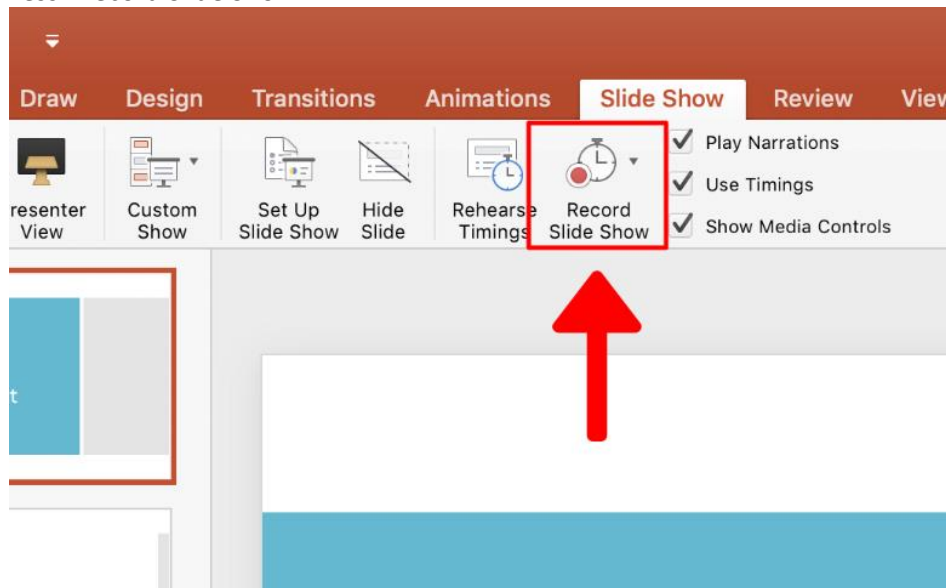


## How to Record a PowerPoint Slide Show – MAC

*Please note:* The record slideshow feature will not work for links to external content or websites. As well, it does not record embedded videos. This type of content will need to be shared with students outside of the slideshow – or a different recording tool can be used.

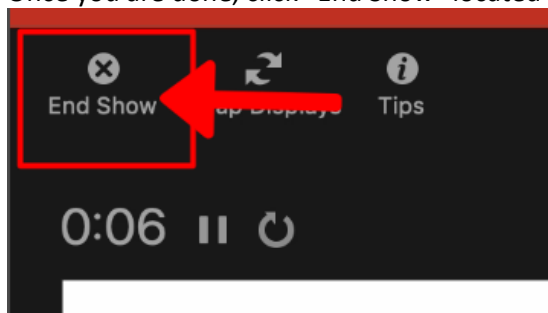
With your PowerPoint file open, go to the “Slide Show” tab.  
Press “Record Slide Show”.



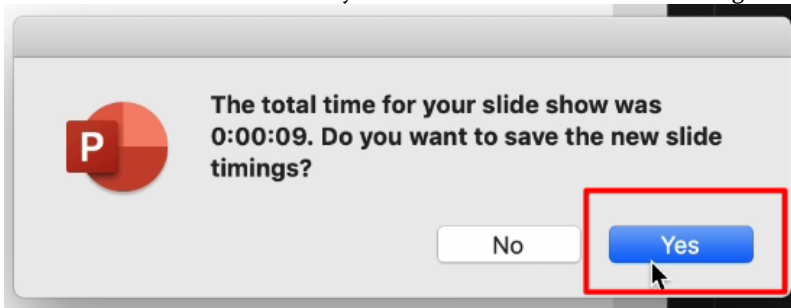
This will bring you into slide show mode and will automatically begin recording. Go through your presentation, speaking to a slide and then advancing to the next.

NOTE: Do not speak while advancing from one slide to another or part of your audio will not be captured. Start and stop talking on the same slide; then move to the next slide before you begin talking again.

