

# HOW TO RECORD YOUR POWERPOINT PRESENTATION / FOR WINDOWS

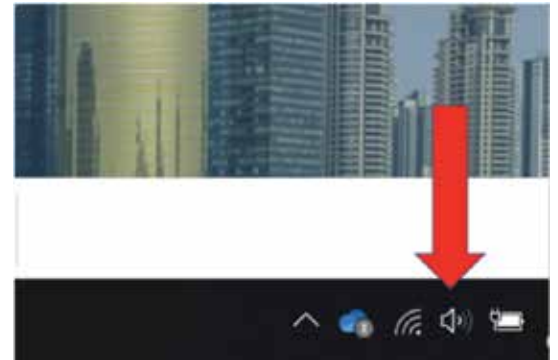
## BEFORE YOU START, SOME TIPS:

- Presentation must be in English.
- Avoid harsh lighting from any angles.
- Webcam should be positioned eye level.
- Turn off computer and mobile notifications and avoid background noise.
- Font in PowerPoint slides should be in 24 pt.
- Do not sit with back against a window.
- Professional attire is suggested.
- Set up soft lighting to frame your face coming from the direction of the camera.

## STEP ONE: Check Your Microphone and Your Recording Setting

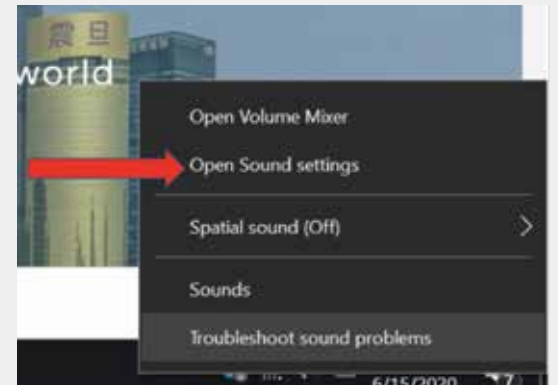
**1.** Connect your headset or external microphone into your computer. This will give the best sound. You may also use your computer's internal microphone.

**2.** At the bottom-right of your computer screen (in your taskbar) select the icon that resembles a speaker.



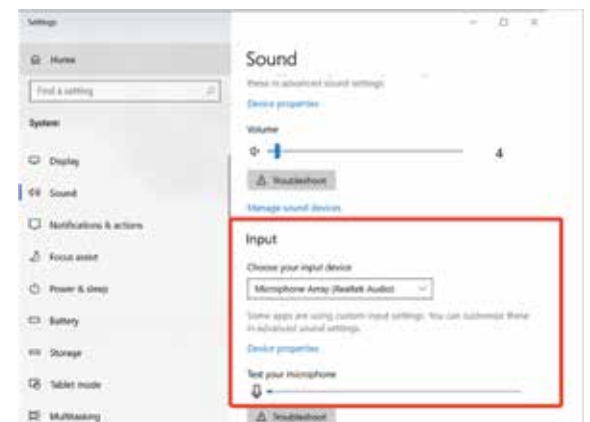
You may need to click on the icon that looks like an up arrow, which will show you icons that have been hidden from your taskbar.

**3.** Right-click the speaker icon and select "Open Sound Settings".



**4.** Scroll down to "Input".

- Windows will show you which microphone is currently your default. This should be set to the microphone device you are using now.
- The blue bar shows your volume levels. Try talking into your microphone. If the blue bar jumps/moves around as you raise and lower your voice, your microphone is working correctly.



**5.** If your computer is using the wrong microphone, you can change it by clicking on the drop-down menu and selecting a new option — make sure the right microphone is plugged in correctly, or it won't appear in the drop-down menu.

