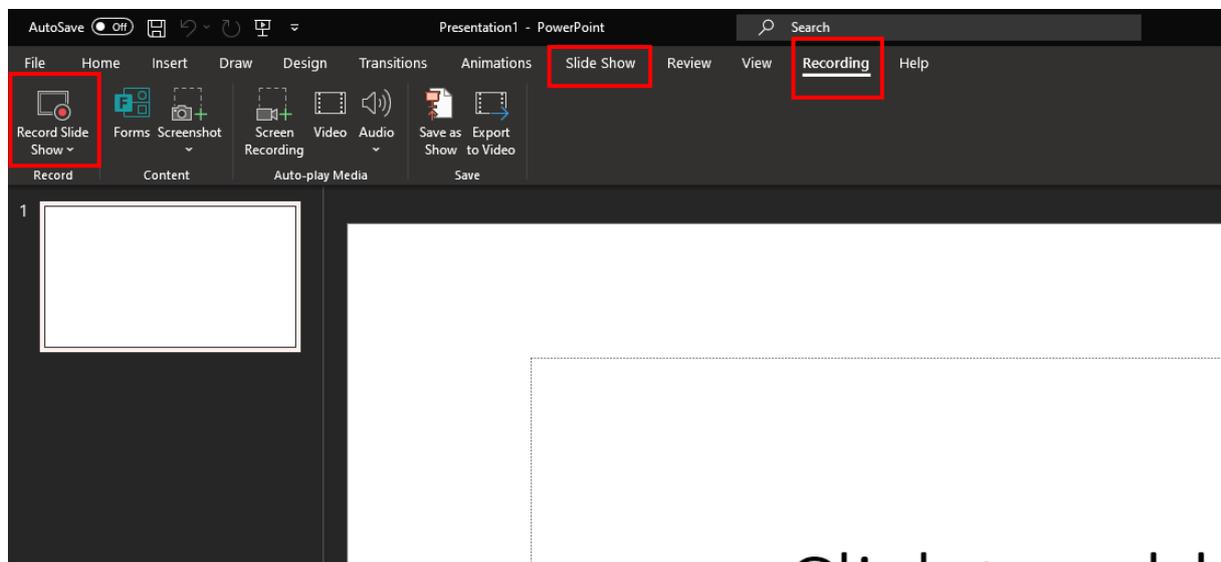


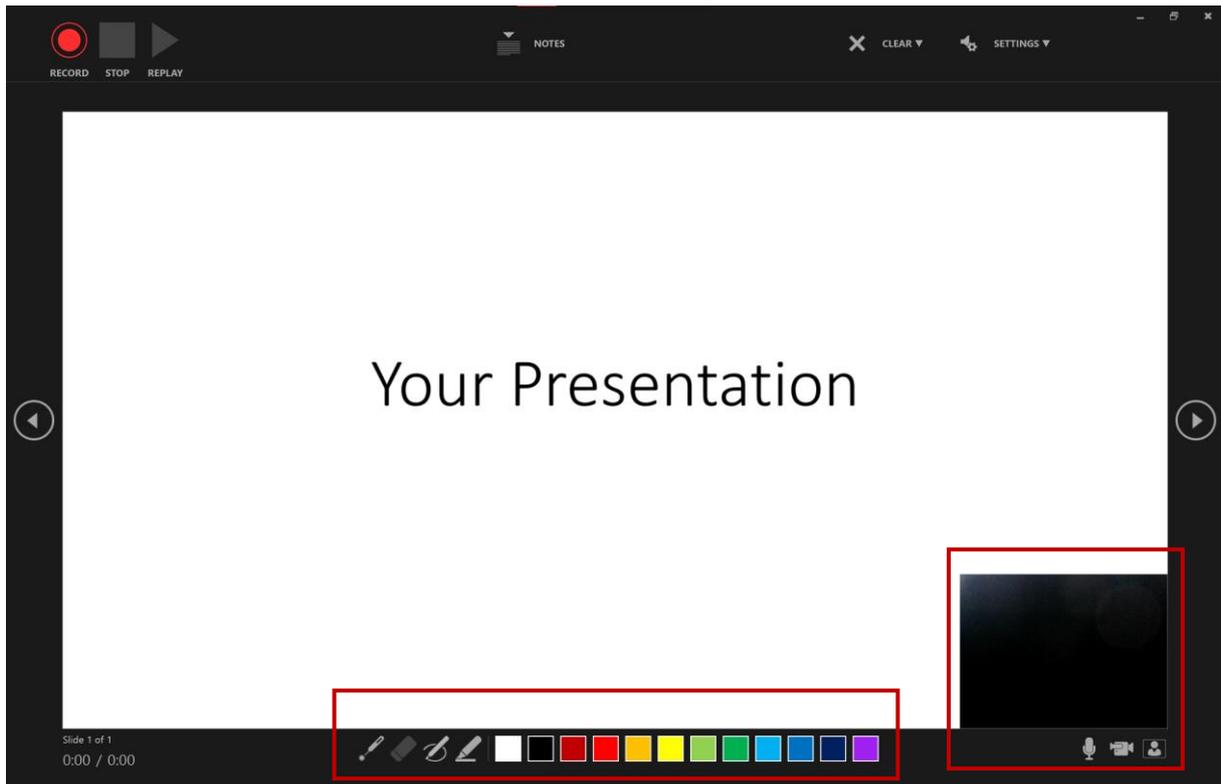
How to create a Powerpoint presentation with video comments

With Powerpoint it is possible to include audio and video commentary in your presentation. The resulting file can be saved as a .mp4-file. You can create such a file by following these steps:

Create your presentation: In the first step, create all the slides you want for your presentation. Once finished, you can start recording your commentary for the presentation. It is of particular importance that you create the presentation in **"4:3"** format.

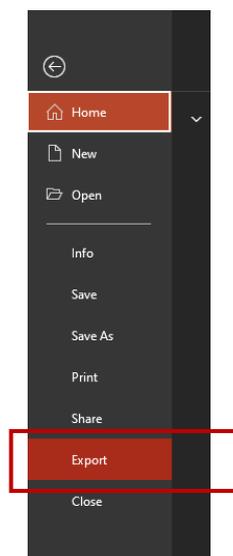
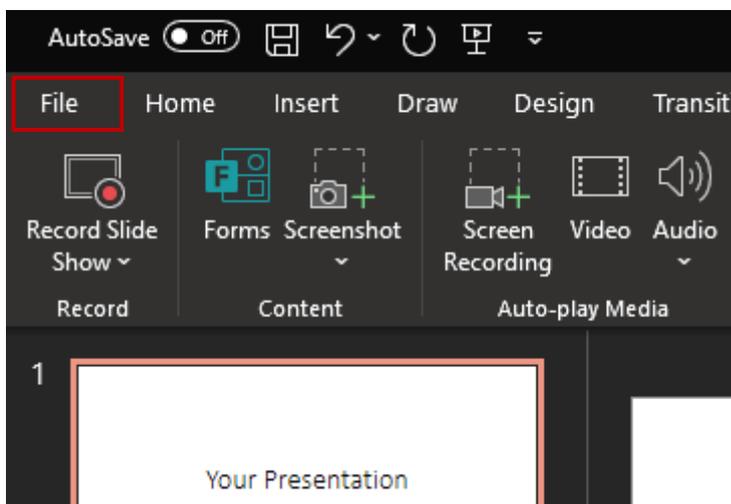
Record presentation: Under **Recording**, click on **record slide show** to start recording your presentation. It is possible to either start the recording from the beginning or the current slide you are on. Depending on your Version of Office, the recording function might be on the tab **Slide Show**.



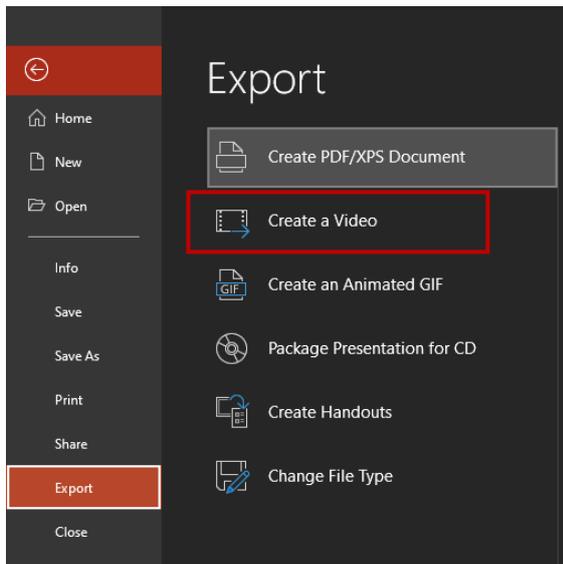


Additionally, you can see the recording time as well as and pause it in the middle of recording. Click on the red RECORD button to start recording. You have the possibility, if you have a webcam, to record yourself also in picture. Click on the camera icon to enable or disable this function. In addition, you have the possibility to choose between different pointers and brushes to highlight points on your slides.

