

HOW TO: **RECORD YOUR POWERPOINT PRESENTATION**

- Select **Slide Show > Record Slide Show**.
- Choose from two options:
 - **Start Recording from Beginning** - to record from the beginning of a presentation.
 - **Start Recording from Current Slide** - to record from a specific slide.
- **Video Recording Window:**
- **Notes** (at top middle) allows you to read your notes and change the font size.
- **Settings** (top right corner) to select Microphone and Camera being used.
- **Camera On/Off Icon** (bottom right corner) is the button to toggle your camera window off and on.
- Click **Record** to begin recording (the red **Record** button in the top left corner).
- Start speaking or add markings to your presentation.
- **Important Note:** Audio doesn't record when slide transitions happen so advance your slide before speaking.
- **Recording Buttons** (located in the left corner)
 - **Record** - to pause a recording.
 - **Stop** - to end a recording.
 - **Replay** – to review a recording.
- **Laser Pointer, Pen, Highlighter, or Eraser** - to use the pointer, ink, eraser, or highlighter tools in your recording. This feature is located at the bottom of your screen in record mode.

Edit or Redo a Recording on a Slide

If you make a mistake on a slide and want to re-record the narration for that individual slide, follow the steps below.

- Stop the recording by using the **Stop** button (upper left).
- Select the **CLEAR** button (at right), choose **Clear Recording on Current Slide**. This will erase your narration.
- Select the **Record** button to begin a new recording for the current slide.
- Note that you can stop and clear recordings as many times as you need.

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Review Recording

When you're done recording the entire presentation, watch it to make sure it looks and sounds as you want. To watch the presentation, exit the recording window by clicking **Stop** in the top left corner and then the **ESC** button on your keyboard.

To play the presentation from the standard PowerPoint interface screen, select the "**Slide Show**" button in the lower right corner to bring the presentation full screen and begin playback.

If needed, you can still redo a slide by following the steps in the previous section of this document

Save Recordings

When you're satisfied with your recording, save and share a new version of your presentation. Save it with the letters "REC" (for recording) at the end of the existing name. This will keep your original presentation intact and save a second version with the narration.

To exit the recording window, hit **Stop** in the top left corner and then **ESC** button on your keyboard.

- Select **File > Save As**.
- Select the location where you will save your presentation.
- Under **Save As**, add the letters "REC" to the end of the existing name.
- Select **Save**.

Save To Video

1. Select **File > Export > Create a Video**.
2. Select the quality of the **video**: (HD720p)
3. Select **Use Recorded Timings and Narrations**.
4. Select **Create Video**.
5. Enter a file name and then browse to the location you want to save your **video**.