

Guideline for Recording Presentation with Power Point

Microsoft PowerPoint: Record audio to your presentation in Microsoft PowerPoint (no video)

1. Setup Your Microphone: Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.
2. To record narrations in PowerPoint, start off by finding the Slide Show tab on PowerPoint's ribbon. Click on the Slide Show tab to change the available options.



3. Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation. **Click Record Slide Show** and a new window will pop up with two options to set before you start recording:
 - Slide and animation timings: Leave this option checked if you want to setup the timings for your slides. Basically, this option allows you to sync up your narration with slides. Recommendation is to leave this on.
 - Narrations, ink, and laser pointer: Leave this option checked to record audio narrations, even if you don't plan to use ink or the pointer to add illustrations.**Leave both options checked to record audio narrations and synchronize slide change timings**



4. Make sure you're ready before you press Start Recording. As soon as you click on it, PowerPoint will begin to record your screen and audio.



5. Once you start recording, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone.
- In the upper left corner of the window, you'll see a Recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.
 - You can use the arrow keys on your keyboard to switch between slides while recording. Use the right arrow to jump to the next slide, or the left arrow to move to the previous PowerPoint slide.
 - When you're finished, click on the X button in the upper right corner of the Recording window to complete the audio recording.



6. **Export Presentation as a Video:** Once your presentation is complete, export PowerPoint as a video to upload to EUA. The "Use Recorded Timings and Narrations" option is the most important. Entitle Name the file "EUA20_NameSurname" and send it to the congress secretariat. (secretariat@eua20.org)

