

Power Point 2019 & Office 365 Presentation Recording Manual

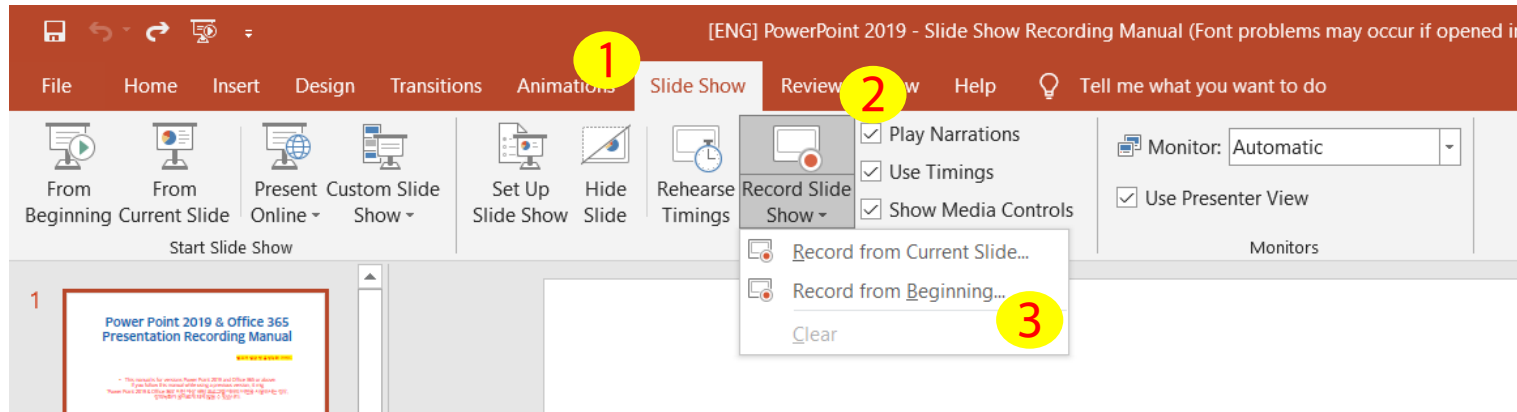
Manual for audio and video recording

- This manual is for versions Power Point 2019 and Office 365 or above. If you follow this manual while using a previous version, there may be difficulties and result in problems with recording.

