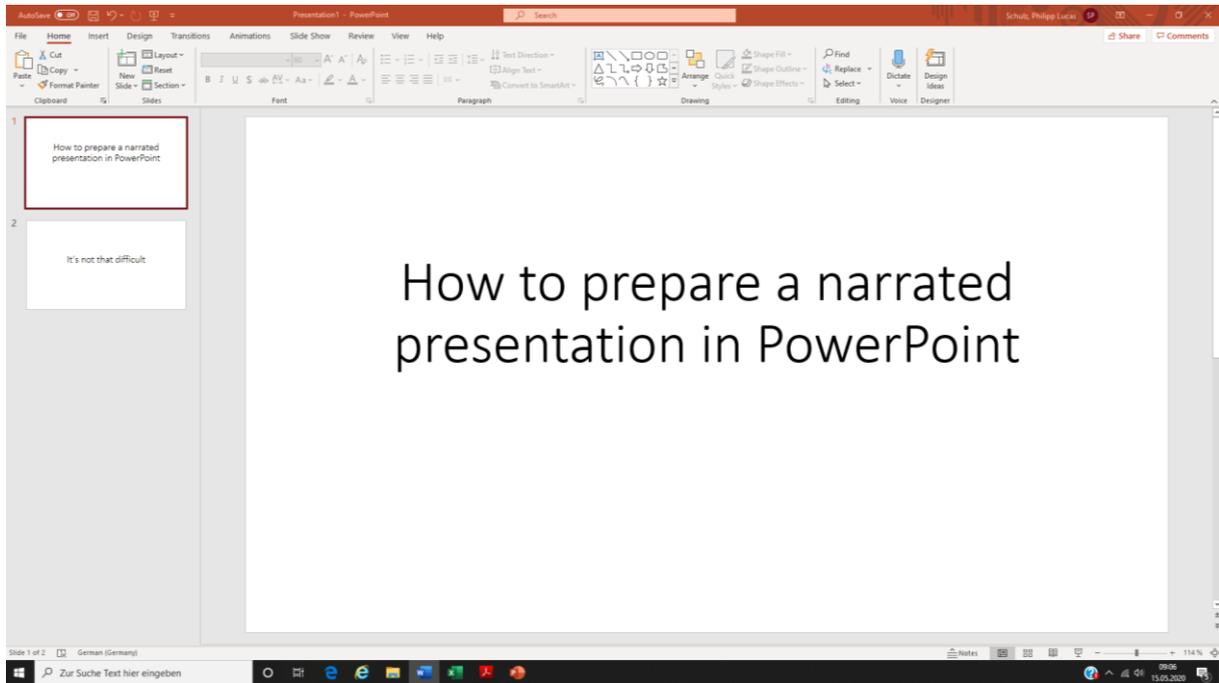


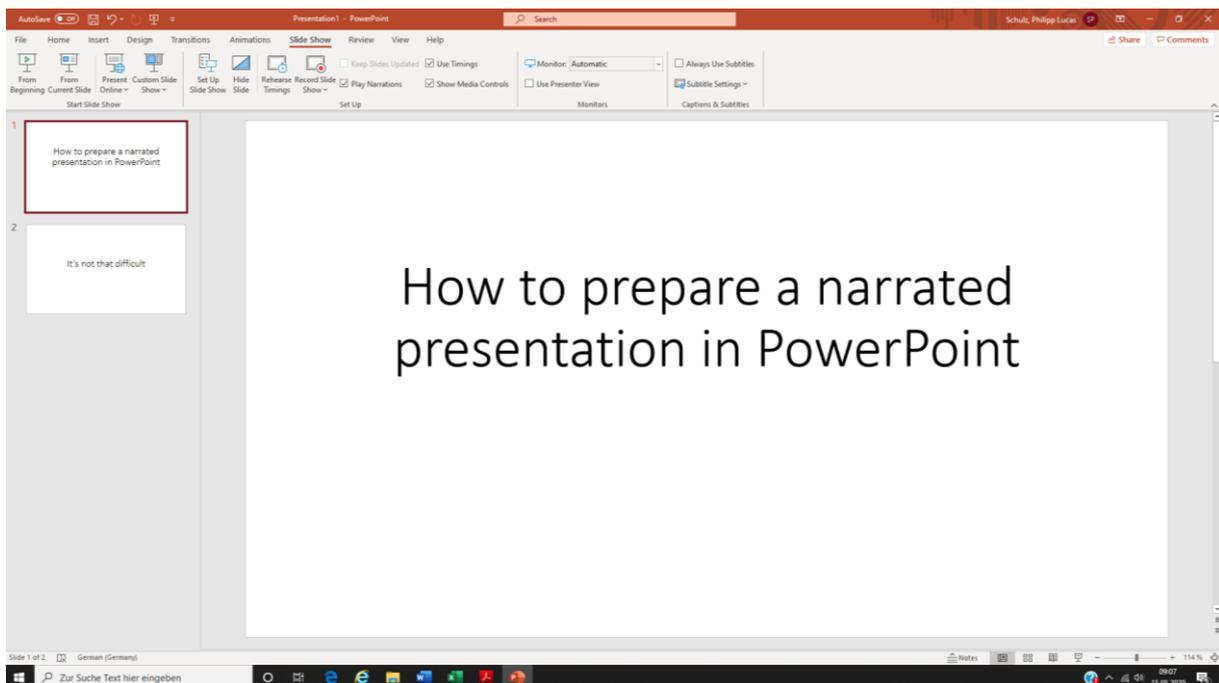
How to prepare a narrated presentation in PowerPoint

These screenshots are taken in PowerPoint for Microsoft Office 365. Some functions or