

Recording the Presentation File: Using Microsoft PowerPoint

1. Select Slide Show Tab > Click Record Slide Show

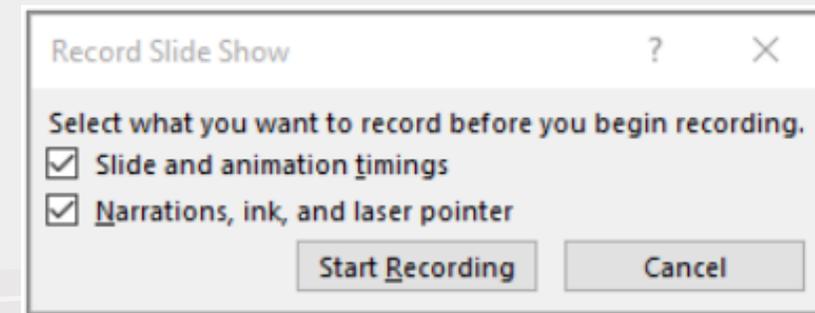
Start off by finding the Slide Show Tab on the bar and click **Record Slide Show**.



2. Click Start Recording from the Beginning > Check Record Slide box

You need to start on the first slide in PowerPoint to record audio and timings for the entire presentation. Click **Start Recording from the Beginning** and leave both options checked to record audio narrations and synchronize slide change timings.

- **Slide and animation timings:** We recommend leave this checked if you want to record the time you spend on each slide. It allows you to sync up your narration with slides.
- **Narrations, ink, and laser pointer:** Leave this option checked to record audio narrations, even if you don't plan to use ink or the laser pointer.

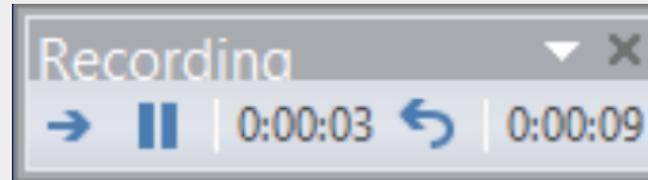


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3. Start Recording

Once you start recording, the screen will change to full screen, and **the recording toolbar** will appear at the top left of the screen. It also begins recording audio from your microphone. (* The recording screen may look different depending on the MS Office version).

- ◆ **Go to the next slide:** 
- ◆ **Pause the recording:** 
- ◆ **Re-record the current slide:** 



To finish your recording, right-click the final slide and click **End Show**.

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4. Export Presentation as a Video

Once your presentation is complete, export the PowerPoint as a video (.mp4) to be uploaded to Indoor Air 2020. Click **File > Export > Create a Video (.mp4)**. Please be sure to the **“Use Recorded Timings and Narrations,”** which is most important.

