

How to Record Slides Within PowerPoint of Keynote

PowerPoint on Windows 10:

1. Click on the **Slide Show** tab
2. Click on **Record Slide Show** button
3. On the lower right corner turn **OFF** camera and ensure that the microphone is turned **ON**
4. When ready to record, click the red **Record** button in the upper left
5. Begin talking through your presentation and be careful when transitioning between slides
6. Once finished, click the square **Stop** button in the upper left and exit the presentation
7. Review your recording by clicking the **From Beginning** button at the front of the ribbon
8. If you are satisfied with your recording, click on the **File** tab and select **Save As**
9. Select where you would like to save your recording
10. Change your *file type* to **MPEG-4 Video (*.mp4)**, name your file and save
11. Review the export of your recorded presentation.

PowerPoint on Mac:

1. Click on the **Slide Show** tab
2. Click on **Record Slide Show** button – the recording will start **immediately**
3. Begin talking through your presentation and be careful when transitioning between slides
4. Once finished exit the presentation and accept or decline if you would like to *save the new slide timing*, when prompted.
5. Review your recording by clicking the **From Beginning** button at the front of the ribbon
6. If you are satisfied with your recording, click on the **File** and select **Export**
7. Select where you would like to save your recording
8. Change your *file type* to **MP4** and set *quality* to **Presentation Quality**, name your file and save
9. Review the export of your recorded presentation.

For more information, please visit <https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>.

Keynote:

1. Click on the **Play** menu
2. Click on **Record Slideshow**
3. When ready to record, click the red **Record** button in the lower left
4. Begin talking through your presentation and be careful when transitioning between slides
5. Once finished, click the red **Record** button in the lower left and exit the presentation
6. Review your recording by clicking the **Play** menu and selecting **Play Recorded Slideshow**
7. If you are satisfied with your recording, click on the **File** and select **Export To > Movie**
8. Double check that **Movie** is selected in **Export Your Presentation**
9. Set *Playback* to **Sideshow Recording**
10. Set *Resolution* to **1080p**
11. Press **Next**
12. Select where you would like to save your recording, name your file and save
13. Review the export of your recorded presentation

For more information, please visit <https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac>.