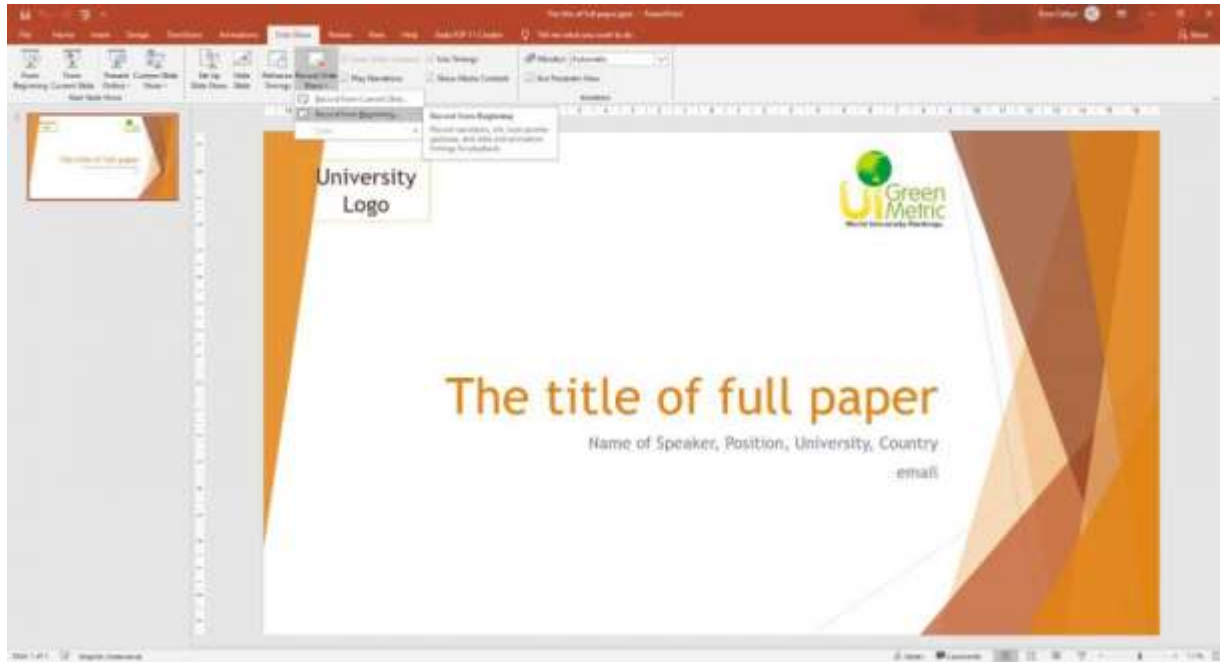


The steps of examples to record or make a simple video presentation.

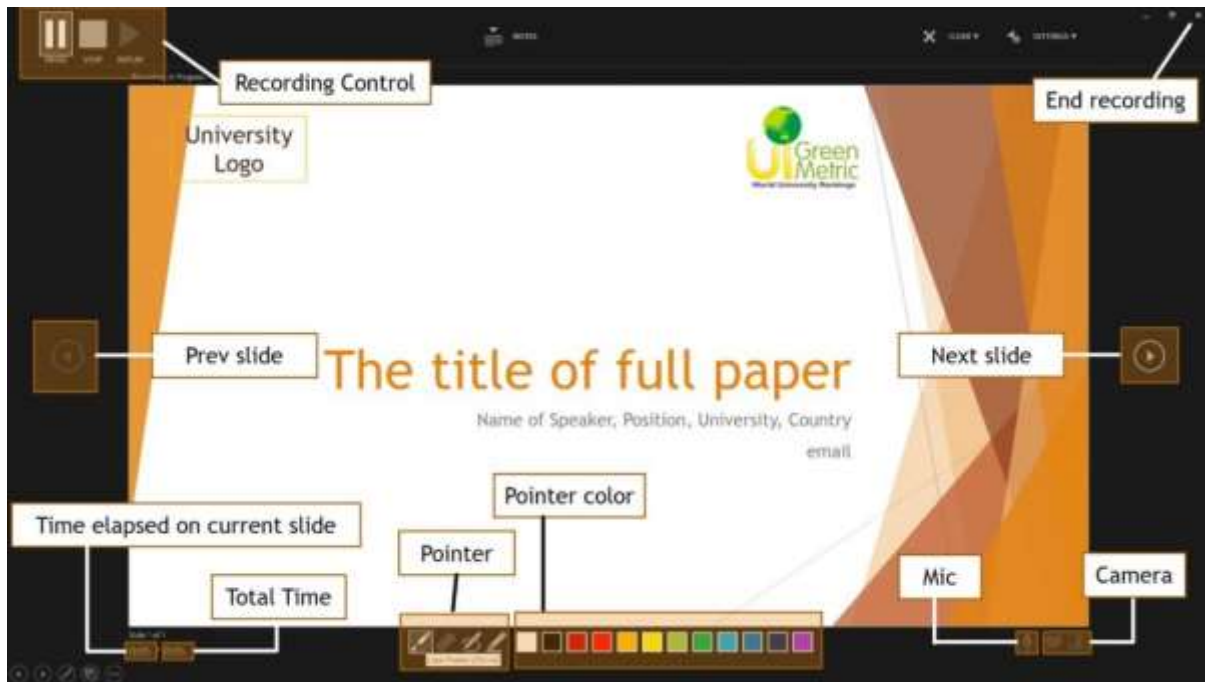
1. With your presentation open, on the Slide Show tab, click the Record Slide Show. You can choose to start either on the current slide or from the beginning. Be careful of the Clear command as it deletes narrations or timings.