Before you start recording

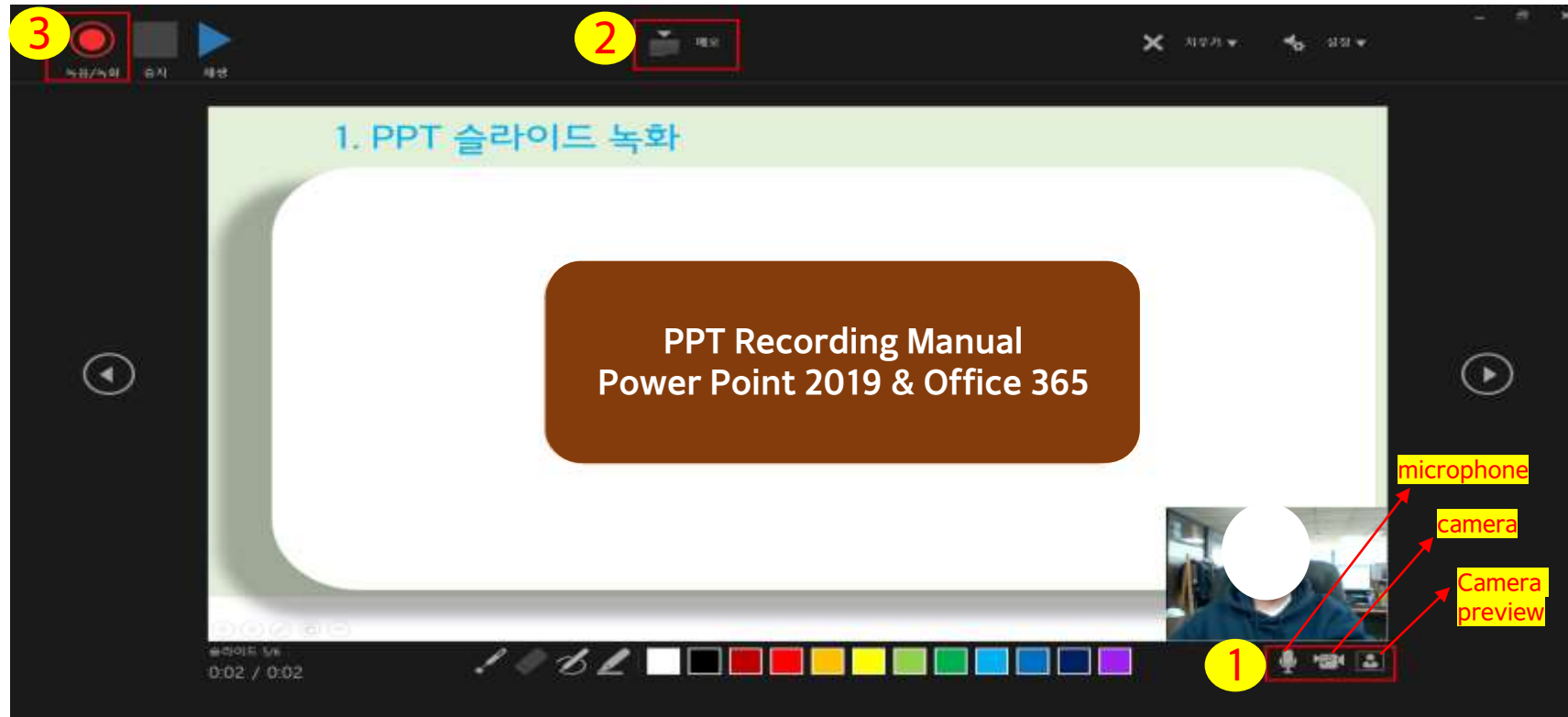
- ⌘ This manual is for Power Point 2019 & Office 365 or above. If you follow this manual while using previous or older versions, the instructions may not be applicable due to different menu placement and functions for each version.
Video and audio may not be recorded properly.
- ⌘ Internal or external computer microphone for audio recording is needed. Earphones with microphone can be used as well.
- ⌘ We recommend testing first before recording your lecture.

1. How to record Slide Shows



- 1 Go to [Slide Show] tab
- 2 Click [Record Slide Show]
- 3 Choose from the drop-down menu.

