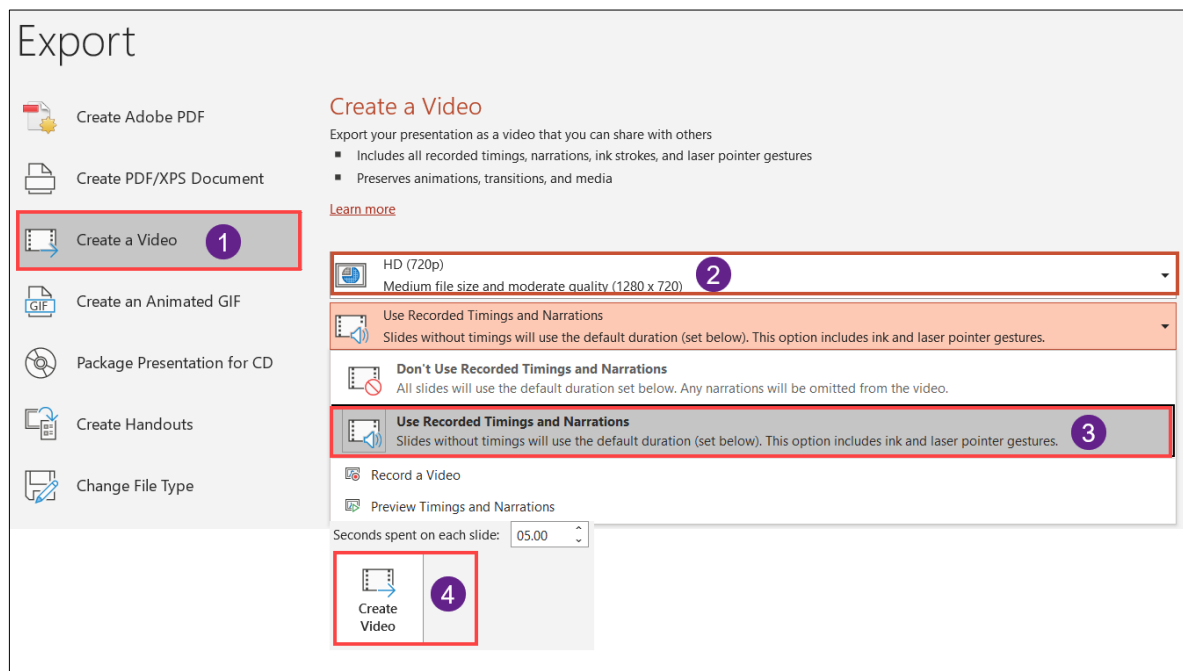# Guide: How to Save Your PowerPoint as a Video

This guide refers to O365 version of PowerPoint.

After you've created your slides and recorded any timing and narrations and laser pointer gestures 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, on the **Recording** tab of the ribbon, click **Export to Video**.)
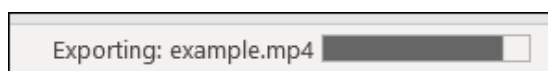

3. In the first drop-down box under the **Create a Video** heading, select the **video quality** you want, which pertains to the resolution of the finished video. The higher the video quality, the larger the file size. (You may want to test them to determine which one meets your needs.)

Option	Resolution	For displaying on
Ultra HD (4K)*	3840 x 2160, largest file size	Large monitors
Full HD (1080p)	1920 x 1080, large file size	Computer and HD screens
HD (720p)	1280 x 720, medium file size	Internet and DVD
Standard (480p)	852 x 480, smallest file size	Portable devices

N.B. The **Ultra HD (4K)** option is only available if you're using Windows 10.

4. 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.)

   a. 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.

   b. If you *have* recorded a timed narration, by default the value is **Use Recorded Timings and Narrations**.

5. Click **Create Video**.

6. 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**.

7. In the **Save as type** box, choose **MPEG-4 Video (.mp4)**.

   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.

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