

- 1
 - 2
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 - 5
- 1 This is a presentation used to demonstrate PowerPoint. Presentation Title
- 2 Slide 1 This is the first slide. 1
- 3 Slide 2 This is the second slide. Swans after the first slide.
- 4 Slide 3 This is the third slide. Swans after the second slide. 3
- 5 End of Presentation



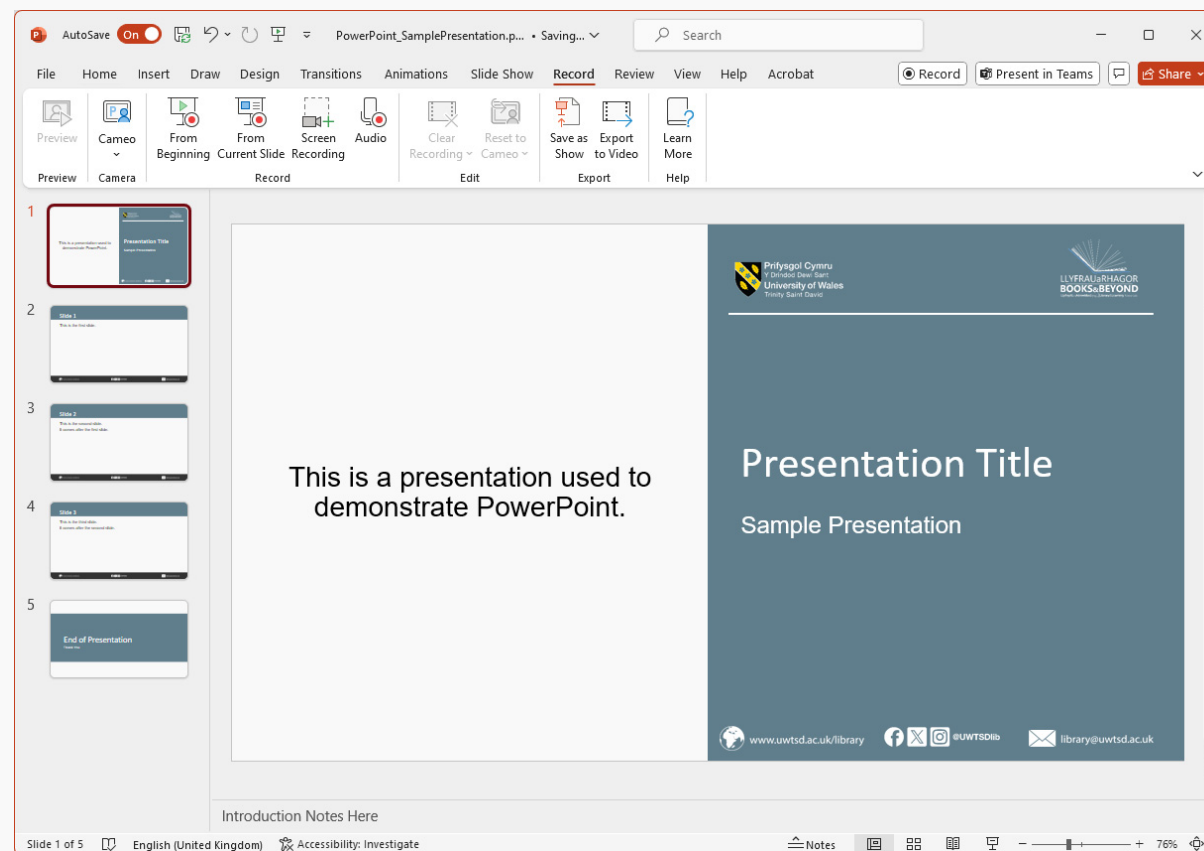
PowerPoint

Recording Your Presentation

Prepare To Record - 1

You will need:

- A PowerPoint presentation open in the **PowerPoint application** on your computer.
Note: PowerPoint Online does not have the features described in this guide.
- A **microphone**, such as:
 - a webcam microphone
 - headset/earbuds with a microphone
 - the microphone built into your laptop.



