

How to record a PowerPoint presentation

With PowerPoint or OBS Studio on Windows



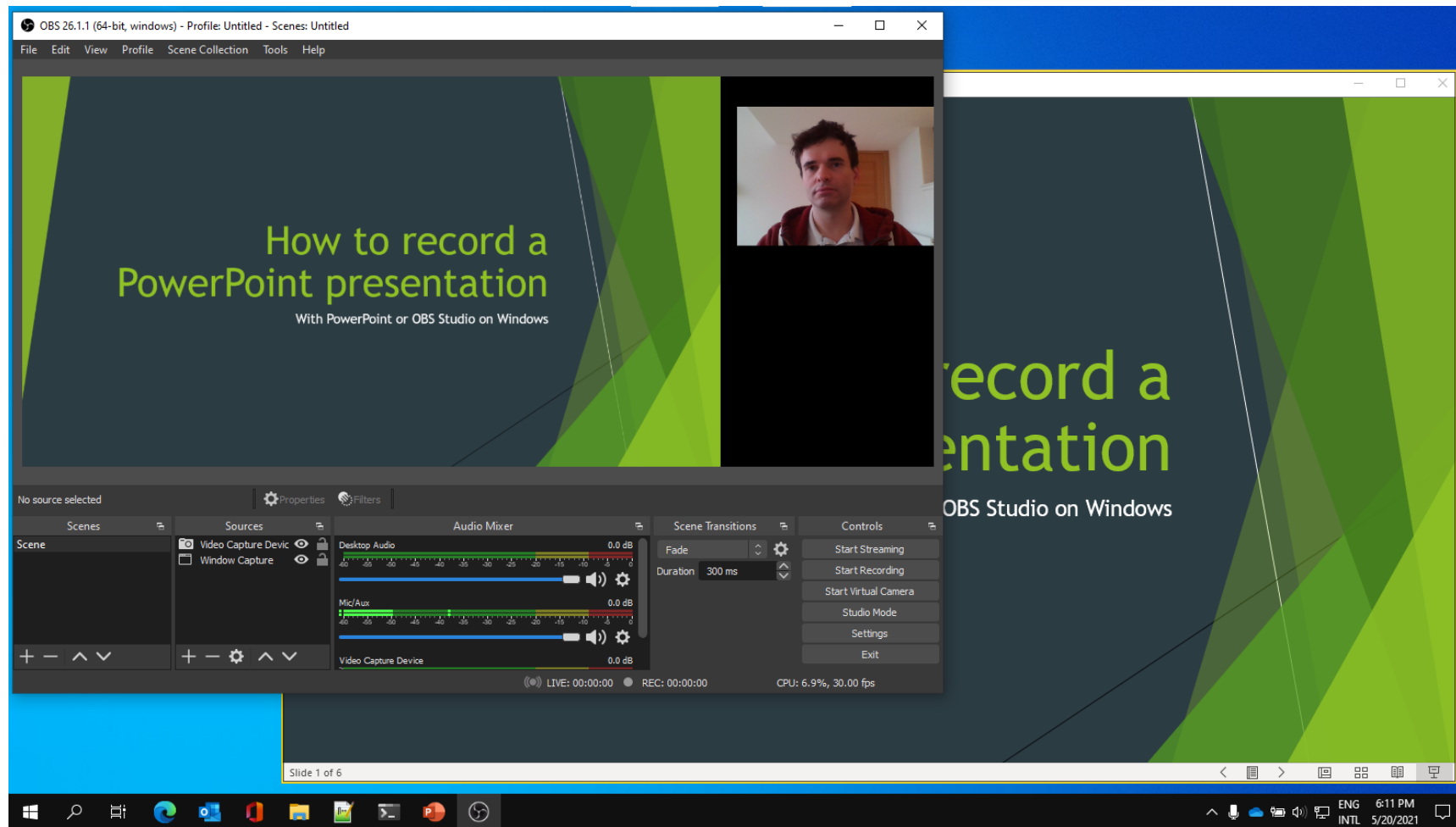
The recording interface in PowerPoint

Usage instructions on the next slide

Video tutorials on YouTube, such as [this one](#) or [that one](#)

