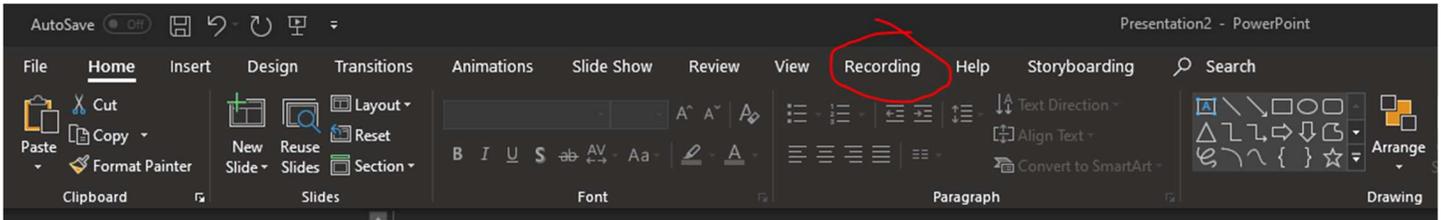


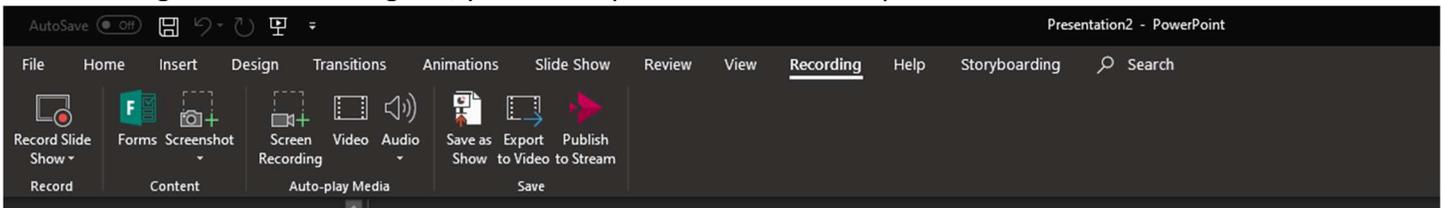
Need to Record Video or Audio with your Presentation?

Using the Recording Tab

The Recording tab is located at the top of the ribbon near the end.

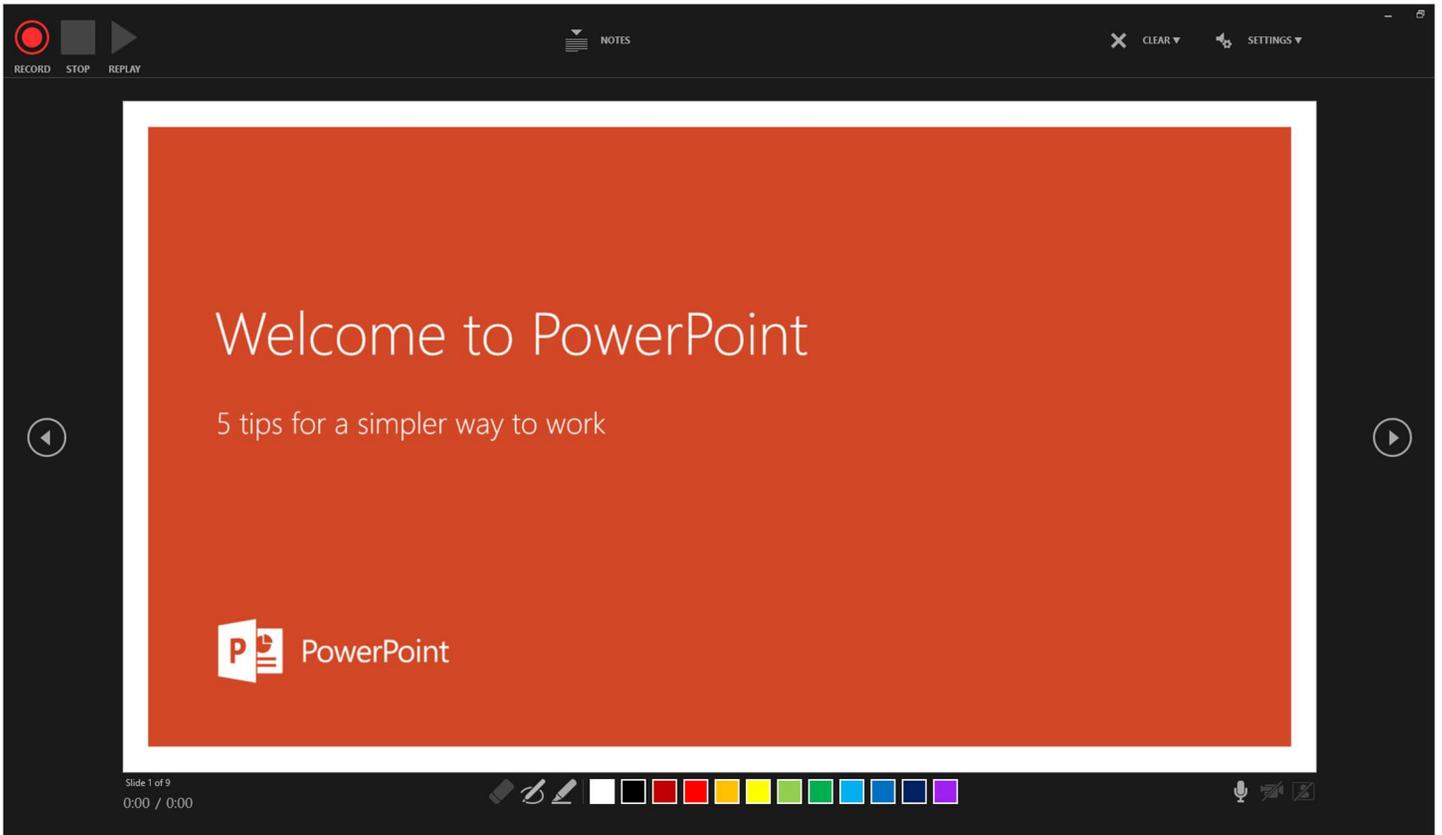


After clicking on the Recording tab, you will be presented with the options below.



