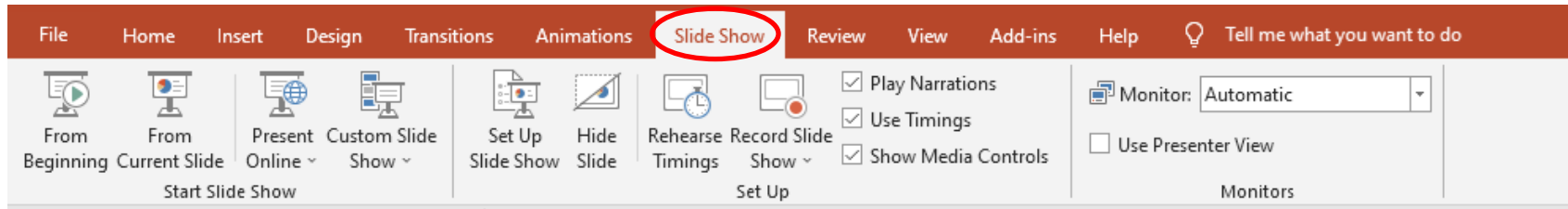


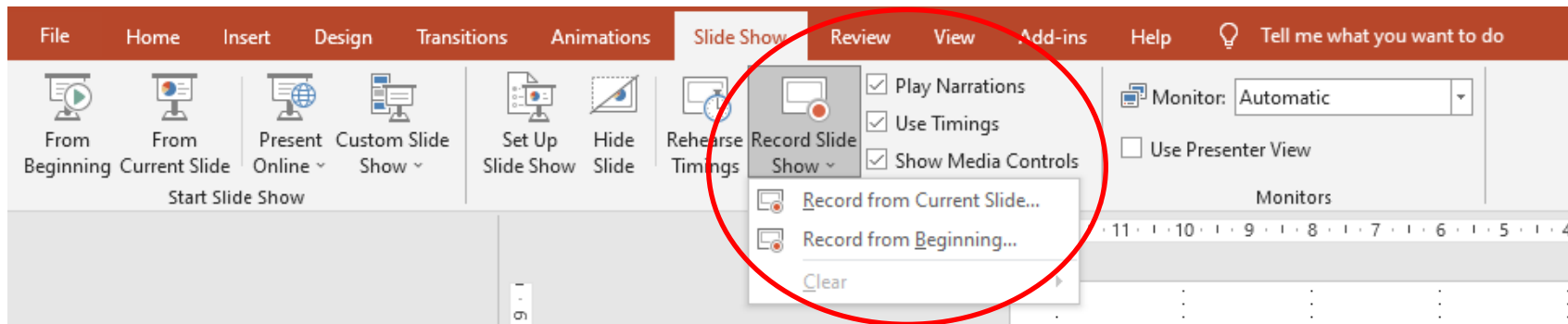
Formatting PowerPoint with Audio

※Your PowerPoint display may differ depending on your OS. For more information, please click here: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

① Click on the Slideshow tab.




② Click Record Slide Show and select Start Recording from Beginning.



Formatting PowerPoint with Audio

③ Your presentation will be opened in Slideshow mode and the audio/screen recording will begin. Clicking on the screen will advance to the next slide. Please keep this in mind as you present orally.

