Recording your presentation with narration

1. Connect a headset with microphone to your laptop/PC
2. Open your completed PowerPoint
3. Click Slide Show - Record Slide Show - Start recording from beginning
4. Select what you want to record (see screenshot below)



You’ll then be taken to the preview screen once you click on the record button.



Select ‘Settings’ and check that your microphone headset is selected correctly and press the record button.

1. Talk through the slide. If you have animations on the slide click to advance them

To advance the slides, simply click on the right-hand arrow


2. To go to the next slide, click the arrow in the recording toolbar



**Note**: You can click the pause icon to pause the recording (pressing again when you are ready to resume) and if you need to re-record the slide you can press the repeat icon



 Pause Repeat

1. Talk through slide – use the arrow to move to the next slide – repeat for each slide until you get to the end
2. To stop recording – click **X** in the Recording toolbar

(Or if using Office 2016 simply click on the Stop button.
* When you have finished recording your presentation, you’ll notice a speaker icon on each slide that shows audio has been added
* When you click the speaker icon a play bar appears for you to playback your slide audio
* If you want to clear your narration and start again – go to Record Slide Show – Clear – and select from options to clear narration on current slide or all slides
* Play slide show from beginning will play slide show with narration

Just click on the X to exit the recording window. To playback, go to Slideshow > From Beginning. To clear narration or timings, go to ‘Record Slide Show > Clear

You will need to save your presentation with narration as a video:

* Click File - Save as and select Windows Media Video (.mp4 or if not available .wmv)
* (If using Office 2016, go to File > Save as > Select the folder to save to and select .mp4 file type and save