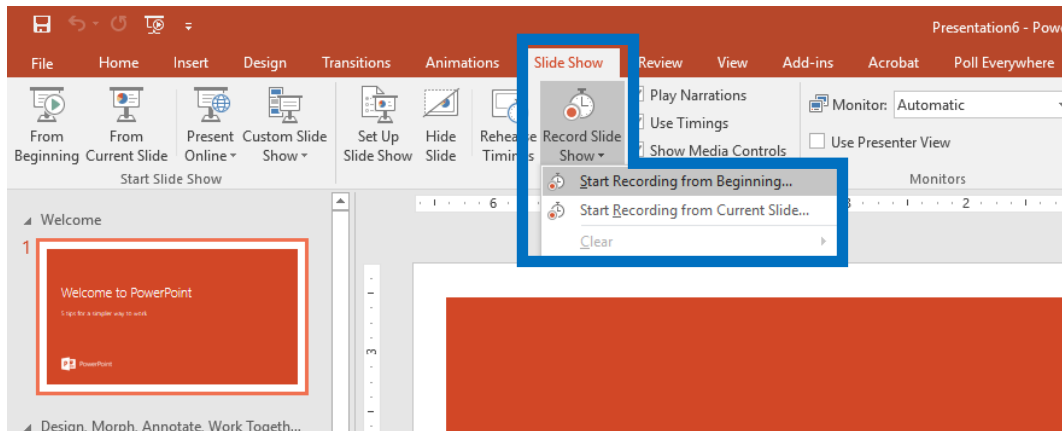
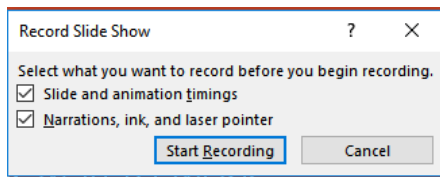


## Record a PowerPoint Presentation (Windows)

Click the **Slide Show** tab and then Click on **Record Slide Show**



Make sure the two options are checked and click **Start Recording**



Present your slide deck. If you need a break you can click pause.



Use the right arrow key on your keyboard to advance to the next slide.

**(Do not navigate backwards. Recordings only work going in the forward direction.)**

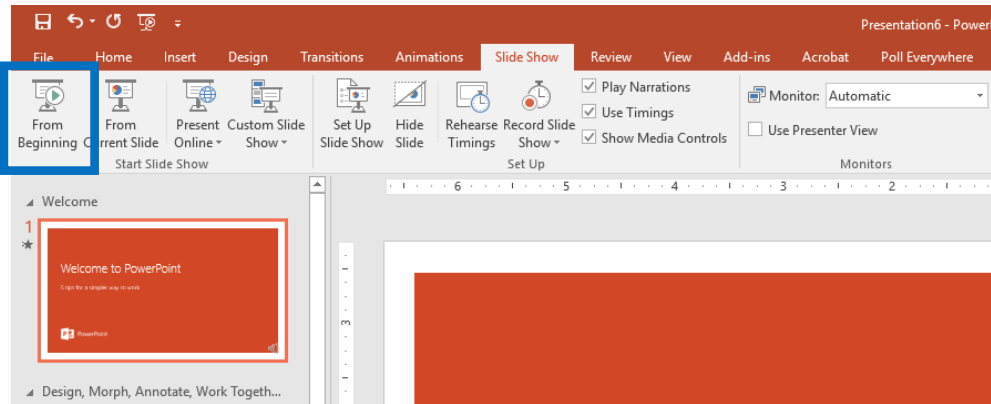
Once you reach the end of your presentation the recording will stop and the presentation will end. Now is also a good time to re-save your presentation as it will now contain you audio recordings for each slide.

***\*Tip: Make sure you record in a quiet place using a headset for best quality\****

## Playback a Presentation

Now that you recorded your presentation you will want to watch it and see how you did.

To watch the presentation click the **From Beginning** button in the **Slide Show** Tab. Your presentation will automatically play. No interaction is required it will play like a movie.