Prepare To Record - 2

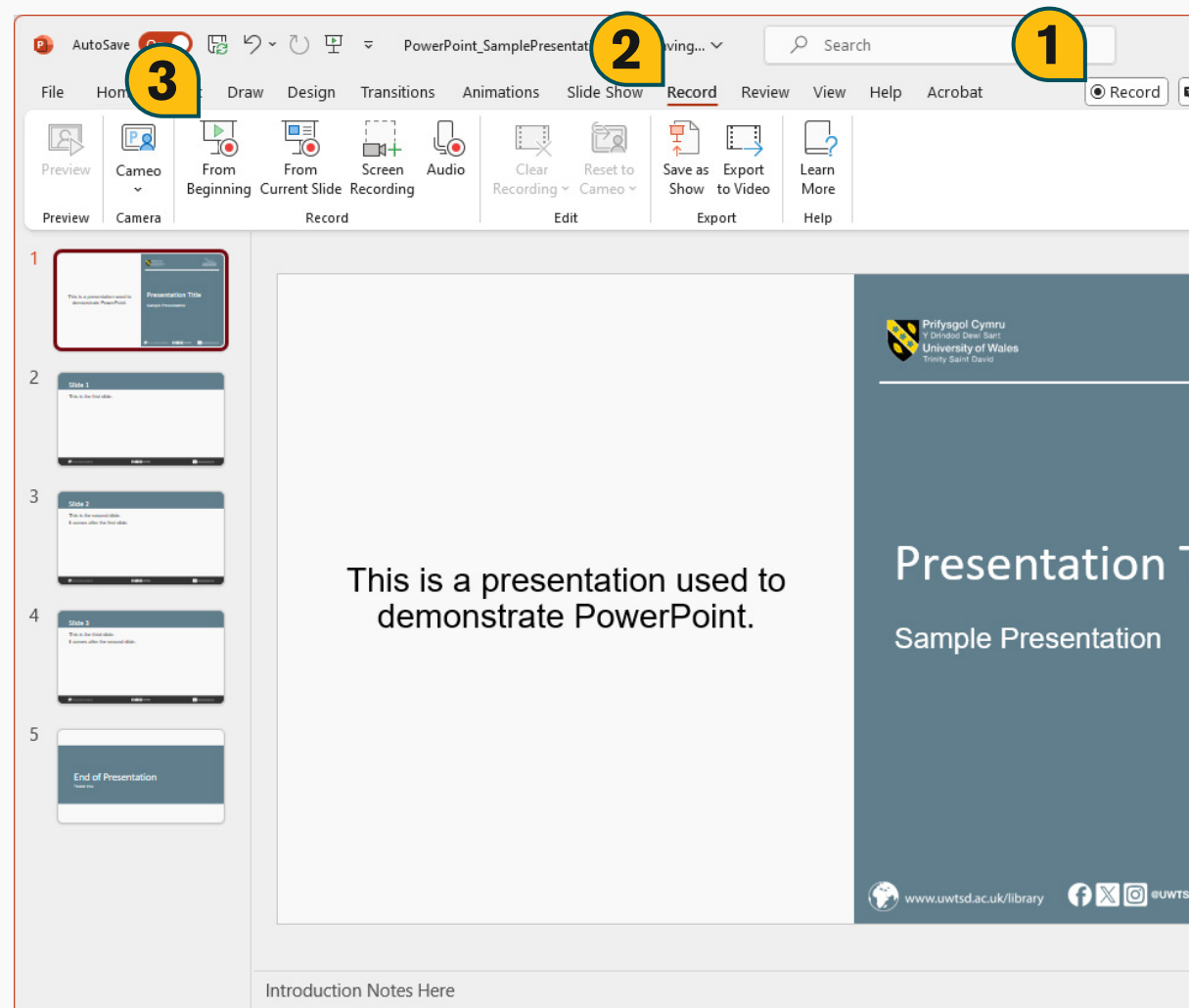
To start recording, you can **either**:

1. Click on the **Record** button top-right of the PowerPoint window.

Or you can:

