

# Record knowledge clip / lecture via PowerPoint

You can buy Office 2016 or 365 on SURFspot using your UMC-account.

<https://www.surfspot.nl/software/microsoft-office.html>

## Introduction

With different versions of PowerPoint, such as Office 365, PowerPoint 2019, PowerPoint 2016, it is possible to convert your slideshow into a PowerPoint Show with narration.

## Steps to record a slideshow

1. Save the presentation as .pptx
2. Click the tab "Slideshow" > "Record Slideshow"
3. Check if the microphone icon at the bottom right is on (and the camera off)
4. Click the red record button at the top left

More information about recording a slideshow (.pptx) can be found here:

<https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0B9502C6-5F6C-40AE-B1E7-E47D8741161C>

## Saving the recording

**(Please take notice! An mp4-file is necessary to load the recording on Mediasite)**

After finishing the recording the presentation can be saved as .ppsx (PowerPoint show) or as .mp4-file. Click file and click save as. Subsequently, select a location on the computer and select how to save the file.

Bestandsnaam:	Presentatie1
Opslaan als:	PowerPoint-presentatie

A PowerPoint with audio can also be exported to a mp4-file. Click file → click export → click make a video. Please take notice that it may take a while before the video is done (dependent on the length of the presentation). The progress can be seen in a bar at the bottom of your screen.



## Sharing the file and declaration of consents

See webpage <https://www.umcutrecht.nl/nl/opleidingen/afstandsonderwijs/>.