elements might be unavailable in other versions. However, the main functionalities remain the same.

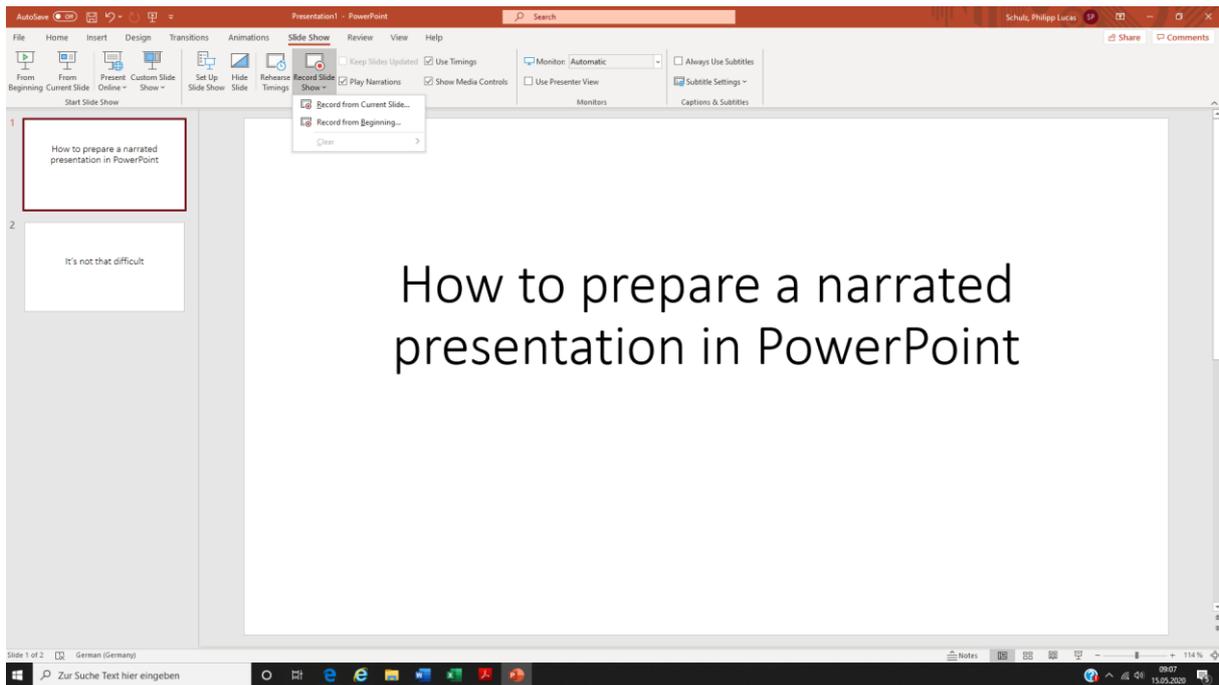
1. Prepare your presentation and make sure that your slides are in the right order.



