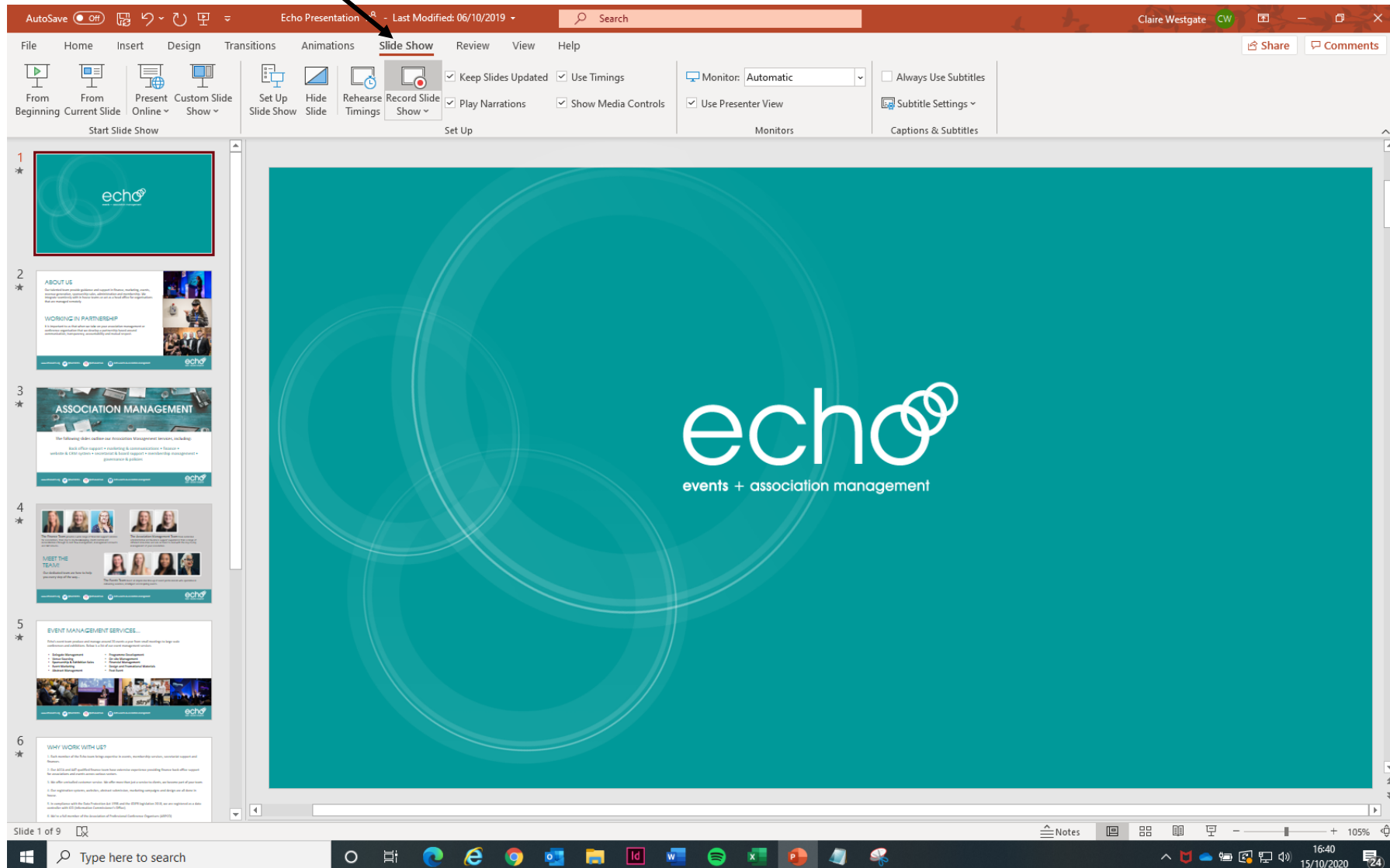


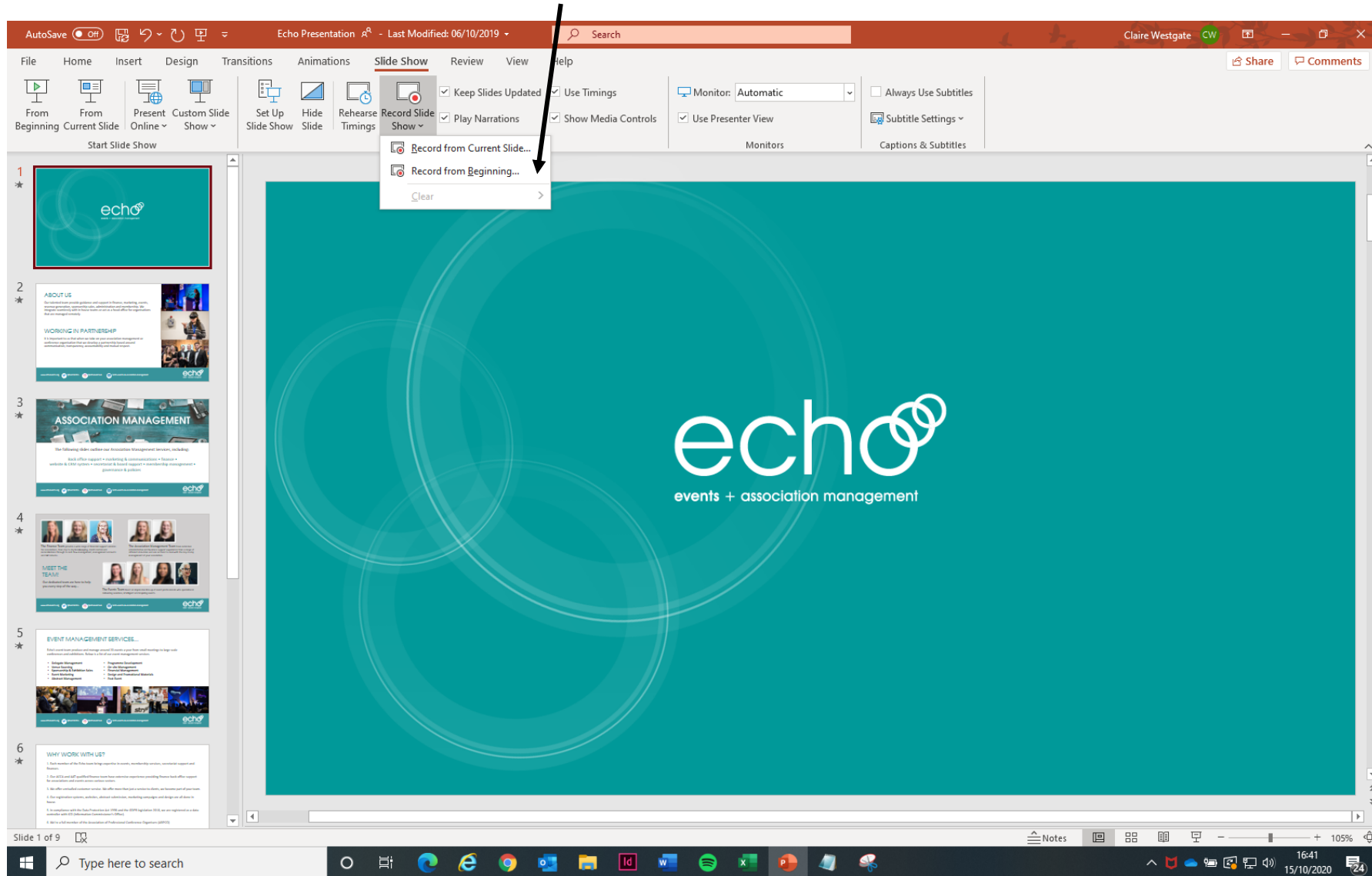
# How to record a presentation in PowerPoint

