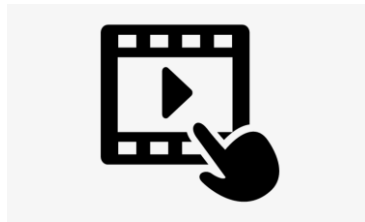


Record a slide show with narration and slide timings

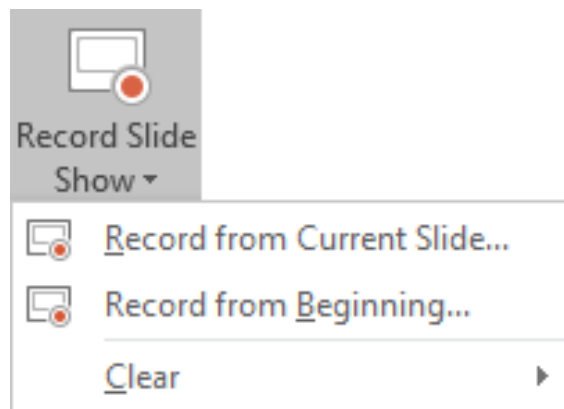
Narrations and timings can enhance a web-based or self-running slide show. If you have a sound card, microphone, and speakers, and (optionally) a webcam, you can record your PowerPoint presentation and capture narrations, slide timings, and ink gestures.

After you have made the recording, it's like any other presentation that can be played for you or your audience in Slide Show—or you can save the presentation as a video file.



(Click for video)

1. 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.



(The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is grayed out unless you have previously recorded some slides.)

2. 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.

- The current slide is shown in the main pane of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Office 365 automatically records the time you spend on each slide, including any [Animate text or objects](#) steps that occur, and the use of any triggers on each slide.
- 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.

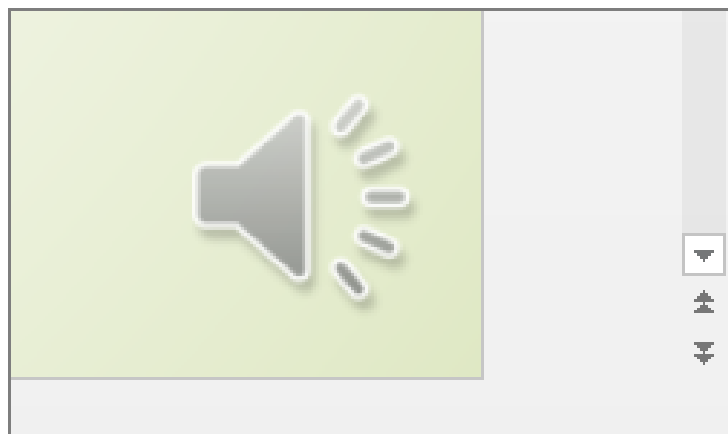


If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

You can also re-record by going to **Slide Show > Record Slide Show**.

3. You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. There are also colour selection boxes for changing the colour of the ink. (**Eraser** is greyed out unless you have previously added ink to some slides.)
4. To end your recording, select the square Stop button (or press S on your keyboard).

When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.



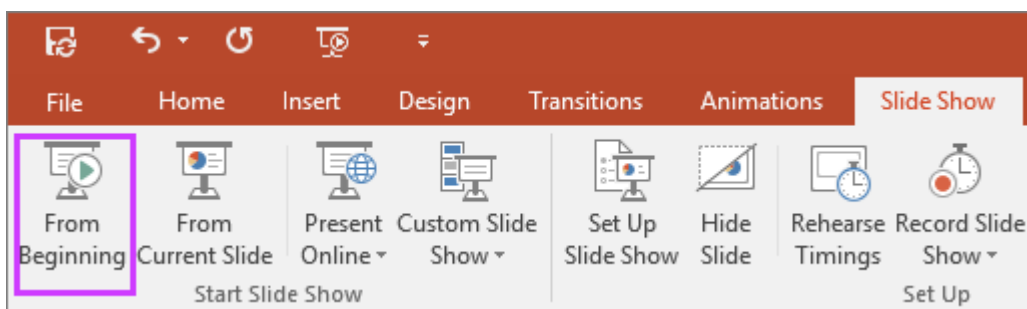
The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a video with a few extra steps.

Preview the recorded slide show

On the **Slide Show** tab, click **From Beginning** or **From Current Slide**.

During playback, your animations, inking actions, audio and video will play in sync.



Recording tips

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- You can't record narration in PowerPoint for the web. Use a desktop version of PowerPoint to record your narration.