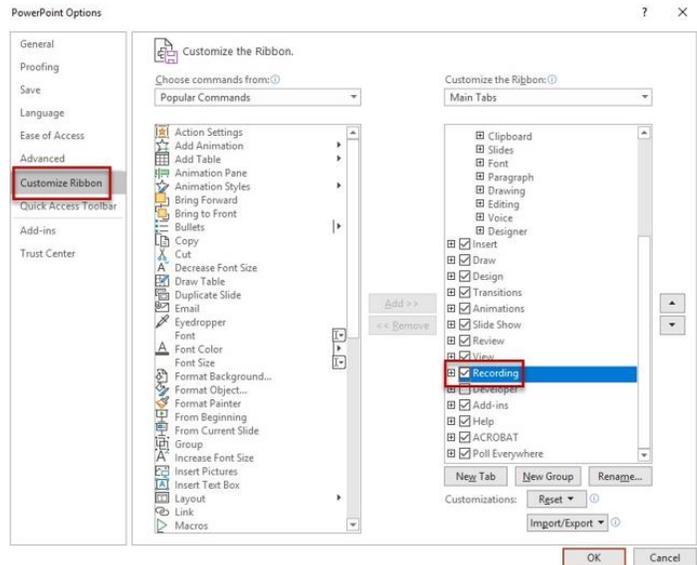


POWERPOINT RECORDER QUICK START GUIDE

ADDING THE RECORDING RIBBON

1. Open PowerPoint.
2. Check to be sure the **Recording** tab is available. If not, follow the steps below.
3. Click **File > Options**.
4. Click **Customize Ribbon**.
5. In the Customized Ribbon column, scroll down and put a checkmark next to **Recording**.
6. Click **OK**.



RECORD SLIDE SHOW (VIDEO & AUDIO)

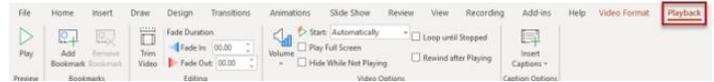
1. Click the **Recording** tab.
2. Click **Record Slide Show**.
3. Click the **Settings** button to select the preferred microphone and camera.
4. Click the **Notes** button to view the notes you typed for that slide in PPT as you record.
5. When ready to begin, click **Record**.
6. When finished click **Stop**.
7. Use the **Replay** button to preview the recording.
8. Click the 'x' in the upper right corner to accept the recording. It will be added to the current slide. Or click the arrow forward button to record the next slide.



NOTE: To re-record a video, click the **Clear** button, and select **Clear recording on current slide**. Then repeat steps 5-8.

Select Playback Settings

1. Double-click the video file to select it.
2. Click the **Playback** tab.
3. Make any necessary adjustments to the video clip (for example, start automatically, adjust the volume, trim the video).



RECORD SLIDE SHOW (AUDIO ONLY)

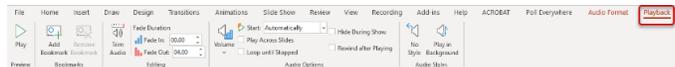
1. Click the **Recording** tab.
2. Click **Record Slide Show**.
3. Click the **Settings** button to select the preferred microphone.
4. **Deselect the camera** at the bottom of the recorder screen.
5. Click the **Notes** button to view notes as you record.
6. When ready to begin, click **Record**.
7. When finished click **Stop**.
8. Use the **Replay** button to preview the recording.
9. Click the 'x' in the upper right corner to accept the recording. It will be added to the current slide. Or click the arrow forward button to record the next slide.



NOTE: To re-record audio, click the **Clear** button, and select **Clear recording on current slide**. Then repeat steps 5-9.

