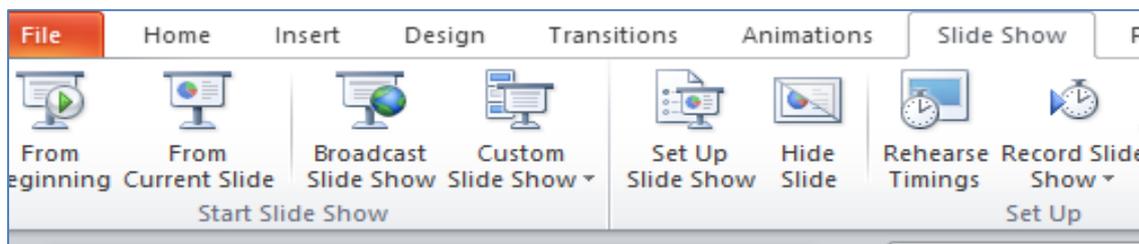


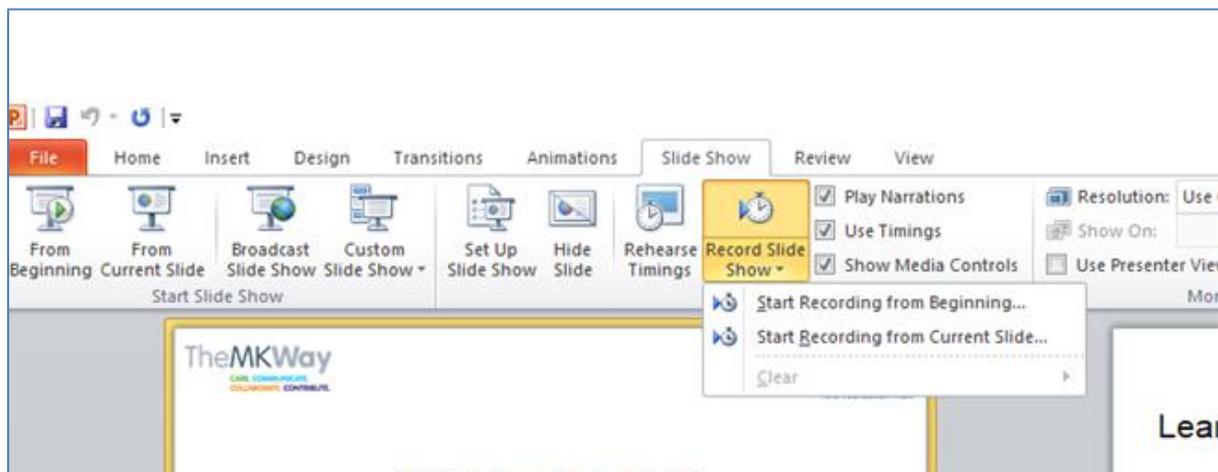
## How To Do a Recorded PowerPoint.

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

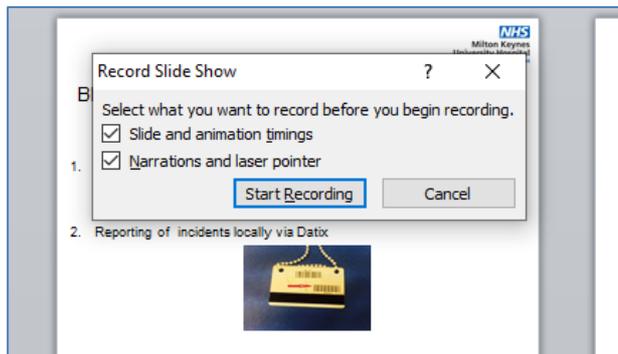
1. Do your PowerPoint as normal
2. Open PowerPoint in the view that shows several slides on the screen
3. Click once on first slide so that the yellow box shows around it
4. Choose slide show from the tab 5 places to the right of the "home" tab on the top tool bar



