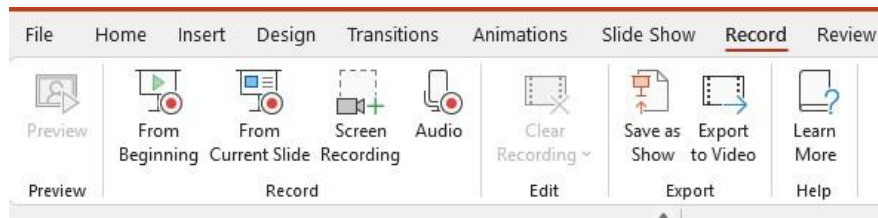# How To – Pre-Record in PowerPoint

PowerPoint can be used to pre-record audio and sync it with the slideshow itself. The resulting slideshow with the recorded audio can be exported into a video file to turn it into a pre-recorded lecture.

1. Open the presentation/slideshow you wish to record with, in the PowerPoint desktop app.

2. Open the Recording tab on the Ribbon.

3. Here, you can start your recording from the beginning of the presentation (Slide 1), or from whichever slide is currently open (if it's not already the first slide).

   a. You can also record audio that can then be played from the presentation during a 'live' or in-person lecture; or do a screen recording to record your desktop, browser, or other applications.

4. To start recording for a pre-recorded presentation, click the "From Beginning" option, to start recording from the beginning of your presentation.

5. This will open a recording mode. If you see a tutorial overlayed, read the tips it provides and continue until it's closed.
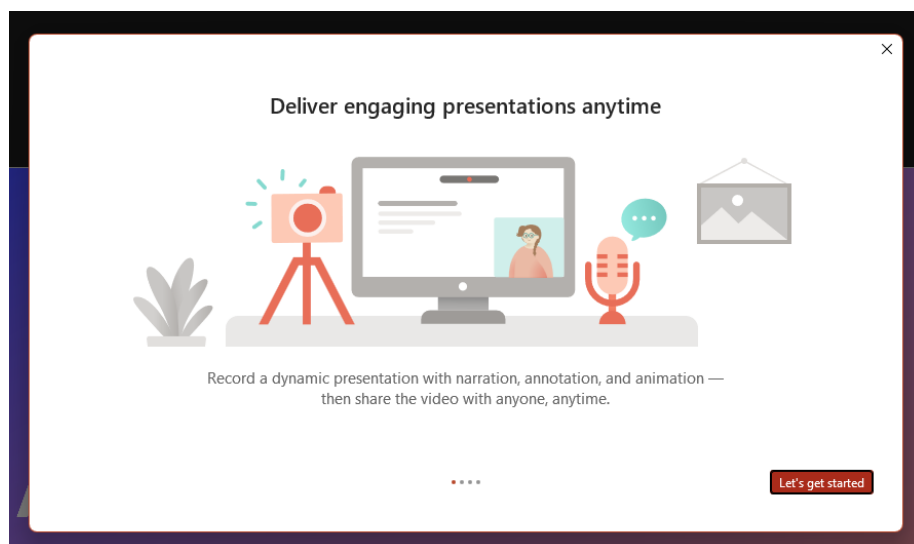
6. The controls and settings for recording can be seen at the top of the screen, above the notes for the presentation.
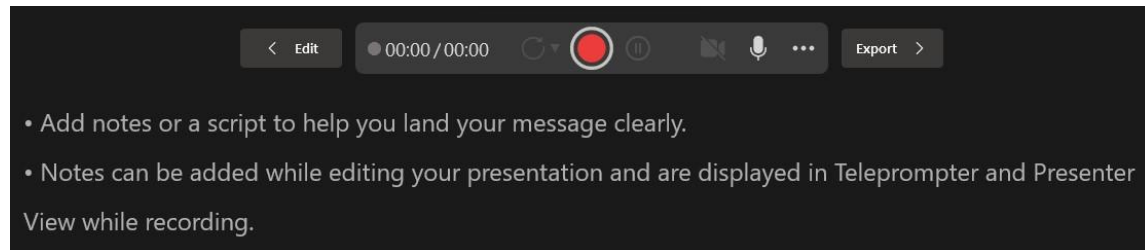
a. "Edit" – Will return to the "edit presentation" view.
b. [00:00/00:00] – Measures how long the recording is as it's being recorded and edited.
c. The round arrow next to the red circle is to re-take all or part of the recording.
d. The red circle in the middle is to start and stop the recording.
e. The pause button is to pause and resume while recording.
f. Video feed (webcam, etc.) and the microphone can be enabled & disabled.
g. The 3 dots – Options menu to select microphone/camera, and options to clear recordings.
h. "Export" – When the entire presentation recording is finished, this is where it gets exported into a video file.

7. At the bottom are more options and controls, as well as a view of the presentation.
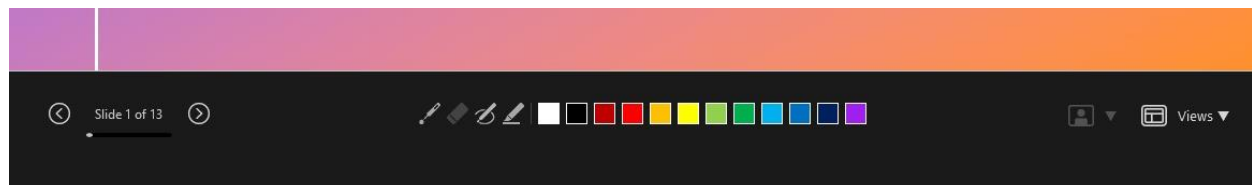
a. The slide controls on the left are to advance and go back to previous slides.
b. The tools and colors in the middle are to make marks on your slides and draw attention to things as you're presenting, these also get recorded.
c. On the right are options for the camera modes, and different recording mode views.

8. To start recording, click the red circle at the top. It will countdown from 3 and then start recording.
a. It is recommended to record a few seconds of audio/video, then pause or stop the recording, go back to "Edit" mode, and click "Preview" on the far left of the Recording tab to preview your recording to make sure your microphone/camera is setup properly and recording.

9. Record your presentation, and when you're finished, click the "Stop recording" button at the top (same place as the "start recording" button).

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10. Then, you can either save your presentation and recording as a "Show" (PowerPoint file) or export it to a video file.

    a. "Save as Show" allows you to back later and make edits to the file, if needed, or to present it with pre-recorded audio/animations.
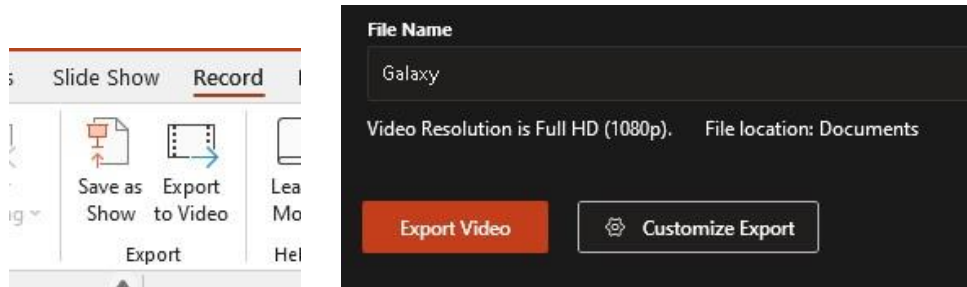
Export options in Edit mode and Recording mode

11. In the export view, you can name the video file and customize your video with the **Customize Export** options, where you can change the resolution.

    a. If you wish for the video to just be an automated slideshow with no audio or animations, then go to **Record > Export to Video** and customize the export to "not use recorded timings or narrations" (which should be the default if nothing was recorded). For this, you can also change how many seconds each slide spends on screen.
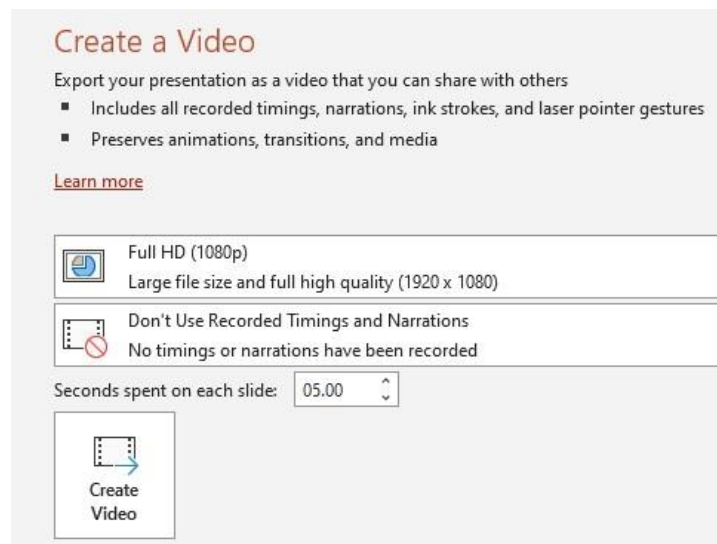
Tech Support Contact Info

Student Device Support: 📞 518-262-2817 | ✉ librarytechhelp@amc.edu | 🕐 Mon-Fri, 8AM-5PM

AMC IS Helpdesk: 📞 518-262-5000 | ✉ helpdesk@amc.edu | 🕐 Available 24/7