2. Select the **Record Menu**.
3. Click on **From Beginning**.

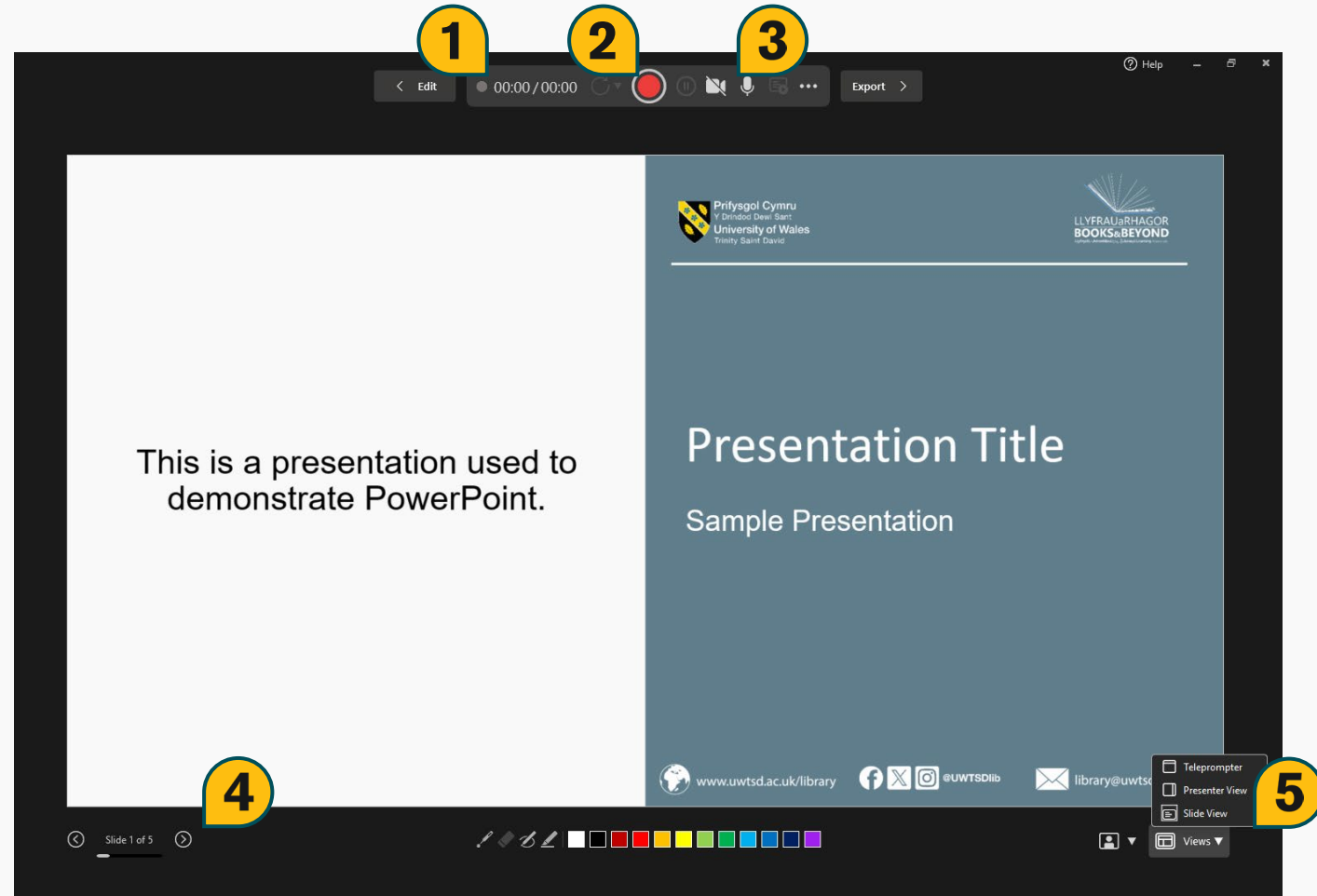
Either of these methods will launch your presentation and open the recording window.



