

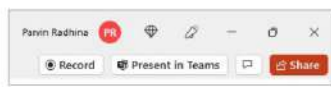
RECORD A SLIDE SHOW WITH NARRATION



BYOD-Learning

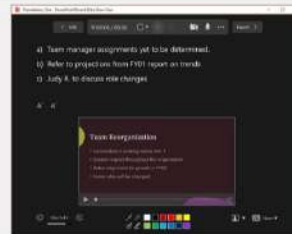
You can record your PowerPoint presentation—or a single slide—and capture voice, ink gestures, and your video presence. When completed, it's like any other presentation. You can play it for your audience in a Slide Show or you can save the presentation as a video file. So, instead of just “handing the deck” to someone, people can see your presentation with the passion and personality intact.

All recording tools are in the **Record** tab in the ribbon, but you can start by selecting the **Record** button. You can also record by selecting one of the options in the **Record** section of the **Record** tab.



1 RECORD A PRESENTATION

There are several options you can use when you record a presentation. You can turn your camera and microphone on or off by selecting the icons at the top. To change your camera or microphone, choose the **Select more options** <...> icon.



2 BACKGROUND AND LAYOUT



In the **Select the camera mode** menu, you can select **Show Background** or **Blur Background**.

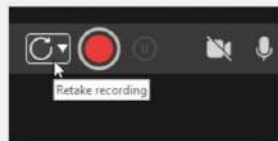
You can also change the layout in the **Views** menu to switch between **Teleprompter**, **Presenter View**, or **Slide View**.

3 RECORD NARRATION

1. When you're ready, select **Start recording** and a countdown will begin.
2. Use the onscreen laser, colored pens, or highlighters in the tray below markup slides and it'll record as well.
3. To record narration for a specific slide, use the previous or next arrows.

Note: Narration won't record during slide transitions so let those play first before you start speaking.

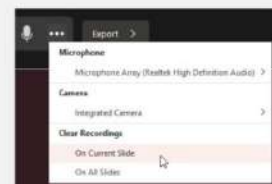
4 RETAKE RECORDING



4. **Pause** the recording as needed or select **Stop** if you're done.
5. To review the video, select the **Play** button. Not good enough? Select **Retake recording** to record again.

5 CLEAR RECORDINGS

6. To clear recordings, choose the **Select more options** icon and then got to **Clear Recordings** > **On Current Slide** or **On All Slides**. This will clear narration, video, and any inking.



6 EXPORT AND SHARE VIDEO



7. When you're done, select **Export** > **Export Video**.
8. After you successfully export the video, you can view the video by selecting **View and share video**.
9. At any time, you can return to your document by selecting the **Edit** button.