Select Playback Settings

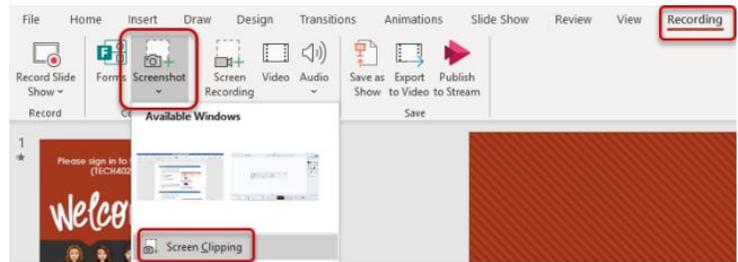
1. Double-click the audio file to select it.
2. Click the **Playback** tab.
3. Make any necessary adjustments to the video clip (for example, start automatically, adjust the volume, trim the video).



SCREENSHOT

Before selecting Screenshot, open the program or website for which you want a screenshot. Then open the slide to which the screenshot should be copied.

1. Click the **Recording** tab.
2. Click **Screenshot**.



3. Then click **Screen Clipping**.
4. Once the screen dims, **click, and drag** the area of the screen you want to clip.
5. The clipping will be pasted to the current slide.



SCREEN RECORDING

Before selecting Screen Recording, open the program or website for which you want to make a screen recording. Then open the slide to which the screenshot should be copied.

1. Click the **Recording** tab.
2. Click **Screen Recording**.



3. Select or deselect the **Audio** and **Pointer** buttons as preferred.
4. Click the **Record** button to begin recording.
5. NOTE: During recording, the toolbar will be hidden. When finished recording hover over the top, center of the screen and the toolbar will appear.
6. Click **Stop** to end the recording.
7. The video will be pasted on the current slide.



Select Playback Settings

1. Double-click the video file to select it.
2. Click the **Playback** tab.
3. Make any necessary adjustments to the video clip (for example, start automatically, adjust the volume, trim the video).

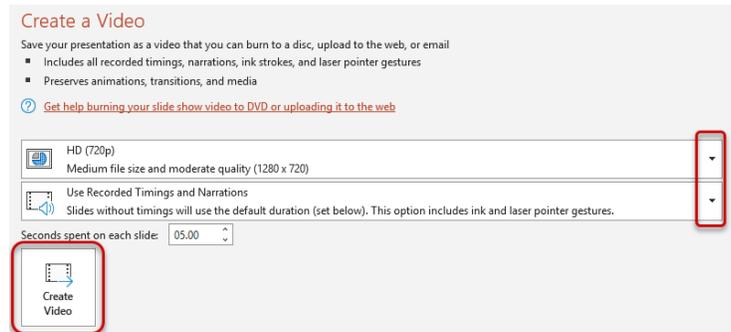


EXPORT TO VIDEO

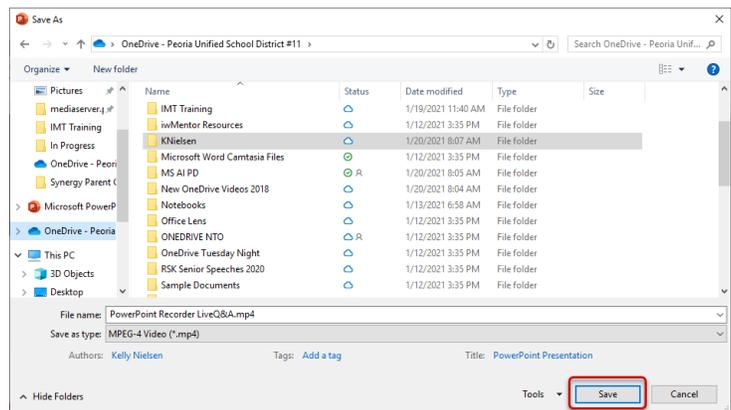
1. Click to open the **Recording** ribbon.
2. Click **Export to Video**.



3. Select a **file size** (Standard, HD, Full HD, Ultra HD).
4. Choose whether to **use recorded timings and narrations**.
5. Click **Create Video**.



6. Navigate to the location to save the video.



7. Give the video a **File Name**.
8. Click **Save**.
9. A status bar for the video render will appear at the bottom of the presentation.



NOTE: This process can take a long time is the video is large.

10. When finished, the video can be found in the location where it was saved.