Recording Slide Show

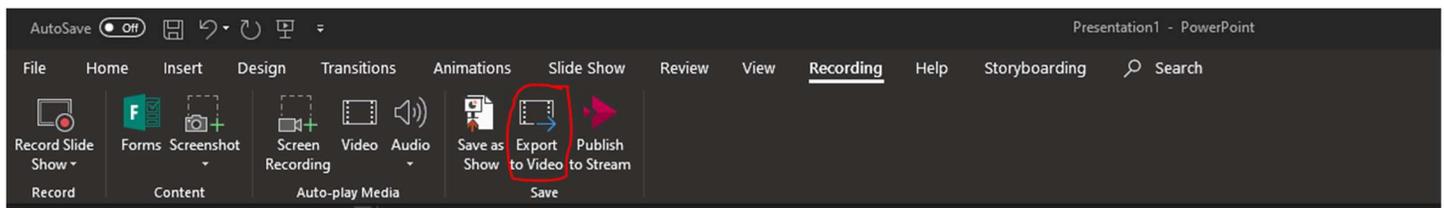
Clicking this button  will give you the option to start recording your slides from the beginning or the current slide you are on. Whichever you choose, a window will pop up that looks like this:



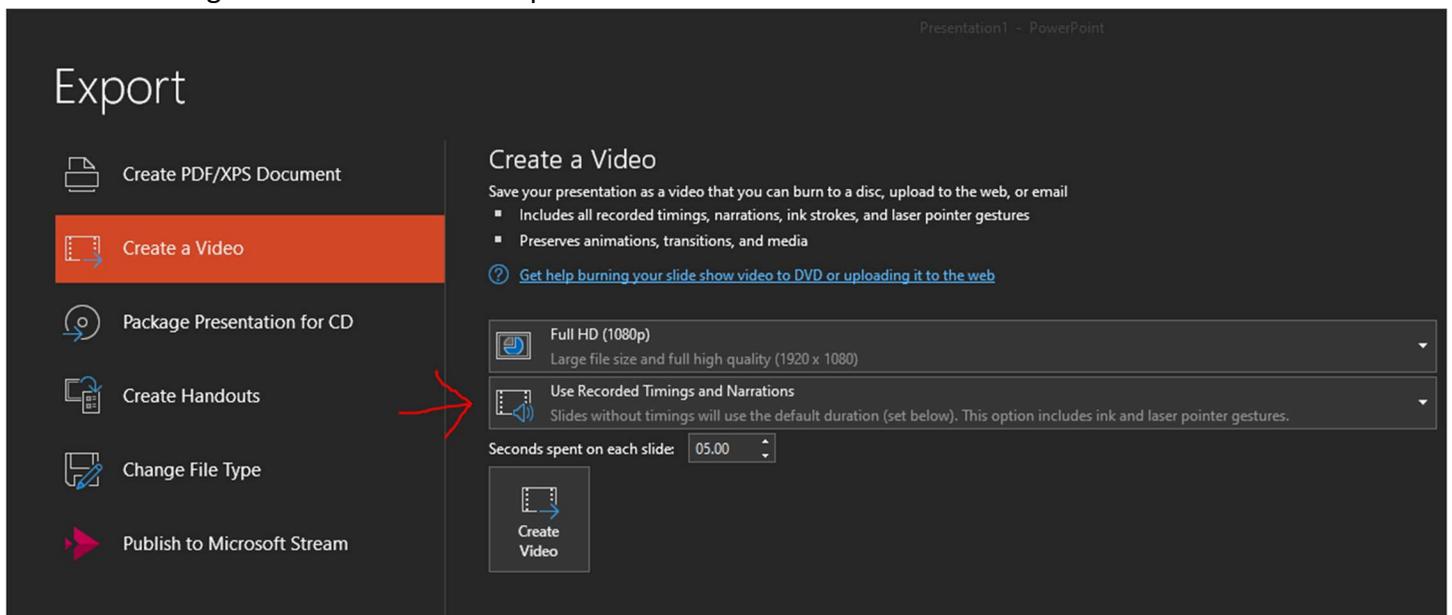
- In order to start recording your slideshow, you will need to click the “Record” button in the top left corner.
- While recording, if you have a microphone connected to your PC, anything you say will be recorded as long as the microphone button  is not crossed out.
- If you have a webcam integrated into your laptop, or a USB webcam plugged in, you can see a preview of anything the webcam sees in a window that will overlay the slides by clicking the Camera Preview button  in the bottom right corner of the screen. As long as you can see a feed coming into this box, it will be recorded as well.
- Additionally, you can click on the pen or highlighter buttons at the bottom of the screen and then choose a color to markup your slides or highlight important sections. If you want to get rid of any markings, you can click the eraser button in front and then click on whatever marks you would like to delete.
- All of your changes will be saved after you click “Stop.”
- You can now exit out of this window.

Exporting Your Slide Show to a Video

After you are satisfied with the changes you have made, click the Export to Video button near the end of the Ribbon.



On the following screen make sure the options shown below are correct:



Now you can click the Create Video button  and choose a location to save the presentation to.

Go ahead and open the presentation you just saved and make sure all of your changes are there. That's it!