1. Create your presentation in Powerpoint as normal.
2. Once complete go to 'Slide Show' in the menu



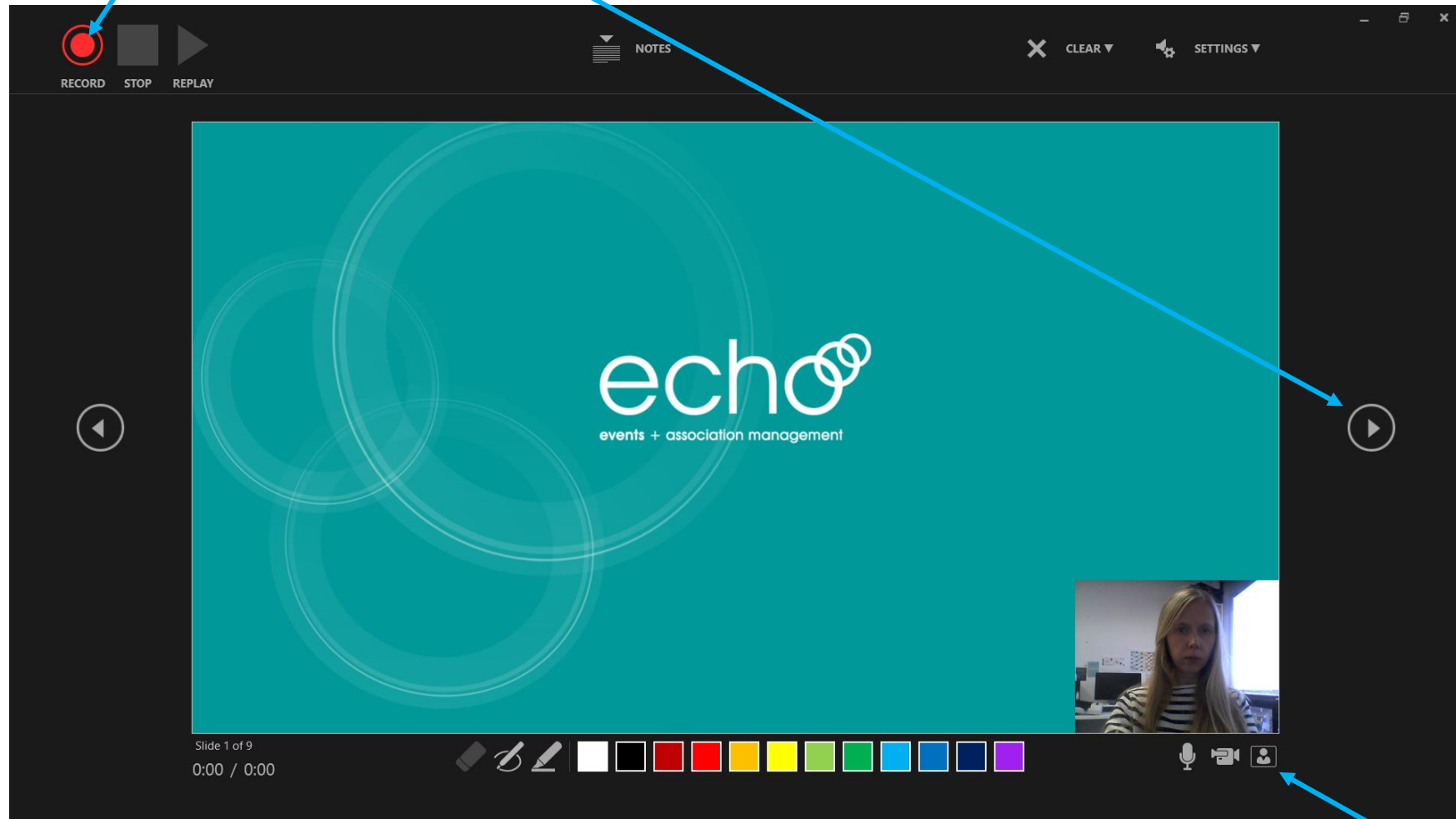
# How to record a presentation in PowerPoint

3. Click 'Record Slide Show' and select 'Record from Beginning' from the drop down.



## How to record a presentation in PowerPoint

4. Your screen should now look something like this with a video box in the bottom right hand corner. If you do not have a camera this will just show as black box.
5. Click 'Record' to start and progress the slides using the side arrows. If you make a mistake you can just re-do.



