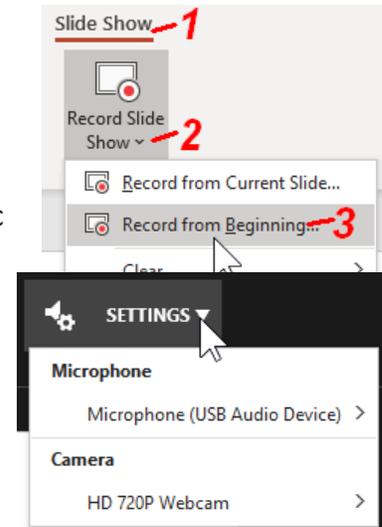


## Recording Narration and Webcam in PowerPoint

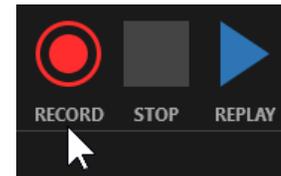
If you intend to Export your PowerPoint presentation as a video, the first step is to record the delivery of your presentation, using a microphone and optional webcam.

### Record narration and timings

1. With your PowerPoint slides formatted and ready to present, select **Slide Show > Record Slide Show**.
2. In the optional dropdown, choose either:
  - **Record from Beginning** — to record from the beginning of a presentation.
  - **Record from Current Slide** — to record from a specific slide.
3. Select or clear what you'd like to include for your recording
  - Choose a **Microphone**.
  - Choose a video **Camera** (or not). Your webcam may include a microphone, too! Use the webcam image preview to properly position yourself.  
**Hint: When presenting, look into the videocamera—not your webcam image!**



4. Click **Record** (or press **R**) to begin recording at the current slide (shown on screen), or use the left-right arrows to first move to a different slide.
5. Proceed to deliver your presentation, including animations, markings, highlights, etc. which will all be recorded. **Note:** Audio and video won't record **during slide transitions**. So, at the end of each slide, stop speaking for a second, then *Advance* to the next slide, and resume speaking.
6. Click **Pause**, to suspend recording, if needed. When paused, you can **Replay** to check the existing recordings, and choose to re-record a specific slide, if desired.
7. Recording will stop by clicking **Stop**, or after advancing past the last slide.



### Manage recordings

There are a few ways to manage and enhance the recordings during your presentation:

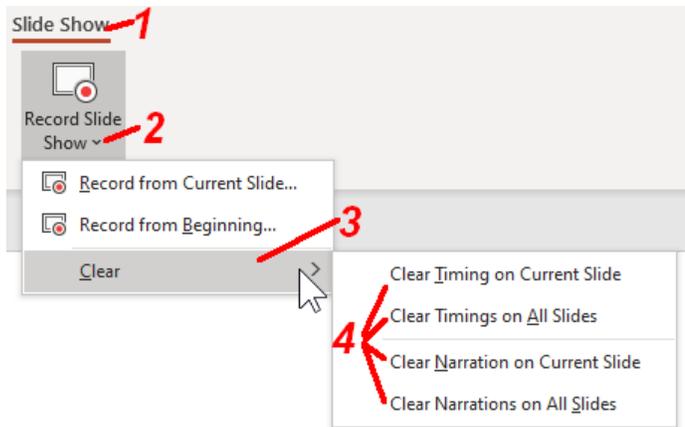
- **Pause.** To pause a recording. Click **Record** to resume. Note a slide's video recording will capture any abrupt change in your position on camera.
- **Close.** To end a recording. You can later start recording from any slide.
- **Laser Pointer, Pen, Highlighter, or Eraser.** Click to use the pointer, ink, highlighter, or eraser tools in your recording. These actions will be recorded and played back as part of the video.