Prepare To Record - 3

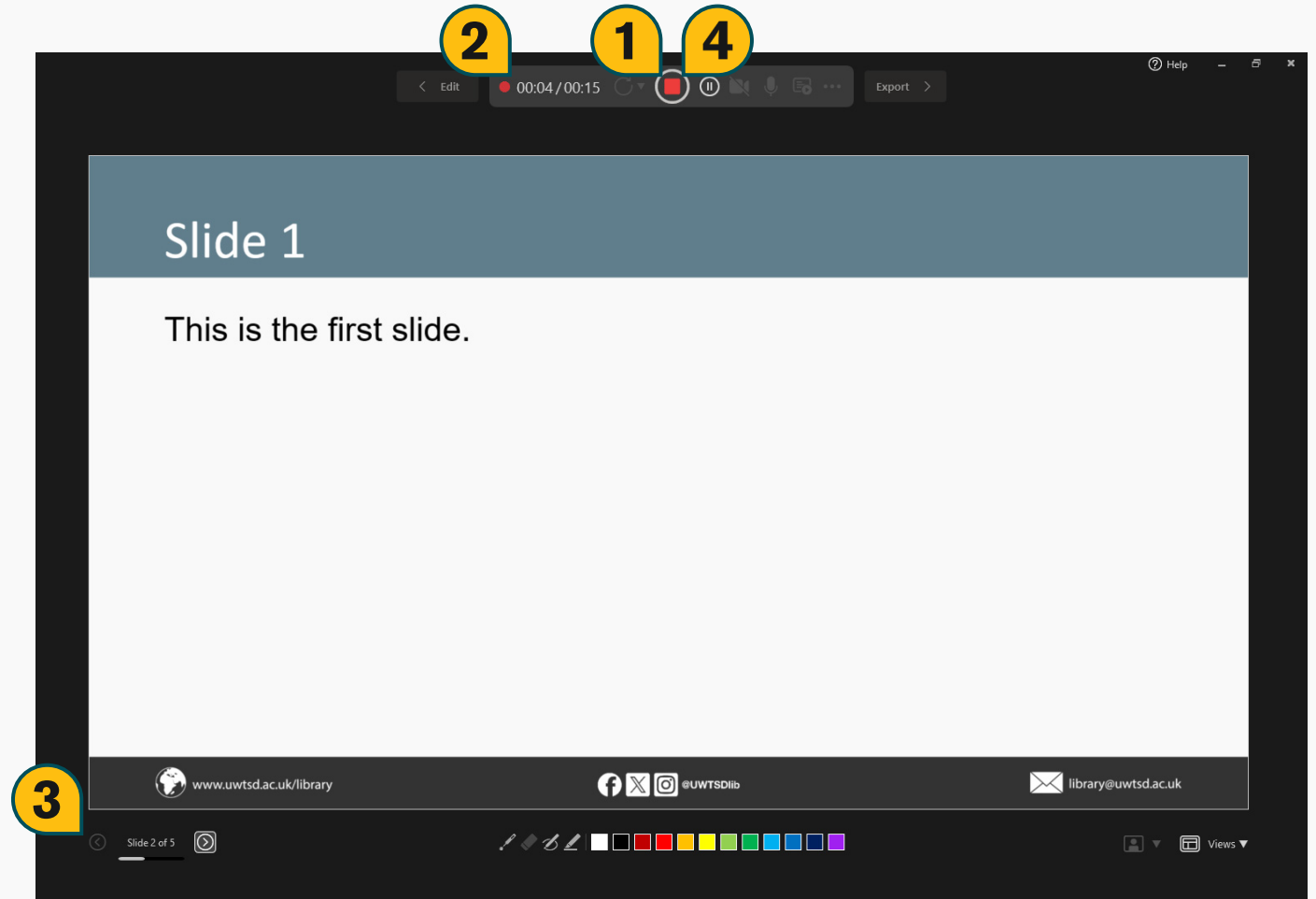
The recording window has:

1. A timer for your presentation
2. Record Button
3. Camera & Microphone On/Off buttons
Turn the camera off to record voice-only.
4. Slide forward & back buttons
5. View options:
 - *Teleprompter* and *Presenter* views will show any notes you have added.
 - *Presenter* view will also show a small preview of the next slide.
 - *Slide* view shows the current slide at full-screen size.



