



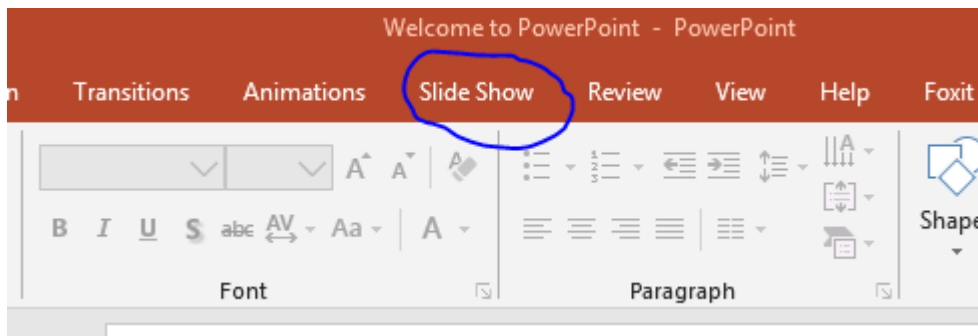
## How to record audio narration on your PowerPoint slides

### Step 1

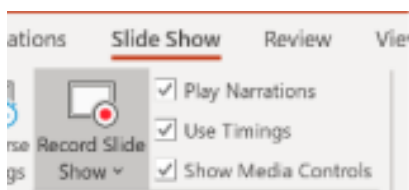
Open your presentation, make any final changes, and save your presentation

### Step 2

Navigate to the **Slide Show** tab



Then press **“Record Slide Show”**. Make sure you are at the beginning of your presentation otherwise the recording may start wherever you have selected a slide



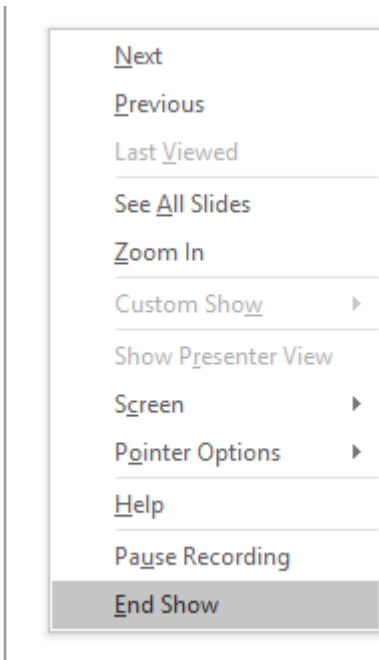
### Step 3

After pressing Start Recording, your recording will begin, advance your slides like you would in a normal presentation (**If using the arrows on the keyboard, make sure to use the Left and Right keys instead of Up and Down**) and narrate your slides as if you were giving the presentation, so please make sure you are ready for this part.

**REMEMBER YOUR TALK MUST FINISH IN 8:00 MINUTES**

#### Step 4

When you reach the end of your slides and have finished your narration, right click on the last slide and press “**End Show**” or hit “Escape” and this will also stop your recording.



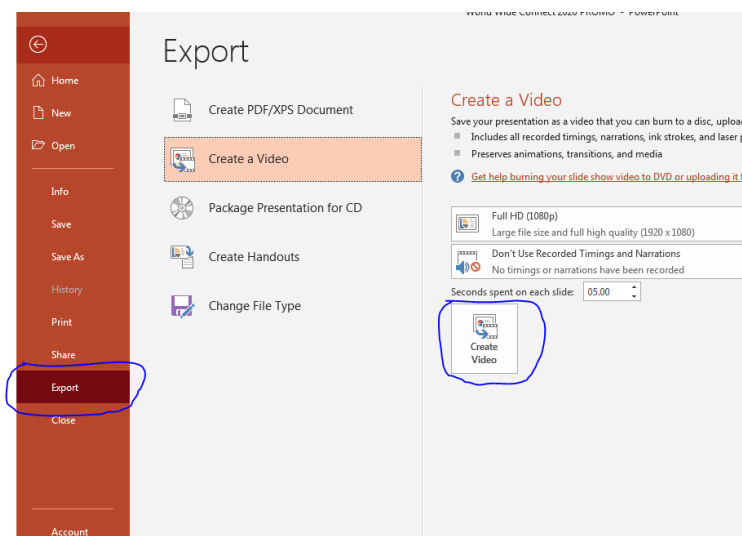
Hitting escape or end show on your laptop may be the easiest

#### Step 5

In order to save your audio narrated presentation correctly, go to **File > Export > Create Video**

This will allow you to save your presentation as an MP4 file

On a MAC hit FILE> EXPORT> choose MP4 from dropdown menu.



In case you are operating of an older version of PowerPoint or Windows, a comprehensive guide to recording audio narration can be found on the [Microsoft website here](#)

### **Step 5**

Use the link sent to you to UPLOAD the MP4 file

If you receive no link by Tuesday 9am CEST 22<sup>nd</sup> September 2020, please email

[wspos@wspos.org](mailto:wspos@wspos.org)

[admin@wspos.org](mailto:admin@wspos.org)

or

[programme@wspos.org](mailto:programme@wspos.org)

and you will be given a WETRANSFER or DROPBOX account to load to