

eular

Audio recording steps using Powerpoint

2013-2019 Windows



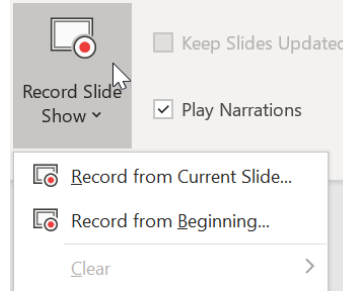
EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY

Steps to audio recording

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1. With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.

- Clicking the upper half of the button starts you on the current slide.
- Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.

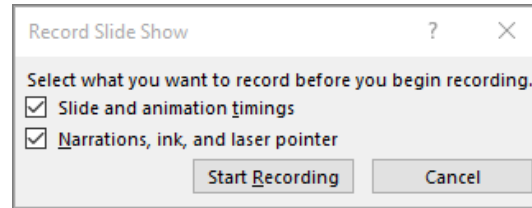


We highly recommend authors to use **a tie microphone/head phone with microphone** to ensure the best quality audio recording.

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2. In the **Record Slide Show** box, check or clear the boxes for your recording, and click **Start Recording**



- **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.

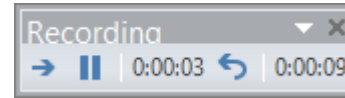
Important: Pen, highlighter, and eraser recording are available only if you have the February 16, 2015 update for PowerPoint 2013 or a later version of PowerPoint installed. In earlier versions of PowerPoint, pen and highlighter strokes are saved as ink annotation shapes

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3. At the top left corner of the window is the **Recording** toolbar, which you can use to:

- Go to the next slide: Go to the next slide:
- Pause the recording: Pause recording:
- Re-record the current slide: Repeat:



If you re-record your narration (including audio, ink, and laser pointer), PowerPoint erases your previously recorded narration (including audio, ink, and laser pointer) when you start recording again on the same slide.

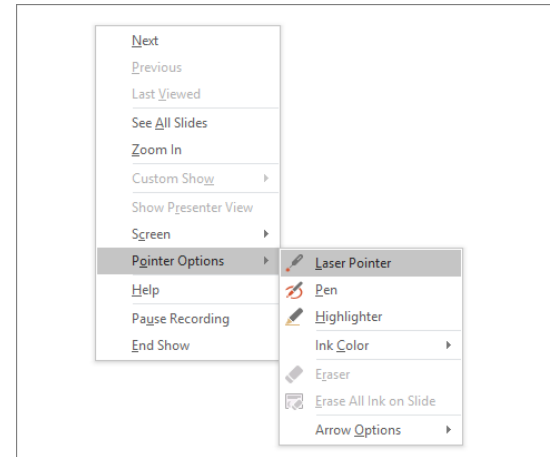
You can also re-record by going to Slide Show > Record Slide Show.

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

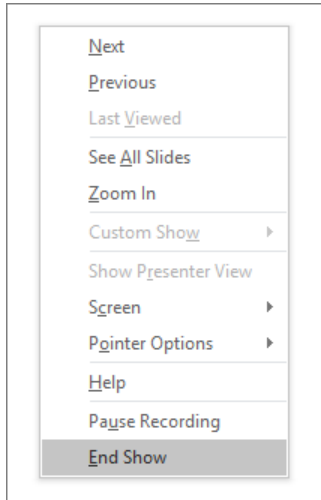
- **Laser Pointer**
- **Pen**
- **Highlighter**
- **Eraser** (This option is grayed out unless you have previously added ink to some slides.)
- To change the color of the ink, click **Ink Color**



Steps to audio recording

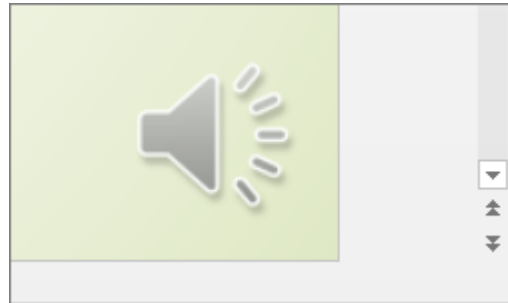
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5. To end your recording, right-click the final slide, and click **End Show**



