Turn your presentation into a video

When you make a recording of a presentation, all its elements (narration, animation, pointer movements, timings, and so on) are saved in the presentation itself. In essence, the presentation becomes a video that your audience can watch in PowerPoint.

So you have two options for turning your presentation into a video that's ready to view:

* Save/export your presentation to a video file format (.mp4 or .wmv), or
* Save your presentation as a PowerPoint Show (.ppsx) file. (When someone opens a PowerPoint Show file, it appears full-screen in Slide Show, ready to view immediately.)

Save as a video file in PowerPoint 2013 or 2016

After you've created your slides and [recorded any timing and narrations](https://support.office.com/en-gb/article/recorded-any-timing-and-narrations-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#officeversion=2013,_2016) and [laser pointer gestures](https://support.office.com/en-gb/article/laser-pointer-gestures-77367b36-d25b-4ed2-8c87-358bc216a1e0) that you want to include, you're ready to create a video file.

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File** > **Export** > **Create a Video**. (Or, in PowerPoint 2016 only: On the **Recording** tab of the ribbon, click **Export to Video**.)
3. In the first drop-down box under the **Create a Video** heading, select the video quality you want, which pertains to the resolution of the finished video. The higher the video quality, the larger the file size. (You may want to test them to determine which meets your needs.)

| Option | Resolution | For displaying on |
| --- | --- | --- |
| **Presentation Quality** | 1920 x 1080, largest file size | Computer and HD screens |
| **Internet Quality** | 1280 x 720, medium file size | Internet and DVD |
| **Low Quality** | 852 x 480, smallest file size | Portable devices |

1. The second drop-down box under the **Create a Video** heading tells whether your presentation includes narration and timings. (You may switch this setting if you like.)
	* If you haven't recorded timed narration, by default the value is **Don't Use Recorded Timings and Narrations**.

The default time spent on each slide is 5 seconds. You can change that timing in the **Seconds to spend on each slide** box. To the right of the box, click the up arrow to increase the duration, or click the down arrow to decrease the duration.

* + If you have recorded a timed narration, by default the value is **Use Recorded Timings and Narrations**.
1. Click **Create Video**.
2. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
3. In the **Save as type** box, choose either **MPEG-4 Video** or **Windows Media Video**.

You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

**Tip:**   For a long video, you can set it up to be created overnight. That way, it’ll be ready for you the following morning.

1. To play your newly-created video, go to the designated folder location, and then double-click the file.

Save as a PowerPoint Show

When someone opens a PowerPoint Show file, it appears full-screen in Slide Show, rather than it edit mode. The viewer begins watching the presentation immediately.

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. On the **File** menu, select **Save As**.
3. Choose the folder location where you want to store your PowerPoint Show file.
4. In the **Save as type** box, choose **PowerPoint Show (\*.ppsx)**.



1. Select **Save**.

Why turn your presentation into a video?

When you want to give a high-fidelity version of your presentation to colleagues or customers (either as an e-mail attachment, published to the web, on a CD or DVD), save it and let it play as a video.

* PowerPoint 2010 saves your presentation as a Windows Media Video (.wmv) file. (If you do not want to use the .wmv file format, you can use a third-party utility to convert your file to another format, such as .avi or .mov.)
* PowerPoint 2013 and PowerPoint 2016 can save your presentation as either an MPEG-4 video file (.mp4) or a .wmv file. Both formats are widely supported and can be streamed over the internet.

Some tips to remember when recording your presentation as a video:

* You can record and time voice narration and laser pointer movements in your video.
* You can control the size of the multimedia file and the quality of your video.
* You can include [animations](https://support.office.com/en-gb/article/animations-305a1c94-83b1-4778-8df5-fcf7a9b7b7c6) and [transitions](https://support.office.com/en-gb/article/transitions-3f8244bf-f893-4efd-a7eb-3a4845c9c971) in your movie.
* Viewers do not need to have PowerPoint installed on their computers to watch it.
* If your presentation contains an embedded video, the video will play correctly without your needing to control it.
* Depending on the content of your presentation, creating a video may take some time. Lengthy presentations and presentations with animations, transitions, and media content will likely take longer to create. Fortunately, you can continue to use PowerPoint while the video is being created

What parts of a presentation won't be included in a video?

The following items won't be included in a video that you create using PowerPoint:

* Media inserted in previous versions of PowerPoint. To include these, you can convert or upgrade the media object.

**TIP:**  For example, if you inserted the media using PowerPoint 2007, it will be linked and it will play in the presentation.  However, when you export the file as a video, the linked media will be dropped.  You can convert the file to the new file format (click the **File** tab, and under **Info**, click **Convert**), or you can right-click the media object and then click to upgrade; it will embed the file and export it correctly.

* QuickTime media (unless you have a third-party QuickTime codec named ffdShow installed and you have optimized for compatibility)
* Macros
* OLE/ActiveX controls

What to do with your video after creating it?

After you create a video, you can share it with others by using the following methods:

* Upload it to a video-sharing Web site
* [Use e-mail to send a presentation or a link to a presentation](https://support.office.com/en-gb/article/Use-email-to-send-a-presentation-or-a-link-to-a-presentation-54f8a5a7-bca5-49f0-b2e0-a65299fb3c41)
* [Save to a file share or other location](https://support.office.com/en-gb/article/Save-to-a-file-share-or-other-location-5f16db45-b12a-450d-9b82-ef606356153b)
* [Burn your slide show to a DVD disc](https://support.office.com/en-gb/article/Burn-your-slide-show-to-a-DVD-disc-5ebcc067-7083-4add-ae14-b0d671224ac8)