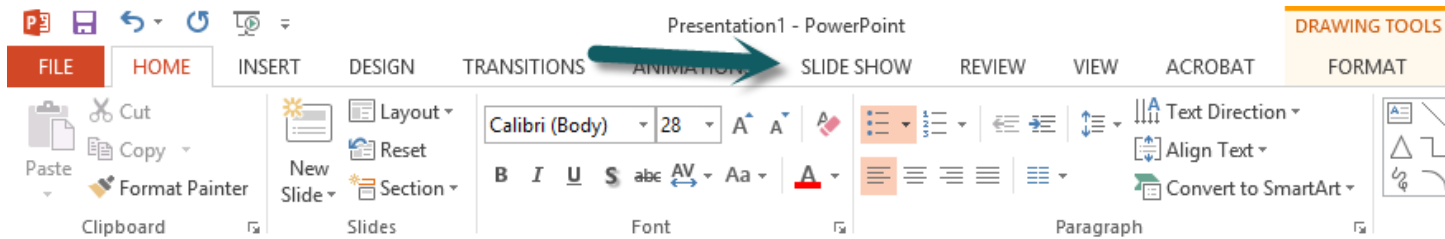


How to Record Audio for a PowerPoint Presentation

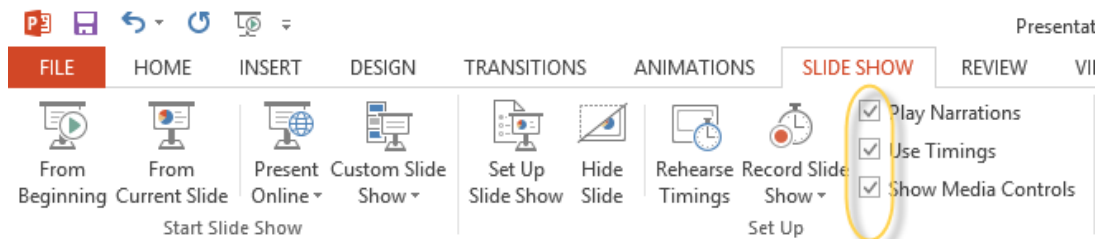
- A step by step guide



On the main home page, select Slideshow



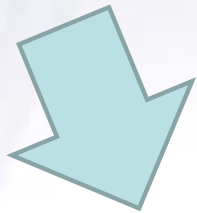
Make sure these three have been selected...



Select “Record Slide Show”



Holding down the arrow will allow you to either record audio from the beginning of your presentation, or from the current slide.



Press here to record, stop, or replay audio

The screenshot shows a presentation software interface with a dark theme. At the top left, there are three buttons: a red circle with a white dot labeled 'RECORD', a grey square labeled 'STOP', and a blue triangle labeled 'REPLAY'. To the right of these are icons for 'NOTES', 'CLEAR', and 'SETTINGS'. The main content area is a white slide with the title 'How to Record Audio' and the subtitle 'A step by step guide'. On the left and right sides of the slide, there are circular navigation arrows. At the bottom left, it says 'Slide 1 of 5' and '0:07 / 0:07'. At the bottom center, there is a color palette with various colored squares. At the bottom right, there are icons for a microphone, a camera, and a mute symbol.

The screenshot shows a presentation software interface with a dark theme. At the top, there are control buttons: a red circle with a dot (RECORD), a grey square (STOP), and a blue triangle (REPLAY). To the right are icons for NOTES, CLEAR, and SETTINGS. The main slide area is white and contains the text "How to Record Audio" and "A step by step guide". On the left and right sides of the slide, there are circular navigation arrows. At the bottom, there is a toolbar with various drawing tools (eraser, pencil, highlighter), a color palette, and icons for microphone, camera, and screen sharing. A small speaker icon is located in the bottom right corner of the slide area, with a large light blue arrow pointing to it. The bottom left corner of the interface shows "Slide 1 of 5" and "0:07 / 0:07".

