

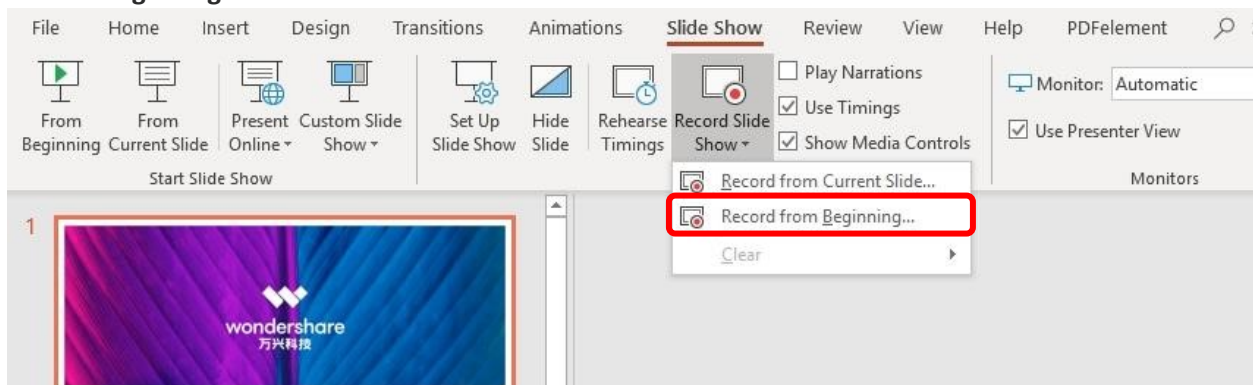
Pre-recording using Microsoft PowerPoint

QuickStart Guide

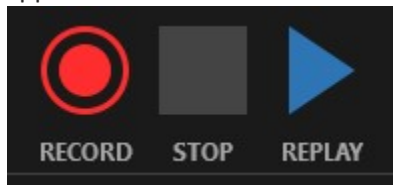
How to screen record using Microsoft PowerPoint

While PowerPoint's minimalist built-in screen recorder may not meet every use case, it is a no-frills, no fuss recording option that's well suited for those looking to capture content quickly. Here's how to do it:

1. Open Microsoft PowerPoint with your presentation slides.
2. Then select from the top tool bar 'Slide Show' tab > 'Record Slide Show' > 'Record from Beginning'.



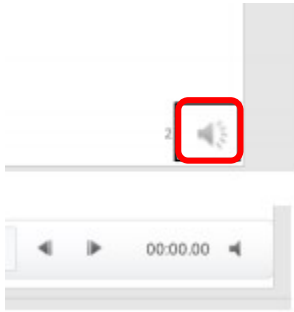
3. Once selected, PowerPoint will minimize, and the screen recording page will automatically open.
4. Ensure the audio and webcam settings are correct under the 'Settings' drop down at the toolbar at the top of the page. **It is a requirement that the webcam is turned on and a talking head is to be included in your presentation.** You can choose to hide your cursor in the recording itself if this is not required.
5. Press "RECORD" in the top left hand corner to start recording, and a 3-2-1 countdown will appear.



6. "Recording in Progress" appears after the countdown and the timer at the bottom starts. Wait a second or two before you start speaking.
7. To start or stop recording, hit "Stop" or hit the Windows key + "Shift" + "Q."
8. When recording a slide, click the right arrow to trigger the predefined animations and/or switch to the next slide, similar as the normal PowerPoint presentation mode. You can make use of the annotations tool bar on the bottom. PowerPoint records the timing of triggering the animation and making the annotation.
9. When you have finished the recording, press 'Stop' or "Esc" and return to the main screen.



10. A speaker icon will appear at the bottom right corner of each recorded slide. Do not remove this speaker icon or you may lose your recording. To replay or review the recorded audio, select the speaker icon and click play (*Useful Hint: Each slide will have its own audio attached to it, allowing you to select and rerecord particular slide(s) that may have an error*).



11. Save the slideshow and export the slideshow into video
12. Save your slideshow, make sure the file type “PowerPoint Presentation (*.pptx)” is selected. For slideshows with macros, choose “PowerPoint Macroenabled Presentation (*.pptm) (*Note: “PowerPoint 97-2003 Presentation (*.ppt)” is NOT supported*)
13. Export the slideshow into a video file, select the file type as “MPEG-4 Video (*.mp4). This may take a while to export into a video file.
14. Should you require further reading on how to record in PowerPoint, click [here](#)