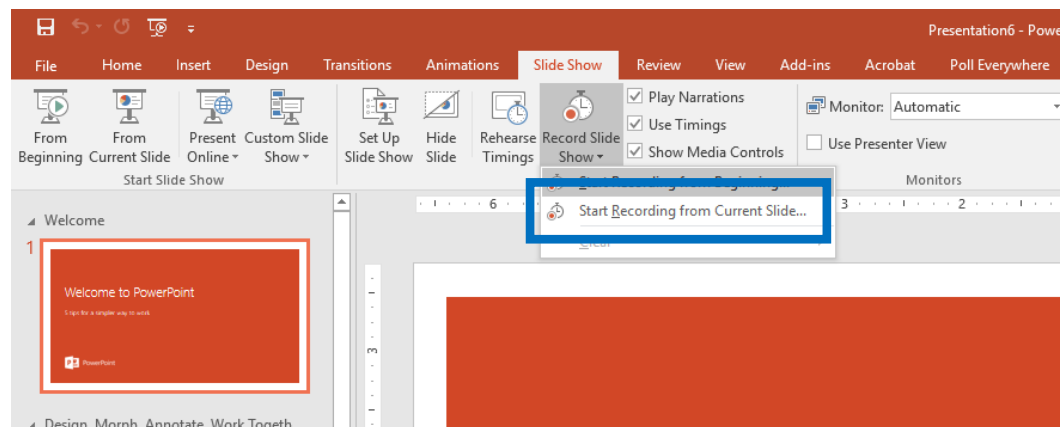


## Re-record a slide

Oops you found that you made a mistake on a slide and need to re-record it. Good news you can just re-record one slide. This part can be a little tricky. First make sure you have saved your presentation just in case you record over a slide you didn't intend to, you will be able pull back up your saved copy.

Navigate to the slide you want to re-record

Go to the **Slide Show** tab and Click **Record Slide Show** but this time chose **Start Recording from Current Slide**.

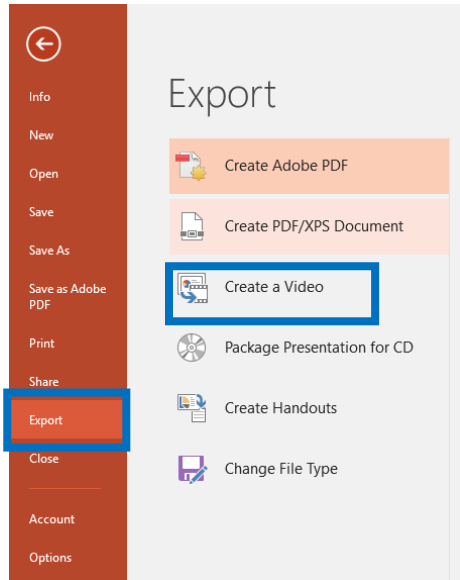


Re-Record your slide. Once done recording it is very important you click ESC, this will stop the recording and your previous recording for that slide will be replaced. (note if you advance to the next slide instead of hitting ESC you will now be recording over that slide as well.)

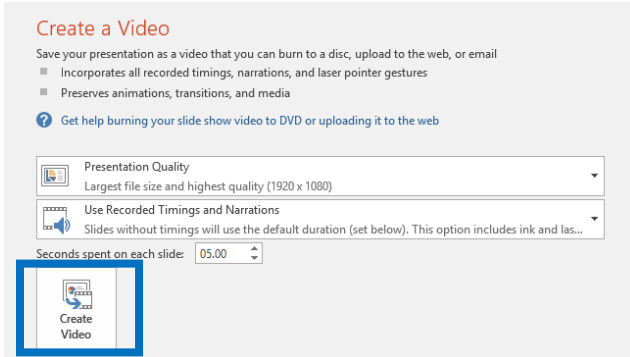
## Exporting to an MP4 File

Once you are satisfied you will need to export your presentation to a MP4 file for submission.

Go to the **File Tab**, click on **Export** and choose **Create a Video**



Click **Create Video**



You will be prompted to choose where you want to save it, **Click Save** and you are done.

**\*Tip: Before submitting your MP4 open up the MP4 file and watch it to make sure all is well.\***