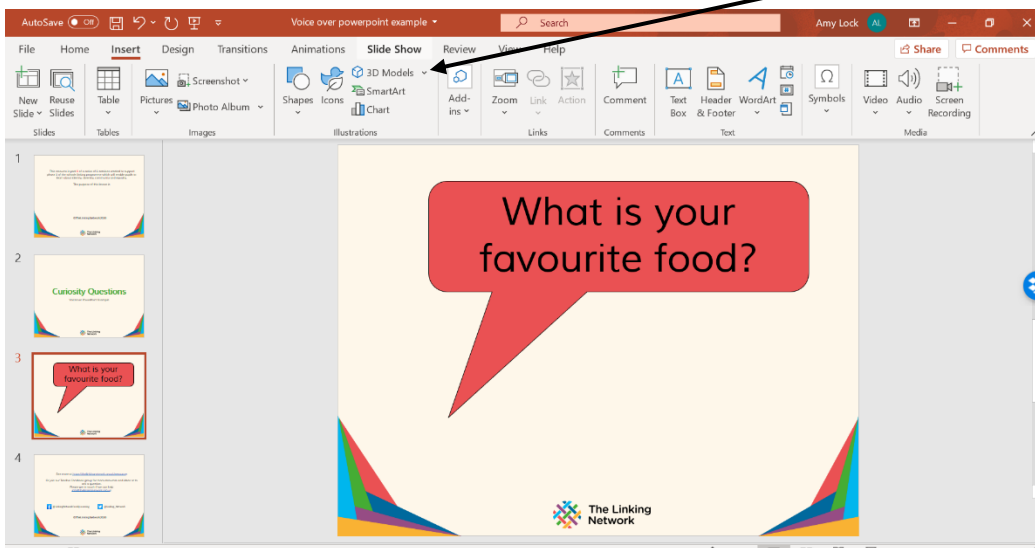


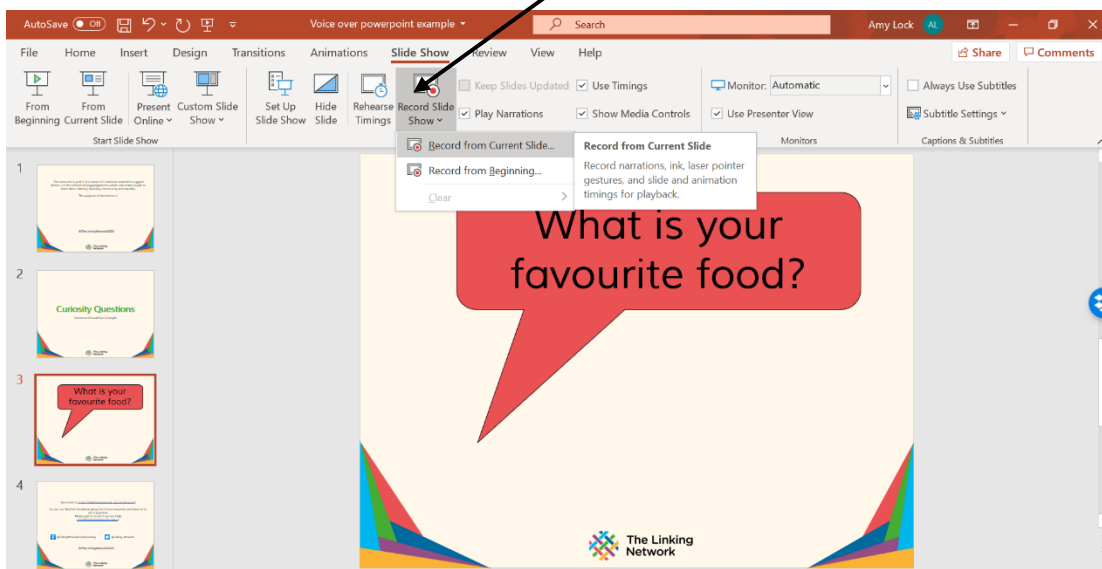


Recording audio over a PowerPoint presentation is a really easy way of sharing extra information with the link class and the sound of real voices (children and adults) is a powerful way of developing connections. The recordings will play automatically when the slideshow is in presenter mode which means that a link class will be able to see what's on screen and hear the children's voices. There is also an option to convert to an MP4 video format.

- 1) Open up the completed PowerPoint presentation and choose the 'Slideshow tab'.



- 2) Next click 'Record Slide Show' and choose whether to start at the beginning of the presentation or the current slide.





