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How to Record a Slide Show with Narration and Slide Timings

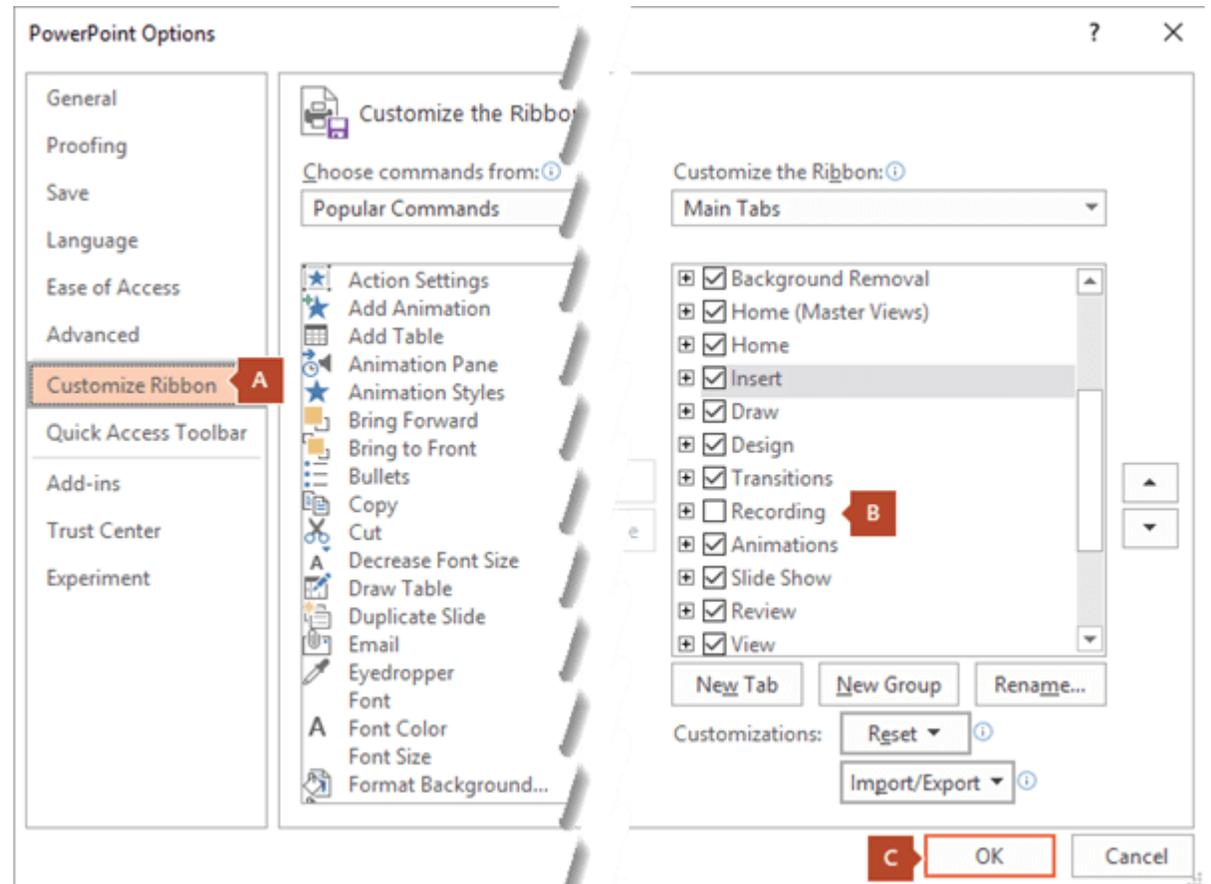
Narrations and timings can enhance a web-based or self-running slide show. If you have a sound card, microphone, and speakers, and (optionally) a webcam, you can record your PowerPoint presentation and capture narrations, slide timings, and ink gestures.

After you have made the recording, it's like any other presentation that can be played for you or your audience. Save this file as an mp4 smaller than 1,000 MB.

You can view a link for more information [here](#).

Instructions for Microsoft 365 for Windows

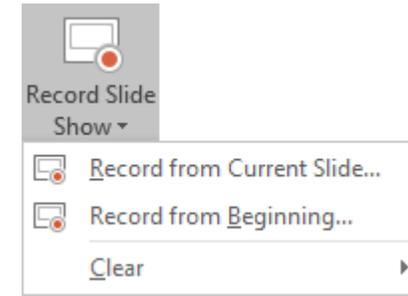
Turn on the **Recording** tab of the ribbon: On the **File** tab of the ribbon, click **Options**. In the **Options** dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**.



How to Begin to Record

To get ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.

- 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. **Clear** is grayed out unless you have previously recorded some slides.)