Record Your Presentation

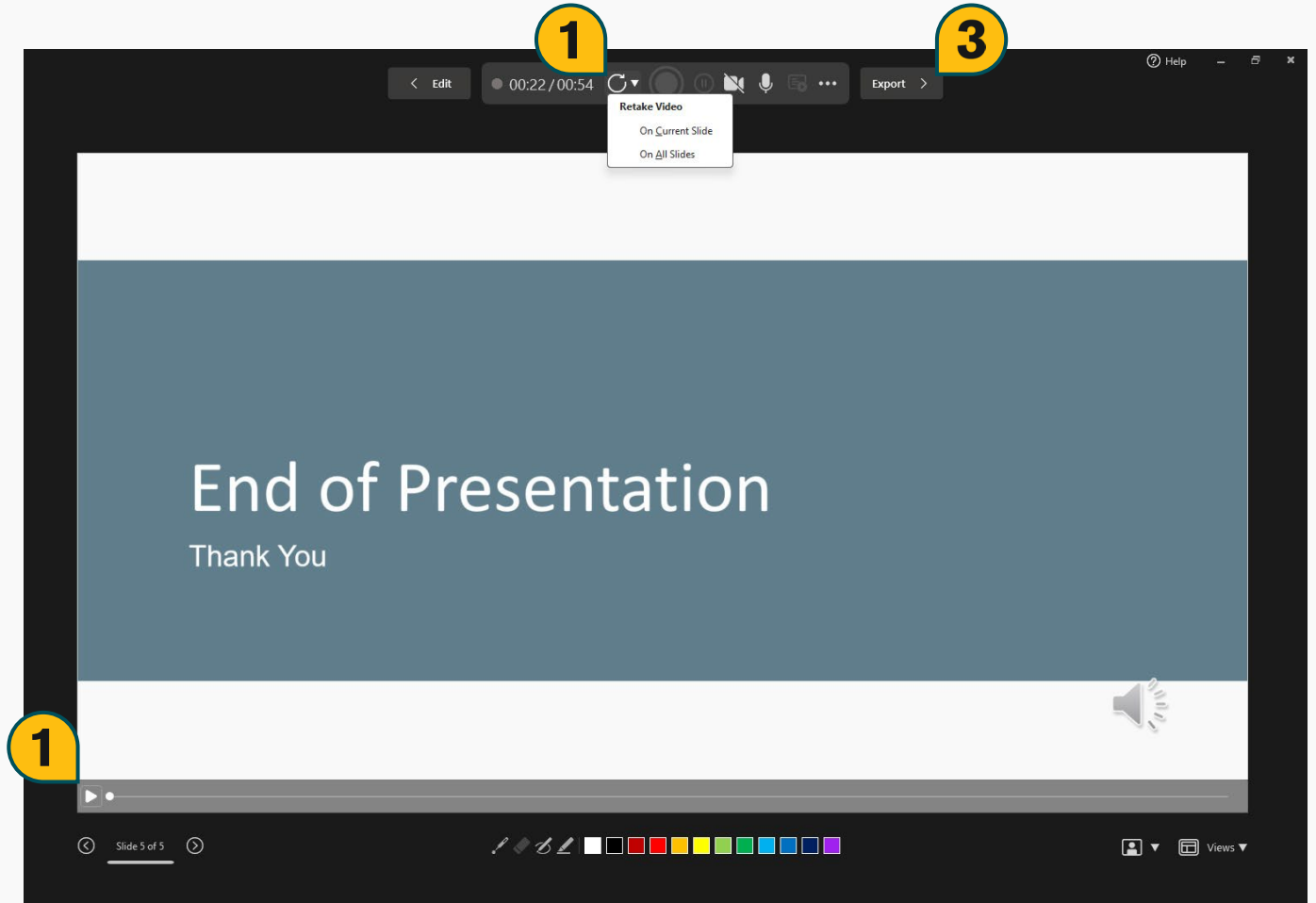
1. Click the **Record** button to start recording
2. After a short on-screen countdown, your recording will start. The **timer** will begin counting, and a red recording indicator will appear by the timer.
3. Use the **slide controls** or your arrow keys to move through slides while recording your presentation.
4. Click the **Record** button again to stop recording when your presentation is finished.



