How to record your Microsoft Powerpoint presentation with narration
Contents

Powerpoint desktop application set-up ................................................................. 3
Recording menu tab overview ................................................................................. 6
Recording steps ........................................................................................................ 8
Recording Powerpoint elements ............................................................................. 12
Recording Powerpoint notes and tips ................................................................. 14
Powerpoint desktop application set-up

1. Open the MS Powerpoint desktop application on your computer

2. Open the presentation file you want to record

3. Click the File tab
4. Select *Options* from the dropdown menu

5. In the pop-up menu, select *Customize Ribbon*
6. Tick the checkbox for Recording from the selection on the right side of the pop-up menu

7. Click Okay to save your settings
Recording menu tab overview

1. Record sub-menu
   - Record Slide Show
     - Record from **Current Slide**: start recording from any slide in the presentation
     - Record from **Beginning**: start recording from the first slide of the presentation

2. Content sub-menu
   - Forms: insert forms and quizzes from Microsoft Forms
   - Screenshot
     - Select the window to capture screenshot

3. Auto-play Media sub-menu
   - Screen Recording: record actions on your screen before inserting it to your slide
   - Video: insert a video file in your presentation
   - Audio
     - Audio on my PC
     - Record Sound

4. Save sub-menu
   - Save as **Show**: create a Slide Show file (.ppsx) to share an uneditable/watch-only file
- **Export to Video**
  - **File size:**
    - Full HD (1080p)
    - HD (720p)
    - Standard (480p)
  - **Timings and Narrations**
    - Don’t use Recording Timings and Narrations
    - Use Recording Timings and Narrations
  - **Seconds spent on each slide**
  - **Create Video**

- **Publish to Stream**: share your recorded presentation to Microsoft Stream
Recording steps

1. Click *Record Slide Show* and select either record options from the dropdown menu

2. When ready to record, click the round, red *Record* button to start recording
3. A three-second countdown will cue you to start

4. Click on the left and right arrows to navigate through your slides
5. Click the square Stop button to stop/end your recording

6. A small image will appear at the bottom-right corner of the recorded slides (loudspeaker icon for audio-only; still image from webcam for video recording)

Audio only
7. Click on the triangular *Play* button to preview your recording.
Recording Powerpoint elements

**NOTE:** The following elements are best presented with the settings indicated in the screenshot below.

- List slide
- Photo and video slide

- Table and chart slide with annotations
Recording Powerpoint notes and tips

- The Clear button will delete narrations and timings.

- After each slide recording, play it back and check whether the quality is good enough to keep and move on to the next slide.

- Powerpoint records the time spent on each slide, animations and drawing except transitions between slides.

- Add a few seconds of silence at the beginning and end of each slide for a smooth presentation flow.
• You can record audio or video narration in your presentation recording, which you can toggle the options according to your preference.

• If you need to re-do a recording, select the affected slide, click "Record Slide Show" then select "Record from Current Slide".