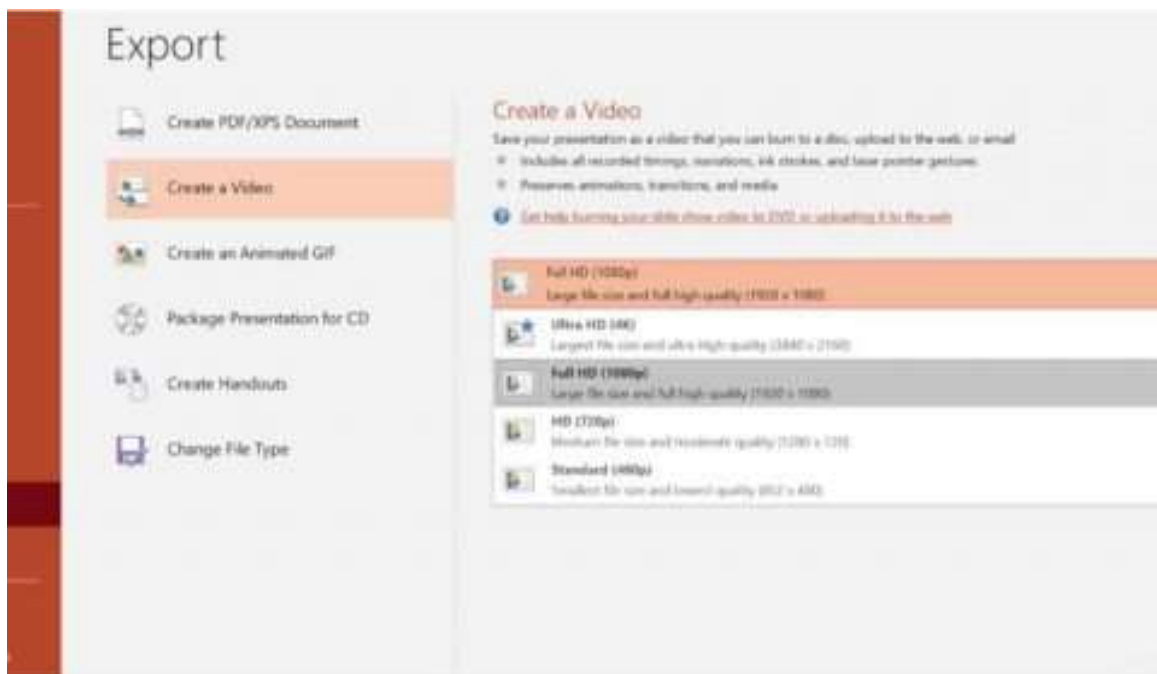
2. In the Record Slide Show box, check or clear the boxes for your recording preferences, then click Start Recording.