Check Your Recording

When the recording has finished:

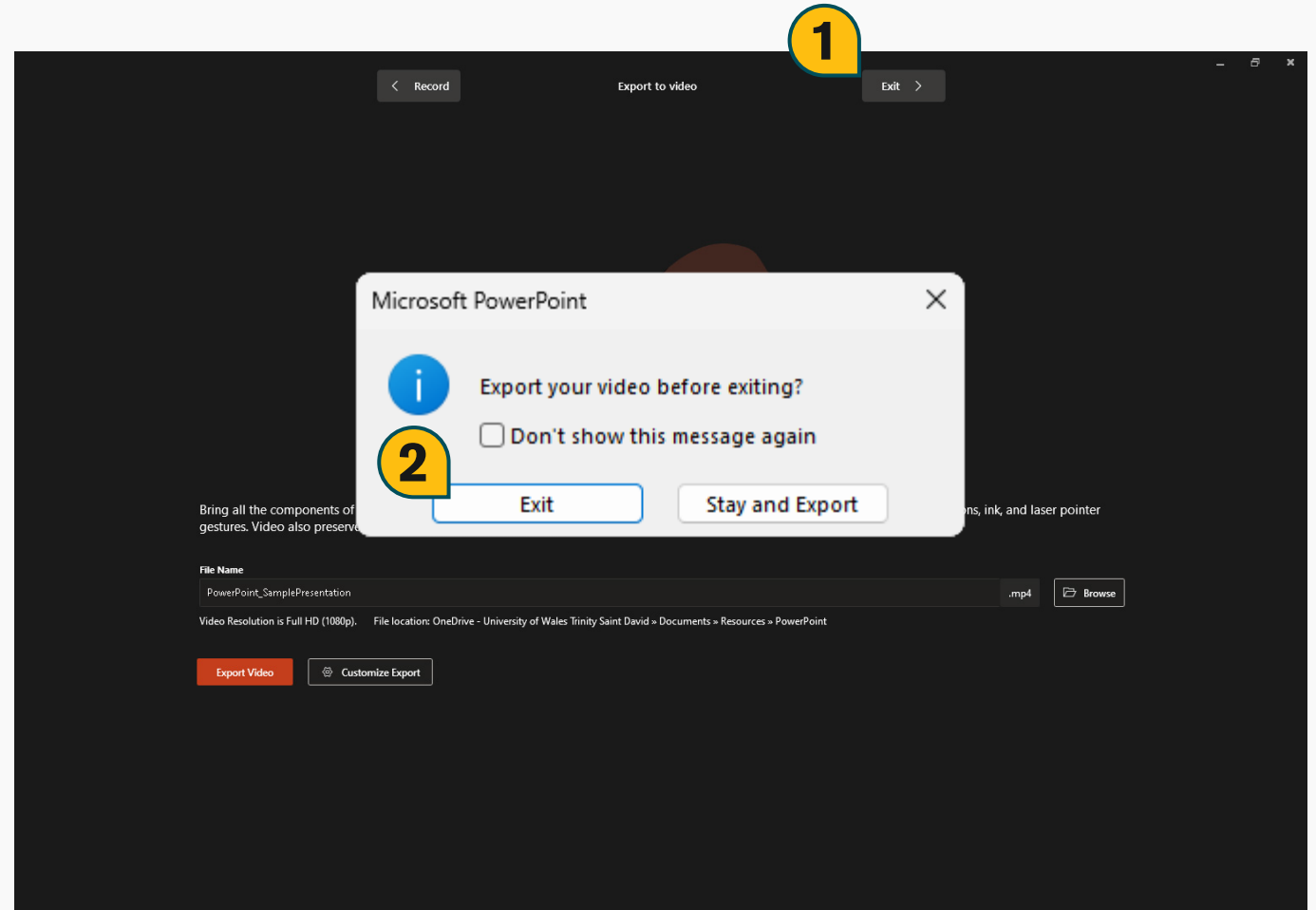
1. You can **play the recording** to check it.
2. If you want to try again, you can select **Retake Video**.
3. If you are happy with the recording, click **Export**. This will take you to the Export window.



