

## How to record in Power Point

Recording a presentation is a powerful tool – it can run when you're not there, and you can share it across many platforms. The Microsoft Office product, called Powerpoint, can record the screen, and, if you have a microphone, record your voice at the same time. You can then save your finished product as a Powerpoint file, or save it to a video file. In our case, you can save it to either for upload to BB.

The Microsoft help website has several videos to help you record, but let me highlight the important pieces.

First, figure out what you're going to talk about, that is, write your script to make sure your story flows and you don't forget anything. Then, develop your presentation. While a script seems like extra work, I promise you the results are worth it. You cover the information you need to, and unless you are a professional speaker, your transitions are much smoother. When I write a script, I write it in big letters (14 point or larger) and double spaced, so I don't get lost.

Then you find a computer to use. If you don't have your own laptop, the University library has laptops and microphones you can check out for a couple of hours, which is more than enough time.

Launch powerpoint, and bring up your presentation.

Select the tab labeled Slide Show. Feel free to check out all the options, but Record Slide Show is what we want. When you're ready, select that. Mine is set to 'Presenter Option' where I have what is showing on one screen, what is next on another, and then some other options that are good for presenters. When it is recording, the viewer cannot see those, only what I want them to see. Here you can see my recording screen, and on another screen I have the next slide. On the top left of the screen are record, stop and replay buttons – those start and stop the recording. On the bottom right are boxes for the microphone, the webcam (mine is shut off), and preview (shut off when the webcam is off). Make sure the options are working that you want, and when you are ready, press record. There will be a 5 second countdown, and then start talking. Obviously, make sure your microphone is working. Talk slowly, and read your script. You should NOT be

reading the slides, and just like in the samples, the slides are the highlights, and your words provide the details.

Go smoothly from slide to slide, using the down arrow to change slides. If you mess up, press stop, and then escape to go back to the main Powerpoint screen. You want to clear out the timings and narrations if you mess up too many times, otherwise the presentations get very large. Then just start over, and do it as many times as you need to. Once you are satisfied with your results, press Esc to go back to the main Powerpoint screen and save your work.

There is one more step to save to an mp4 file. After saving your work, you Export your file, and choose video. Tell it where to save it, and let powerpoint convert to an mp4. They tend to be smaller file sizes, and are more independent of the platform than Powerpoint files.

From here, double check to make sure you have good audio, and everything is flowing like you want, and then upload to the Presentation on BB.

Remember, Microsoft has many online help functions – search for ‘recording Powerpoint with narration’ – and you should get lots of options.

Congrats, a major course effort completed!

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