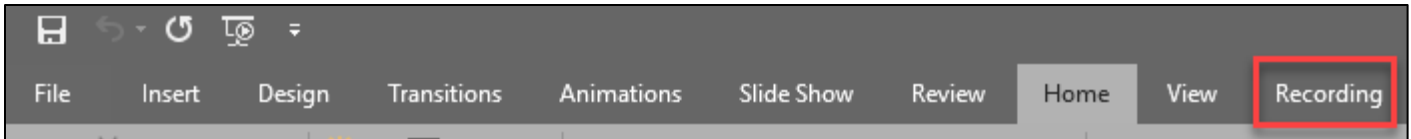




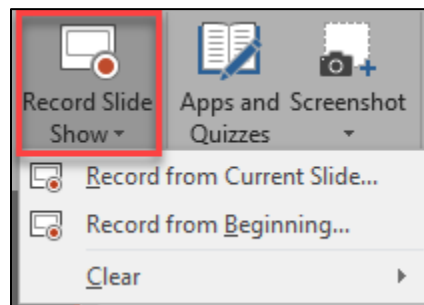
College of Medicine Tutorial Series

Recording a Slide Show with the Recording Tab

1. Open PowerPoint and a previous presentation
2. Select the Recording tab



3. Select Record Slide Show button, then click either Record from Current Slide... or Record from Beginning...



4. The presentation will start with a recording screen.



5. Select the microphone icon to mute it. Select the microphone icon again to unmute.



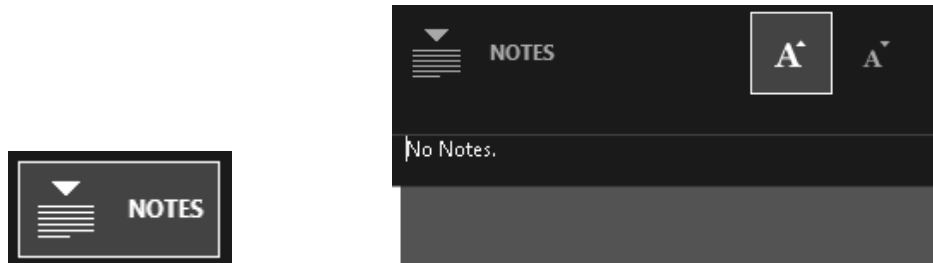
6. Select the video icon to turn your webcam off. Select the video icon again to enable your webcam.



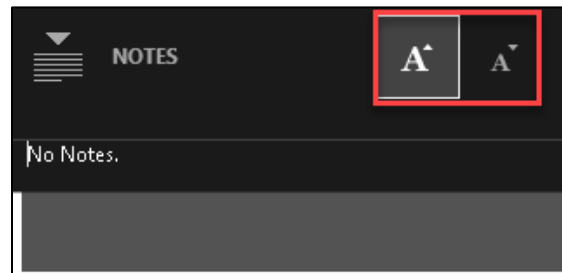
7. Select the video preview icon to hide your video. Select the preview icon again to view video during the presentation.



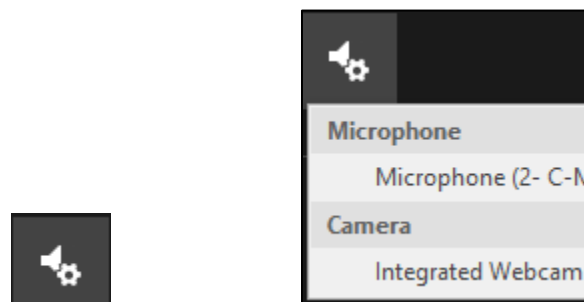
8. Select the notes icon to show your speaker notes during your recording. These notes will display to you only to assist with presenting materials during the recording.



9. You may also increase/decrease the font size to make the notes easier to read.



10. You may also choose specific microphones/webcams for recording.

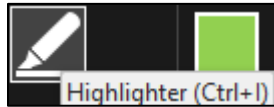


11. After you have set up how you'd like to present, including selecting the appropriate microphone and webcam, you are ready to record!

12. Click the Record button to start recording your voice and video during the presentation.



13. During the recording, you can also annotate and highlight information on your slides. Click the Highlighter icon to select the highlighter. Click and drag your mouse to highlight text and images on slides. You may also use the pen tool to write notes or circle important information as you present.



Compensation

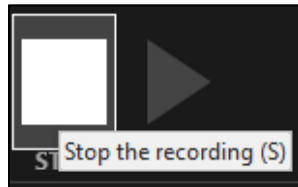


Compensation

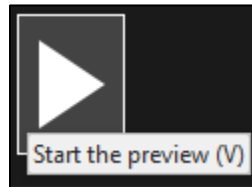
14. Select Pause to pause the recording, click the Record button again to continue recording where you left off



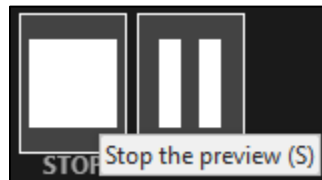
15. Select Stop to stop the recording



16. Select Play to preview the recording. Your annotations and voice/webcam footage will be included.



17. Click the Stop button to stop the preview



18. Select the close button to return to PowerPoint



19. Your recording is now included in the presentation. Save the presentation to save your recording.