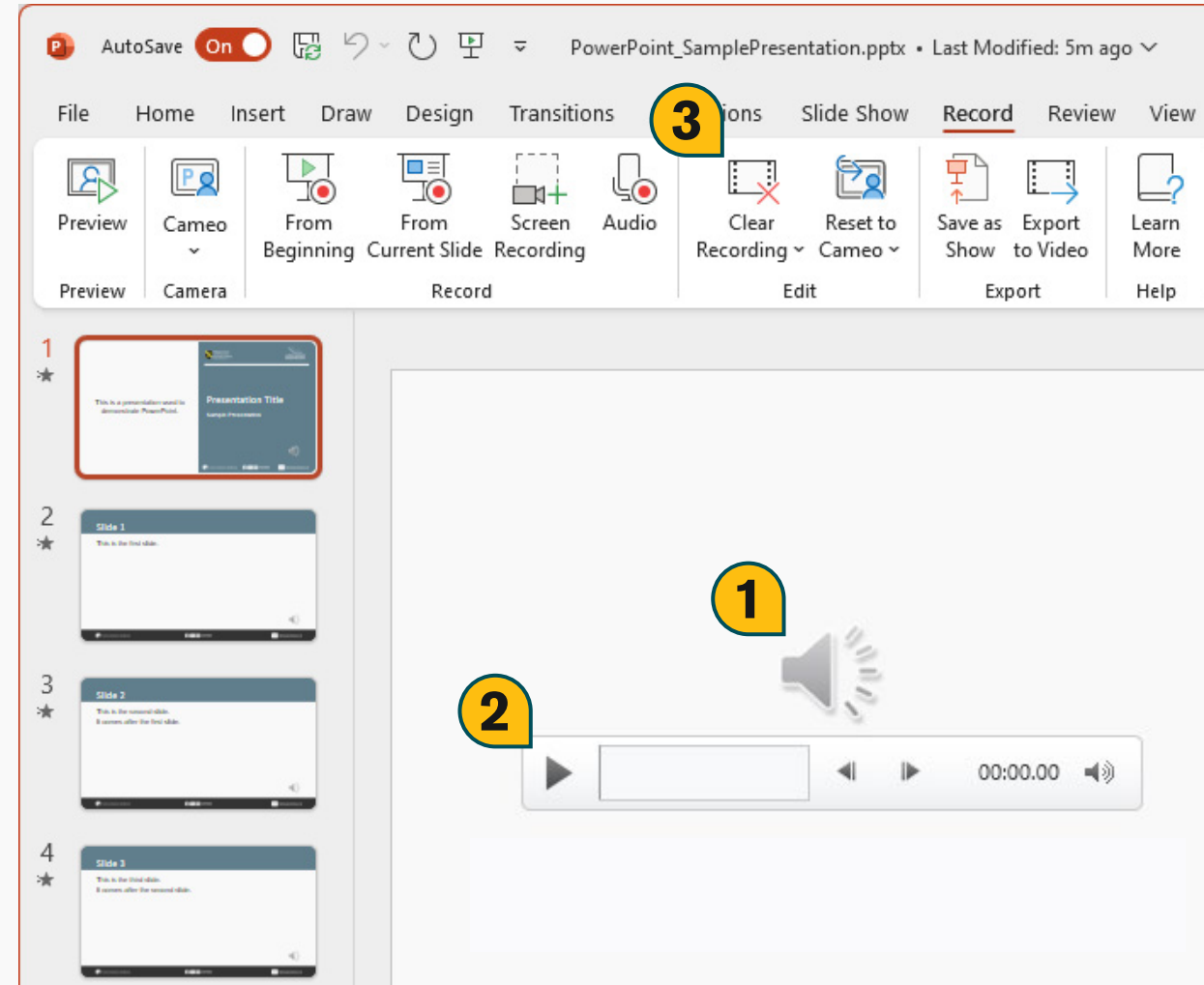
In The Export window:

1. Click **Exit** to return to the main PowerPoint window.
2. A small window will appear to confirm exit. Click **Exit**.

Note: Your recordings are saved inside the PowerPoint presentation file. You only need to export video if you require an MP4 video file of your presentation.



1. Each slide with a recording will now have a **loudspeaker icon** to indicate recorded audio.
2. You can click on this icon to play back the audio.
3. To delete a recording, select **Clear Recording** from the Record menu above. You will have the option to clear the recording for all slides, or this slide only. *Be careful which option you choose!*
4. You can re-record your presentation by repeating the instructions on the previous slides.



[Resource Finder - The DigiCentre UWTSD](#)

[Record a slide show with narration and slide timings - Microsoft Support](#)

[Add and record audio in PowerPoint - Microsoft Support](#)