

# Recording Individual Slides & Saving a PPT Presentation as a Movie

## Before you begin:

Locate and position your microphone to easily detect your voice and record in a quiet location to prevent unintended background sounds/audio.

Have your outline/notes in an easy-to-read format.

Consider breaking your presentation into smaller chunks with a 15 minute maximum.

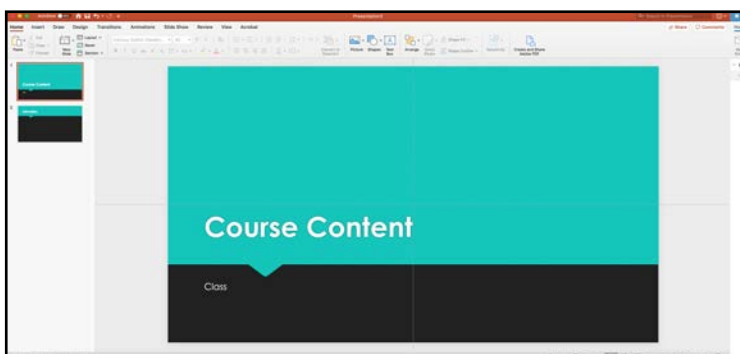
## Recording:

To begin, record a few sentences then play back to confirm clarity and sound.

## After recording:

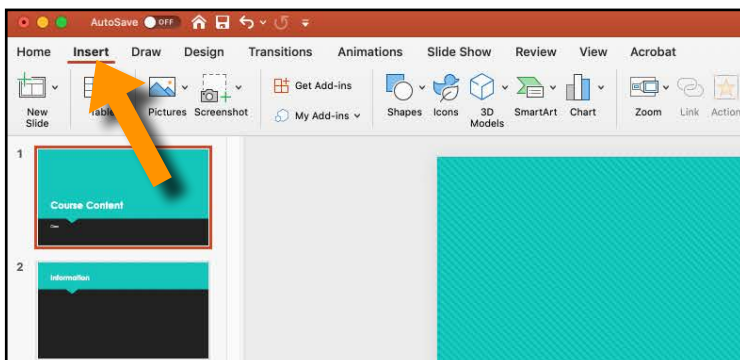
Preview your recording to confirm slides and audio were captured.

1



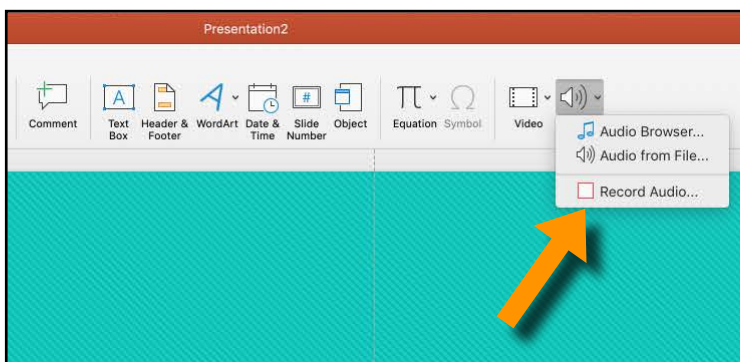
Open PowerPoint and create your presentation. If you have a previously created presentation, simply open the file.

2



Select the "Insert" option from the menu bar at the top.

3



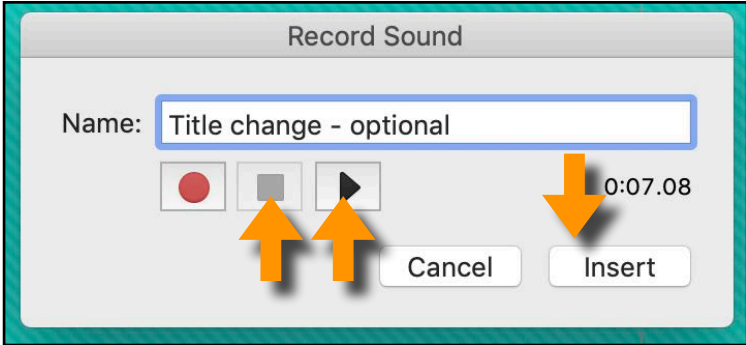
The last icon on the right under the Insert option is the Audio icon. Click on the small dropdown arrow to reveal the audio options. Select "Record Audio."

4



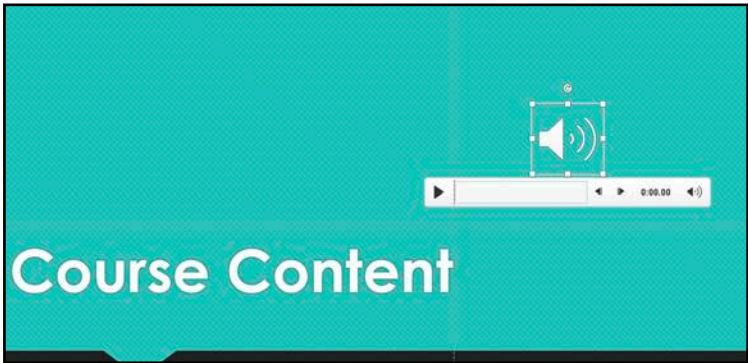
A new box will appear. You have the option of changing the name of the Recorded Sound or you can leave it as is. This will not impact the presentation. When ready, click the record icon.

5



Once you are done recording, hit the stop button and review your recording with the play button. Click "Insert" to add this recording to the slide.

6



A volume speaker icon will be added to the slide. This indicates the recorded audio has been attached to the slide. The icon will not show up on the slide when in presentation mode or when exporting to video.

7

Follow steps 1 - 6 for each slide you would like to record audio. If you need to rearrange slides simply click and drag as usual and the audio recording will remain with the slide. Any and all builds or transitions you have will be included.

8

**To save your PPT presentation as a movie (mov or mp4) file:**

**Click File -> Save As... -> mov/mp4 or Click File -> Export -> Movie**

You can also save your recorded PPT presentation as a PPT file by following the same steps as usual - File -> Save/Save As... -> PPTX file.