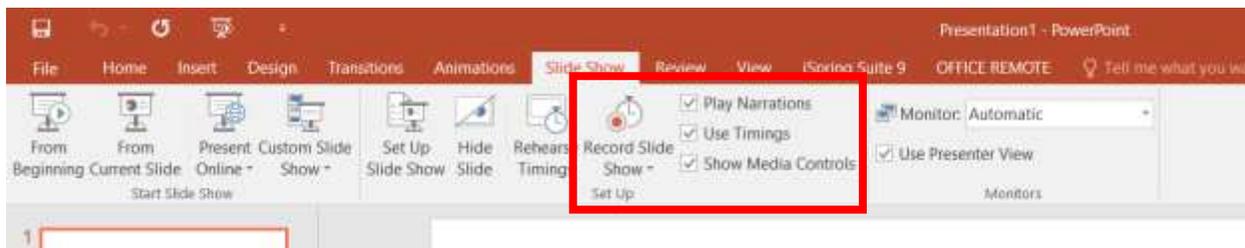


Powerpoint for Recording:

Record narration and timings

Open any PowerPoint file you want to discuss and use for recording.

Go to slideshow option on the ribbon



1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
 - o **Start Recording from Beginning** - to record from the beginning of a presentation.
 - o **Start Recording from Current Slide** - to record from a specific slide.
3. Select or clear what you'd like for your recording, and then select **Start Recording**.
4. Start speaking or add markings to your presentation.

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.

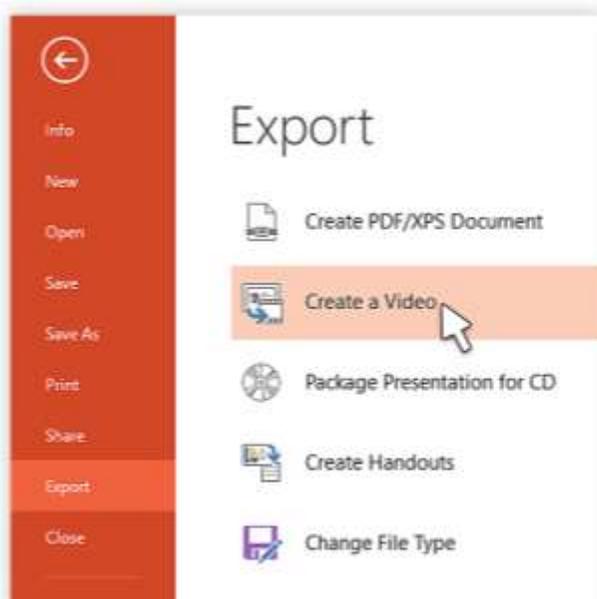
Save recordings

When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

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 **PowerPoint Show**.
4. Select **Save**.

You can also save the file as a video file to be shared to a wider audience or uploading on Youtube.

5. Click Export
6. Click Create Video



You can also select the quality of video according to the medium you want to share.

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

 Get help burning your slide show video to DVD or uploading it to the web

	Presentation Quality Largest file size and highest quality (1920 x 1080)
	Presentation Quality Largest file size and highest quality (1920 x 1080)
	Internet Quality Medium file size and moderate quality (1280 x 720)
	Low Quality Smallest file size and lowest quality (852 x 480)

Click create video and it will get saved in Mp4 format.