

## Guidelines: How to record a Presentation in Microsoft PowerPoint

### Record narration and timings

1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
  - **Start Recording from Beginning** - to record from the beginning of a presentation.
  - **Start Recording from Current Slide** - to record from a specific slide.
3. Select or clear what you'd like for your recording, and then select **Start Recording**.
4. Start speaking or add markings to your presentation.
5. Audio does not record during slide transitions. At the start of a slide, be sure to wait a brief moment before speaking, to allow the slide to fully transition. Likewise, when finished with a slide, when you are done speaking, wait a brief moment before transitioning to the next slide.

Record presentations



*Video available by clicking the image above*



# 54<sup>th</sup> Conference on Manufacturing Systems 2021

## Virtual conference

### 22-24 September 2021, Athens, Greece



## Manage recordings

There are different ways to manage recordings in your presentation:

- **Pause** - to pause a recording.
- **Close** - to end a recording.
- **Laser Pointer, Pen, Highlighter, or Eraser** - to use the pointer, ink, eraser, or highlighter tools in your recording.

## Remove recordings

A sound icon appears on a slide to show when a recording is available. You can also remove recordings from slides.

1. Select **Record Slide Show > Clear**.
2. Choose from four options:
  - **Clear Timing on Current Slide** - to delete timings on the current slide.
  - **Clear Timings on All Slides** - to delete timings from all slides at once.
  - **Clear Narration on Current Slide** - to delete narration on the current slide.
  - **Clear Narration on All Slides** - to delete narration on all slides at once.



# 54<sup>th</sup> Conference on Manufacturing Systems 2021

## Virtual conference

### 22-24 September 2021, Athens, Greece



## Save recordings

When you're done recording, to simply save your work, select **File > Save As** and save as a standard PowerPoint Presentation. Once you are satisfied with your presentation recording, you can save and share your presentation as a Video. Your video will automatically play when someone opens the video file.

1. View and confirm the quality of your recording.
2. Select File > Save As.
3. Select where you'd like to save your recording to.
4. Under Save as type, select the dropdown arrow and then select **MPEG-4 Video**.
5. Select Save.

## Full Microsoft support can be found at

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

**If you have any questions, do not hesitate to contact us:**

Laboratory for Manufacturing Systems and Automation (LMS), University of Patras,  
Phone: +30 2610 910160, +30 2610 910166, +30 2610 997262, Fax: +30 2610 997314  
E-mail: [mourtzis@lms.mech.upatras.gr](mailto:mourtzis@lms.mech.upatras.gr), [cms2021@lms.mech.upatras.gr](mailto:cms2021@lms.mech.upatras.gr)