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

How to Record Audio
A step by step guide
This symbol lets you know audio has been recorded and is ready to play.
How to Record Audio

A step by step guide

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.
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.
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**