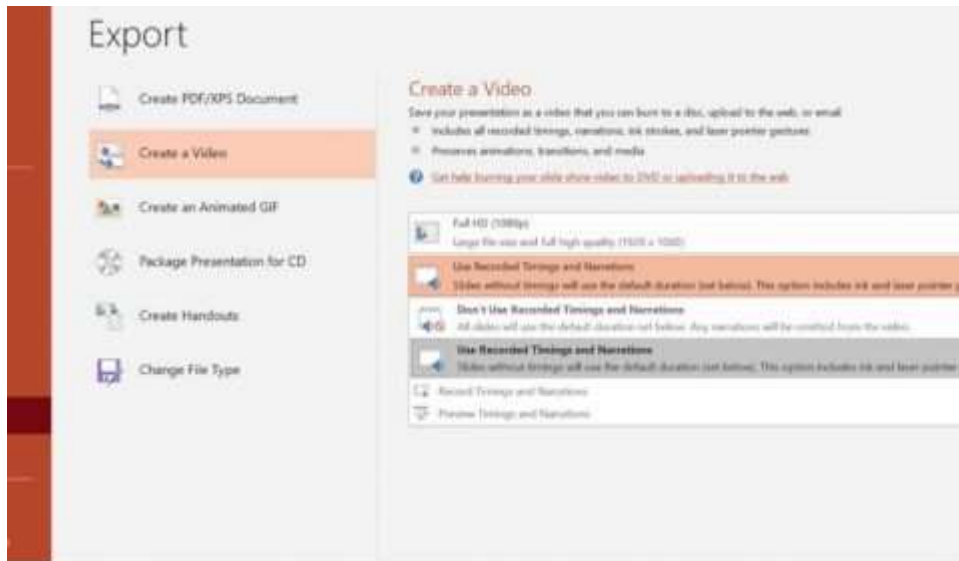
3. At the top left corner of the window is the Recording toolbar, which you can use to:
 - Go to the next slide
 - Pause the recording
 - Start over/re-record the current slide



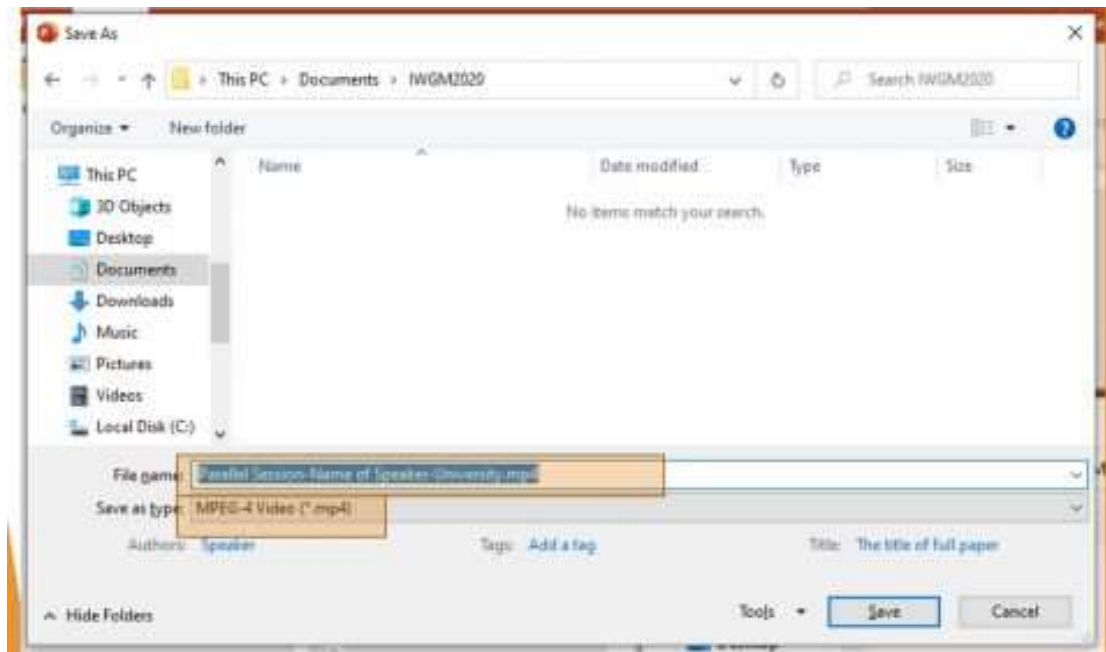
4. You can use your common Microsoft PowerPoint pointers (e.g. ink, eraser, or the laser pointer) as usual.
5. To end your recording, right-click the final slide and click End Show.
6. To save your recording as a video, toggle the menu and click Export. Choose the option Create a Video, opting for Full HD (1080p).



7. Do not forget to click the Use Recorded Timings and Narrations



8. Save your video in MPEG-4 Video (*.mp4) format and name the file using the format "Parallel sessions – your name – University"



9. More detailed technical information regarding recording your PowerPoint presentation may be accessed at [Support Office](#).

In addition, you can check the example of video presentations from UI GreenMetric Expert in a virtual event last year at <https://youtu.be/5b11QZBoSv8> or <https://youtu.be/iedRIKSJk6w>.