The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



The current slide is shown in the main pane of the Recording window.

You can stop the recording any time by pressing Alt+S on your keyboard.

Navigation arrows on either side of the current slide allow you to move to the previous and next slides.

PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any [Animate text or objects](#) steps that occur, and the use of any triggers on each slide.

You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:

To end your recording, select the square Stop button (or press S on your keyboard).
When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.

The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)
In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a video with a few extra steps.

Preview the recorded slide show

On the **Slide Show** tab, click **From Beginning** or **From Current Slide**.

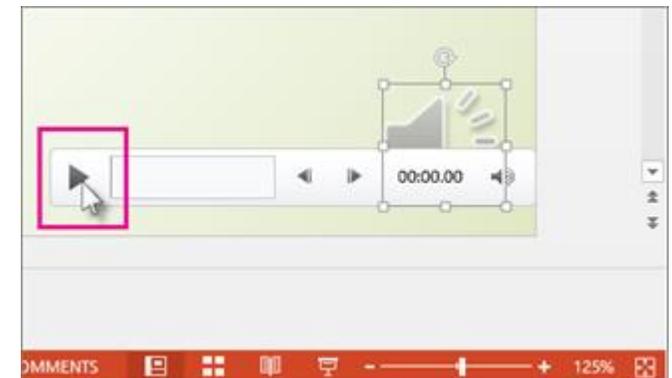
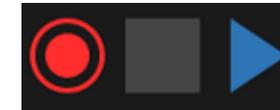
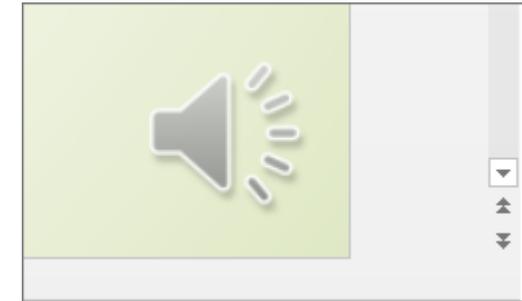
During playback, your animations, inking actions, audio and video will play in sync.

Preview the recorded sound

In the Recording window, the triangular **Play** button near the top left corner lets you preview the recording of the slide that currently has the focus in that window.

In **Normal** view, click the sound icon or picture in the lower-right corner of the slide, and then click **Play**. (When you preview individual audio in this way, you won't see recorded animation or inking.)

You can pause playback while previewing the audio.



Instructions for Microsoft 365 for Mac

Prepare to record:

To begin, open the presentation you want and click the **Slide Show** tab.

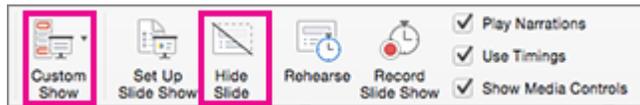
Tip: If your presentation has a lot of slides, you might find it more convenient to work in **Slide Sorter** view. Click **View > Slide Sorter** to try it out.

Here are some things to check before you begin recording:

- If you want to record only part of your slide deck, do one of the following before you begin:
 - Select the slides you don't want to include, and click **Hide Slide**.

OR

- Click **Custom Show > Custom Slide Show > + (add)**.



- Use the **Rehearse** button to change the timing between slides without affecting the narration or gestures you've already recorded.



- Make sure your microphone is set up correctly. On the Mac, go to **System Preferences > Sound**.

Record your slide show:

If you want to add narration or commentary to the slide show, make sure your microphone is set up and working.

To start recording:



Click the Slide Show tab, select the slide where you want the recording to begin, and then click Record Slide Show.

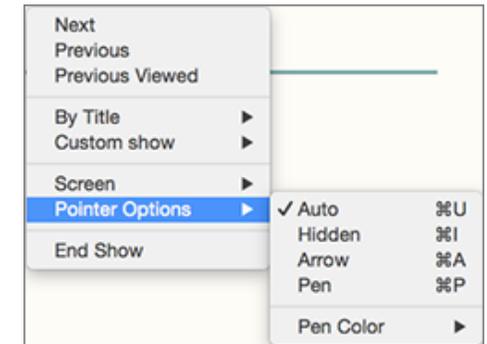
Click Record Slide Show to start recording

During recording, use Ctrl+click to access the recording commands that let you navigate through the slides, change cursors, or trigger screen blackouts or whiteouts.

Control-click to see a list commands while you're recording.

Click End Show to stop recording.

A Save dialog box appears. Click Yes to save your recording, or No if you want to record it again.



Saving overwrites anything you've previously recorded. If you want to record another slide show with the same set of slides, save your presentation file with a different name.

Click Play from Start to preview your recording.