

# Recording a presentation with PowerPoint

There are various methods to record presentations. To avoid making the task unnecessarily complicated, recording via PowerPoint is recommended.

Microsoft PowerPoint since 2013 enables the recording of a presentation without additional tools. Under Windows, this also allows simultaneous recording of the presenter with the webcam. Please note that depending on the license the video recording option might be disabled in the PowerPoint recording tool.

**Attention: For Mac users only the recording of sound works. Simultaneous recording of the webcam is not possible.**

Of course, you may use software to record your presentation. In our [FAQ](#) we have listed further tools. Just choose the one that suits you best.

**At the end you will need a video file in one of the following formats: .mp4/ .mpg/ .avi/ .mov/ .wmv**

## Recording with PowerPoint (PPT)

The function of recording presentations – with or without a webcam – is integrated in Powerpoint. Compared to other tools, the handling is comparatively simple.

### Tips and important information

YouTube, Vimeo or other videos integrated from streaming platforms will not show up in the recording! If you plan to show a video, you can only use locally stored and embedded videos.

### Start recording function

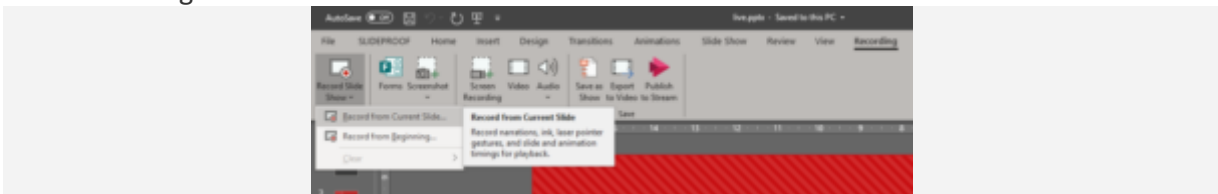


Fig.1: Recording function in the PowerPoint menu

You will find the recording function in PowerPoint under the menu item **“Screen presentation”** and there in the tab **“Setup”**. If the recording function is not on display there, you may first have to make it visible in the menu bar. You can access the necessary menu item by right-clicking on the menu bar and then selecting the **“Adjust menu bar”** option.

### Step by step:

1. Open your presentation
2. Go with the mouse to the tab **“Recording”** /or **“Screen presentation”** and click on the red button **“Record Slide Show”**, or select further options from the dropdown menu below  
=> Record from current slide / Record from beginning
3. The recording screen will open as a new window (Fig.2)
4. Switch the webcam on or off as required (only possible with Windows) (Fig.2 point 5 )
5. Start and stop the recording by clicking on the Record/Stop button (Fig.2 point 1)

6. Then save the video using the PowerPoint export function



Fig. 2: Recording screen for PowerPoint

1. Buttons: Record, Stop/Pause, Play
2. Notes
3. Clear recordings / Settings
4. Camera preview
5. Turn off/on => Microphone, camera, preview camera
6. markers + colors
7. Slide counter Slide # / of slide, time

Recording functions of PowerPoint in detail

**Record => Record presentation:**

When you are ready, you can start your presentation via "Record". **After clicking the red button, a short countdown starts, then the presentation starts.**

**Attention – please pause your speech when changing slides!** The sound will be muted briefly during the slide change.

**Pause => During recording:**

You can **pause and restart the presentation at any time**. It is not possible to change the slide during the pause.

**Stop => I am not happy with parts of my presentation:**

One advantage of PowerPoint is that you can **restart at any point** without having to start from the beginning again.

So if you want to present a part again, press the **stop button**. This is the only way to go back into your slides.

Go to your slide from which you want to re-enter and start the recording again. PPT will append the recording seamlessly to the previous one.

### Play => check previous recording

When you go back, you can also use the **Play button** to view your previous recording. Click the Stop button first and go back in the slides. The video will start exactly at the position of the currently displayed slide.

### Video Export => Where is my recording saved?

You have to export your presentation after the recording is finished. You can do this by clicking the **“Export to Video”** button in the PowerPoint file menu. Usually, you can export the video with the displayed presets. Make sure that at least 720p is selected as resolution, but feel free to choose a higher resolution. The higher the resolution, the higher-quality your presentation will be on the screens of your audience.

**Please note that it may take a little while until your recording is available. The video must first be processed (rendered), which can take some time with high resolution and a long recording.** Then upload the video to our online platform that will be available in late May.

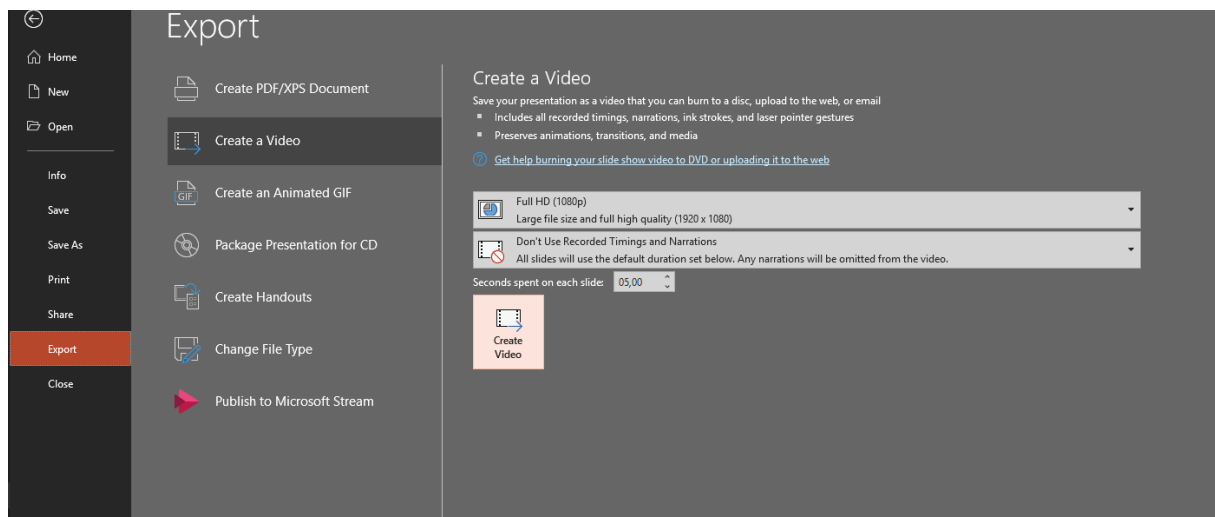


Fig. 3.: Export function of PowerPoint