

## How to record a presentation

We explain two options for recording your presentation: PowerPoint and Zoom. You may use a different way, as long as the recording is a **MP4** file.

### 1) How to record your presentation in PowerPoint

Below we explain how to add audio to your PowerPoint presentation on Windows 10 and export that PowerPoint as an MP4. There are also many YouTube videos out there with video instructions. Simply google “how to record a presentation in PowerPoint.” You must have a microphone connected to your computer.

- 1) Design and save your PowerPoint presentation.
- 2) Click the **Slide Show** tab.
- 3) Click **Record Slide Show**.
- 4) Select **Record from Beginning**. NOTE: Any PowerPoint slide can be re-recorded by clicking Record Slide Show and selecting Record from Current Slide. After you finish re-recording the slide, simply click Esc [Escape] on your keyboard. The current slide will have your new recording and the remaining slides will remain the same.
- 5) After selecting Record, begin speaking. Click the advance button to advance to the next animation or slide. Between slides or animations, stop speaking for a second to prevent the audio from cutting out.
- 6) Press Esc [Escape] on the keyboard when the audio recordings are finished. You will see a speaker icon on slides that have audio.
- 7) At any time during your narration, you may press pause to pause the recording. Hit resume to keep going. You may also rewind to the beginning of the current slide to re-record that slide.
- 8) You should play the recording of each slide and see if you want to re-record anything.
- 9) Once you are finished with your narration, save your PowerPoint.
- 10) After saving, click **File, Export**.
- 11) Select **Create a Video**.
- 12) Make sure **Use Recorded Timings and Narrations** is selected.
- 13) Name the video file your LastName (**LastName.mp4**). The only option is mp4 format. Save the video.
- 14) Play your video to make sure it works and is within the allotted time frame.
- 15) Upload your file to the [Speaker Resource Center](#).

### 2) How to record your presentation in Zoom

Zoom records your screen, so you can create your presentation in PowerPoint, Prezi, Google Slides or any presentation software. Below we have written instructions. There are also many YouTube videos out there with video instructions. Simply google “how to use Zoom to record a presentation.” You must have a microphone connected to your computer.

- 1) Design and save your presentation. Leave the presentation open.

- 2) Open Zoom and sign in. If you don't have a Zoom account, you can create one for free at <https://zoom.us/>. You can work from the web-based browser, but downloading the app offers the best experience.
- 3) If working from the App, Click **New Meeting**. If working from the web-based browser, click **Host a Meeting**.
- 4) Click **Share Screen**, choose your open presentation (PowerPoint, Prezi, etc), click **Share**.
- 5) If you want to show yourself while presenting, make sure **Start Video** is on. If you don't want to show your video, click **Stop Video**.
- 6) Start your slide show from the beginning. Make sure only the slides are showing on the screen. Whatever you see on the screen is recorded on your video (except for the zoom tools at the top of the screen).
- 7) Click **More**, click **Record**.
- 8) Recording begins immediately. If you need to pause the recording, you can click **More**, click **Pause Recording**.
- 9) Narrate through your slides. You can use your mouse or keyboard to advance slides. Once you are finished with the presentation, click **More**, click **Stop Recording**.
- 10) Click **Stop Share**.
- 11) Click **End**, click **End Meeting for All**.
- 12) The recording is automatically converted.
- 13) Navigate to where it is saved on your computer. Unless you changed it, the default is Documents folder, zoom folder.
- 14) There will be 3 files. You only want the .MP4 file. Rename the zoom.mp4 file to **LastName.mp4**.
- 15) Play your video to make sure it works and is within the allotted time frame.
- 16) Upload your file to the [Speaker Resource Center](#).