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

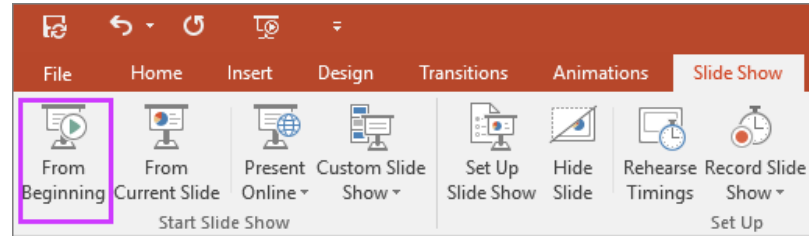
The recorded slide show timings are automatically saved. Timings are shown in **Slide Sorter** view just beneath each slide



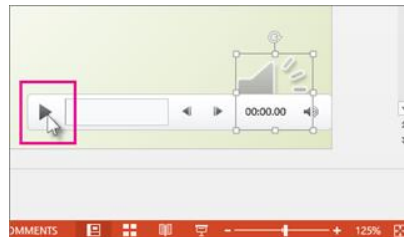
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6. Preview the recorded audio: On the **Slide Show** tab, click **From Beginning** or **From Current Slide**. During playback, your animations, inking actions, laser pointer, audio and video play in sync



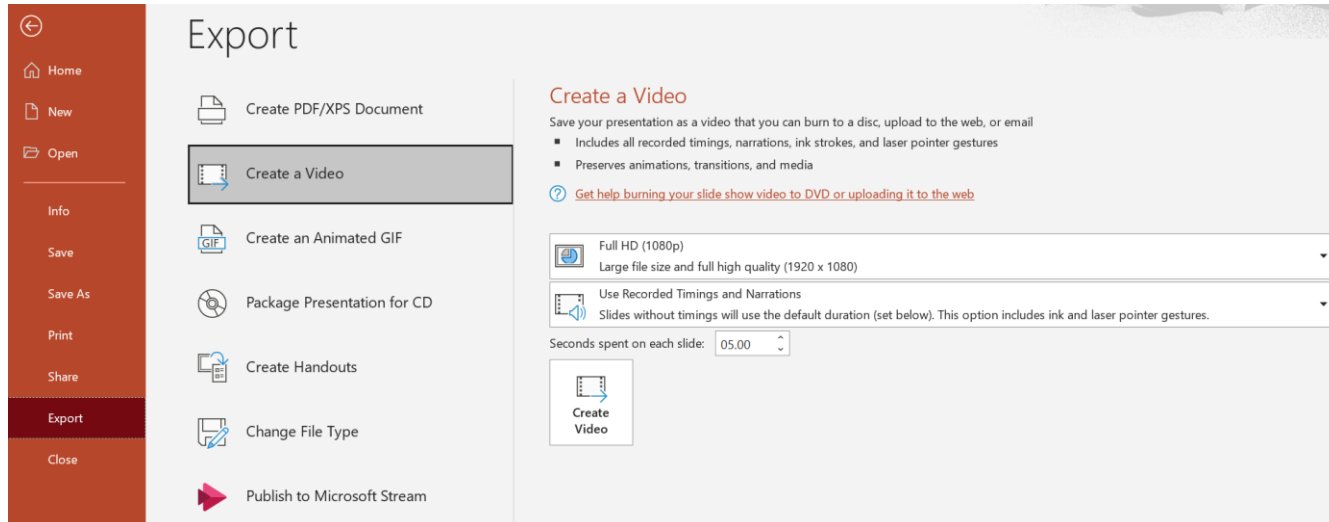
Preview the recorded audio: In **Normal** view, click the sound icon in the lower-right corner of the slide, and then click **Play**



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7. **Export ppt to video:** Click on **File, Export, Create a Video**, Select **Use Recorded Timings and Narrations**, click on **Create Video**



Reference: [Microsoft Support](#)