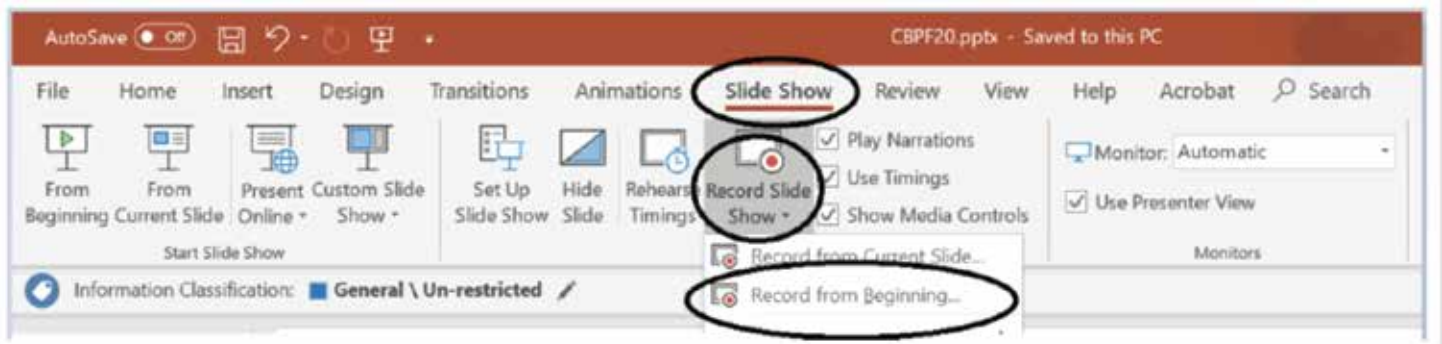
CONTINUED NEXT PAGE...

# HOW TO RECORD YOUR POWERPOINT PRESENTATION / WINDOWS CONT.

## STEP TWO: Set up to Record Your Narration on PowerPoint

### Recording WITH Webcam

1. In PowerPoint, open the finished presentation you would like to narrate.
2. Go to the "Slide Show" tab.
3. Select "Record slideshow" and choose the "Recording from Beginning" option.



4. Once you select "Record from the Beginning", the PowerPoint will automatically display presentation mode.

5. Please ensure your camera is clicked, ON. You can turn on the camera at the bottom right of the record screen.



6. To begin audio recording, select the red "Record" button on the upper left-hand corner of screen. Start speaking and click through your slide deck. If you have a video, it will automatically play as you click through.



CONTINUED NEXT PAGE...

# HOW TO RECORD YOUR POWERPOINT PRESENTATION / WINDOWS CONT.

## NOTES

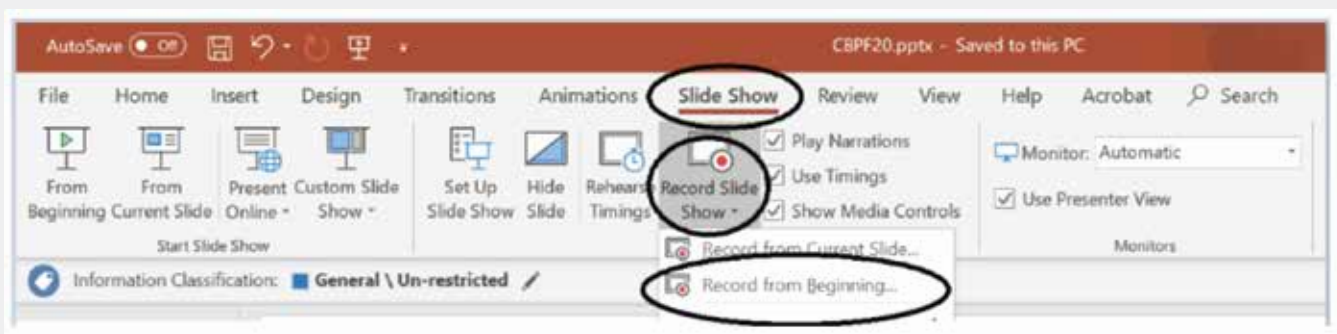
- Please be aware when you are using the camera function during the PowerPoint presentation, there will be an area of the slide which will be covered by your presenting box. Please format slides so the presenting box is not covering material you wish to show.



- The overall length of the PowerPoint recording should not be longer than the given time of your actual presentation timeslot and should be formatted by 16x9.
- Please introduce yourself at the start of your presentation and recording.
- PowerPoint does not record audio or video during transitions between slides, so don't speak while advancing the slide.
- If you want to use your PowerPoint "Notes" while speaking, print the notes out or have them open in another application - for example in a Word document. You will not be able to see the notes within the presentation because recording is done while your presentation is in full screen mode.
- To advance slides during your recording, instead of clicking on the arrow in the Recording toolbar, you can also use the right arrow key on your keyboard, or click your mouse (left side), or click the space bar.
- To stop recording the audio for a slide, instead of using the Esc keyboard button, you could also click on the close button (X) in the Recording toolbar, or right click the slide and choose "End Show".

## Recording *WITHOUT* Webcam

1. In PowerPoint, open the finished presentation you would like to narrate.
2. Go to the "Slide Show" tab.
3. Select "Record Slideshow" and choose the "Recording from Beginning" option.



