

June 15, 2023

ISD 651
Learning Theory & Technology
Sanju Gharti Chhetri

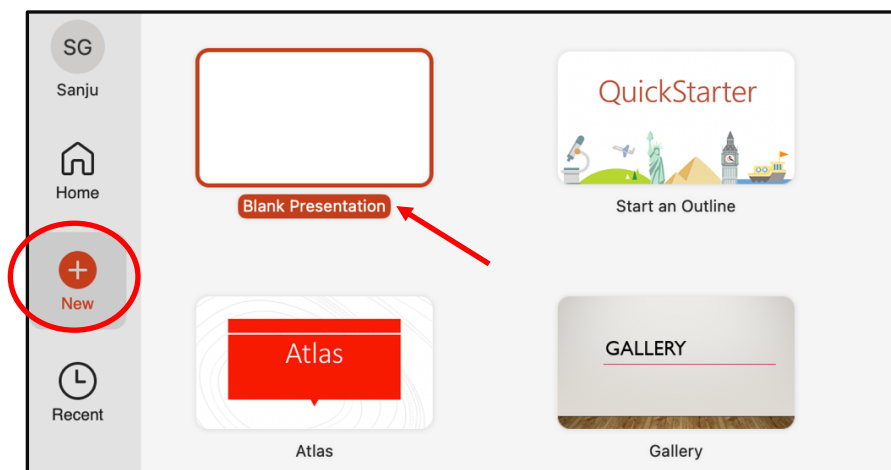
Embedding audio/video into PowerPoint and exporting it into a video format:

Graphic Interface

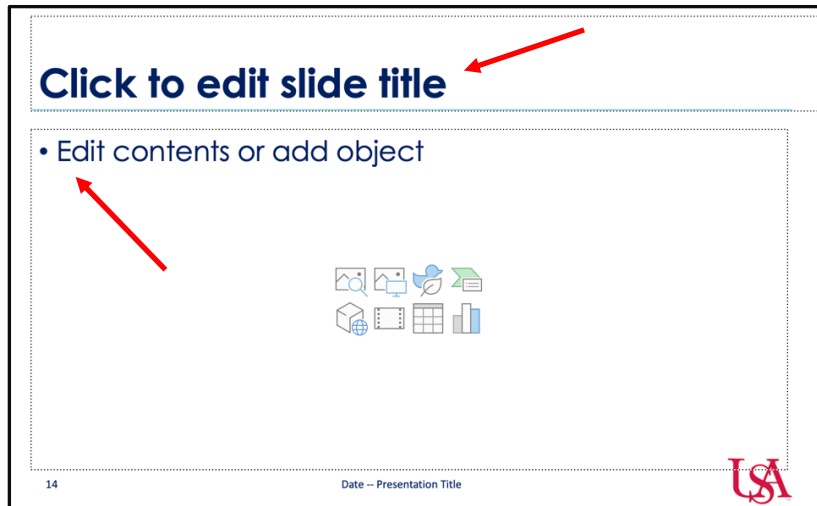
The following graphic is designed to instruct readers on how to embed Audio and Video within a PowerPoint presentation. It also instructs the leaders on how to then export the embedded presentation in a video format (MP4/MOV).

Step 1: Open Microsoft PowerPoint on your computer.

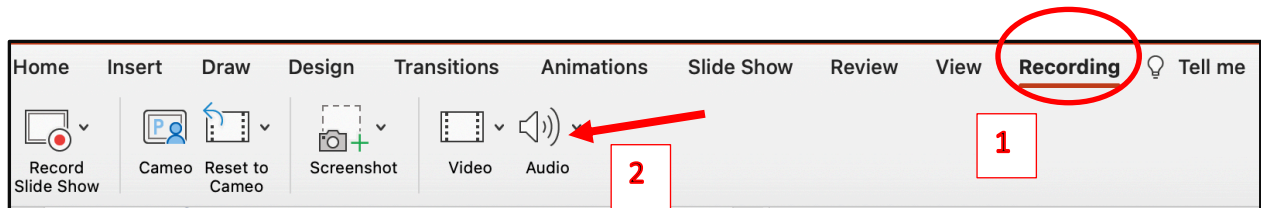
Step 2: Create a new presentation either by clicking on New + button or Blank Presentation or choose from any of the given design suggestions to get started.