This symbol lets you know audio has been recorded and is ready to play

The screenshot shows a presentation software interface with a dark theme. At the top, there are control buttons: a red circle with a dot for 'RECORD', a grey square for 'STOP', and a blue triangle for 'REPLAY'. To the right are 'NOTES', 'CLEAR', and 'SETTINGS' options. The main area is a white slide with the title 'How to Record Audio' and subtitle 'A step by step guide'. Navigation arrows are on the left and right sides. At the bottom, there is a toolbar with drawing tools, a color palette, and a microphone icon. A light blue arrow points to the microphone icon. In the bottom left corner, it says 'Slide 1 of 5' and '0:07 / 0:07'.

This symbol lets you record a video to add to your slide. You must press this button to turn camera on/off when you initially go to record audio

The screenshot shows a presentation software interface with a black background. At the top, there are controls for RECORD (red circle), STOP (grey square), and REPLAY (blue triangle). To the right are icons for NOTES, CLEAR, and SETTINGS. The central slide is white with the text "How to Record Audio" and "A step by step guide". Navigation arrows are on the left and right sides of the slide. At the bottom, there is a toolbar with drawing tools, a color palette, and a volume icon. The status bar at the bottom left shows "Slide 1 of 5" and "0:07 / 0:07".

Click through each slide to add audio to any additional slides



Helpful Tips for Inserting Audio into Presentations

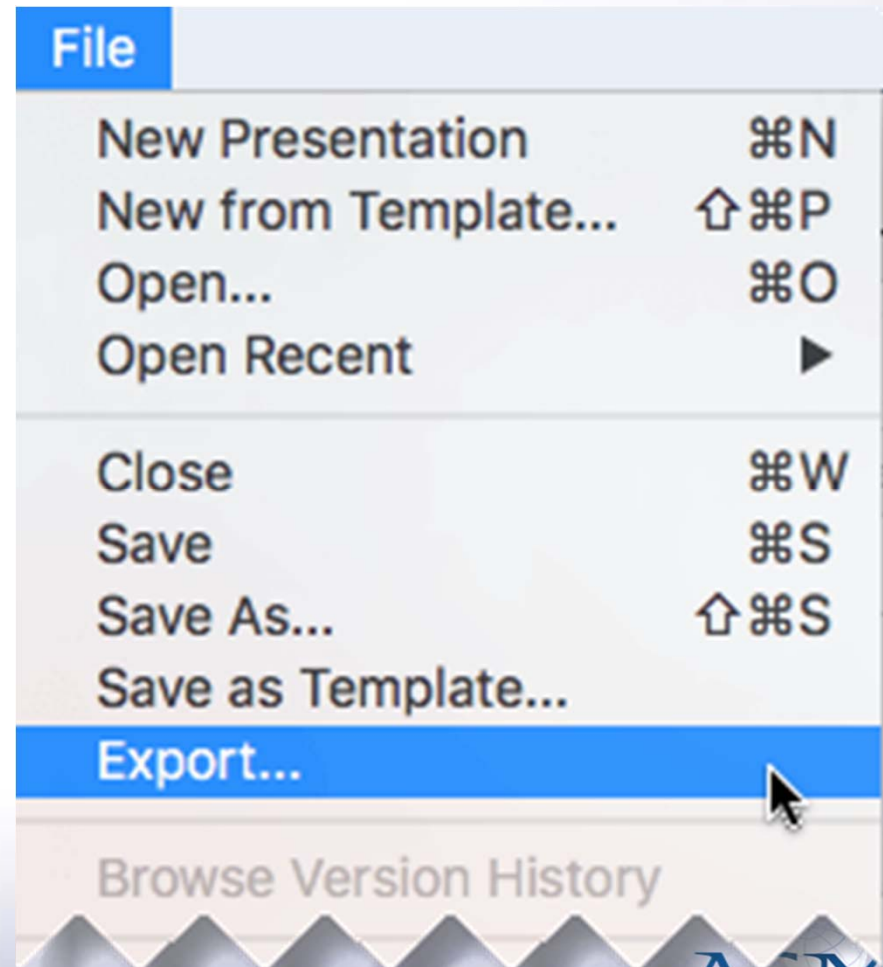
- The best time to add audio to your slides is once your presentation has been completed
- Time your PowerPoint. Time limits are on the Submission site.
- If you have any questions, please reach out to the Organizing Committee or the Conference Manager.