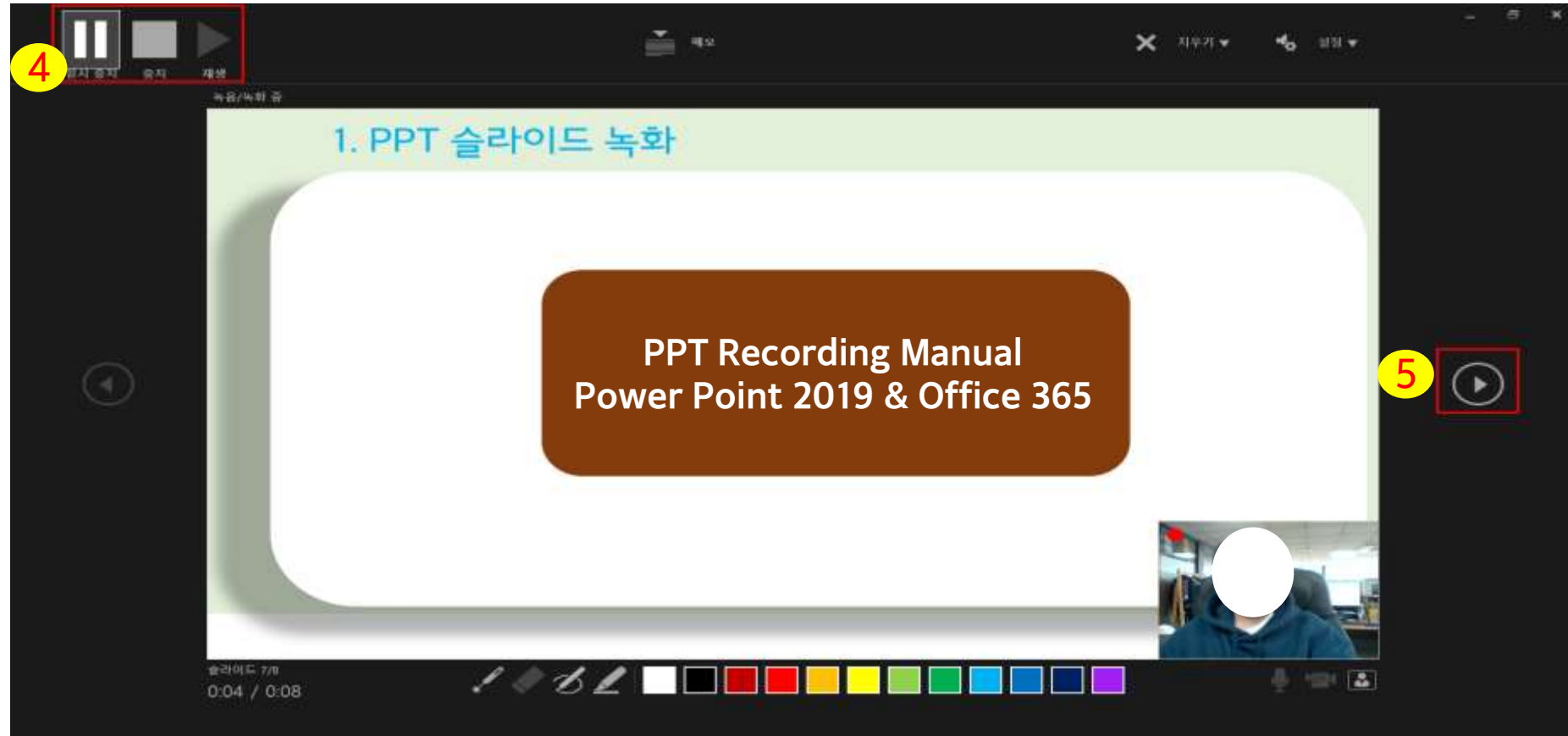
1 . How to record Slide Shows



- 1 Turn on/off microphone/video/camera preview buttons. Turn on all of them to record.
- 2 This button shows the notes for the slide while recording. (Use if needed)
- 3 If everything is set, click the [record] to start.


※ There are functions such as laser points (on the bottom), etc. which is available to use during the recording at your convenience.

1 . How to record Slide Shows



4 Pause/Stop/Play button (If you click the [stop] button, you can check your recorded presentation. If there is a certain slide you want to see, click the arrow cursors on the side to go to the slide you want.)