With PowerPoint

1. Use the desktop version of PowerPoint, not the web application
2. Click on **Slide Show > Record Slide Show**
3. Adjust settings and video capture of yourself (if desired)
4. Recordings are made slide by slide rather than as a continuous video
 1. This means that your voice won't be recorded for a fraction of a second when you advance slide. To avoid a small cut in the sound, you may wish to stop talking when you advance slide.
 2. Run a few tests before jumping in your first full-length recording!
5. Use **File > Export > Create a Video** to assemble the recordings in an MP4 file
 1. Select a HD quality of 720p (1080p exports are often very large)
 2. Select **Use Recorded Timings and Narrations**
6. Recordings remain in PPTX file unless cleared via **Slide Show > Record Slide Show**



Example of window and webcam capture in OBS Studio

The presentation playing in the PowerPoint window in the background is captured by the recording program along with the video stream from the webcam. These two video sources are arranged side-by-side on a preview canvas with aspect ratio set to 21:9 in this example, but they can be arranged as desired, such as one above the other.

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With OBS Studio

Install and configure

1. Download and install [OBS Studio](#)
 1. Open Broadcaster Software is a popular open-source multi-platform recording program
 2. There are other screen recording programs, feel free to use whichever works for you
2. Follow the developers' [QuickStart Guide](#)
 1. Dual-GPU laptops, pay close attention to the [specific instructions](#)
 2. If still no video, use Windows Update to install any available GPU driver update
3. Adjust the following settings in **File > Settings**
 1. Under **Output > Recording**, select a hardware encoder if available
 2. Under **Video**, select a value of 24 to 30 frames per second (FPS)
 3. Under **Advanced > Recording**, select **Automatically remux to MP4**

With OBS Studio

Set up

1. Use the desktop version of PowerPoint, not the web application
 1. Under **Slide Show > Set Up Slide Show**, select **Browsed by an individual**. This sets up the slide show to play in the window rather than full screen. Now start the slide show.
2. Set up a **Scene** in OBS Studio
 1. Add a **Window Capture** source to capture your presentation
 1. Drag the edges of the source to resize it in the preview canvas
 2. Hold the Alt key and drag the edges to crop parts out
 2. Add a **Video Capture Device** source to capture yourself (if desired)
 1. Again, drag and Alt-drag the edges to resize and crop as desired
 3. Arrange the two sources as desired on the preview canvas. If desired or necessary, resize the canvas in **File > Settings > Video**, for instance to get rid of any top or bottom black bars. When resizing the previews canvas, also resize the output resolution to the same aspect ratio and a vertical resolution set between 720 and 1080 pixels.

With OBS Studio

Record

1. Hit Start Recording to record
 1. The **Window Capture** source is captured regardless of what obscures the actual window from view, but you need to bring it to the foreground anyway to advance the slides.
 2. You may find it convenient to use the keyboard to control the recording. You can define shortcuts to start, stop, pause, and resume the recording under **File > Settings > Hotkeys**. Avoid defining shortcuts that already exist in the captured application, as they also carry out their function there. As a suggestion, I use Ctrl+Alt+R to start and stop the recording and Ctrl+Alt+P to pause and unpause it.
 3. Run a few tests before jumping in your first full-length recording!
2. Use **File > Show Recordings** to open the folder containing your recording
 1. The recording is first saved in MKV format and then remuxed to MP4
3. [Online help](#) includes an [Overview Guide](#) and [Troubleshooting Guides](#)

Audio and video encoding

- ▶ It is critical that the audio and video streams in the resulting file are encoded in well-known formats, so that conference staff can play the file without problem on the day. For instance, the following coding formats are widely used:
 - ▶ Video: Advanced Video Coding (AVC), also known as H.264, MPEG-4 Part 10, and MPEG-4 AVC
 - ▶ Audio: Advanced Audio Coding (AAC)
- ▶ The current versions of PowerPoint and OBS Studio use those formats
- ▶ Your recording program should make it possible for you to save your recording as an MP4 file with those coding formats. Please set it up so that it does, if that is not its default configuration.