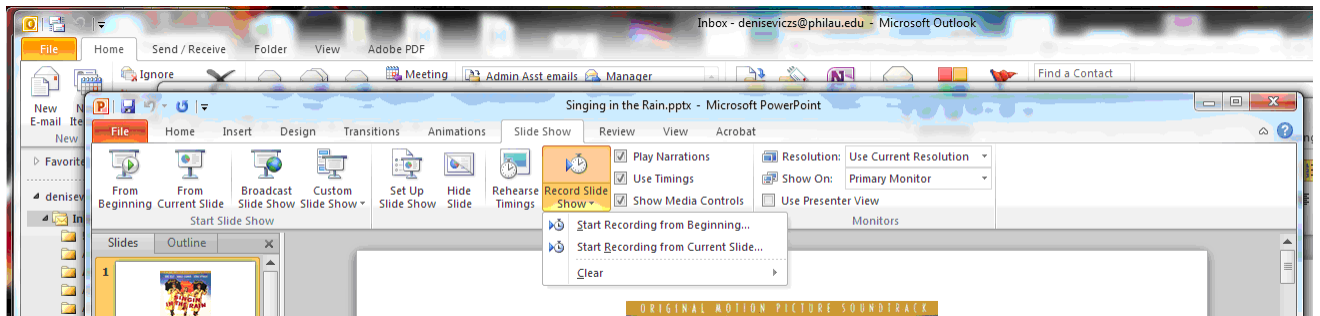


Recording Audio along with your PowerPoint

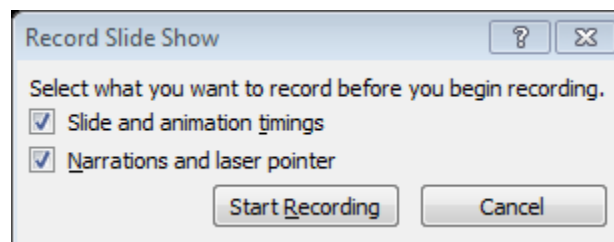
(PowerPoint 2010 or above (PC Only))

To record audio to your PowerPoint slides please first connect a headset (Logitech generic headsets recommended) or a microphone to your computer.

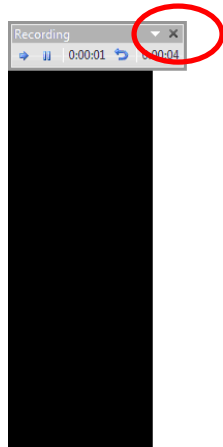
1. Open up the PowerPoint you would like to record audio to.
2. Click on the “Slide Show” Tab at the top.
3. Click on “Record Slide Show” and “Start Recording from beginning”



4. A window will pop up. Make sure both options are clicked.



5. Press “Start Recording” When you do the Powerpoint will start. Press the Spacebar to advance slides. Speak normally as if you were talking about the presentation into the phone. Once done it will take a moment to save. Each slide will then have an audio speaker at the bottom right. This is the attached audio for each slide.
6. To modify audio click on the slide you would like to change. Delete the speaker.
7. Click on “Record Slide Show” but make sure to click “From Current Slide”
8. Repeat step 4
9. When done recording just that slide click the “x” at the controls during the presentation. This will make sure you don’t record audio over the other slides.



