

# Recording a PowerPoint presentation with audio

## Technical requirements

- Computer
- Headset (with microphone)
  - For better sound quality we recommend using a headset instead of the built-in microphone
- Microsoft Office

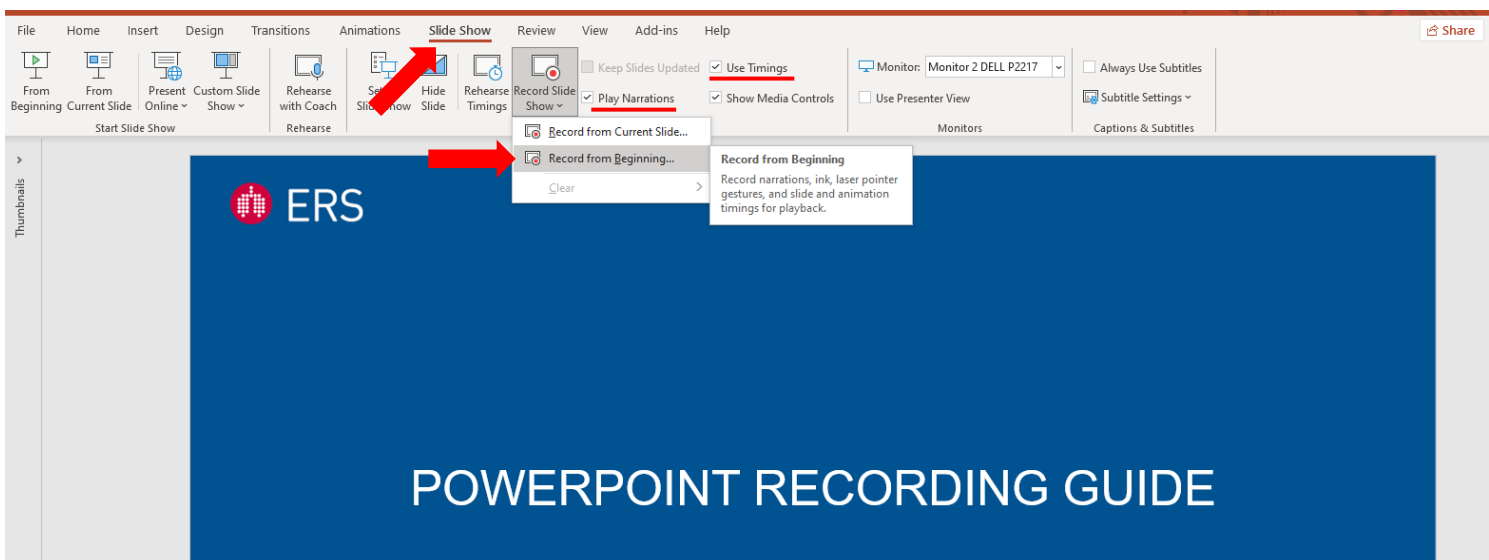
## PowerPoint

Once you have your slides ready:

- Locate Slide Show
- Record Slide Show
- Please keep the “Play Narrations” and “Use Timings” box ticked as shown below.

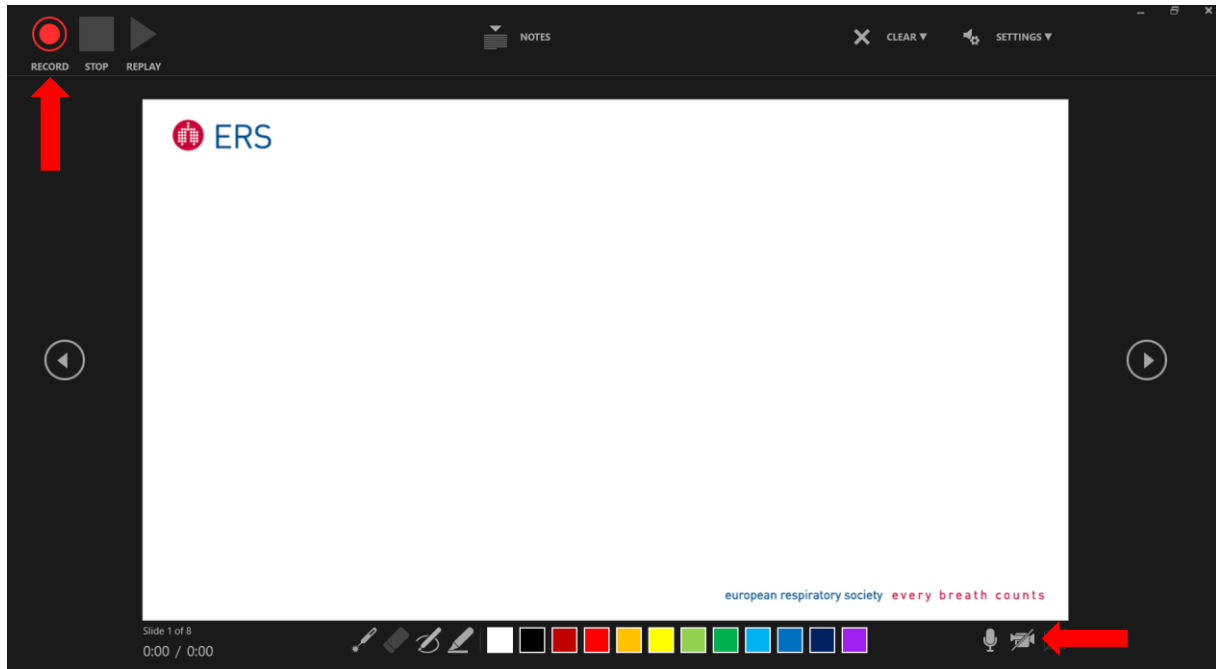
Choose from two options:

- Start Recording from Beginning - to record from the beginning of a presentation.
- Start Recording from Current Slide - to record from a specific slide.



