



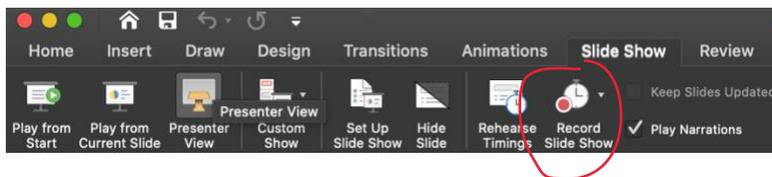
Mac Instructions

*NOTE: Make sure your microphone is set up correctly. Go to **System Preferences**. Then **Sound**.*

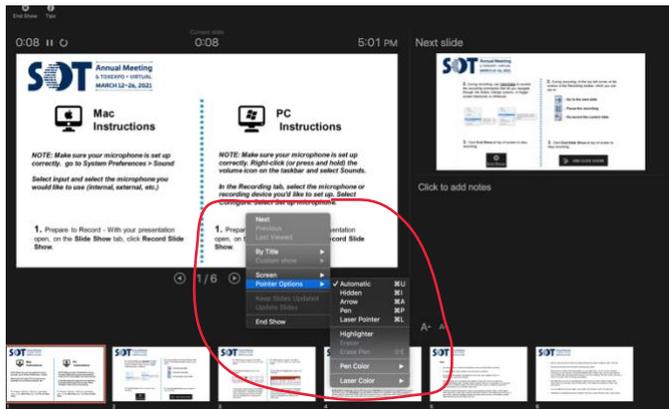
Select input and select the microphone you would like to use (internal, external, etc.)

Before you begin recording, create a copy of your Powerpoint presentation. This copy will be your slide-only original in case you need the original slides without audio.

1. Prepare to Record—With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.



2. During the recording, use **Ctrl+Click** to access the recording commands that let you **navigate through the slides, use the pen or highlighter tool, use the laser pointer, and trigger screen blackouts or whiteouts.**



3. While in the **Slide Show Recording** tab:

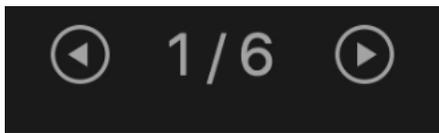
You can use the icons in the upper-left corner of the presentation screen to **pause or replay** a recording.



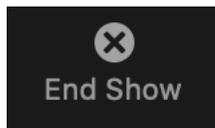
Use the icons on the bottom-left corner of the presentation screen to move **forward or backward**, select a cursor, or take notes.



You can also use the icons at the bottom of the presentation screen to move **forward and backward** in the presentation.

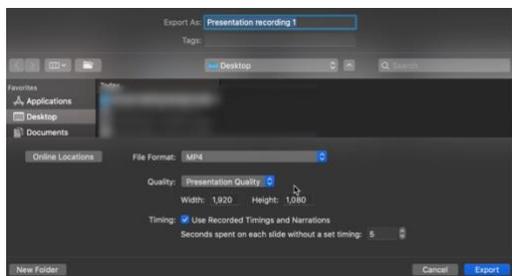


4. Click **End Show** at the top of the screen to stop recording.



How to Save a Video File from a PPT Recording

For Mac, Select **File > Export**. Open the **File Format** list and select the video format that you want (**MP4 or MOV**) Select the video **Quality** you want: **Presentation Quality, Internet Quality, or Low Quality**. The higher the video quality, the larger the file size. When you've made all your selections, choose **Export**.



Note: This may take several minutes. A progress bar should appear at the bottom of the screen indicating that your video is being exported.



Presentation Tips:

It's Like a Movie: After completing your recording, play it back to ensure you are happy with the final product.

Back-Up: Before making any edits—create a duplicate version of your recording as a back-up. Just in case!

Moving a Piece: The recording that you make is tied to your specific slides. If for example you think slide #10 goes better as slide #15—simply reorder your slides as you would in a traditional PPT. (The recording will automatically reorder appropriately.)

Re-Recording a Portion: Unhappy with a single slide? Simply re-launch the “Recorder” from the slide you wish to re-record. Select the option to “Clear Recordings on Current Slide.” Then, re-record your presentation for that specific slide—stopping the recording when you are done.