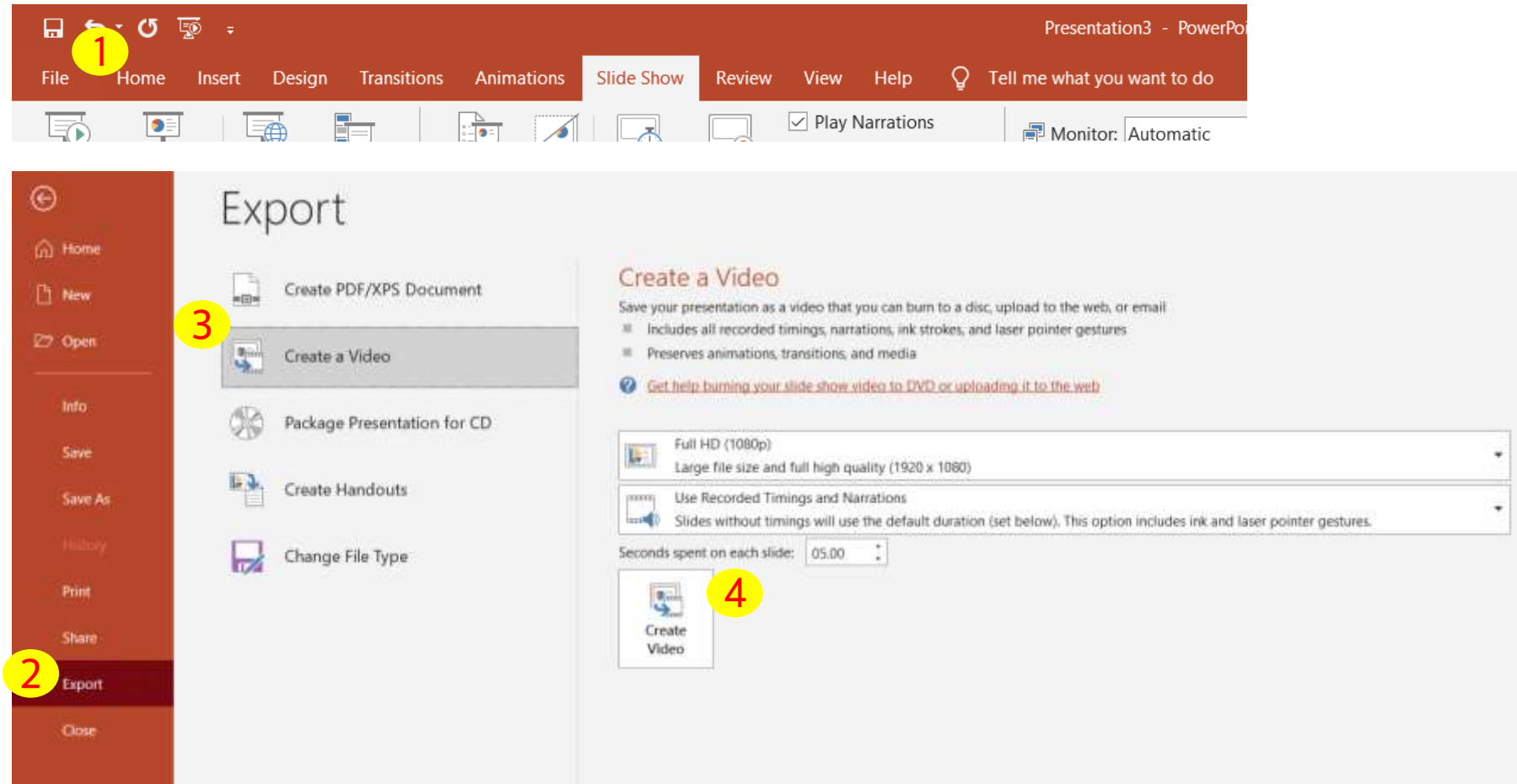
5 If you finish recording using the current slide, click this to move on to the next slide.

 **Tip.** There are two ways to record: recording all your slides at once or slide by slide (record one slide then click stop; go to the next slide, click record again to resume).

※ **If you are recording 'slide by slide,'** stop the recording 2~3 seconds after the narration. Then, move on to the next slide. Click the [record] button and wait 2~3 seconds again before starting your narration. **This is to prevent audio overlap or loss.**

※ **If you are 'recording all at once,'** please pause 1~2 seconds before each slide narration (for all slides).