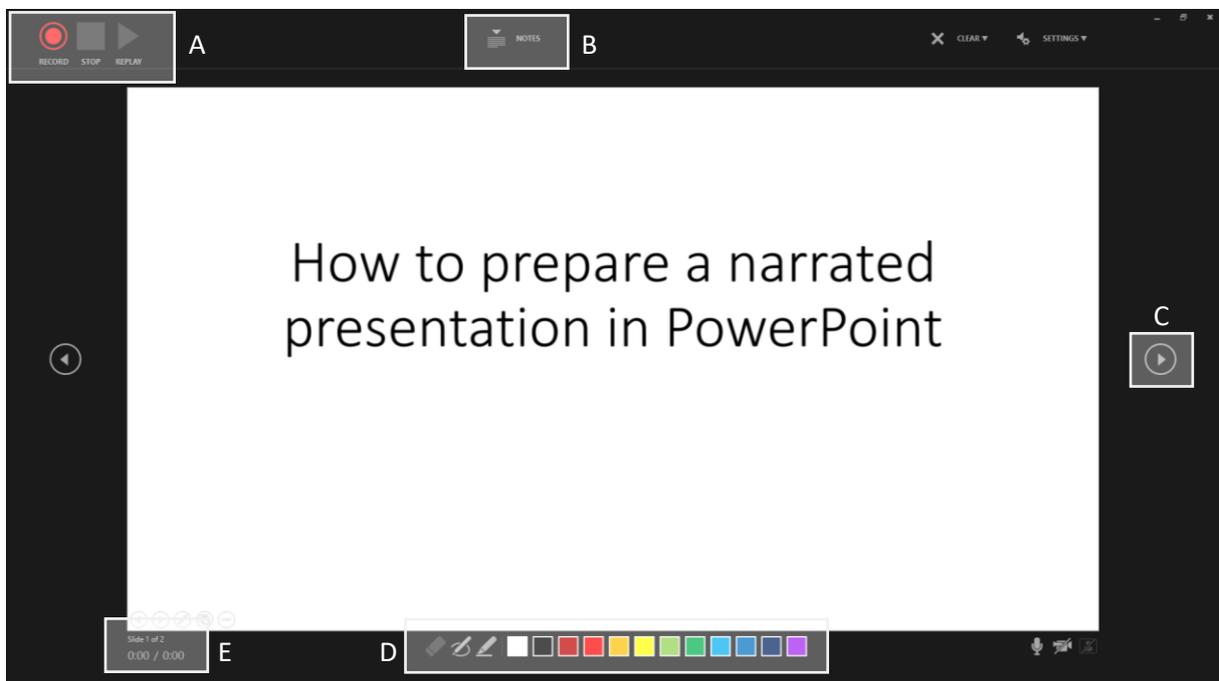
2. Go to *Slide Show* and open the menu.



3. Choose *Record Slide Show* and *Record from Beginning*. You can also choose *Record from Current Slide* if you have paused the presentation or want to revise a specific slide.

