**How to audio-record your PowerPoint presentation?**

*PGM de Jong, May 4, 2020*

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**Create your PowerPoint presentation first.**

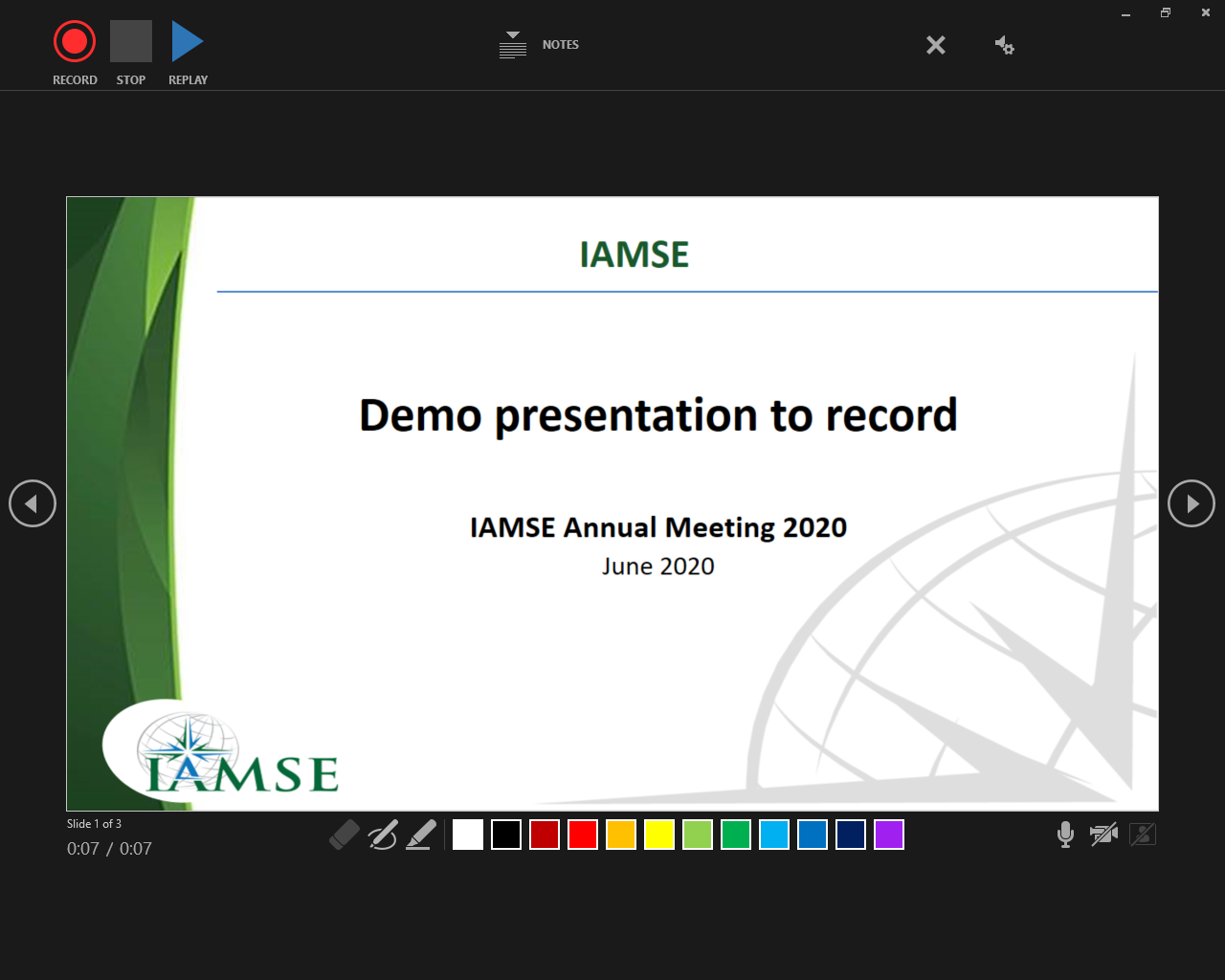
1. Animations are allowed and will be recorded.
2. Do not embed video files.

**To record your talk, follow these steps:**

1. Open your slide deck in PowerPoint.
2. Go to the menu “Slide Show”.
3. Select the option “Record Slide Show”.

**Now you see the central dashboard for recording:**

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1. In the right bottom, please disable the camera and enable the microphone. To keep the recording file small in size, you are only allowed to record audio!
2. Make sure you are in a silent environment.
3. To start recording, press the “RECORD” button in the left top corner.
4. Recording starts after the 3 seconds countdown.
5. Just present the talk by talking in the microphone and by advancing the slides as you are used to. Animations will also be recorded.
6. Use the “STOP” button when you are finished.
7. Close the window with the “x” in the right top corner.
8. Now go to the menu “File” and select the option “Export”, and the option “Create a video”. Select the desired quality (Note: the better quality, the larger file!) and press the “Create video” button. Select your destination directory and filename to store. Click on “Save” and you are all set!
9. You can now use the mp4 file to play your presentation.