- **Camera and/or Microphone ON/OFF.** You can click the icons (lower right) to toggle on/off the microphone or webcam (for example, to NOT show webcam while recording on a certain slide).
- **Replace recording on a slide.** A recording will **overwrite** the previous narration, webcam, and slide timing recorded for that slide! To preserve a previous version, make a duplicate of the slide before re-recording! You can later Hide or simply Delete any slide.
- **Resize/reposition webcam frames.** By default the Recorder will size and position the webcam frame in the lower right corner. Later, in the slide editor, you can resize/reposition the webcam frame on each slide. (Optionally, you can run a macro to modify the webcam frames on **all slides**—very helpful for a large presentation.)

### Remove recordings

You can remove a recording from a slide (or all slides).

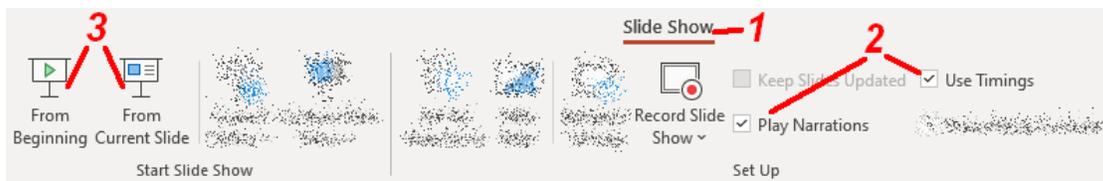
1. Select **Slide Show, Record Slide Show (dropdown), Clear.**
2. Choose from four options:
  - **Clear Timing on Current Slide** — to delete timings on the current slide. The “timings” controls the animations within a slide and the advance to the next slide.
  - **Clear Timings on All Slides** — to delete timings from all slides at once.
  - **Clear Narration on Current Slide** — to delete narration on the current slide.
  - **Clear Narration on All Slides** — to delete narration on all slides at once.



### View recordings

To see the recordings and timings, simply Play your presentation using the recording.

1. Select **Slide Show.**
2. Select (check mark): **Play Narrations** and **Use Timings.**
3. Start the show: select **From Beginning** (or F5), or **From Current Slide** (or Shift-F5).



OPTIONAL: For advanced users, here's a PowerPoint VBA macro to resize all recorded webcam frames on all slides. With macros *Enabled*, copy/paste the code below into a VBA module, customize the *factor* and *ourMargin* values, as needed, and run the macro. The height and width values used by PowerPoint's Record feature (*defHeight* and *defWidth*) may need to be adjusted to match your HD webcam. (Right-click webcam image, **Size and Position**, and see current *Height* and *Width* values.)

```
Sub Resize_all_webcam_videos()
' Resize and Reposition webcam video recorded by PowerPoint
' on ALL slides, as specified by "factor" and "ourMargin" values
  Dim curSlide As Slide
  Dim curShape As Shape

  defHeight = 72 * 1.88 ' default media size from PowerPoint
  defwidth = 72 * 2.5 ' dictates original size and position
  sldHeight = ActivePresentation.PageSetup.SlideHeight
  sldwidth = ActivePresentation.PageSetup.Slidewidth

  '=====
  ' Change these values to your liking
  factor = 1.2 ' scale original media, e.g. 1.2 = 120%
  ourMargin = 0.2 'inches from lower right corner
  '=====

  ourHeight = defHeight * factor ' new webcam height
  ourWidth = defwidth * factor ' new webcam width
  ourMargin = 72 * ourMargin ' lower right position, default = zero

  For Each curSlide In ActivePresentation.Slides ' slide in this PPT
    For Each curShape In curSlide.Shapes ' shape on this slide
      If curShape.Type = msoMedia Then ' media on this slide
        with curShape
          If .MediaType = 3 Then ' media is video
            ' resize it using our scale factor
            If .Height = defHeight And .width = defwidth Then
              .Height = .Height * factor
              .width = .width * factor
            Else
              .Height = ourHeight
              .width = ourWidth
            End If
            ' and reposition it using ourMargin
            .Left = sldwidth - ourMargin - .width
            .Top = sldHeight - ourMargin - .Height
          End If ' end changes to this video
        End with
      End If
    Next curShape ' check all shapes on this slide
  Next curSlide ' check all slides
End Sub
```