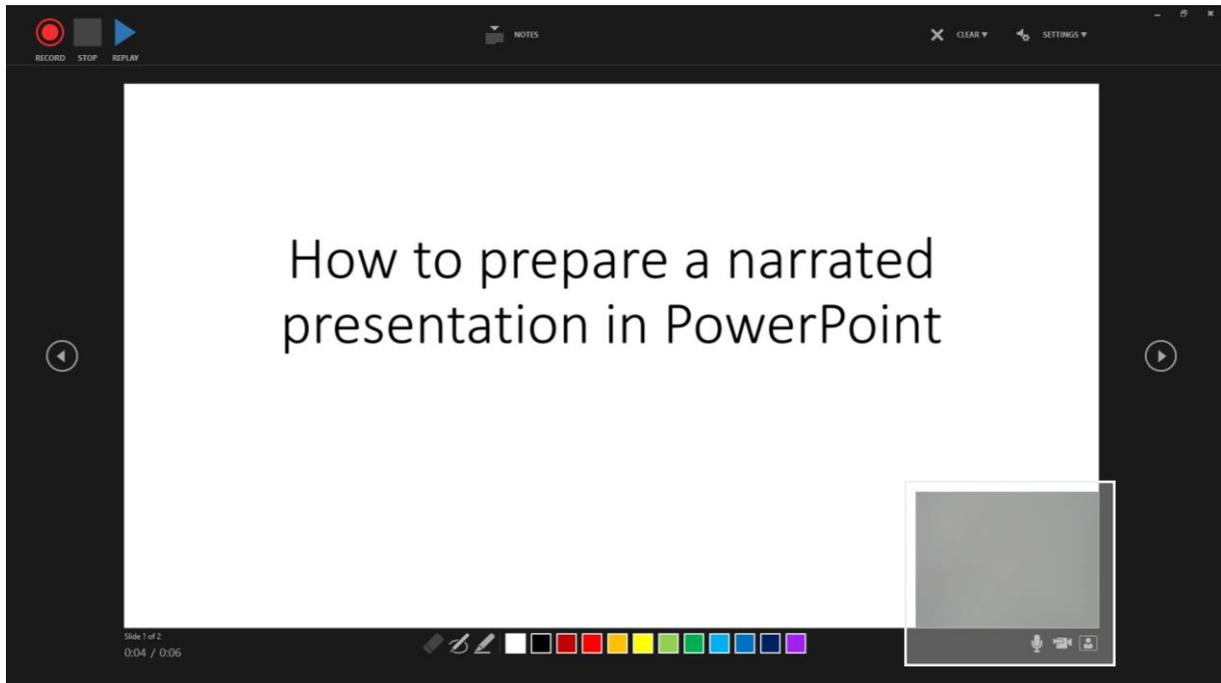


4. After choosing *Record Slide Show* you will see the following page. There are some key functions highlighted below.

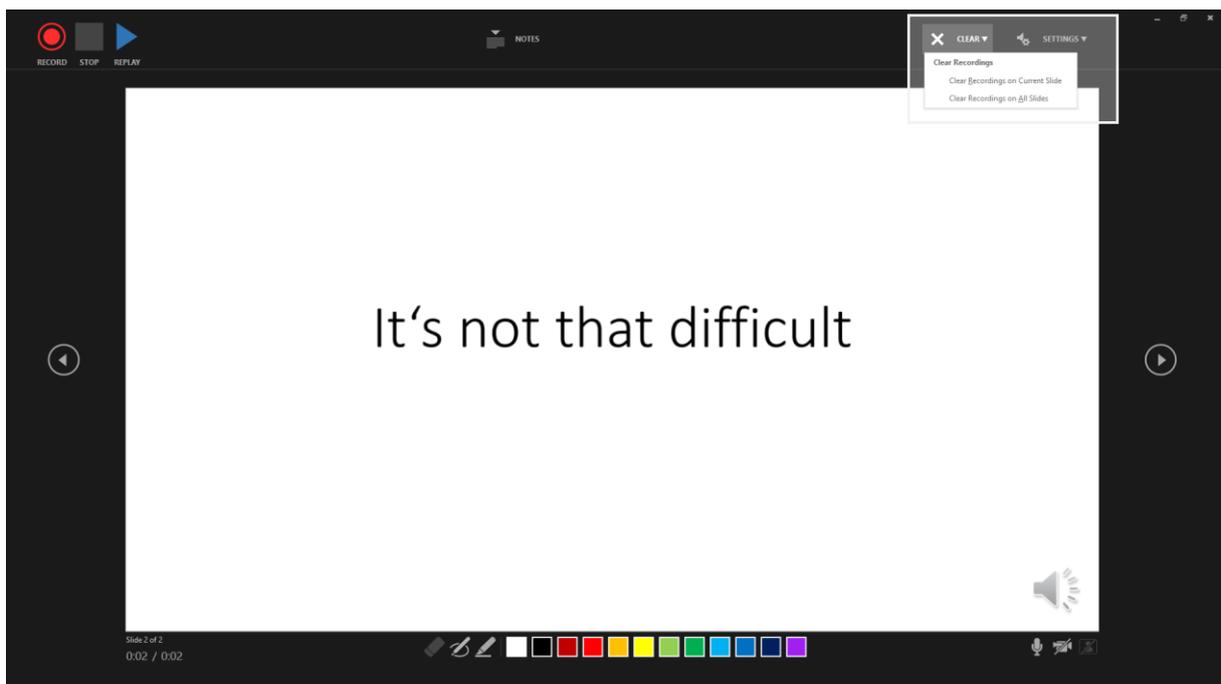


- A: Start and pause/end the record
- B: Show notes
- C: Navigate to next slide
- D: Pen and highlighter