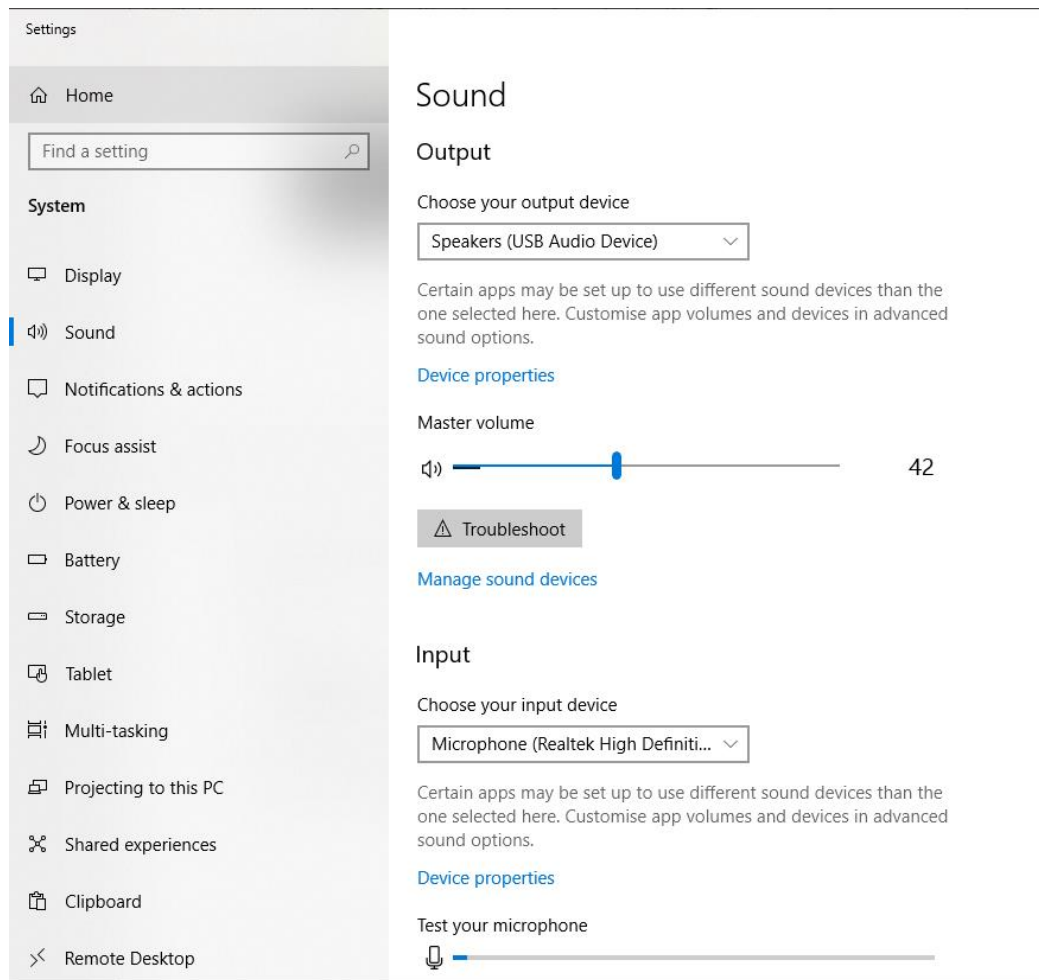
If you wish to remove this box  
click this button

# How to record a presentation in PowerPoint

## TIPS!

In order to do a video recording you will need to have a camera enabled on your computer, most laptops have these built in as standard but if you are using a desktop computer or older system you may need to install a separate device. If you do not have access to a camera you can choose to just record the audio.

To record the audio, you will need to have a microphone installed on your computer – most PC's and laptops have this as standard. You can check your microphone is enabled in your computer settings / sound.



## How to record a presentation in PowerPoint

If you choose to only record the audio you can remove the video box by clicking the following icon



Once you are happy with your recording save your PowerPoint as a **Windows Media Video (\*.wmv)** and email to [claire@echoevents.org](mailto:claire@echoevents.org). If your video is too large to email please contact us and we'll provide a link to a dropbox file.

If you have any problems recording your presentation please contact Claire Westgate [claire@echoevents.org](mailto:claire@echoevents.org) or call 0191 241 4523.