Video Files:

TO RUN YOUR PRESENTATION ON COMPUTERS THAT DON'T HAVE POWERPOINT INSTALLED, YOU CAN SAVE YOUR PRESENTATION AS A VIDEO FILE.

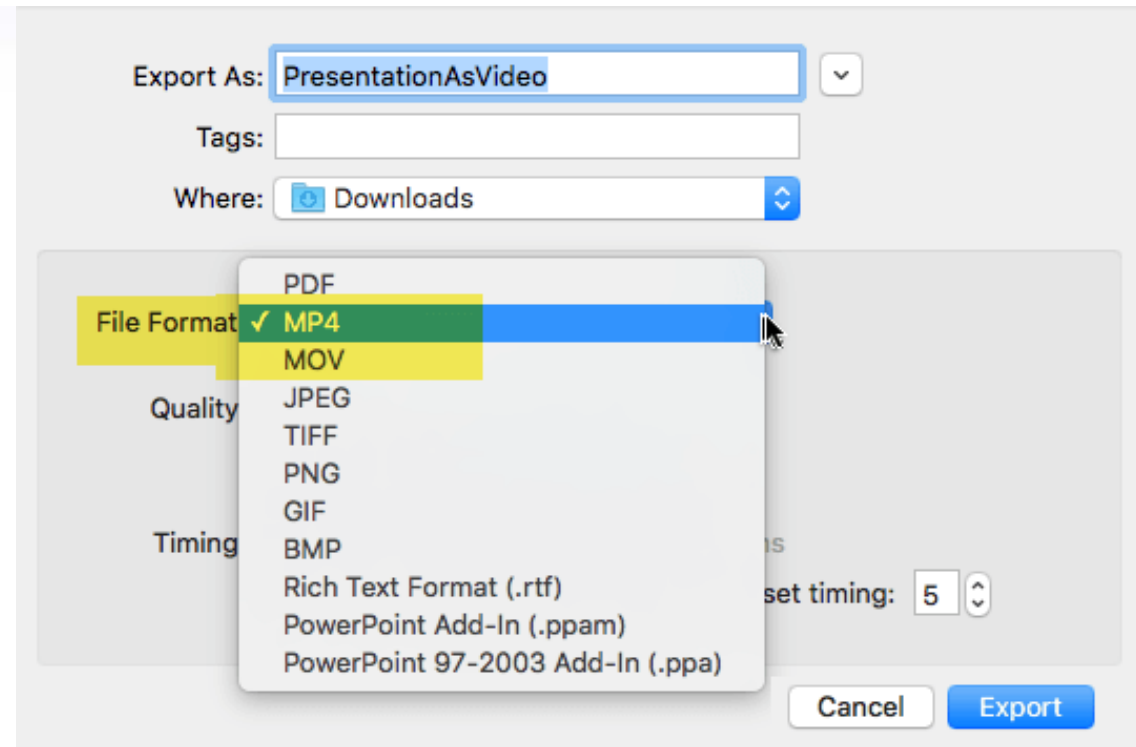
MOV FILES CAN BE PLAYED IN ANY APPLICATION THAT SUPPORTS QUICKTIME MOVIES. THE MP4 FORMAT IS AN INTERNATIONAL STANDARD, SO IT'S SUPPORTED MORE BROADLY, ESPECIALLY ON HARDWARE DEVICES



Open the **File Format** list and select the video format that you want (**MP4** or **MOV**).

Select the video **Quality** you want: **Presentation Quality**, **Internet Quality**, or **Low Quality**. The higher the video quality, the larger the file size.

If you have recorded timings and want to use them in the video you create from your presentation, make sure the box next to **Use Recorded Timings and Narrations** is checked. You can also choose to set the amount of time the video will spend on each slide if you don't have a set timing.



When you've made all your selections, choose **Export**

****After you've saved your presentation as a video, you can share it just as you would any other video, by using applications or devices that can open and play videos****