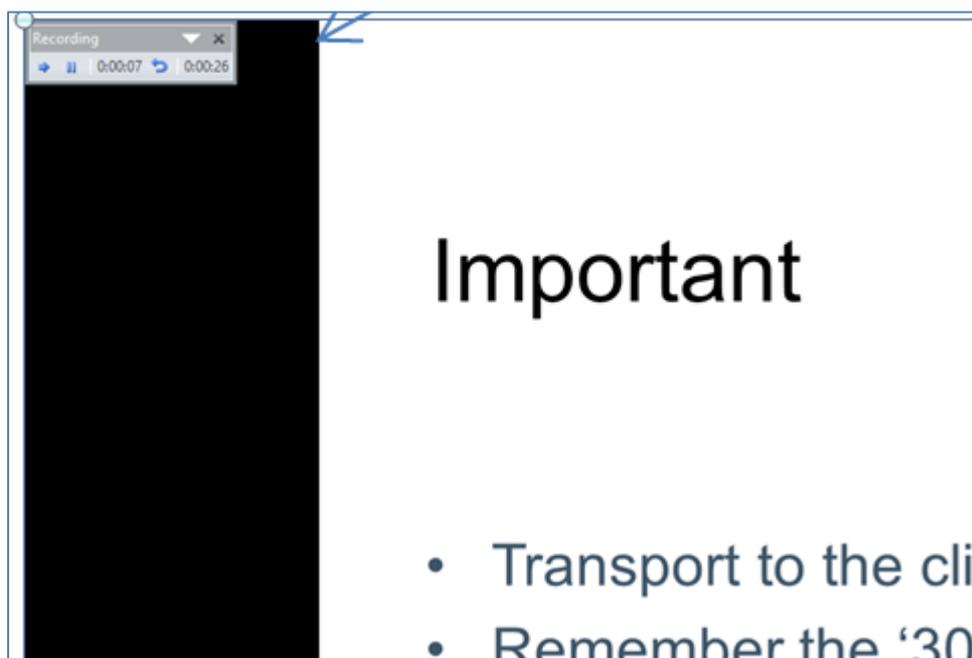
5. Click "record slide show"



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



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



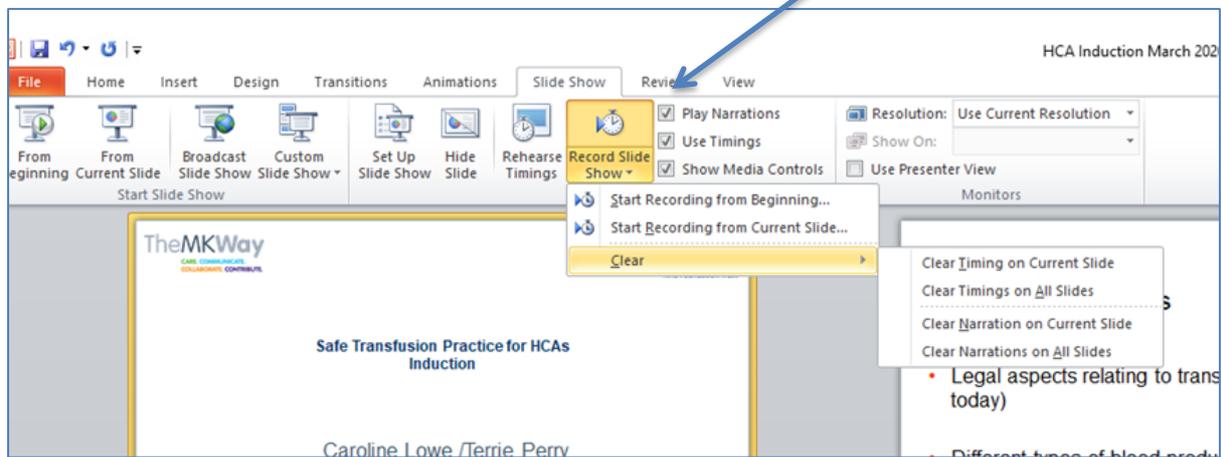
10. Click the tiny x when you've said your bit.
11. Screen will revert to multi slides.
12. Click on next slide and record that one

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**



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 [terrie.perry@mkuh.nhs.uk](mailto:terrie.perry@mkuh.nhs.uk)

[caroline.lowe@mkuh.nhs.uk](mailto:caroline.lowe@mkuh.nhs.uk)