

## HOW TO RECORD YOUR VIDEO IN MICROSOFT POWERPOINT USING A PC

PC users are able to record audio and video narration while running through their presentations.

### RECORD NARRATION AND TIMINGS

1. Select **Slide Show > Record Slide Show**.
2. 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.
3. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording.
4. Start speaking or add markings to your presentation.

**Note:** Audio won't record when slide transitions happen so let these play first before you start speaking.

### 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.

### REMOVE RECORDINGS

A sound icon appears on a slide to show when a recording is available.

You can also remove recordings from slides.

1. Select **Record Slide Show > Clear**.
2. Choose from four options:
  - **Clear Timing on Current Slide** - to delete timings on the current slide.
  - **Clear Timings on All Slides** - to delete timings from all slides at once.
  - **Clear Narration on Current Slide** - to delete narration on the current slide.
  - **Clear Narration on All Slides** - to delete narration on all slides at once.

### EXPORT YOUR PRESENTATION AS A VIDEO

When you're done recording, save and share your presentation as a MPEG-4 Video. Your power point presentation will be converted and saved into a video file ready to upload on the abstract centre.

1. Select **File > Save As**.
2. Select where you'd like to save your presentation to.
3. Under **Save as type**, select the dropdown arrow and then select **MPEG-4 Video**.
4. Select Save.

Further support can be found at [microsoft.com](https://www.microsoft.com)

Or watch this [tutorial video](#)