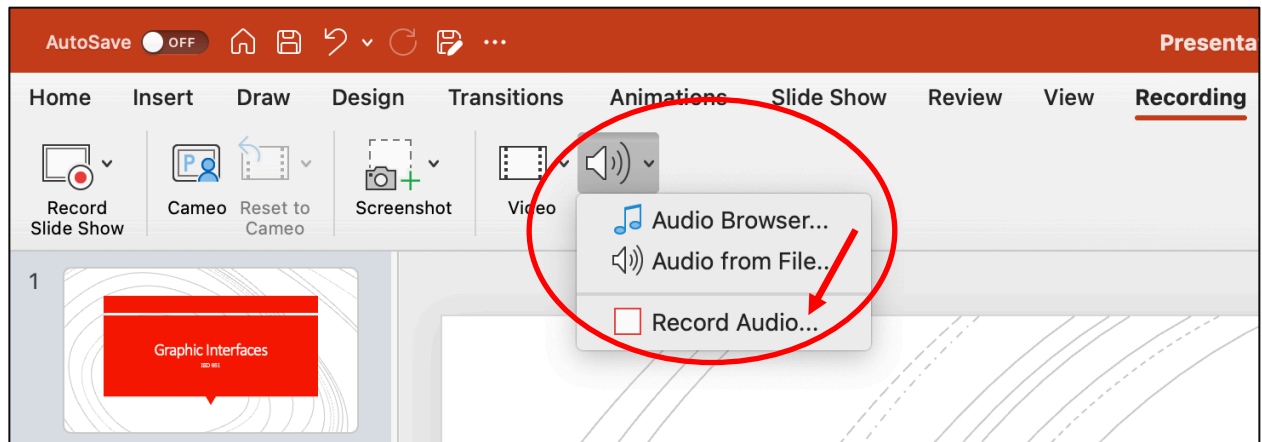
Step 3: Create slides and populate it with content you wish to communicate -texts, graphics etc.



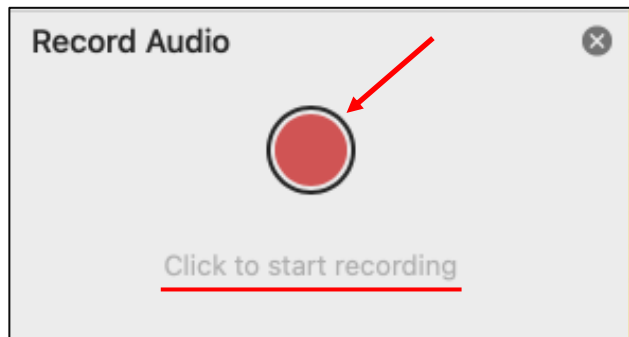
Step 4: Go to the slide you wish to Insert audio narration in. Click on the 'Recording' button (1) on the Ribbon. Then click on 'Audio' (2).



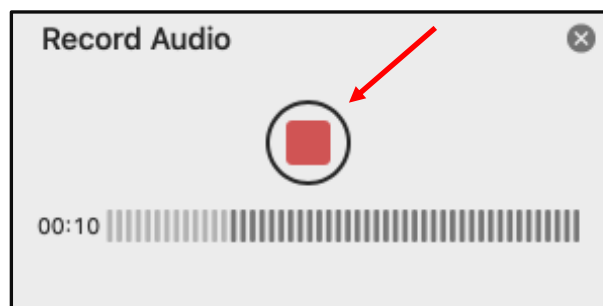
Step 5: There are three different options to embed audio into your presentation slide. Click Record Audio. (*Note: You can also either browse existing audio in your computer or choose any audio you have on your file)



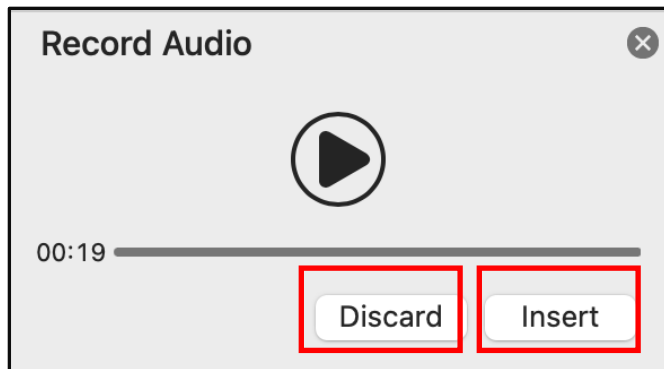
Step 6: When you are ready, press the red circle button to start recording.



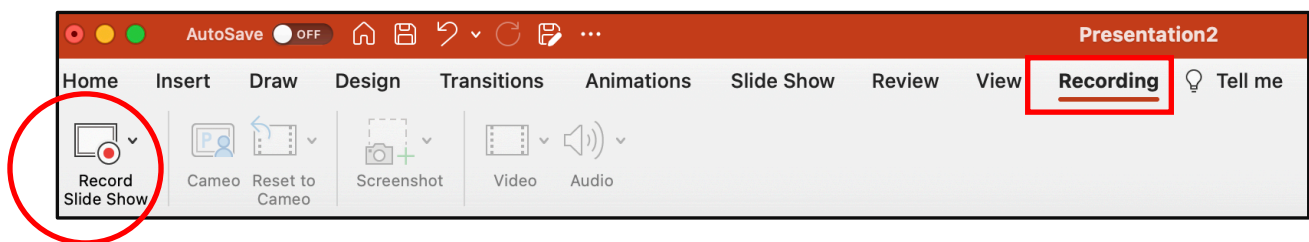
Step 7: Once you are done recording, press the red square button to stop.



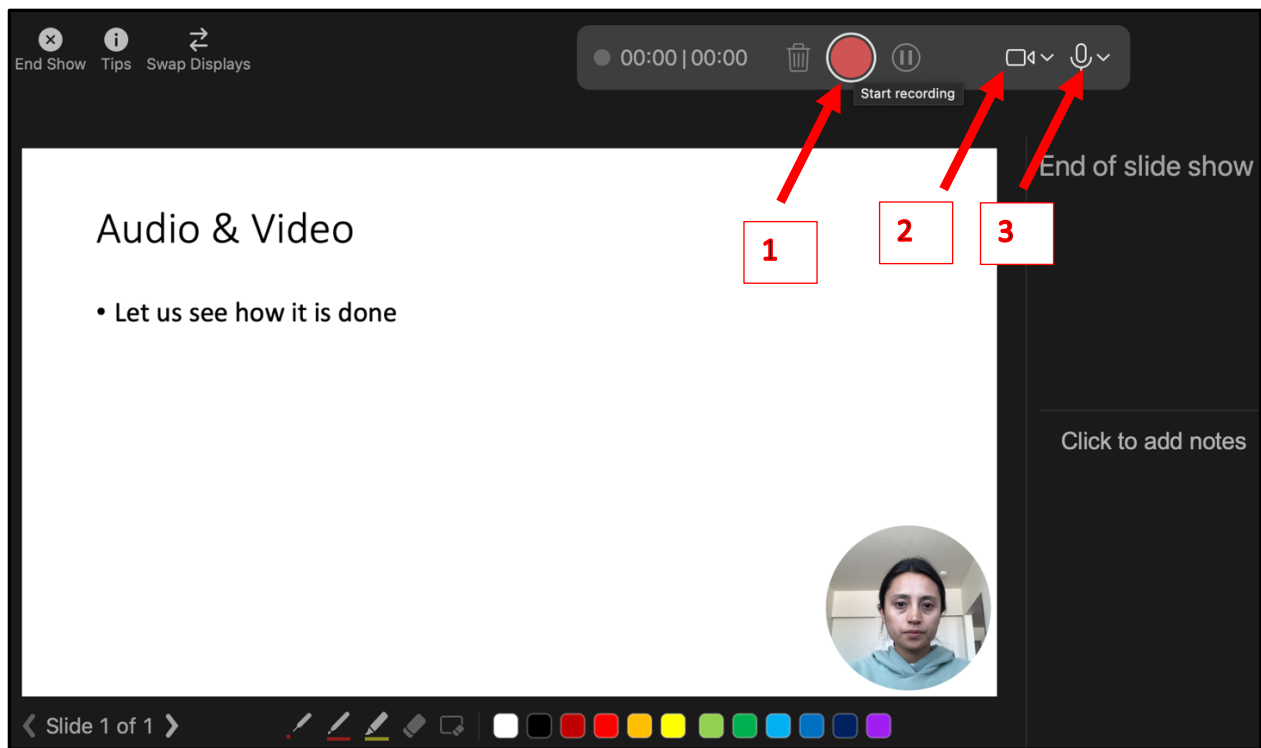
Step 8: If you are satisfied with the audio, click 'Insert'. If not, click 'Discard' it and start all over. Repeat the process for all slides.



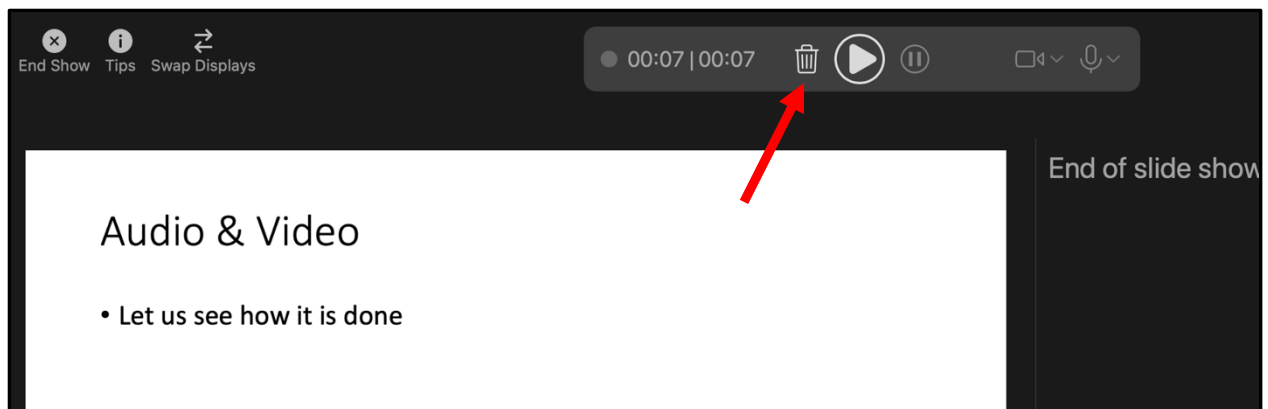
Step 9: If you wish to embed both audio and video in your presentation, select the Recording button, and select Record Slide Show.



Step 10: Once you are ready, press the red circular button (1) to start recording. You can press the video icon (2) to turn your video on/off. The mic button (3) to turn your sound on/off.

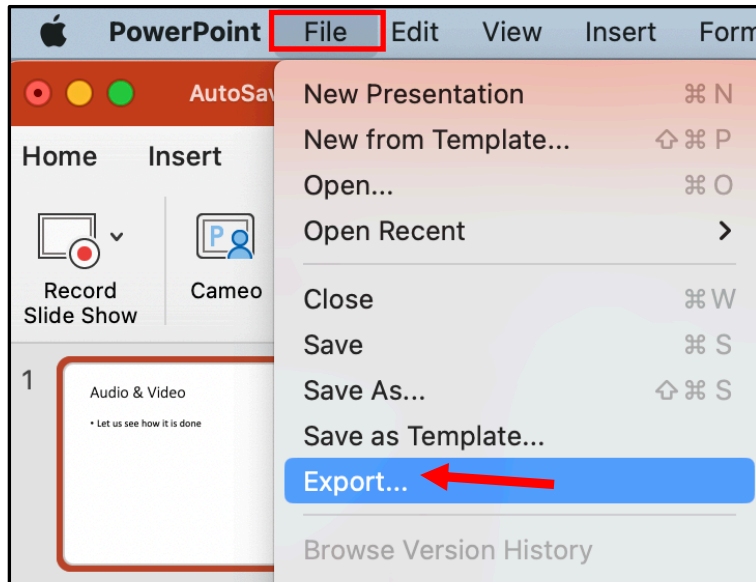


Step 11: Press the same button to stop recording. If you are not satisfied with the video, you can click delete (trash can symbol) and start all over. Once you are satisfied you can now click on 'End Show' at the top left corner.

