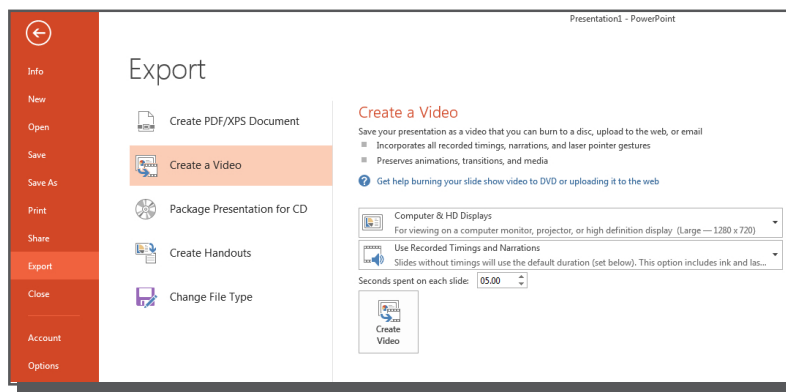# EXPORTING

EXPORTING AS A VIDEO

When you want your narrated presentation to play through as a continuous video, you need to use the **Create a Video** command.

To export as a video perform the following steps with your completed PowerPoint:

❶ Select the **File** tab then click **Export > Create a Video**

❷ Choose the quality of your video using the menu (default is **Computer & HD Displays**)

❸ Make sure **Use Recorded Timings and Narrations** is selected

❹ Click **Create Video** and choose a location to save your video
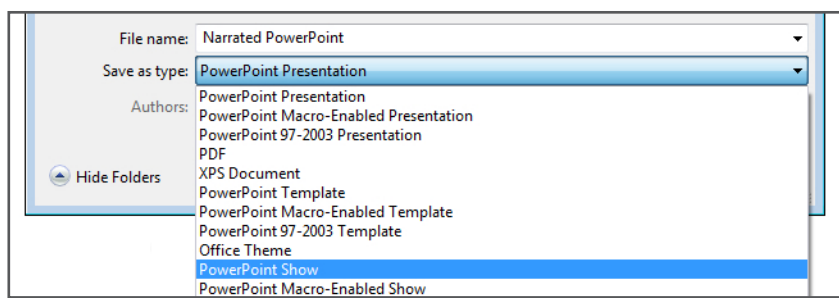

Export as a video

EXPORTING AS A POWERPOINT SHOW

If you want your students to be able to click through the presentation at their own pace, but still have your narration over each slide, you can choose to save your PowerPoint as a **PowerPoint Show**.

To do this perform the steps below:

❶ Select the **File** tab then click **Save As**

❷ Click **Browse** and choose a location to save your file

❸ Give your file a name and select **PowerPoint Show** from the **Save as type:** drop-down menu

Save as a PowerPoint Show