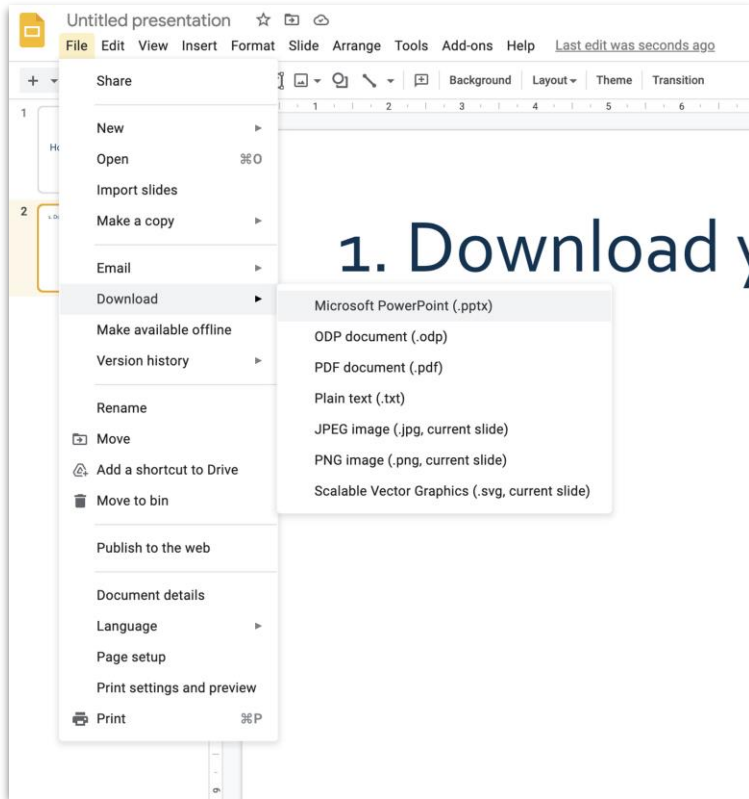


How to record on PowerPoint

Windows instructions

1. Download your presentation as a PowerPoint file

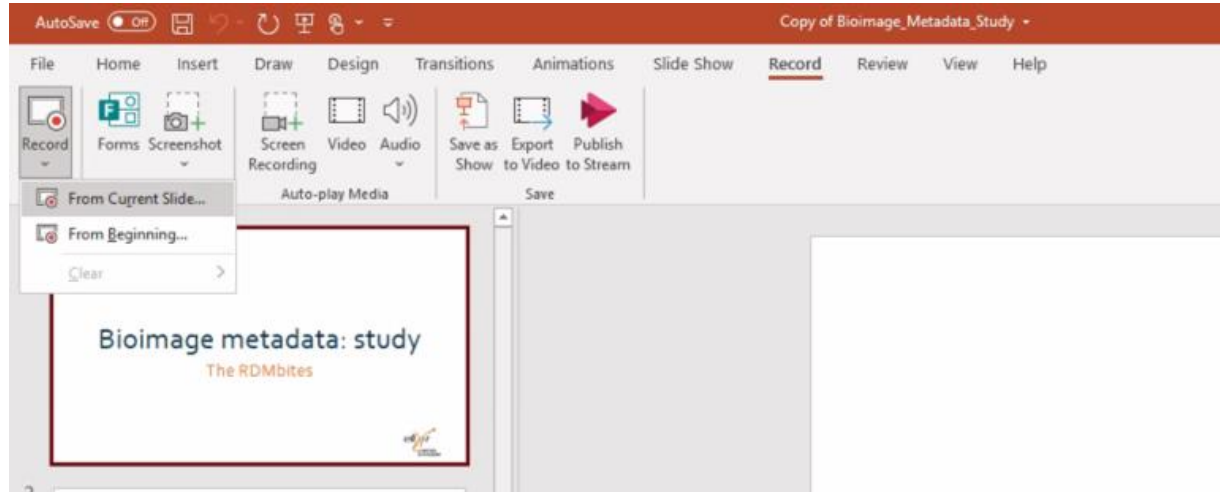


File>Download>Microsoft PowerPoint

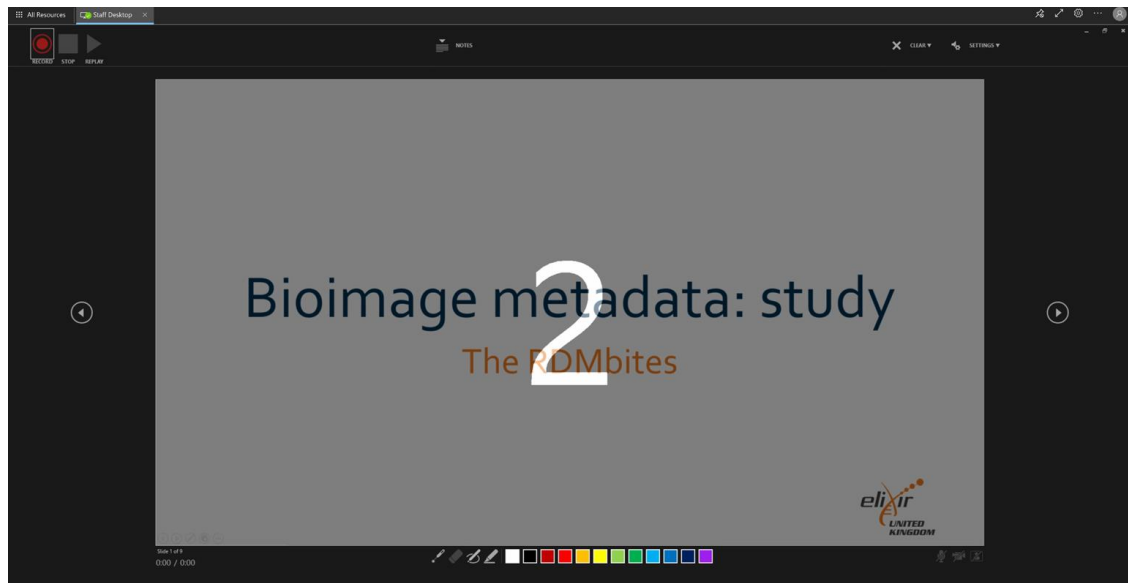
2. Open Powerpoint and go to the first slide you want to record