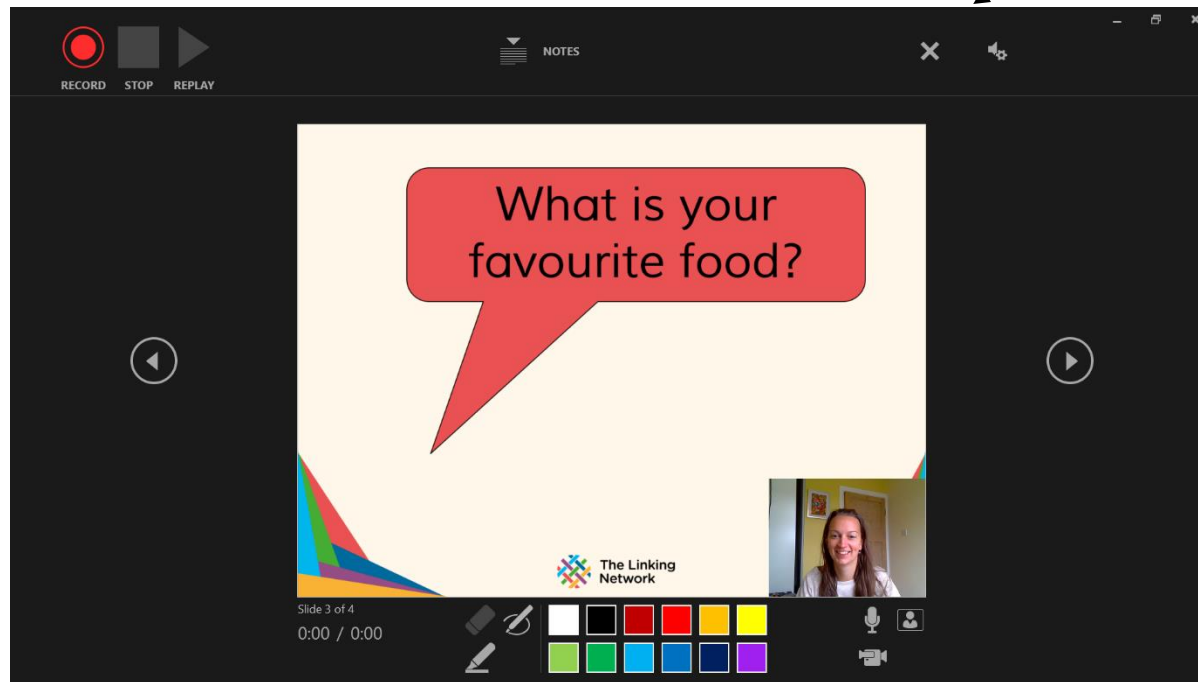
- 3) The recording screen will then appear. See below:
 - a. To start recording, click the red record button in the top left hand corner. This will give a countdown to start recording and will automatically use the computer's microphone unless specified otherwise. When the speaker is finished, click stop.
 - b. To access any notes whilst recording, scroll through the 'Notes' dropdown menu in the top centre.
 - c. There is an option to have the speaker's video overlay in the bottom left hand corner of the screen. If this is not wanted, toggle video off by clicking the video camera icon in the bottom left hand corner of the screen.
 - d. To make pen markings whilst recording, click on the pen and colour at the bottom of the screen and use the mouse to make markings whilst speaking (this is VERY difficult to keep in a straight line!)
 - e. When the speaker is finished recording, either move onto the next slide or press esc to come out of recorder mode. Your recordings will automatically be saved.



Click here to start and stop recordings.

Click here to view notes pages whilst recording .

Click here to delete any recordings.

