



## How To Do a Recorded PowerPoint.

It really couldn't be easier! It will revolutionise your life!

- 1. Do your PowerPoint as normal
- 2. Open PowerPoint in the view that shows several slides on the screen
- 3. Click once on first slide so that the yellow box shows around it
- 4. Choose slide show from the tab 5 places to the right of the "home" tab on the top tool bar



5. Click "record slide show"

। जिल्लान					
File Home Insert Design Tran	sitions Animations Slide	Shov Reco	Review View     View     Play Narrations     V Use Timings     V Show Media Control     Stat Recording from Regioning	s Us	solution: Use ow On: e Presenter View Mor
TheMKWay		ků l	Start Recording from Current Sli	 ⊧	Lear

- 6. Click "start recording from current slide"
- 7. The box below comes up





Record Slide Show	Milton Keynes ? ×
B Select what you want to record before Slide and animation timings Narrations and laser pointer Start Recording	e you begin recording. Cancel
Reporting of incidents locally via Datix	

- 8. Click start recording
- 9. The slide will fill the screen and in the top left corner it will show you that you are recording



- 10. Click the tiny x when you've said your bit.
- 11. Screen will revert to multi slides.
- 12. Click on next slide and record that one





Note -

You need a computer monitor with a microphone (most modern ones have one) and you may need to check the level of this in settings before you start

Once the PP is saved you can insert slides from it into other PPs and it brings the sound file with it!!

The recordings on any or all slide can be cleared – **see below** 

i 🛃 🤊 File	• 😈   <del>-</del> Home	Insert D	esign Tran	sitions Ai	nimations	Slide	Shov	N	Revie Viev	v			HCA Induc	tion March 202
From eginning (	From Current Slide Start S	Broadcast Slide Show	Custom V Slide Show *	Set Up Slide Show	Hide F Slide	Rehearse Timings	Reco St	ord Slip	Play Narrat	tions gs lia Controls Beginning	🗐 R 🗊 S 🗍 U	esolution how On: se Presen	Use Current Resolution ter View Monitors	*
Safe Transfusion Practice for HCAs Induction						K3         Start Recording from Current Slide           ⊆lear         →			Clear <u>T</u> iming on Current Slide					
						5					Cle	ar Timings on <u>A</u> ll Slides ar <u>N</u> arration on Current Sli ar Narrations on <u>A</u> ll Slides Legal aspects rela today)	ting to trans	
Caroline Lowe /Terrie Perry							/						Different types of I	ماممط محمطي

DO CLEAR THE TIMINGS ON ALL SLIDES before you send it anywhere otherwise the slides will move on as soon as the narration finishes and means the viewer won't get chance to study them for as long as they might like

Good luck – ring 01908 995798 for help (Terrie or Caroline) or email us on <u>terrie.perry@mkuh.nhs.uk</u>

caroline.lowe@mkuh.nhs.uk