4. Once you select "Record from Beginning", the PowerPoint will automatically display presentation mode.

**CONTINUED NEXT PAGE...**

## HOW TO RECORD YOUR POWERPOINT PRESENTATION / WINDOWS CONT.

**5.** Only sound needs to be recorded, so please ensure your camera is turned off. You can turn off the camera at the bottom right of the record screen.



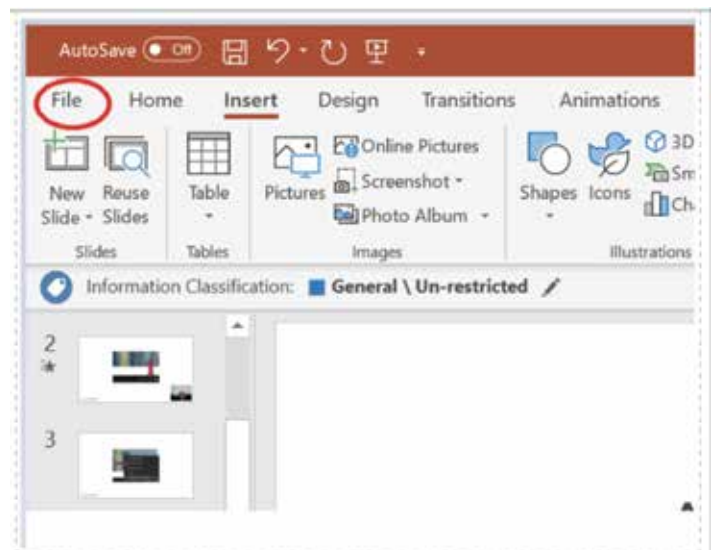
**6.** To begin audio recording, select the red "Record" button on the upper left-hand corner of screen. Start speaking and click through your slide deck. If you have a video, it will automatically play as you click through.



PowerPoint will automatically stop recording when you click past the last slide in your presentation.

## STEP THREE: Saving the recorded PowerPoint Presentation

**1.** Once finished recording the PowerPoint Presentation select "File" on upper left-hand corner of screen.



CONTINUED NEXT PAGE...

## HOW TO RECORD YOUR POWERPOINT PRESENTATION / WINDOWS CONT.

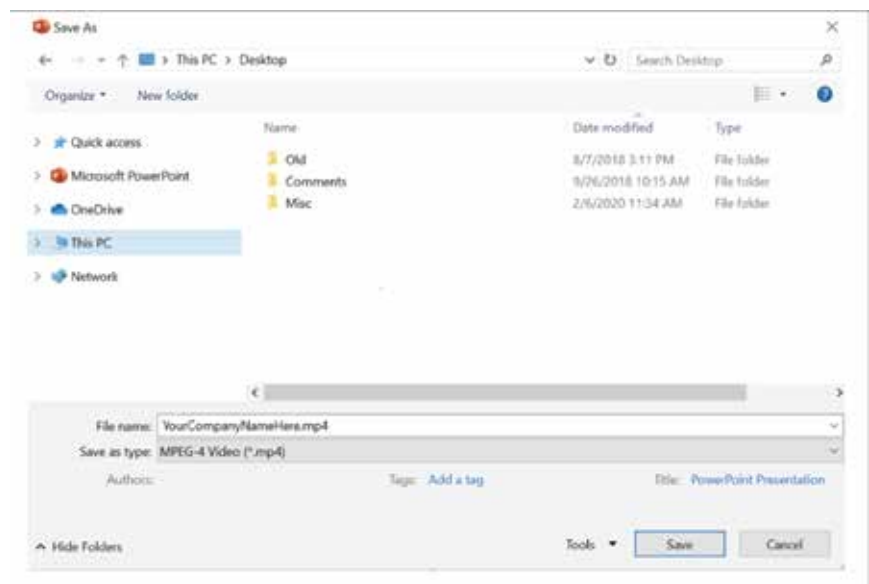
**2.** Select "Export" > "Create a Video" > "Full HD (1080p)" > "Use Recorded Timings and Narrations" > "Create Video".



**3.** Select a location and give your file your Company Name.

**4.** Select File Format MP4.

**5.** Select Save.



## STEP FOUR: Sending Your File to EBD

**1.** Go to <https://filerequestpro.com/up/springboard-september-upload>

**2.** Please fill out the required information on the form.

**3.** Drag and Drop your file or click to choose your file at the bottom of the page.

**4.** Select "Send Files".

### RESOURCES

Here is a quick video from Microsoft that also shows the process of recording.

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>