Ca

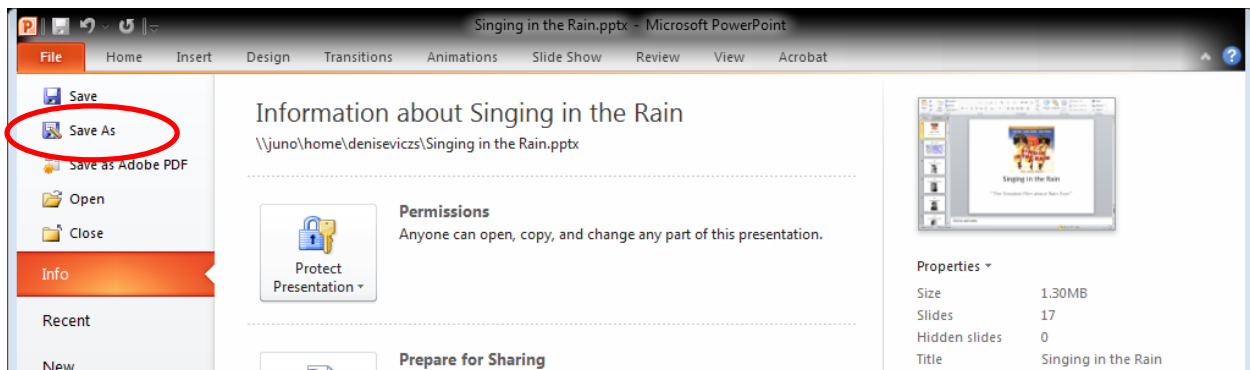
- Debbie Reynolds



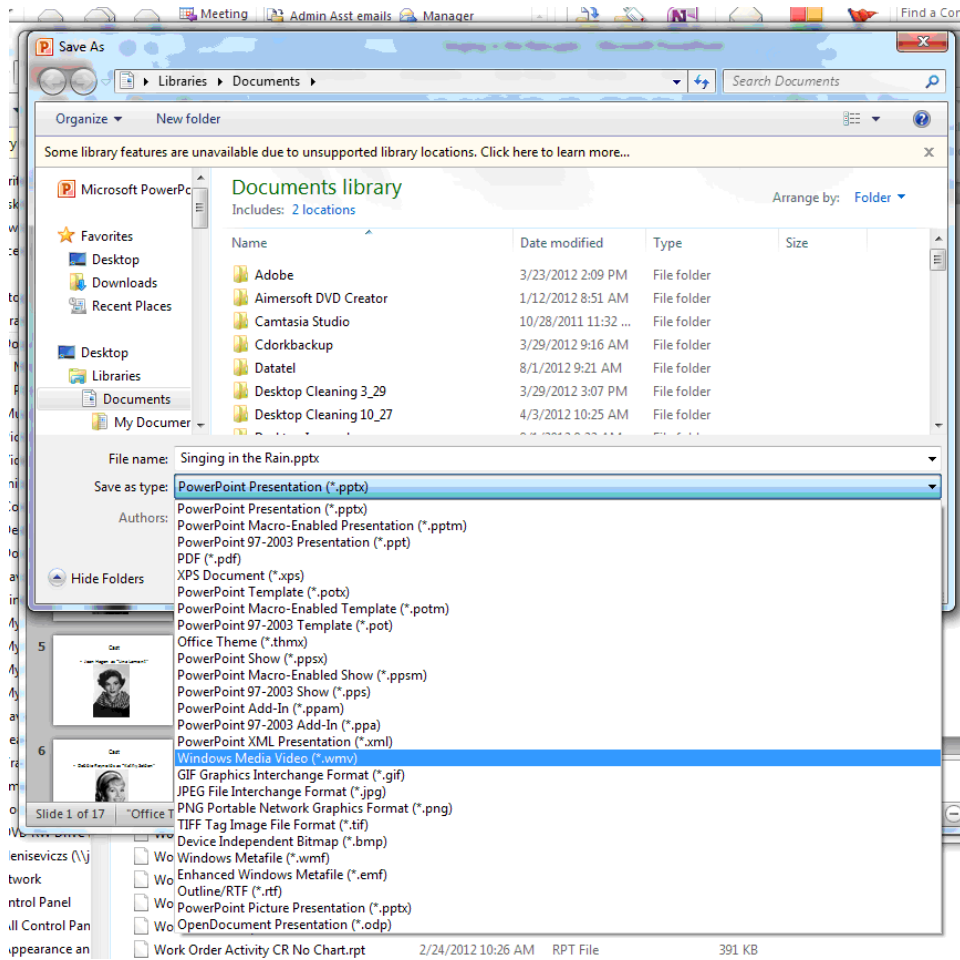
Save a PowerPoint as a Movie

You can easily create a movie from a PowerPoint presentation by changing the type of file you are saving as.

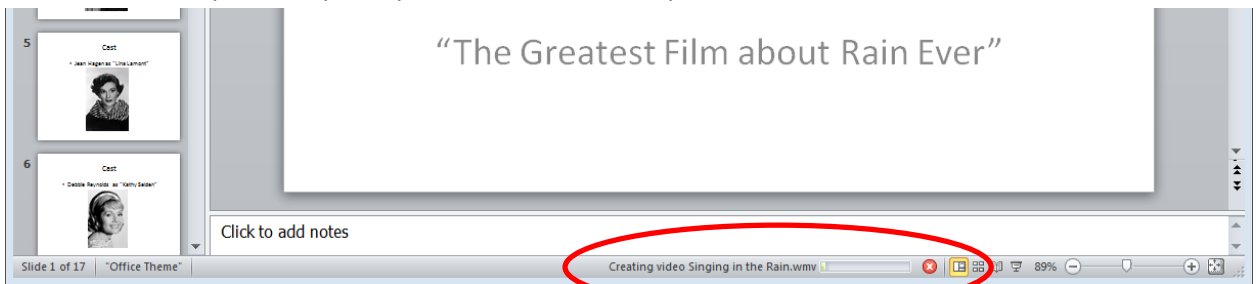
1. Go to the “File” menu at the upper left.



2. Click on “Save As”
3. Under “Save as type” choose “Windows Media Video”



4. Locate where on your computer you would like to save your video and Press “Save”



5. Do not close out of PowerPoint until the bar at the bottom finishes making the movie. Once this alert goes away the film will be fully saved and useable