

### **Record narration and timings**

1. Select **Slide Show > Record Slide Show**
2. Choose from two options:
  - a. **Record from Current Slide** - to record from a specific slide
  - b. **Record from Beginning** - to record from the beginning of a presentation
3. When you're ready, select **Record** and start speaking.

To record from a specific slide, go to it, and then select **Record**

**NOTE:** Narration won't record when the slide transitions happen so let these play first before you start speaking.

### **Manage narration and timings**

There are different ways to manage recordings in our presentation:

- **Pause** – to pause a recording
- **Stop** – to end a recording
- **Replay** – to replay a recording
- **Pen, Highlighter, Eraser** – use the pen, highlighter, or eraser tools to mark up your recording

### **Remove narration or timings**

An audio icon appears on a slide when a narration is available.

You can also remove narration on your slide:

1. If you are record mode, select **Clear**
2. Choose from two options:
  - a. **Clear Recordings on Current Slide** – to delete narration and timings on the current slide
  - b. **Clear Recording on All Slides** – to delete narration and timings from all slides a once

### **Save a recording**

When you're done recording, save and share your presentation as a PowerPoint file or video.

1. Select **File**
2. Choose an option like **Save** or **Export**

Your recording will automatically play when someone opens the presentation.

## 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.
- You can adjust and edit the size of video and ink in edit view.
- If it's possible that your audience may use PowerPoint for the web to experience the recording, use the transitions that are supported by PowerPoint for the web (Cut, Fade, Push, Wipe, Split, Random Bars, Shape, Morph).
- Presentation recording works best with touch-screen PCs that have a web camera.
- Use video preview to make sure everything is set up correctly before recording.
- For slides that you want to record gestures (such as ink) on, make multiple copies of the slide so that you can easily record multiple takes. Then delete the extraneous slides when you're done.
- Record a few seconds of silence by turning off audio and video to advance after a set time.
- For higher quality, use an external web cam and/or microphone.

Built-in cameras and microphones are suitable for most tasks. But if you want more professional-looking video, consider using an external web cam, if you're able. If you're using PowerPoint on a tablet or laptop and you're inking with a stylus, an external camera and microphone allows you to minimize stylus noise.

- As soon as you finish your first slide recording, play it back.

Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.

For any questions or need assistance, **contact:**

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