3. Open recording screen

Menu bar> record tab>record>from current slide...

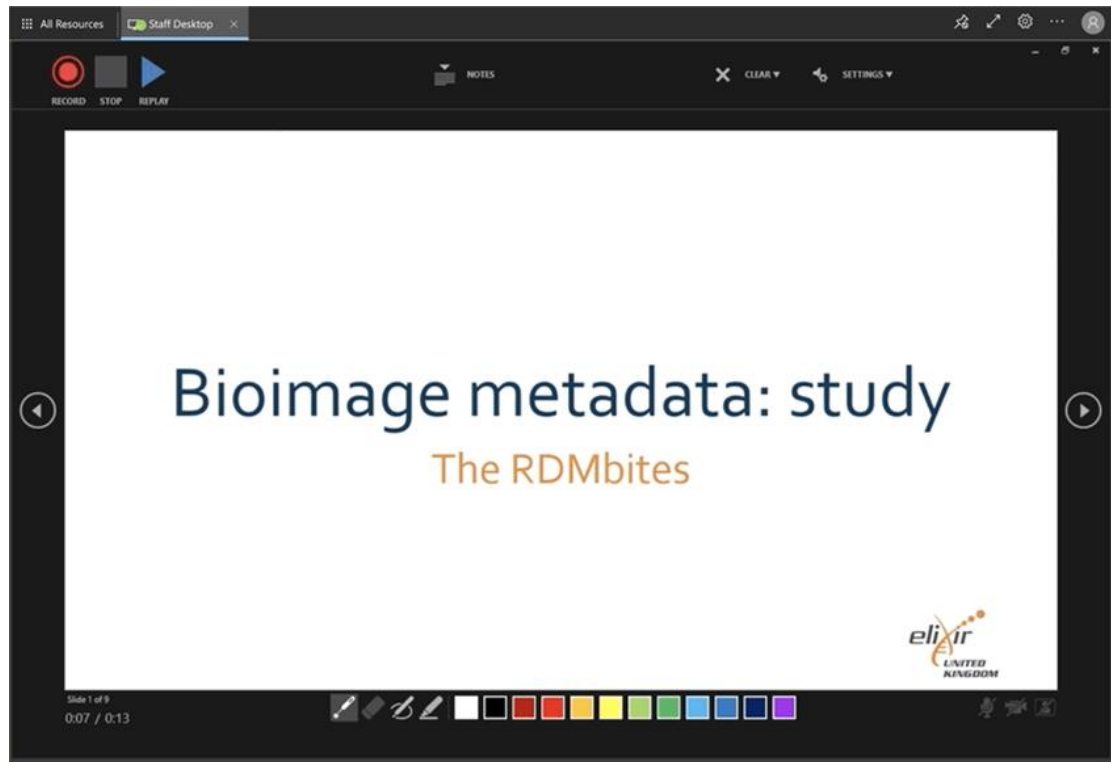


4. Start recording with video and audio or only audio



- A countdown will appear on the screen before you start recording
- **Recommendation:** stop the recording in each slide, move to the next slide and click record again