- E: Timestamp for current slide and whole presentation.

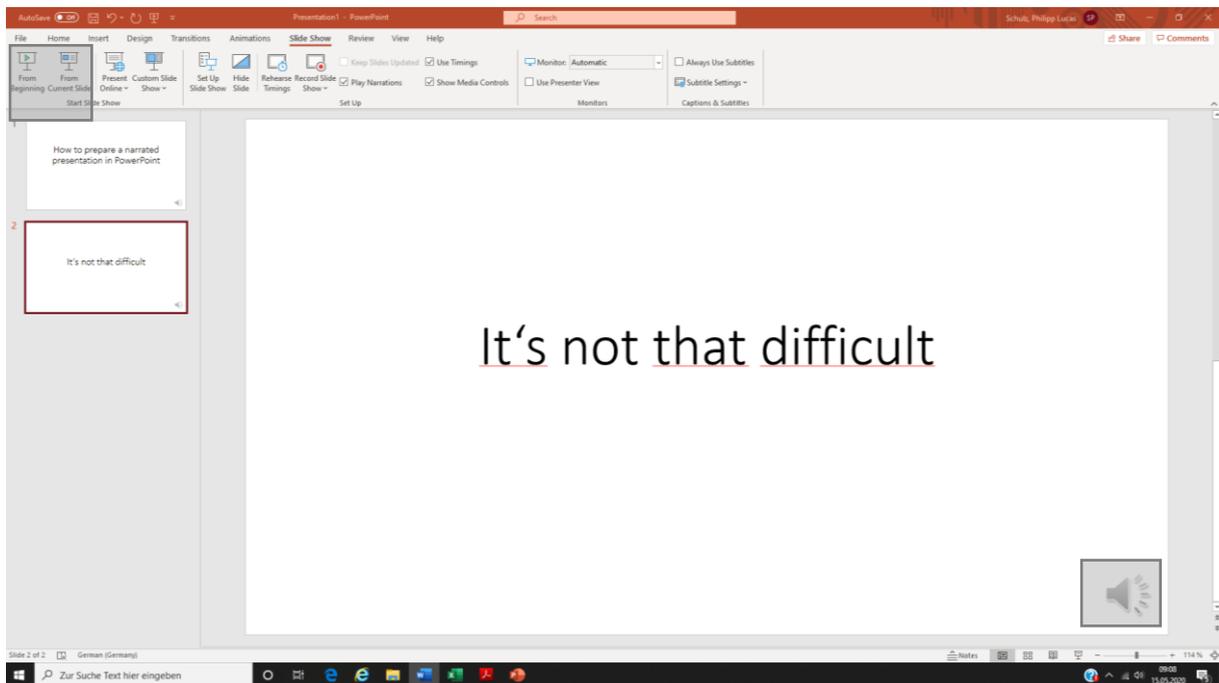
5. You can also embed your webcam into the presentation. You will see yourself in the lower right corner after using the camera icon. This would be a great opportunity to see each other “in person” and to see the face behind the voice.