A new window will open with your presentation. The camera should be **disabled** as shown on the bottom right of the window.

To record, please click on the Record button on the top left of the screen:



## Manage recordings

There are different ways to manage recordings in your presentation:

- Pause - to pause a recording.
- Close - to end a recording.
- Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.

## Saving your recorded presentation

Please save your presentation in pptx format.

## More information

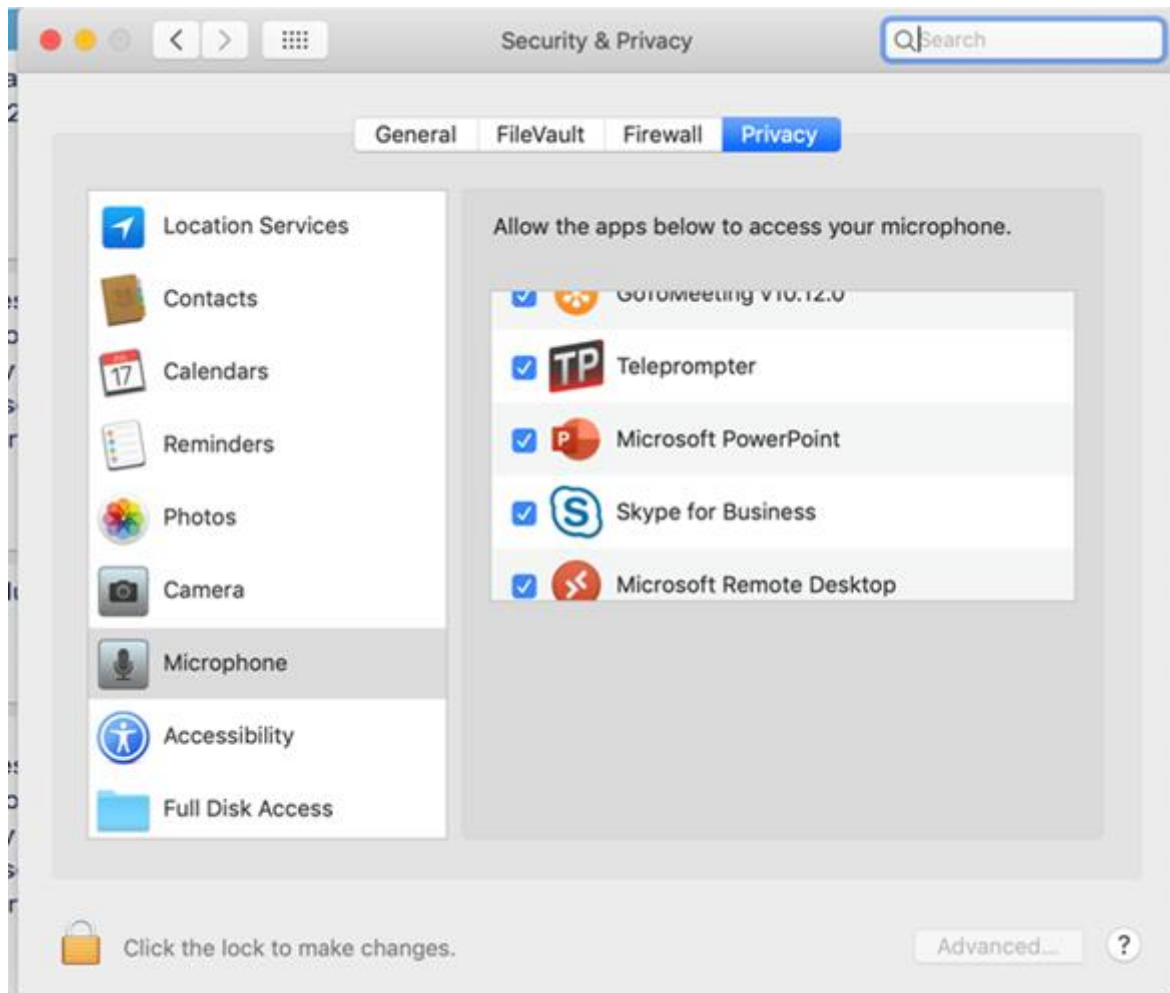
Find more information and watch a short instructional video here: [Record a presentation](#)

**Please find instructions for Mac and Microsoft 2010 below.**

## Instructions for Mac

Please activate your microphone specifically for PowerPoint:

- Go in apple system preferences
- Privacy and security
- Privacy
- Click for MS powerpoint after having open the lock for changes



## Instructions for Microsoft 2010

Please locate Slide Show → Record Slide Show → Start Recording from Beginning.

Please keep the “Play Narrations” and “Use Timings” box ticked as shown below:

