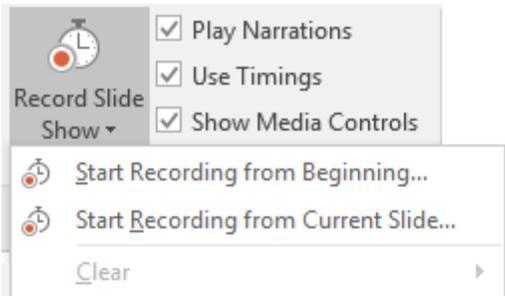


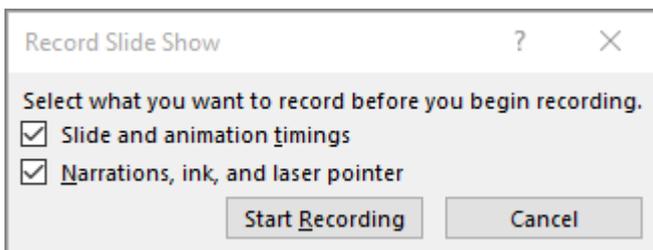
Record a slide show with narration

1. With your presentation open, select the **Slide Show** tab and click **Record Slide Show**.
 - Clicking the upper half of the button starts you on the current slide.
 - Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



(The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is greyed out unless you have previously recorded some slides.)

2. In the **Record Slide Show** box, check or clear the boxes for your recording, and click **Start Recording**.

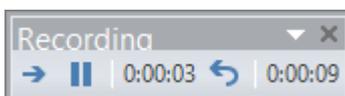


More about these options:

- **Slide and animation timings:** PowerPoint automatically records the time you spend on each slide, including any [animation](#) steps that occur, and the use of any triggers on each slide.
- **Narrations, ink, and laser pointer:** Record your voice as you run through your presentation. If you use the pen, highlighter, eraser, or laser pointer, PowerPoint records those for playback as well.

Important: Pen, highlighter, and eraser recording are available only if you have the [February 16, 2015 update for PowerPoint 2013](#) or a later version of PowerPoint installed. In earlier versions of PowerPoint, pen and highlighter strokes are saved as ink annotation shapes.

3. At the top left corner of the window is the **Recording** toolbar, which you can use to:



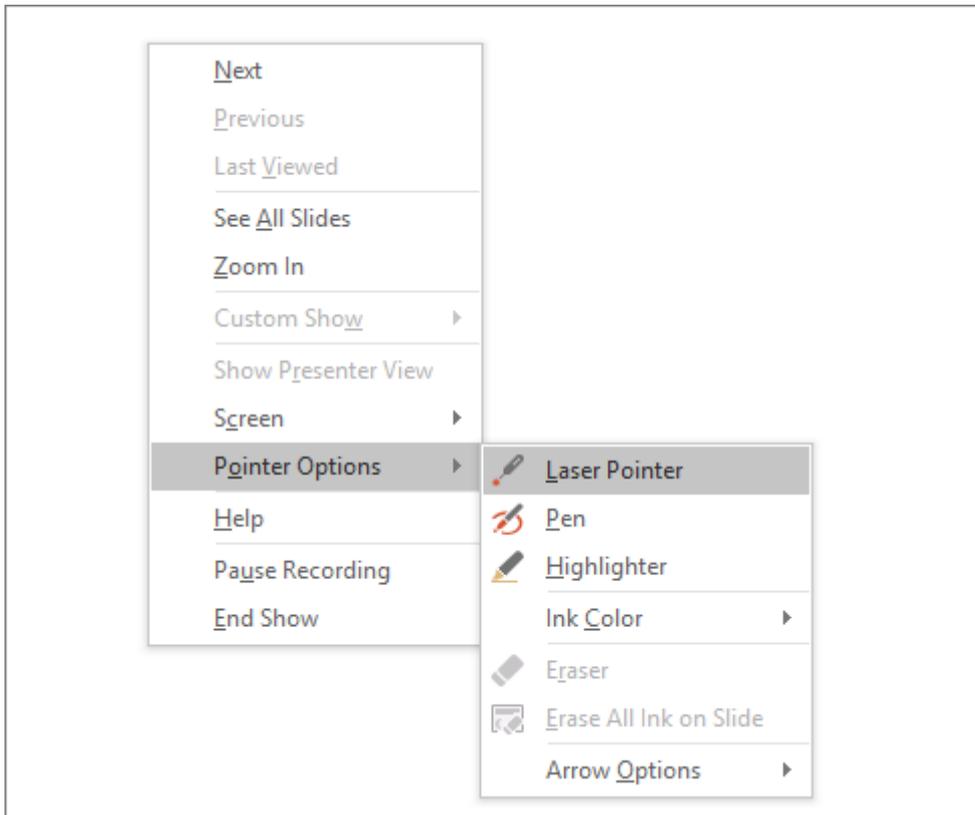
- Go to the next slide:  (note space bar also works)
- Pause the recording: 
- Re-record the current slide: 

If you re-record your narration (including audio, ink, and laser pointer), PowerPoint erases your previously recorded narration (including audio, ink, and laser pointer) when you start recording again on the same slide.

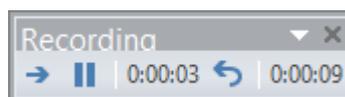
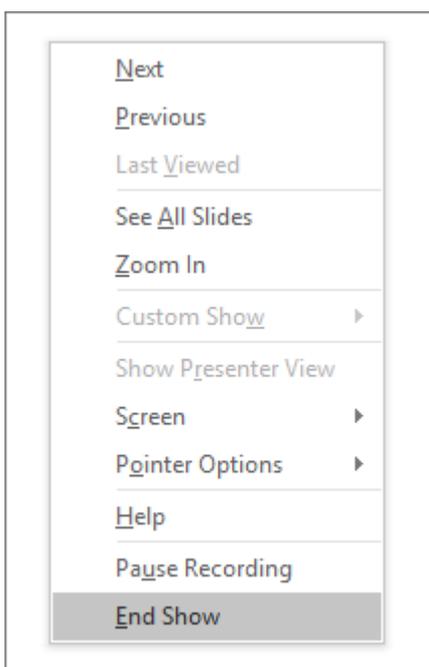
You can also re-record by going to **Slide Show > Record Slide Show**.

4. To use ink, eraser, or the laser pointer in your recording, right-click the slide, click **Pointer options**, and pick your tool. **Note: the menu will not show up in your recording.**
- **Laser Pointer**
 - **Pen**
 - **Highlighter**
 - **Eraser** (This option is greyed out unless you have previously added ink to some slides.)

To change the colour of the ink, click **Ink Colour**.

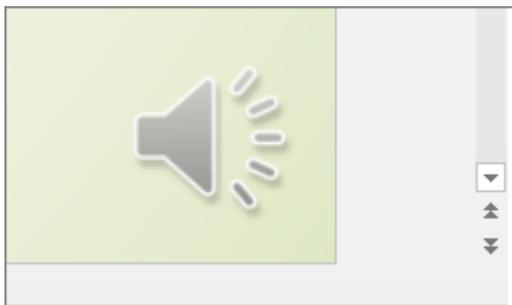


5. To end your recording, right-click the final slide and click **End Show** or use the cross on the recording toolbar.



Tip: When you finish recording your narration, a sound icon appears in the lower-right corner of each slide that has narration. If needed, you can [trim the sound clip using PowerPoints audio tools](#).

The recorded slide show timings are automatically saved. Timings are shown in **Slide Sorter** view just beneath each slide.

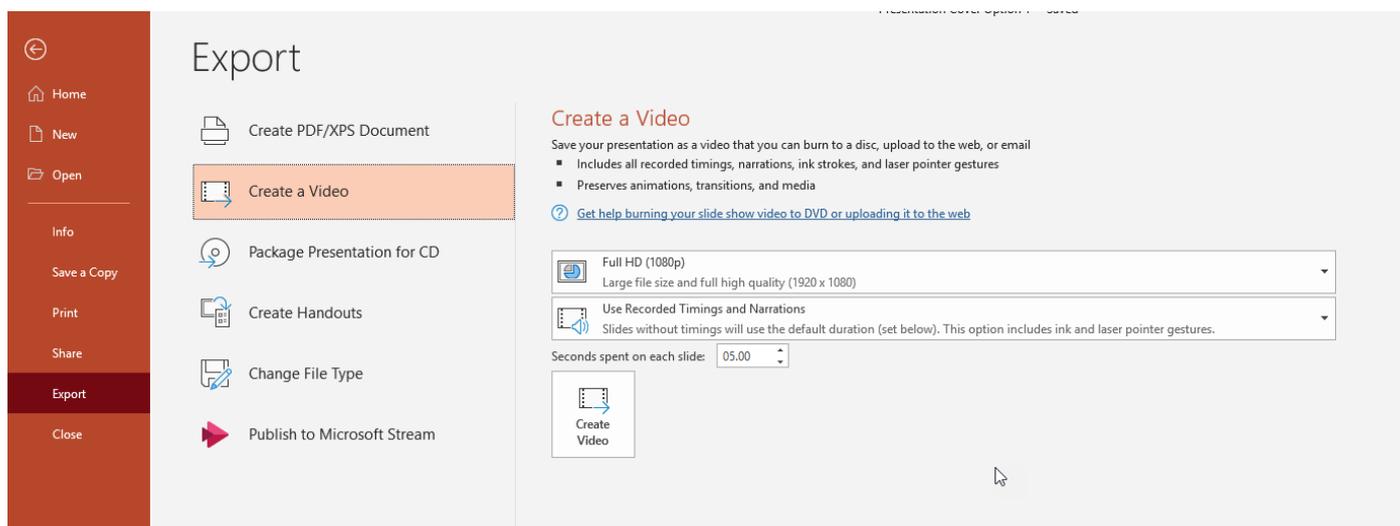


In this process, what you record is embedded in each slide, and the recording can be previewed and played back as a Slide Show. You can rerecord audio for individual slides using the “Start Recording from Current Slide...” option and you can also edit/add text or images in your slides.

Note: For use in Moodle we now need to save the recording as a video file. Please follow the steps below.

Save Slides and Audio as an MPEG-4 Video

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**.



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. **Note: for uploading to Moodle please select “Full HD (1080p)”**.

Option	Resolution	For displaying on
Ultra HD (4K) ^{1 2}	3840 x 2160, largest file size	Large monitors
Full HD (1080p)	1920 x 1080, large file size	Moodle, HD screens
HD (720p)	1280 x 720, medium file size	Internet and DVD
Standard (480p)	852 x 480, smallest file size	Portable devices

4. ¹ The **Ultra HD (4K)** option is only available if you're using Windows 10.
² In PowerPoint 2016, the **Ultra HD (4K)** option isn't available in the Volume License edition.
5. 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.)
 - Use the default value **Use Recorded Timings and Narrations**.
6. Click **Create Video**.
7. 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**.
8. In the **Save as type** box, use the default **MPEG-4 Video** format.

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 some time 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.

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

Recording tips

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- For higher quality audio, use an external headset or microphone.
- Record your presentation in a quiet place.
- To start with, record a test slide and play it back. You want to make sure that you have acceptable audio quality before you get too far down the road with recording.
- Be careful pressing/hitting the space bar too hard when advancing through slides. Your mic may well pick up the sound.