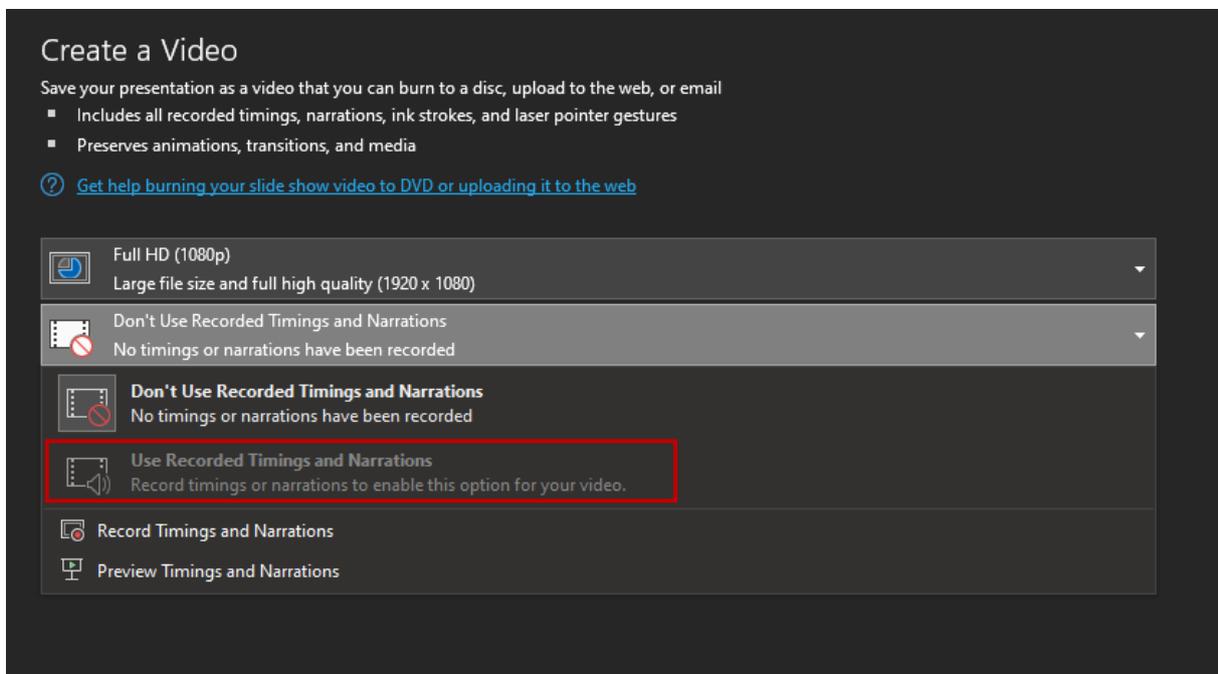
If you finished your recording and you are happy with the result, than you can save the file as a **.mp4**-file. Click on the **File** tab. Then click **Export**.



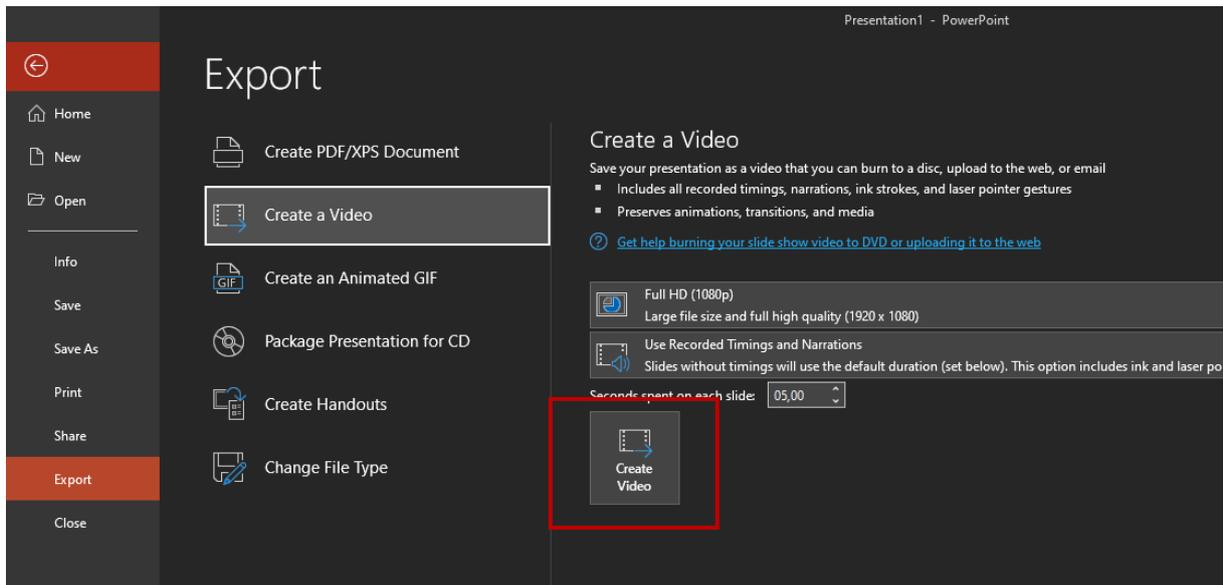
Click on **Create a Video**.



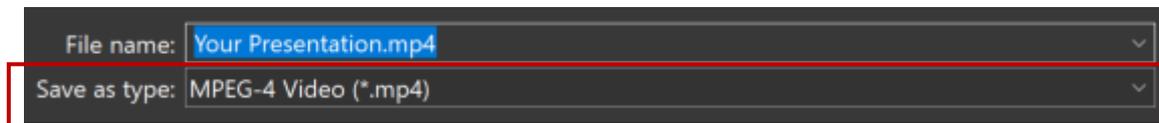
Choose the quality of your video (**note: The higher the resolution, the larger the file size and the longer it takes to save!**). Make sure that the "**Use Recorded Timings and Narrations**" option is selected!



Now click on **Create a Video**. You can choose now the directory, where you save your video.



Make sure you save the video as an **.mp4** file.



Now it may take some time to export the video. You can see the progress by the bar at the bottom.