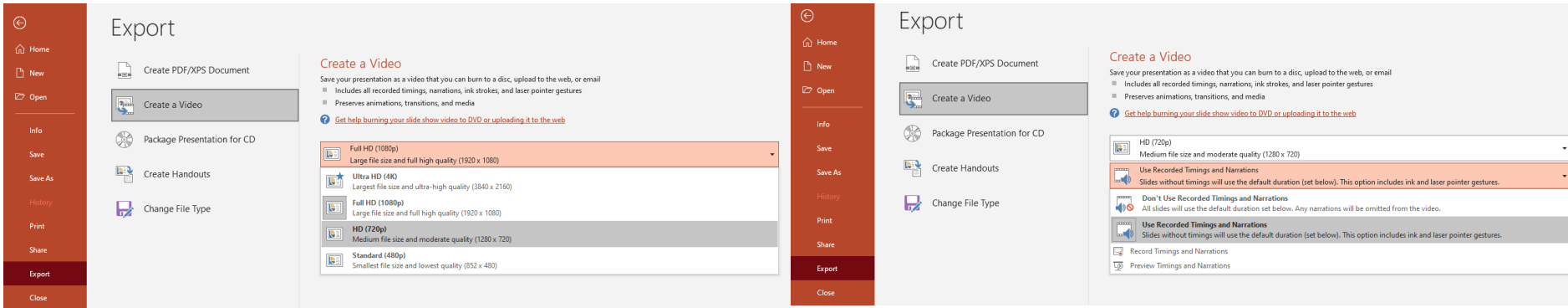


The image shows a PowerPoint slide in Slideshow mode. The slide has a light gray background with the word "SAMPLE" in large, black, sans-serif font centered on the slide. A red horizontal line is positioned below the word. In the top-left corner of the slide, there is a small "Recording" overlay window. This window is circled in red and contains three icons: a right arrow, a pause symbol, and a left arrow, each followed by a timer showing "0:00:00". A red arrow points from this small overlay to a larger, detailed view of the "Recording" overlay on the left side of the image. This larger view shows the same three icons and timers, but with a legend below it explaining the icons: a right arrow for "Next slide", a pause symbol for "Pause", and a left arrow for "Record current slide again".

④ Clicking once on the final slide will end the presentation.

Saving Your Data

⑤ Click File → Export → Create a Video



Select HD (720p) 1280 x 720

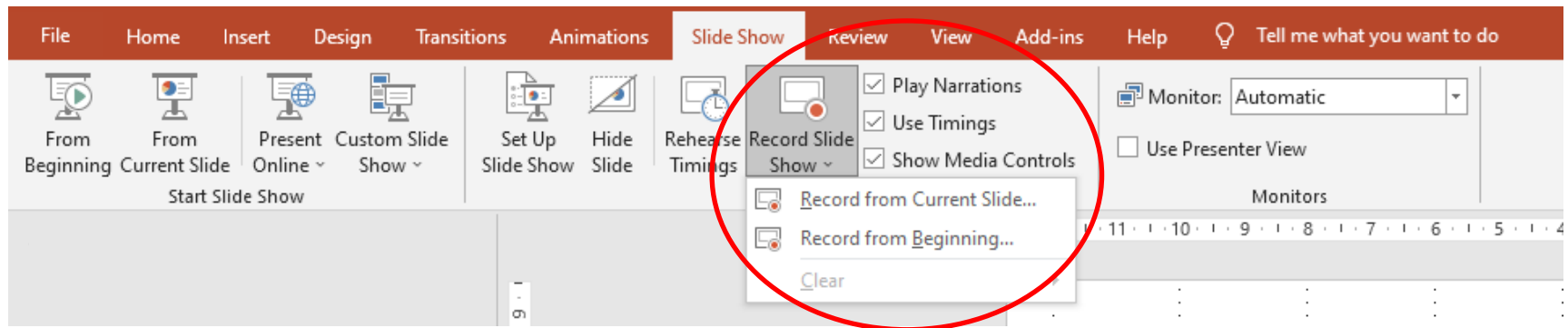
Select **Use Recorded Timings and Narrations.**

When you click on Create a Video, you will be prompted to Save As. Name your file and select MP4 as the file format to save.

✂NOTE: a 20 minute presentation will take about 20 minutes to save at HD (720p) .

Correcting Audio Recording

① To correct the audio on specific slides, click Record Slideshow and select Record from Current Slide.



② Your presentation will begin and the recording will start. If it is not necessary to re-record audio on the following slide, press the ESC key once finished to complete the recording and exit. If you do not press ESC and navigate to the next slide, the audio data for both slides' will be overwritten.