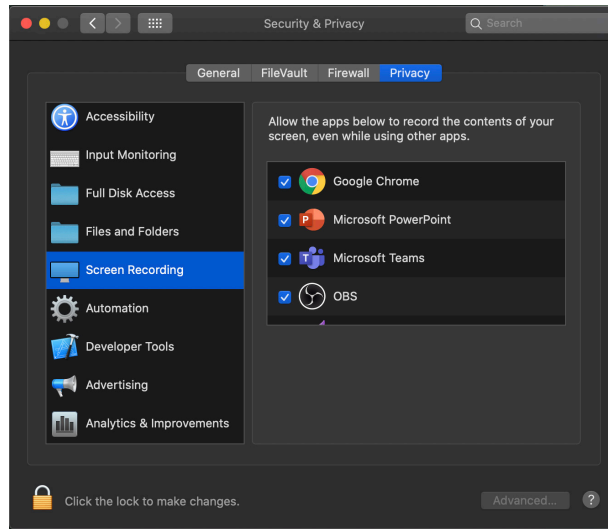


Mac PowerPoint 2019

Step-by-step instructions for how to record your narration and it to your PowerPoint slides

Step 1 | Allow Screen Recording

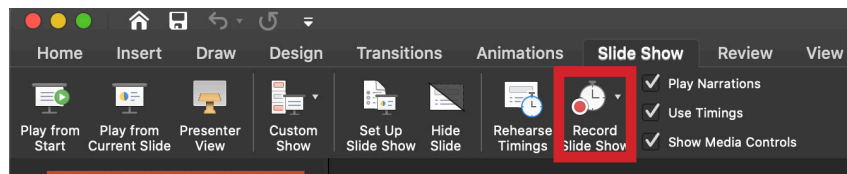
In macOS Catalina (10.15.x) you need to make sure you allow PowerPoint access to record your screen. You can check this in System Preferences > Security & Privacy > Privacy tab. If you do not see PowerPoint listed. You should be prompted the first time you go to record. Click Allow when prompted.



Step 2 | Start Recording

To record narrations in PowerPoint, start off by finding the Slide Show tab on PowerPoint’s ribbon. Click on the Slide Show tab to change the available options. Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation.

Now, find the Record Slide Show button and click on it



****NOTE**** As soon as you click Record Slide Show and the next screen loads. You will be recording.

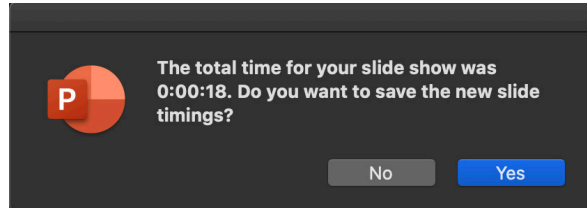
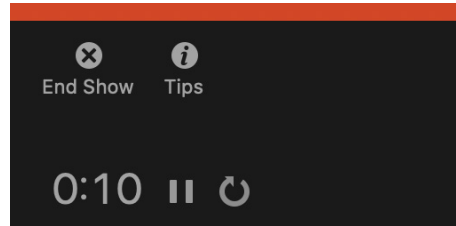


Step 2b | During Recording

While you are recording you can use the arrow keys or the spacebar to advance your slides. You can also use the arrows below the current slide.

When you have finished your slides, click the “End Show” icon in the top left.

You will be prompted asking if you want to save these slide timings that you just recorded. Click yes, if you are done recording.



Step 3 | Saving the Recording

Once you are satisfied with your recording. Go to File > Export.

Select MP4 in the File Format drop down. Select Presentation Quality. Use width 1,920 Height 1,080.

Then click Export.

