

Converting Older PowerPoint files (.ppt files)

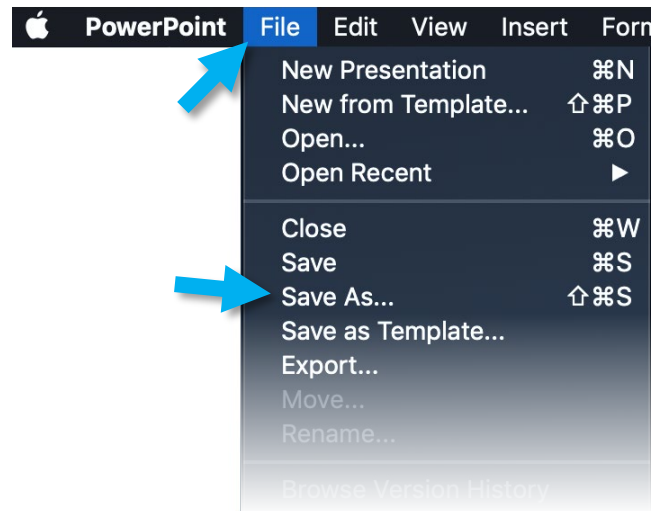
MAC INSTRUCTIONS

If your PowerPoint is saved in an older .ppt file format, you should first convert the file to the newer .pptx file format before recording. Recording using the older .ppt format often causes problems such as missing or unplayable recordings. If your PowerPoint has a filename ending in .ppt (“MyPowerPoint.ppt”) or if the top of the PowerPoint window shows “**Compatibility Mode**” as in the image below, you should convert the file to the newer format.

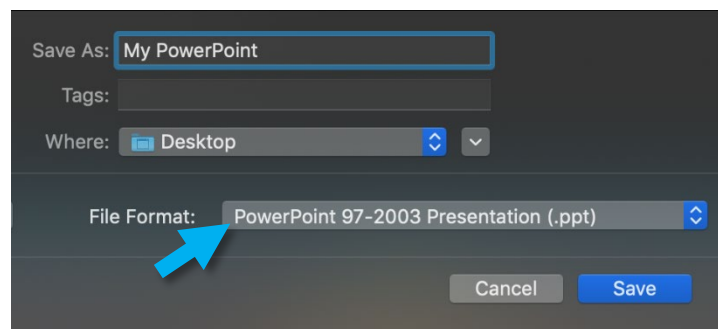


To convert a .ppt file to a .pptx file:

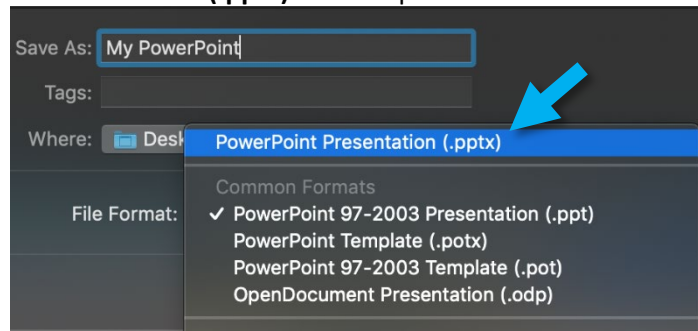
1. Open the file in PowerPoint, then click **File** in the toolbar.
2. Click **Save As...** in the dropdown menu that appears.



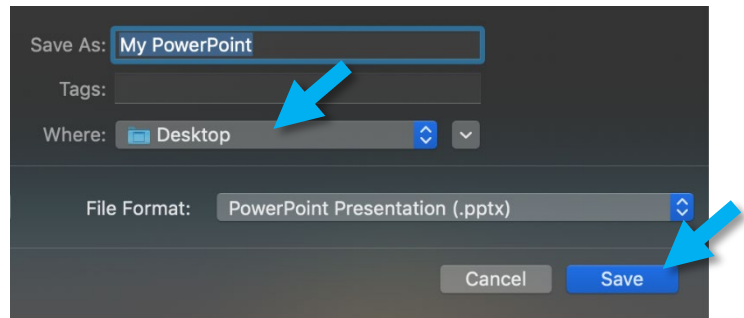
3. In the window that appears, click the **File Format** dropdown menu.



- In the dropdown menu, click **PowerPoint Presentation (.pptx)** at the top of the list.



- Select the location where you wish to save the new file and click **Save**.



Your new file is now saved and ready to record.



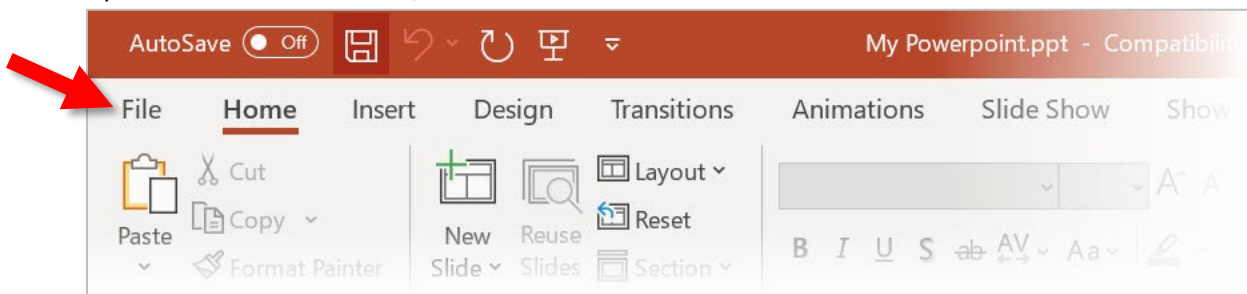
WINDOWS INSTRUCTIONS

If your PowerPoint is saved in an older .ppt file format, you should first convert the file to the newer .pptx file format before recording. Recording using the older .ppt format often causes problems such as missing or unplayable recordings. If your PowerPoint has a filename ending in .ppt (“MyPowerPoint.ppt”) or if the top of the PowerPoint window shows “**Compatibility Mode**” as in the image below, you should convert the file to the newer format.

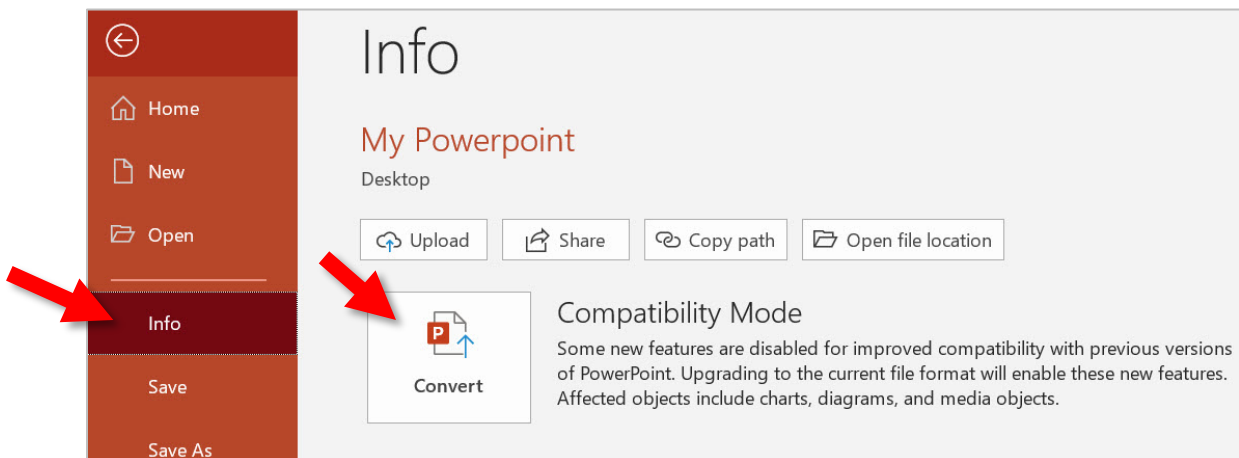


To convert a .ppt file to a .pptx file:

1. Open the file in PowerPoint, then click **File** in the toolbar.



2. Click **Info** then click **Convert**.



3. In the window that appears, select the location where you wish to save the new file and click **Save**.

Your new file is now saved and ready to record.