

Creating voice over for slides

Note: Please make sure you de-select camera on the recording screens so your camera video will not be included in your presentation.

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Exporting to Video

1. Select File > Export > Create a video.
2. Select the quality of the video:
 - a. Choose Full HD (1080p) - Large file size and full high quality (1920 x 1080).
3. Leave "Use Recorded Timings and Narrations" as the default, this will use the time spent on each slide during your recording to decide how long it should stay on each slide
 - a. If you have any slides with no narration you can adjust the "Seconds spent on each slide" and it will remain on that slide for the specified number of seconds before advancing
4. Select Create Video.
5. Enter a file name and then browse to the location you want to save your video.
6. In the Save As type box, use the default "MPEG-4 Video"
7. Select Save.

It will take some time to generate the video. Check the progress bar at the bottom of the window to see when it's complete.