



Making a Video for E-POSTER

With your presentation open, on the ① Slide Show tab, click ②③④ Record Slide Show.

The image shows a PowerPoint presentation titled "Setting up your PowerPoint" with four slides. The "Slide Show" tab is selected in the ribbon, and the "Record Slide Show" button is highlighted with a red box and a circled 1. A blue arrow points from this button to a zoomed-in view of the "Record Slide Show" dropdown menu. In this menu, "Record from Beginning..." is highlighted with a red box and a circled 2. Below this, a "Record Slide Show" dialog box is shown with "Slide and animation timings" and "Narrations, ink, and laser pointer" checked, and the "Start Recording" button highlighted with a red box and a circled 4. A circled 3 is also present near the dialog box.

*** Remember**

PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide

To end your recording, right-click the final slide, and click 'End Show'

Turn your presentation into a video :

The screenshot shows the 'Export' menu in Microsoft PowerPoint. The 'Export' menu item is highlighted with a red box and a circled '1'. The 'Create a Video' option is highlighted with a red box and a circled '2'. The 'Full HD (1080p)' option is highlighted with a red box and a circled '3'. The 'Use Recorded Timings and Narrations' option is highlighted with a red box and a circled '4'. The 'Create Video' button is highlighted with a red box and a circled '5'. A vertical double-headed arrow is positioned to the right of the video quality options.

Info
New
Open
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Save As
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Export

Create a Video

Save your presentation as a video that you can burn to a disc, upload to a video hosting site, or burn to a DVD. This option includes all recorded timings, narrations, ink strokes, and laser pointer gestures.

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Full HD (1080p)
Large file size and full high quality (1920 x 1080)

Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded

Seconds spent on each slide: 06.00

Full HD (1080p)
Large file size and full high quality (1920 x 1080)

HD (720p)
Medium file size and moderate quality (1280 x 720)

Standard (480p)
Smallest file size and lowest quality (852 x 480)

Don't Use Recorded Timings and Narrations
All slides will use the default duration set below. Any narrations will be omitted from the video.

Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

1. Click File > **1** Export > **2** Create a Video

2. Pick the quality **3** Full HD (1080p) and **4** Use Recorded Timings and Narrations

3. Click the **5** Create Video

Save/export your presentation to a video file format (.mp4)