Recording a PowerPoint

When recording a PowerPoint you will first want to put together your presentation and create some sort of script for what you would like to say for each slide. When you are ready to record use the following steps:

1. **Click Insert -> Audio -> Record Audio**

2. Press the recording button on the box that pops up and record your content. **Keep note of the amount of seconds.**

3. **Click ok**
4. Click on the sound symbol that is now on your screen -> Playback
5. Change the “Start: On Click” to “Start: Automatically”
6. Check the “Hide during show” button to ensure the speaker will not show up during the presentation
   a. Check the box for “On mouse click”
   b. Check the box directly under for “After 00:00”

This is the length of your slide. You will need to know this for step 7

Make sure you have clicked on the speaker first in order to get the option to click the “playback tab”
i. Change this time to the amount of seconds from your slide recording (step 2) and then add one second. So if your recording was 10 seconds, make this 11 seconds.

8. Move to next slide and complete the same process for each slide