

Guide how to easily record your own video presentation using Microsoft PowerPoint software.

The principle of recording a video presentation file with Microsoft PowerPoint software is that after completing your PowerPoint presentation, you can include audio and video recording to the presentation and then save the finished result as a video file.

This is required for you to record a Microsoft PowerPoint video:

- You must use Microsoft PowerPoint 365. Some earlier versions are supported
- You must have space on your computer to save large files (> 200 Mb)
- After you finish recording, you need to notice that it takes a few minutes extra for the software to save the movie.

Rekommendations:

- Good lighting
- Avoid distracting background sound and visual objects.
- If possible use a microphone other than the one built into your computer. I.e. your mobile headset.
- Do not run any more software than necessary on your computer while recording.

Vitalis and Svenska Mässan do not provide support for how use of the Microsoft PowerPoint software.

Instructions on how to record can be found here , <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Once you have recorded your presentation, you must save the presentation as a video file (MP4) on your local computer before uploading it to Vitalis.

Choose to save as MPEG-4 video file format.

Information on how to save the presentation as a video can be found here:

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