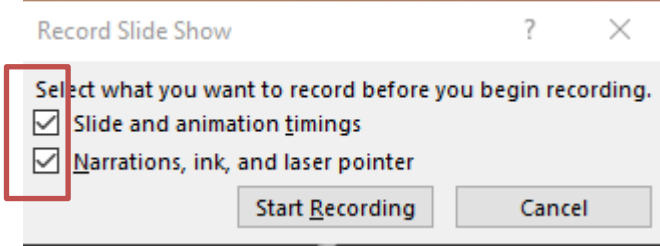
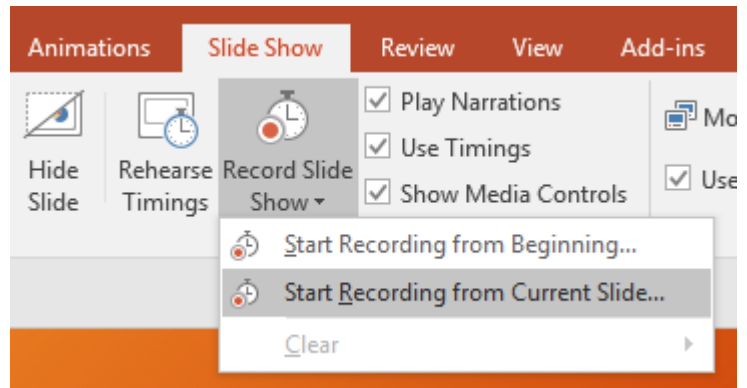
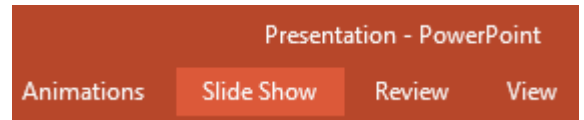


# Powerpoint & Windows 10: A How-To Guide

1. Open PowerPoint
2. Click Slide Show from the top navigation bar
3. Press Record Slide Show/ Start Recording from Beginning or from Current Slide.
4. Make your selection

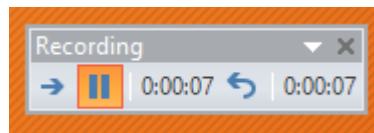


## More about these options:


**Slide and animation timings:** PowerPoint automatically records the time you spend on each slide, including any animation steps that occur, and the use of any triggers on each slide.

**Narrations, ink, and laser pointer:** Record your voice as you run through your presentation. If you use the pen, highlighter, eraser, or laser pointer, PowerPoint records those for playback as well.

5. Start Recording



Go to Next Slide 

Pause the recording 

Re-record the current slide 

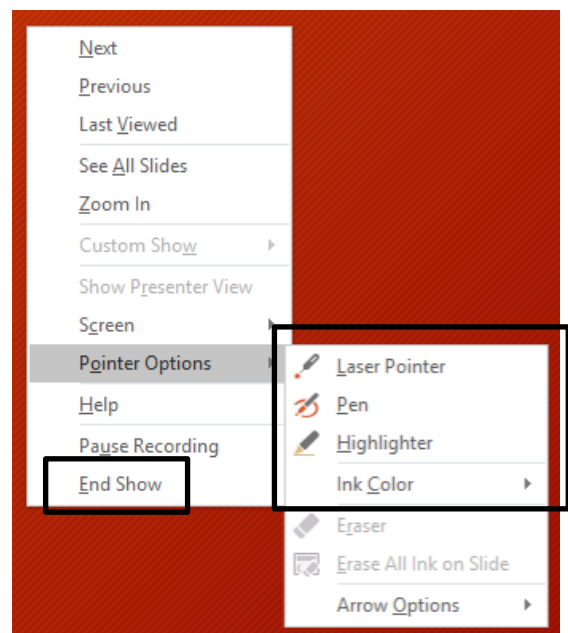
6. To use ink, eraser, or the laser pointer in your recording, right-click the slide, click **Pointer options**, and pick your tool:

- **Laser Pointer**
- **Pen**
- **Highlighter**
- **Eraser** (This option is grayed out unless you have previously added ink to some slides.)

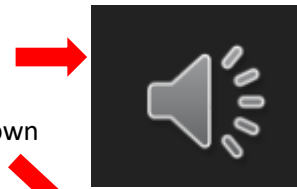
7. To change the ink color

8. To end your recording, right-click the final slide, and click **End Show**.

**\* DO NOT FORGET TO SAVE!!**



9. When you finish recording your narration, a sound icon appears in the lower-right corner of each slide that has narration.



The recorded slide show timings are automatically saved. Timings are shown in Slide Sorter view just beneath each slide.

The recording is embedded in each slide and the recording can be played back in Slide Show. A video file is **not** yet created.



It is possible to:

- Delete timings or narration
- Edit timings or narration
- Manually force the timings of a slide

10. When you are happy with the PowerPoint slides and narration go to File/ Export> Create a Video and choose the quality and required settings!

**Create a Video**

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

[? Get help burning your slide show video to DVD or uploading it to the web](#)

Internet Quality  
Medium file size and moderate quality (1280 x 720)

Use Recorded Timings and Narrations  
Slides without timings will use the default duration (set below). This option includes ink and las...

Seconds spent on each slide:

Create Video

11. Save as a .MP4 (suitable for sharing with the use of Blackboard)

File name:

Save as type:

Authors: [Sarah Hewitt](#)

- For higher quality, use an external web cam and/or microphone.
- You cannot record narration in PowerPoint Online. You must use a desktop version of PowerPoint.
- Use a script to minimize errors.
- Leave enough time for a practice!