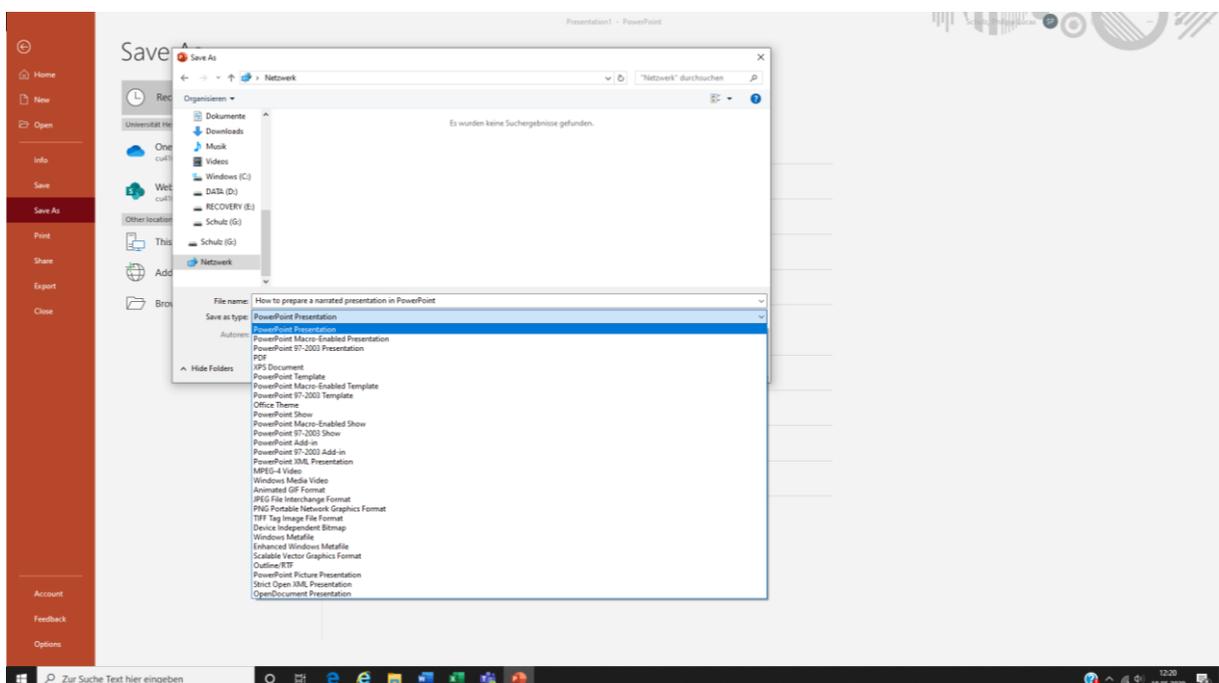
6. If you want to revise a specific slide or the whole presentation, you can choose *Clear* and follow the menu. Please, be aware that switching to the next slide pauses the presentation for a short moment. Therefore, make a brief pause before starting your next sentences. The same applies to the countdown before the recording starts. Just wait for a few seconds to make sure you will be recorded.



7. After recording your presentation you can go back to the overview page. The speaker in the lower right corner indicates that your presentation has successfully been narrated. Within the menu *Slide Show* you can view your narrated presentation from the beginning or from the current slide.



8. Go to *File* and *Save As*. Choose PowerPoint Presentation. The processing into a video might take some time and will therefore be done centrally.



Further descriptions, especially for older Windows versions and MacOS, can be found here: <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>