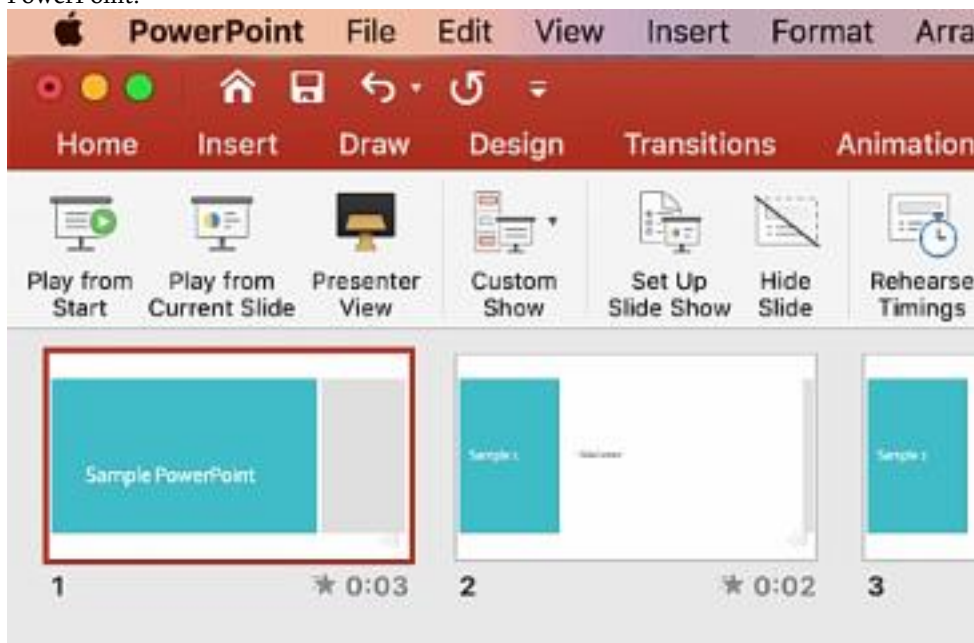
Once you are done, click “End Show” located in the top left corner.



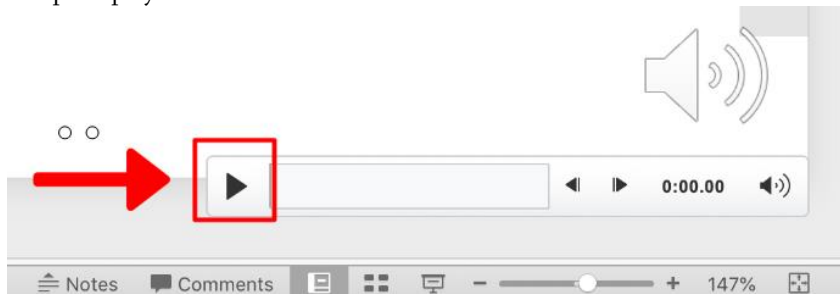
Click “Yes” when asked “Do you want to save the new slide timings?”.



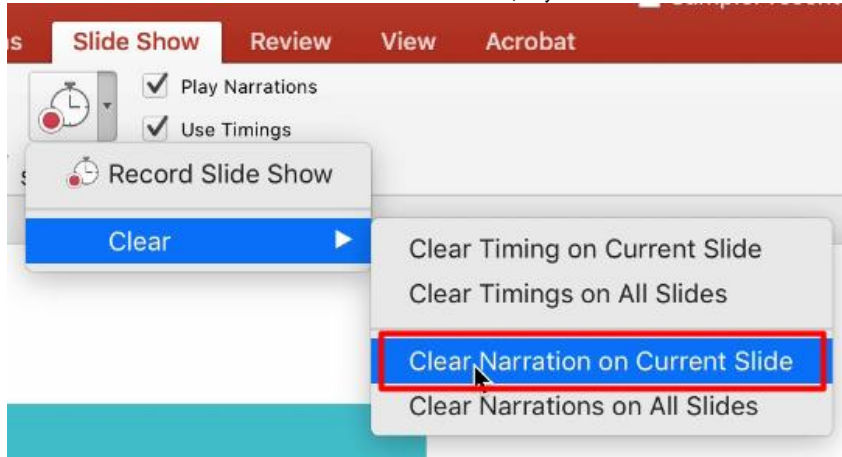
If you are brought back to a view like this, you can double click on a slide to return to the regular working view in PowerPoint.