2. How to save recording as a video file



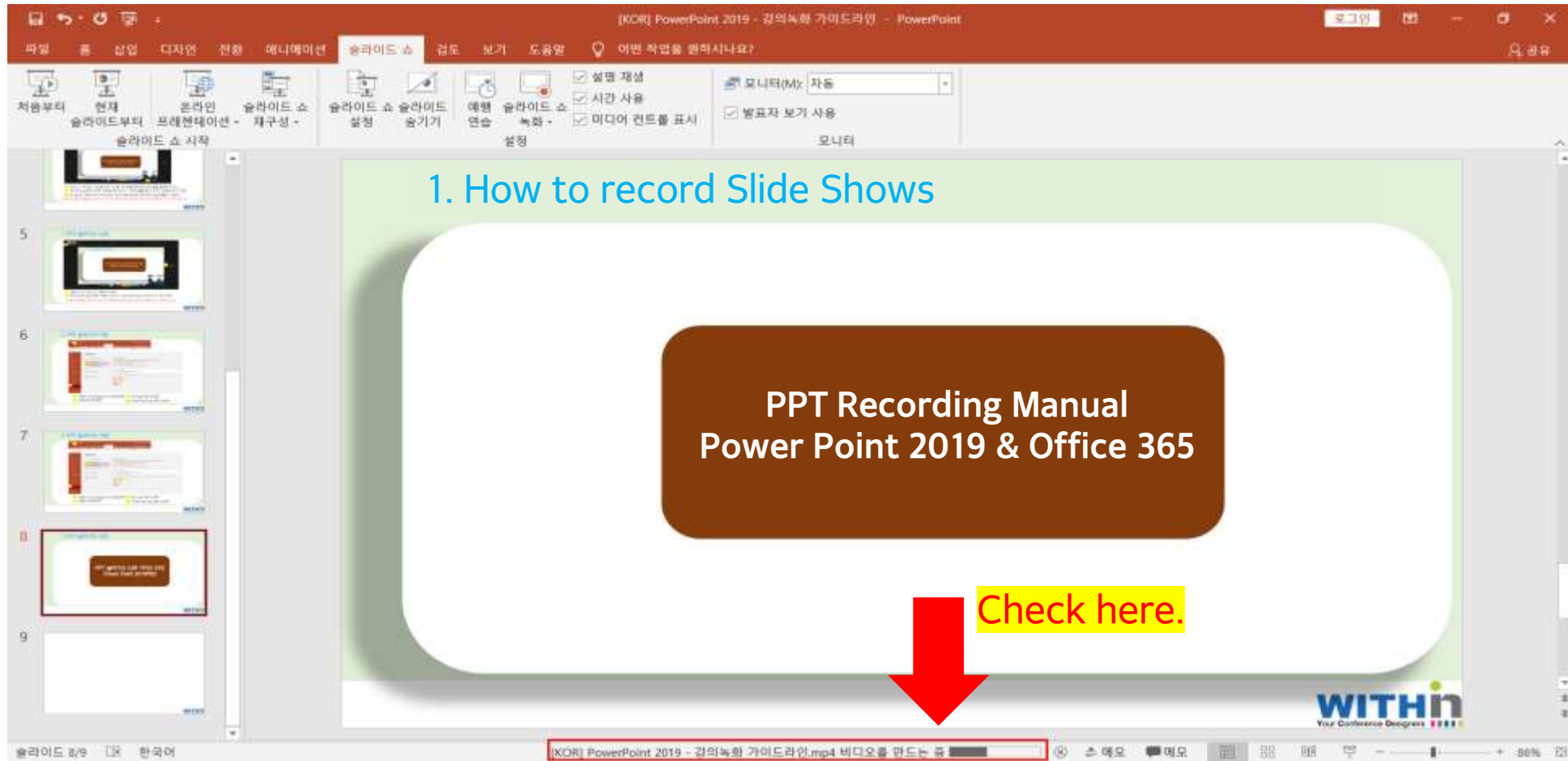
1 Go to the [File] tab

2 Click the [Export] tab

3 Click [Create a Video]

4 Click [Create Video] (on the right)

2. How to save recording as a video file



※ Attention: Converting the PPT recording to a video file may take up time. Please check the bar on bottom and exit Power Point once the bar reaches 100%.

Thank you!
