

eular

Steps to audio recording using Powerpoint **Office 365 for Windows OS**

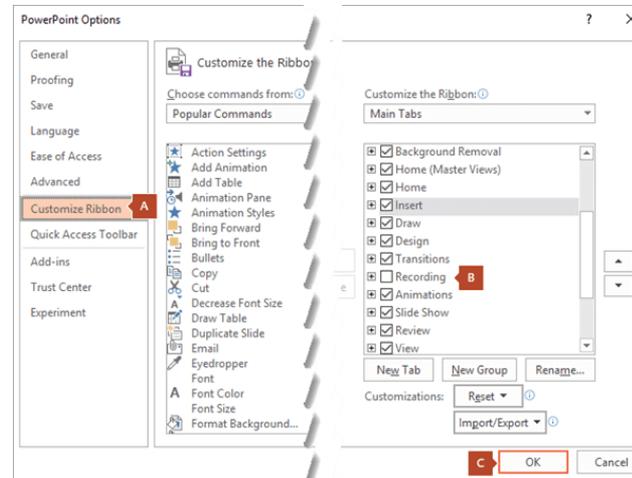


EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY

Steps to audio recording

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1. Turn on the **Recording** tab of the ribbon: On the **File** tab of the ribbon, click **Options**. In the **Options** dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**



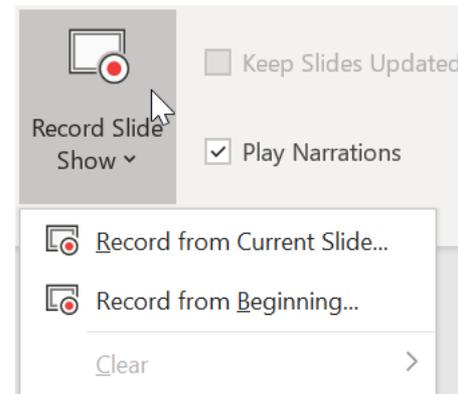
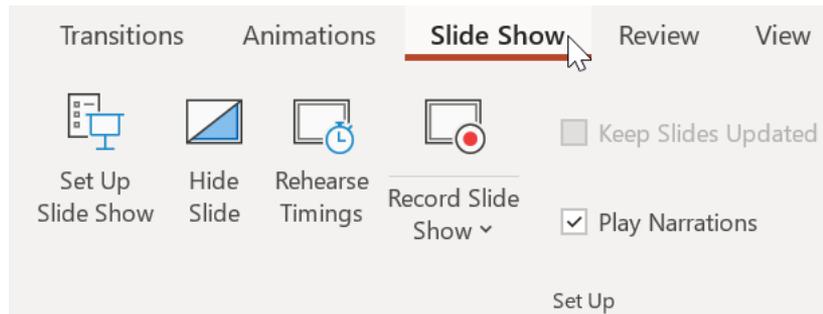
We highly recommend authors to use a tie microphone/headphone with microphone to ensure the best quality audio recording.

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2. To get ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.

- Clicking the upper half of the button starts you on the current slide.
- Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



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3. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



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- The current slide is shown in the main pane of the Recording window.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



- If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.



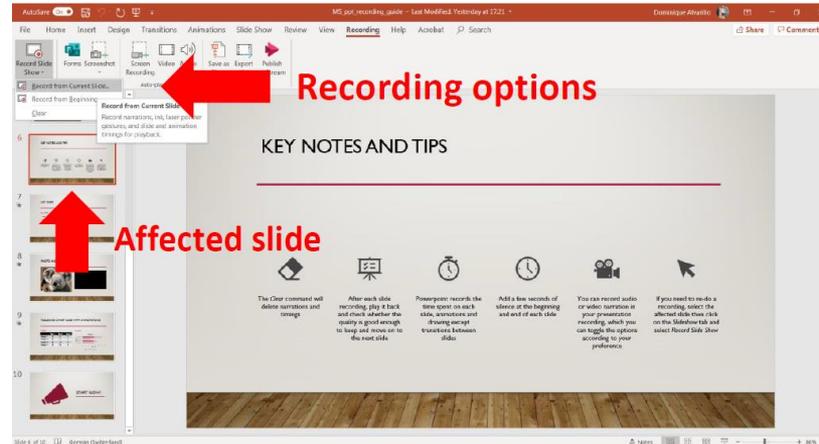
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4. To end your recording, select the square Stop button (or press S on your keyboard).
5. **Preview the recorded sound:** In the Recording window, the triangular **Play** button near the top left corner lets you preview the recording of the slide that currently has the focus in that window.



6. If you need to re-do a recording, select the affected slide, click **Record Slide Show**, then select **Record from Current Slide**



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7. **Export ppt to video:** Click on **File, Export, Create a Video**, Select **Use Recorded Timings and Narrations**, click on **Create Video**