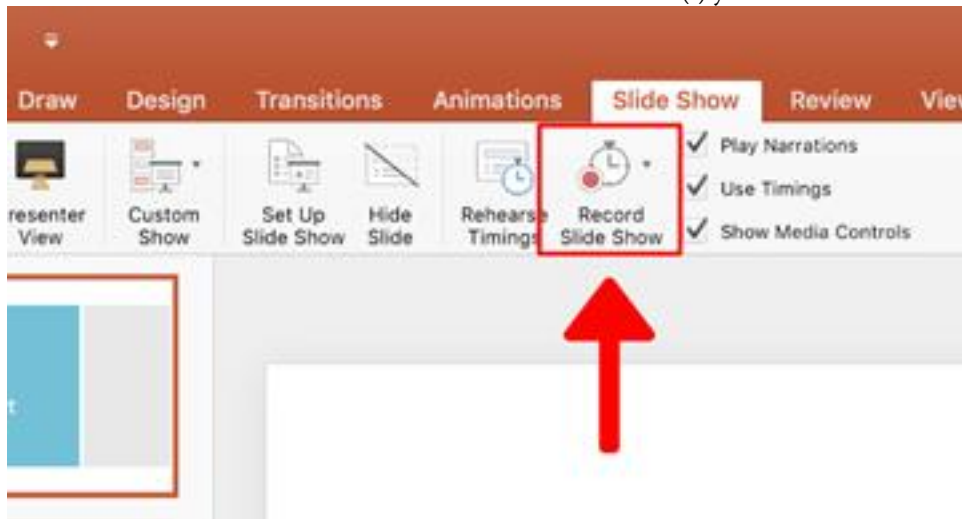
Any slides that you recorded narration on, will have a sound icon in the bottom right corner. Hover over the icon and press play to review the recorded audio.



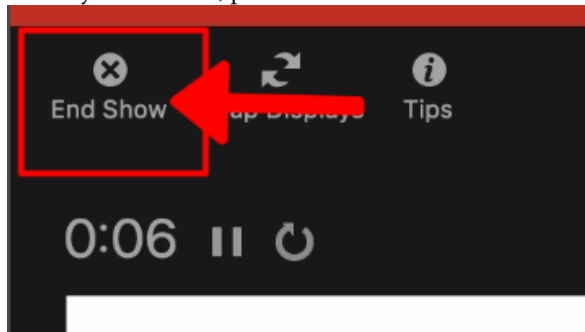
To redo your audio if needed, go to the slide with the audio you wish to redo. From the “Record Slide Show” menu, select Clear > Clear Narration on Current Slide (or you can clear all narration if needed).



Then click “Record Slide Show” and redo the audio for the slide(s) you cleared.

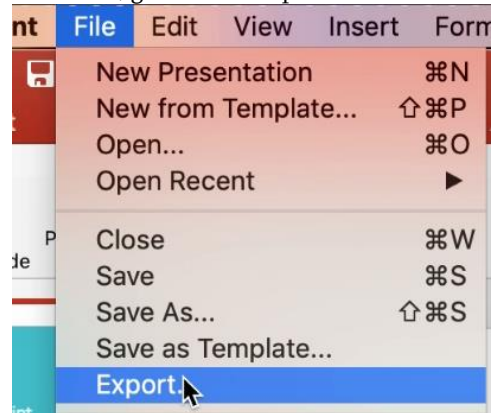


When you are done, press “End Show” the same as before.

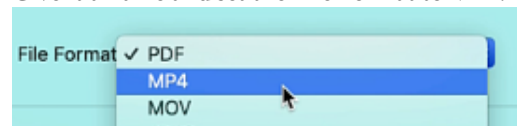


Once your recording is all done, it is recommended that you save your recorded slide show as a video and then upload it to YouTube. This will ensure all students can view it properly and also allow for captioning.

To do this, go to File > Export.



Give it a name and set the File Format to MP4.



You now have a video file that can be uploaded to YouTube and then shared through DC Connect.