



Export your PowerPoint as a Video (PC - MS PowerPoint 2013)

This tutorial will show you how to:

- Publish your Narrated PowerPoint as an .mp4 (video)

***Prior to exporting your PowerPoint as a video, please record your narrated audio. For more information, please refer to our Record Audio in MS PowerPoint Tutorial*

Step 1: Click on the "File" menu

Step 2a: Click on "Export"

Step 2b: Click on "Create a Video"

Step 2c: Click on "Create Video"

Step 3a: Browse to where you would like to save your MP4, and name the file. Then click "Save"

Step 3b: To check on the status of your MP4, look at the bottom of your PowerPoint Window.

Note: By default, your MP4 will be produced at full resolution of your computer. This ensures that it when played at full screen, your video will be clear. This also means that your file size will be rather large. If you plan to share your video online or as an email attachment, it is recommended to reduce the resolution or size of your video. A free software that can assist you with this, is [Any Video Converter](#). It is available on both PC and Mac.

If you have any questions, please email our office at kongk@ctahr.hawaii.edu. Last Updated 04/2014

