

29th Congress of the European Association of Tissue and Cell Banks

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Virtual Congress
eatcbcongress.org



HOW TO RECORD A PRESENTATION IN POWERPOINT

To make the best possible recording using PowerPoint, you will need to use the “Record Slide Show” function in your PowerPoint. This will ensure that your audio and video camera are well integrated within the MP4 file export made from your PowerPoint presentation. Please note that it is of utmost importance that the total audio length does not exceed the allocated speaking time for your presentation.

As soon as you have finished preparing the slides for your presentation follow these instructions to record your presentation:

1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
 1. **Record from Current Slide** – to record from a specific slide.
 2. **Record from Beginning** – to record from the beginning of a presentation.

3. You have the option of turning your **webcam** on and off by clicking on the following buttons 

4. When you are ready, select **Record**  and start speaking. To record from a specific slide, click on it, and then select **Record**.

Note: Narration will not record when slide transitions happen so let these play first before you start speaking.

For a more detailed explanation on how to record your presentation please visit the following pages:

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

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

HOW TO EXPORT YOUR POWERPOINT PRESENTATION AS AN MP4 FILE

1. Select **File > Export > Create a Video** (Don't use Save As, because it does not offer video options).
2. Select the video **Quality** you want: **Standard, HD, Full HD** or **Ultra HD**. The higher the video quality, the larger the **file size**. Therefore, we **recommend** using **Full HD** for good quality and optimal size.
3. If you have recorded timings and want to use them in the video you create from your presentation, make sure to select **use recorded timings and narrations**. You can also choose to set the amount of time the video will spend on each slide if you do not have a set timing.
4. When you have made all your selections, click on **create video**. Make sure that the save type is MP4. **Note:** When you export your presentation as a video, any narrated audio that was recorded in Slide Show will play, but other embedded media files will not play.

PowerPoint 2016 for Mac does not support saving in a video format. Other versions of PowerPoint for macOS (2011, 2019, and the Microsoft 365 subscription) do support this feature.

For more information about saving your presentation as MP4 please visit:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>