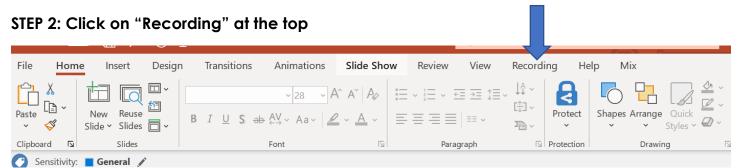
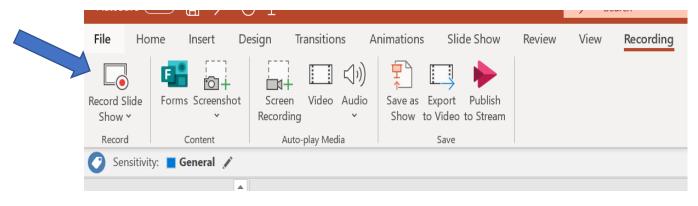
### How to Create Video or Audio over Powerpoint

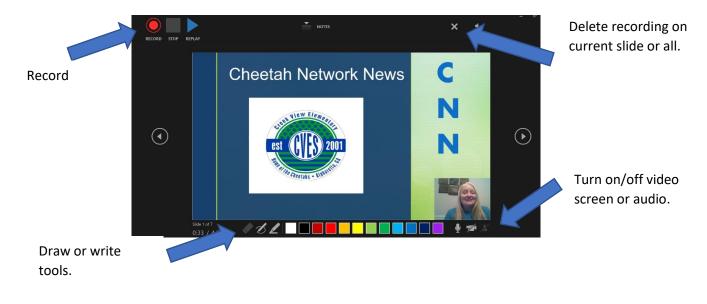
STEP 1: Create or open already prepared PPT.



# STEP 3: Record Slide



STEP 4: Press the red circle to record (it will count down from 3). You can also draw on the screen using the tools at the bottom.



### STEP 5: Export as a video.

| $\odot$   | Export                      |   |
|---|-----------------------------|---|
| <ul> <li>分 Home</li> <li>New</li> <li>⊘ Open</li> </ul> | Create PDF/XPS Document     | Create a Video<br>Save your presentation as a video that you can burn to a disc, upload to the web, or email<br>Includes all recorded timings, narrations, ink strokes, and laser pointer gestures<br>Preserves animations, transitions, and media          |
| Info<br>Save  | GF Create an Animated GIF   | (2) Get help burning your slide show video to DVD or uploading it to the web      [Image: Full HD (1080p)     Large file size and full high quality (1920 x 1080)      [Image: Slides without timings and Narrations     Seconds spent on each slide: 05.00 |
| Save As   | Package Presentation for CD |   |
| Print<br>Share  | Create Handouts             |   |
| Export  | Change File Type            | Create<br>Video   |
| Close   | Publish to Microsoft Stream |   |

\*\*You can add videos from YouTube to your powerpoint that will play in PPT Presentation Mode but only videos exported from your files will play in once you export as a video. Saving as a Presentation will allow student to move from slide to slide with the arrow button at the bottom.

# Save as Presentation:

| ${igodot}$ | Save As  |                                  |                    |
|------------|--|----------------------------------|--------------------|
| 斺 Home     |  |                                  |                    |
| 🗋 New      | L Recent   | 1 🗁 Desktop                      |                    |
|            | $\bigcirc$   | Cheetah Network News PPT         |                    |
| 🗁 Open     | Fulton County Schools                                    | PowerPoint Presentation (*.pptx) |                    |
|            |  | More options                     |                    |
| Info       | OneDrive - Fulton County Scho<br>WadeC@fultonschools.org | Name 1                           | Date modified      |
| Save       | Sites - Fulton County Schools<br>WadeC@fultonschools.org |                                  |                    |
| Save As    | Other locations  | Announcements                    | 3/20/2020 10:15 AM |
| Print      | This PC  | Device Distribution 18-19        | 9/11/2019 8:36 AM  |
| Share      | Add a Place  |                                  | 5/11/2015 0.50 AW  |
| Export     | Browse   | Musical 2020                     | 1/13/2020 9:15 AM  |
| Close      | <u> </u>   |                                  |                    |

#### **STEP 6: SHARE**

Video - Save into One Drive or Google Drive. Create a sharable link.

PowerPoint Presentation – Share as a file.