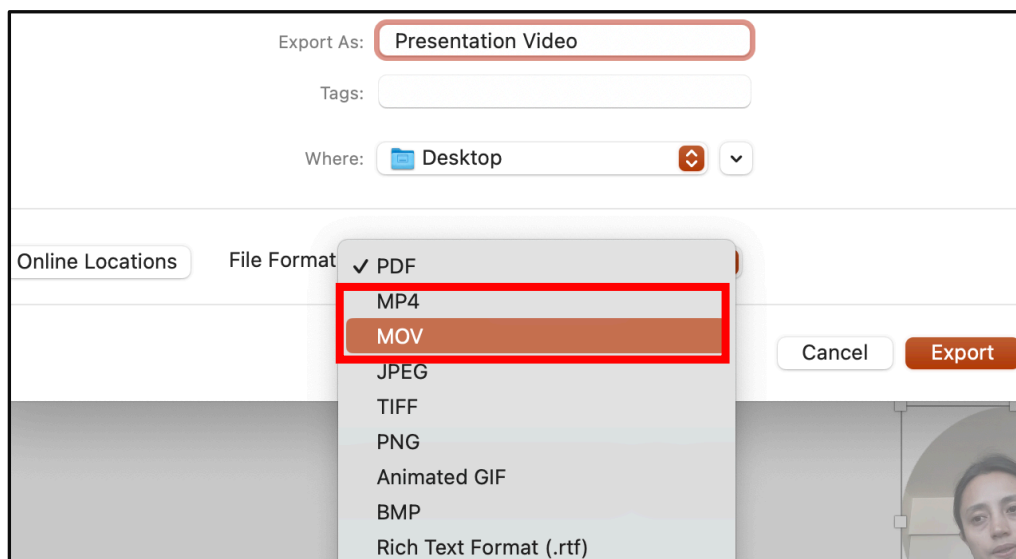


Step 12: Repeat the process for all slides where you wish to present/speak.

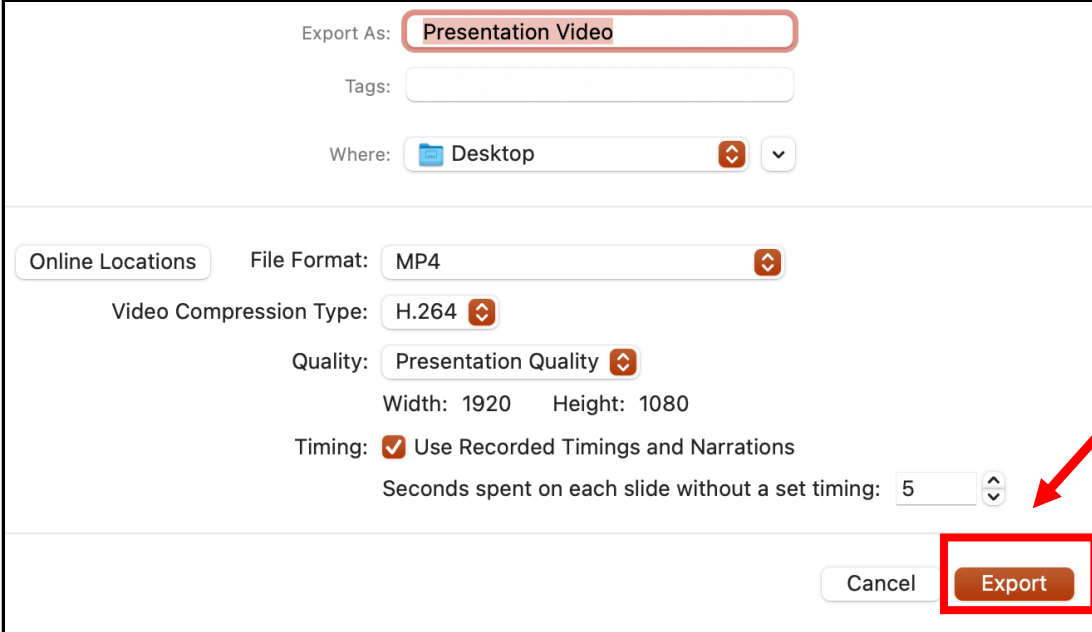
Step 13: Once you are done, you can import the PowerPoint Presentation as a single video. For this click on File and click on Export.



Step 14: Select either mp4 or mov format to save the file in video format. Specify the name (type) of the file you want to Export As, and Where (location) of the export.






Step 15: Click Export. Once the export is completed, you will be able to access the presentation video in the specified location.





The image shows a dialog box for exporting a presentation. At the top, 'Export As:' is set to 'Presentation Video'. Below it is a 'Tags:' field. The 'Where:' dropdown is set to 'Desktop'. A horizontal separator line follows. On the left, there is a tab labeled 'Online Locations'. To its right, 'File Format:' is set to 'MP4'. Below that, 'Video Compression Type:' is set to 'H.264'. Then, 'Quality:' is set to 'Presentation Quality'. Below the quality dropdown, the dimensions 'Width: 1920' and 'Height: 1080' are displayed. The 'Timing:' section has a checked checkbox for 'Use Recorded Timings and Narrations'. Below this, a text input shows 'Seconds spent on each slide without a set timing: 5'. At the bottom right, there are two buttons: 'Cancel' and 'Export'. The 'Export' button is highlighted with a red rectangle, and a red arrow points to it from the right side of the dialog.


Export As: **Presentation Video**

Tags:

Where:  Desktop  

Online Locations File Format: **MP4** 

Video Compression Type: **H.264** 

Quality: **Presentation Quality** 

Width: 1920 Height: 1080

Timing: ☒ Use Recorded Timings and Narrations

Seconds spent on each slide without a set timing: 