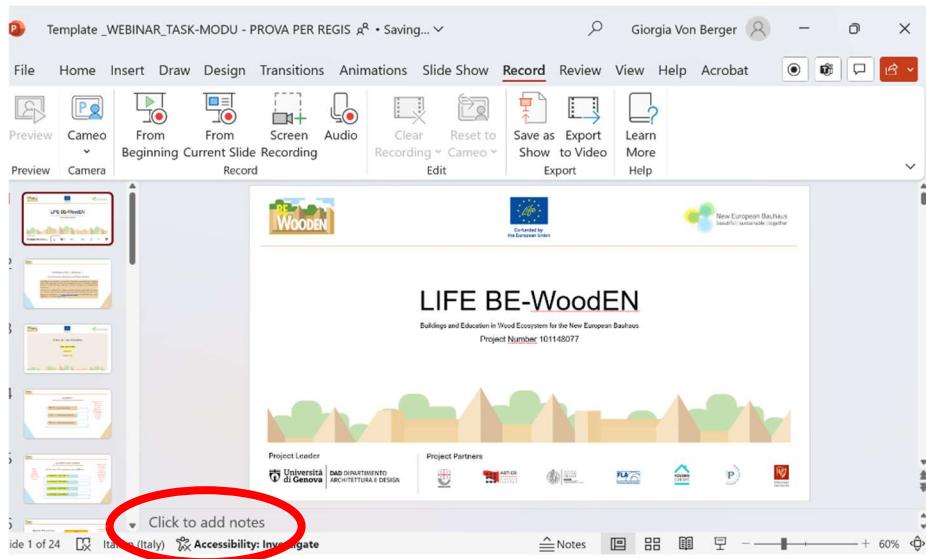
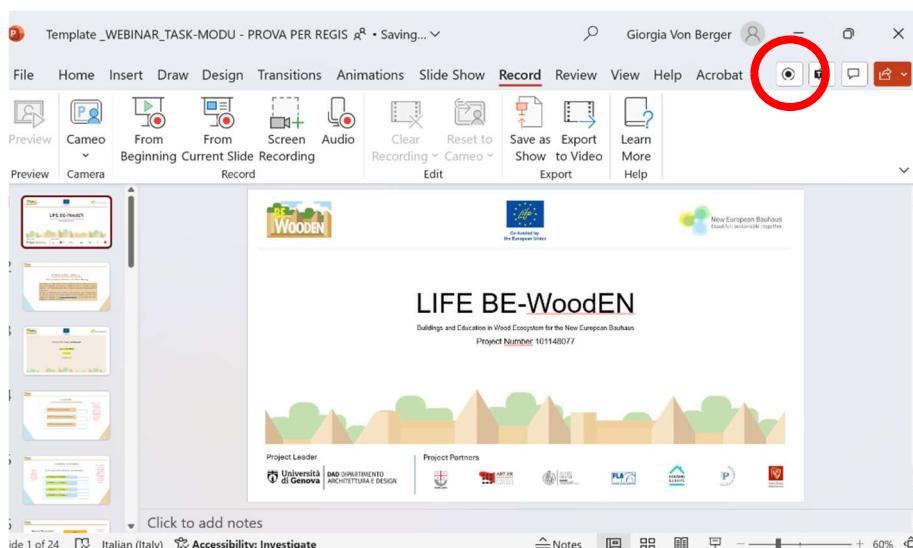


## HOW TO RECORD ON PPT

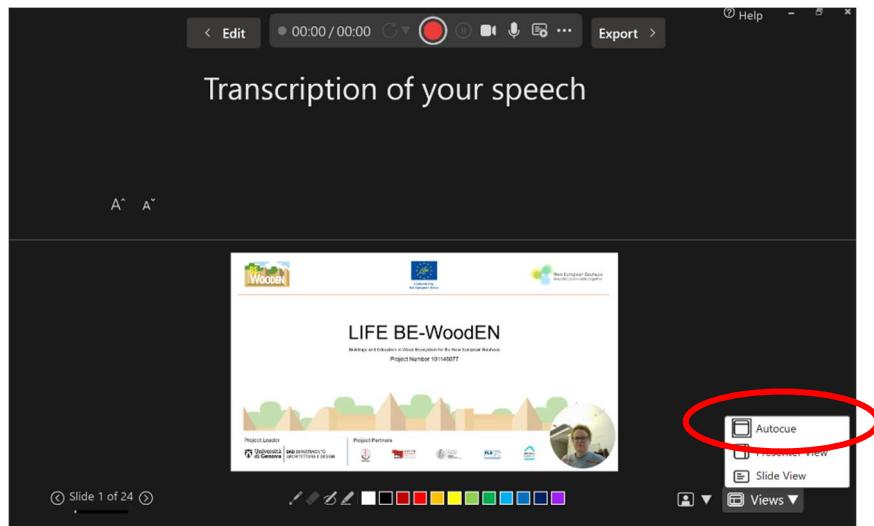
- 1) Before you start recording, ensure that you draft the speech corresponding to each slide in the designated section located beneath the respective slide. Where you can read “Click to add notes”



- 2) To start recording, press the button Record (the black bullet at the right top of the slide)



- 3) You can now record your face and your voice: If your camera is positioned at the top of your laptop screen, it's advisable to opt for the "Autocue" view. This ensures that you're looking towards the top of the screen, where the transcription will appear above the slide. You can select it from the drop-down menu "Views" located in the bottom right corner.



You will need to record one slide at a time, then stopping the recording and selecting the next slide; you can also record the slide again if you are not satisfied. You can choose where in the slide to place your face (we suggest to place it in the same position in all the slide – for example, in the upper right)

- 4) In the end, to have your presentation as a single video without interruption, you will have to switch from Power Point to MPEG-4 video format (Save as + select .mp4 from the drop-down menu)

You can find an example of the final result here:

[https://drive.google.com/file/d/1bVvOxUKZGWH4ES4a3VvSkQw5ct-DZwF6/view?usp=drive\\_link](https://drive.google.com/file/d/1bVvOxUKZGWH4ES4a3VvSkQw5ct-DZwF6/view?usp=drive_link)