

STEP-BY-STEP GUIDE FOR RECORDING IN POWERPOINT

1. Connect the microphone and webcam to the computer.
2. Open desired presentation. Click on ‘File>Options (at the bottom left)>Customize Ribbon’ and check the box for Recording in the options under Main Tabs. You should be able to see ‘Recording’ next to ‘View’ in the Main Tab now.
 In your PowerPoint presentation, click on the Slide Show tab, click Record Slide Show.



3. Click on Recording and then on ‘Record Slide Show > Record from beginning’. To use the pointer, right click on the screen, select Pointer options> Laser pointer. You will be able to see your pointer move as you move the mouse around.
 - Clicking the upper half of the button starts you on the current slide.
 - Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



The “Clear” command deletes narrations or timings, so be careful when you use it.

4. On the bottom right of your screen, you should have a window in which you are able to see yourself. In this way, you will be able to add a video to the presentation, in which you will be speaking and explaining the content of each slide.
5. To start recording your video and laser pointer movements, click Record. After you finish speaking for a slide, press stop and click the arrow icon on the right and move to the next slide. Start the recording again.
6. To end the recording, click Stop.

7. Click on 'Save' to save the presentation.
8. You have finished recording your presentation.
9. Close PowerPoint. The PowerPoint file has the video and laser pointing built-in and saved.
10. Upload the completed file in the system using the link provided to you by the EWMA Secretariat.

Do you have another Windows version?

For detailed instruction or in case you use a different windows version or **Mac OS** please follow this link:

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

Please note: If you do not have Microsoft Office 365, you will not be able to record your presentation with video. Instead we recommend you to use Zoom for the recording.