5. Add annotations (optional)



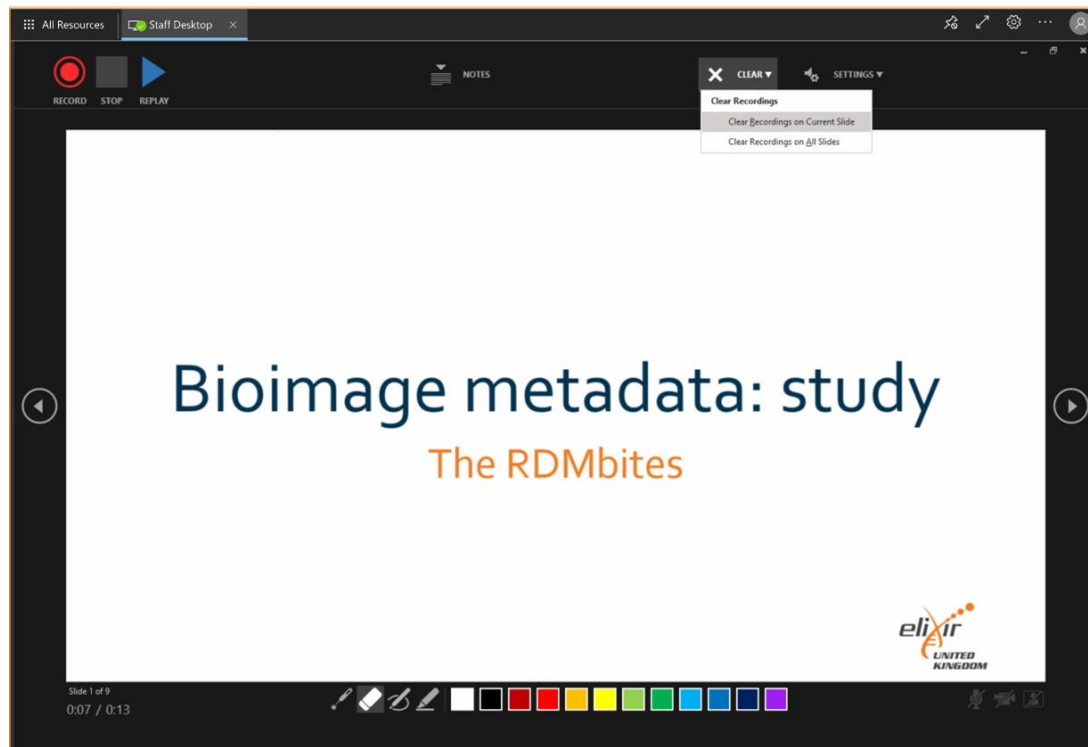
At the bottom you will be able to use:

- Laser pointers
- A pen
- A highlighter

You can also remove these if you didn't like them

6. Repeat the same process for each slide

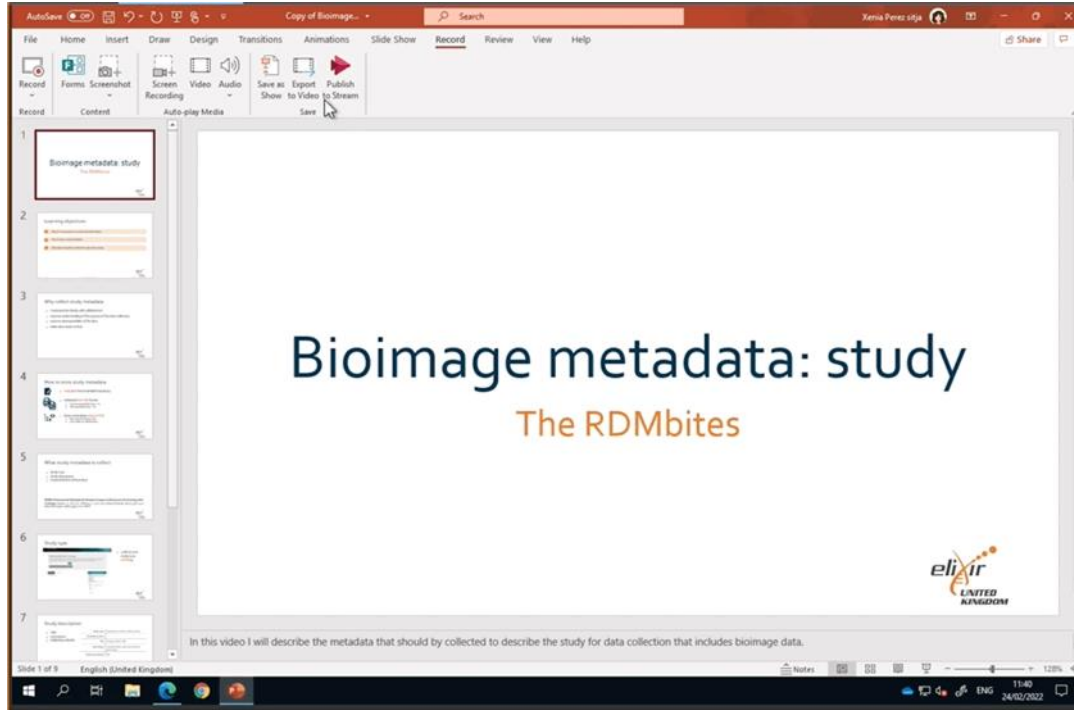
7. Replay each slide and (re)record if needed



If you didn't like the content of one slide, or if a reviewer asked you to record the slide again, you can edit one slide without having to touch the entire recording.

Go to record > clear recordings on current slide

8. Export presentation as video



- Record tab > export video
- Pick **ultra quality** if the resulting file is not very heavy. Downgrade to HD if that's the case.
- Leave all other settings as default
- Create video>click export as MPEG-4

9. Upload files

- Upload both the PowerPoint and the video file you've created to the corresponding Google Drive folder of your RDMbite