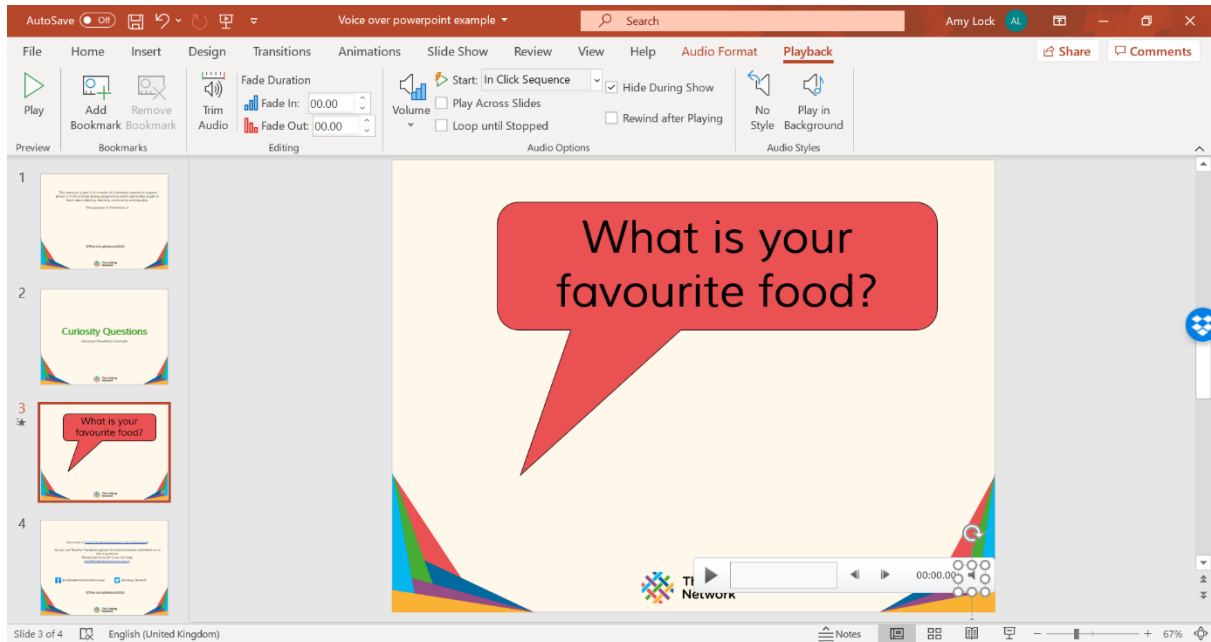


Click here to use a pen or highlighter whilst recording.

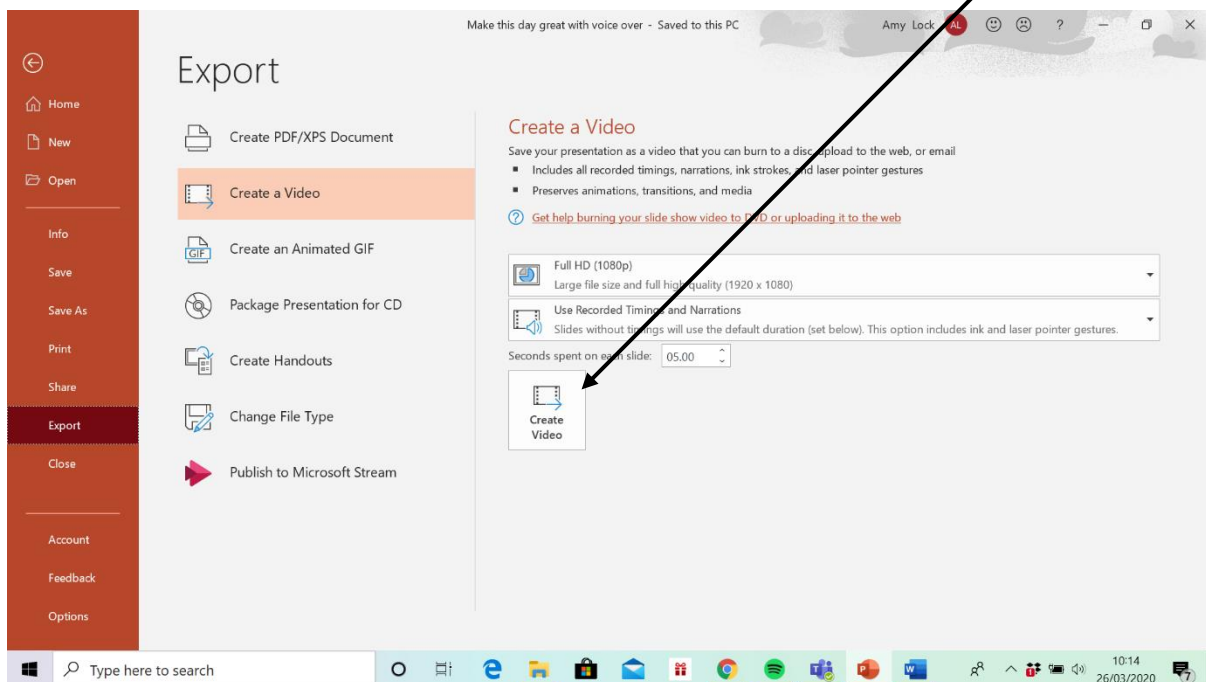
Click here to toggle the video on and off.



- 4) The PowerPoint can be saved with these sound recordings which will play automatically when viewed in 'Slideshow' mode.
- 5) Each slide where narration was added will now have an audio symbol in the corner. Click this to change the audio settings if required – e.g. make the sound louder or quieter, hid the symbol whilst in slideshow mode.



- 6) In addition to a slideshow, there is also the option to convert the presentation to a video format. To do this, click the 'File' tab in the top left hand corner and then click 'Export'. Choose the options in the screen shot and click 'Create video'. This will then convert to an MP4 file.





The video or presentation can now be shared with the link class!

N.B.

These files are likely to be very large and may not be able to be sent via email. Please visit <https://thelinkingnetwork.org.uk/schools-linking-2020-2021/digital-support/> for guidance about how to use shared cloud storage to share large files.