

Quick Reference: Pre-Record Your Presentation

(Excerpted from [this Microsoft How-To page](#) – refer to it for more detailed instructions)

Visit the [SBIA Events Presenters' Resource Page](#) for more information

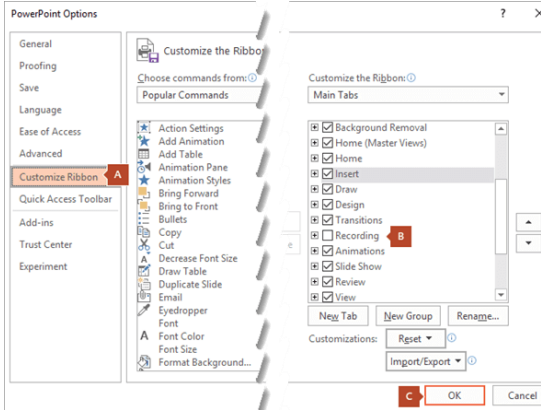
Before you record, be sure your PowerPoint is final and you have practiced the full delivery in “Slideshow” mode a few times. **To ensure you don't have any network lag while recording, BE SURE YOUR POWERPOINT FILE IS SAVE LOCALLY** (Desktop or C: Drive) instead of on the network share.

STEP 1: Reveal PowerPoint's Record Option in the Menu Ribbon

Click on “File” in the top Menu Ribbon in PowerPoint and then click “Options” the bottom of the left:



Then click “Options”



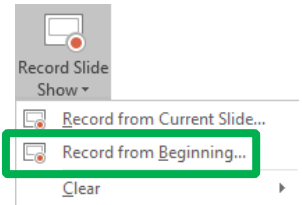
In PowerPoint Options, **Click the Customize Ribbon tab** on the left. Then, in the right-hand box that lists the available ribbon tabs, **select the Recording check box** (you may need to scroll down to see it). Then **Click OK** to finish.

NOTE: All steps and images are from the current version of PowerPoint. Older versions will vary.

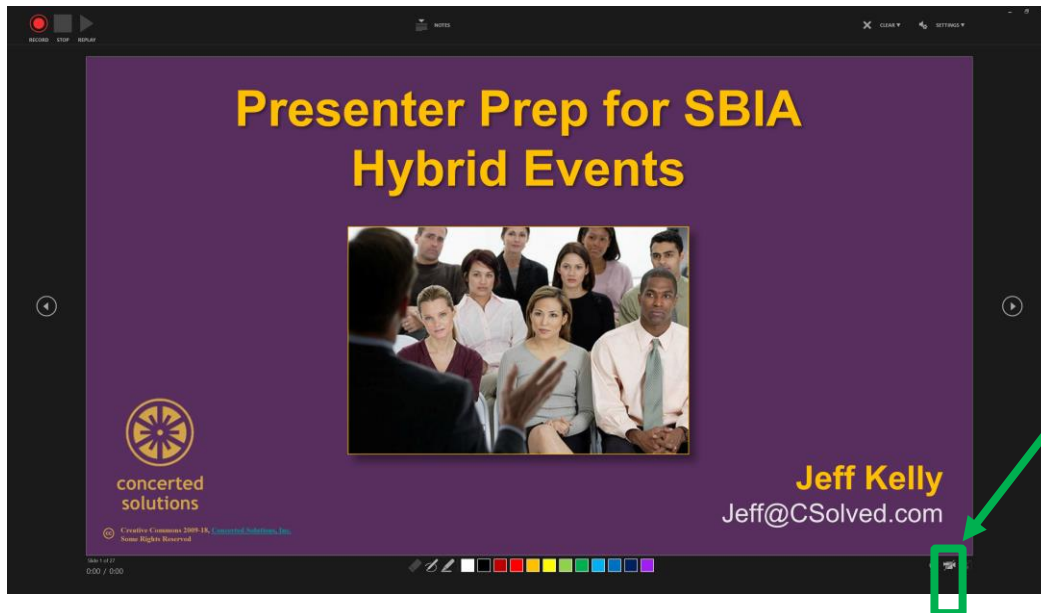
STEP 2: Record Your Presentation with Narration and Slide/Bullet Advances


Open your slides in PowerPoint. **Place your laptop** such that it is close to you and you can speak loudly to the screen. The built-in microphones will be used to record your narration. You will use your mouse to advance the slides.

Click on the Recording Tab on the top menu ribbon in PowerPoint and **select “Record from Beginning”**:



The Recording Interface will open showing your first slide:



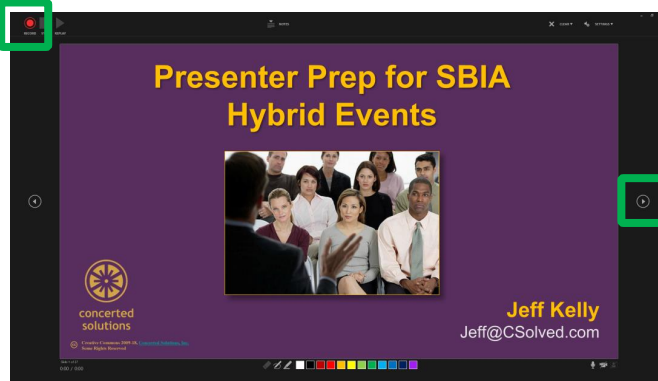
Before you begin  recording, **Click to disable the “Video Camera” icon** so your webcam will not be recorded.

You are now ready to record your presentation in Step 3...


STEP 3: Record Your Presentation with Narration

To begin the recording, **Click the round, red button** in the upper left corner. You will see a “three-count” and you can begin your narration:

Click to start recording



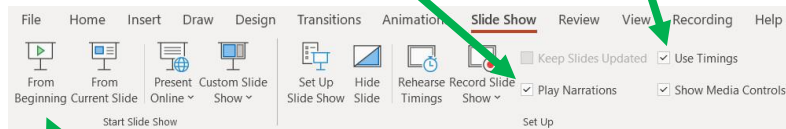
To advance to your next bullet or slide, **Click the “Next” arrow** on the right side of the screen

Continue to work through all your slides as you narrate. It will be easiest if you record the presentation in a single “take.” But if you need to pause, you can click the “Stop” button  in the upper left corner, take a break, and then click the red record button to continue.

When you have finished the full presentation, **Click the Stop button.**

STEP 4: Preview Your Recording

Preview the sound quality of your recording by **exiting the Recording interface and going to the Slideshow Tab** on the top menu ribbon. **Confirm that the “Play Narrations” and “Use Timings” boxes are checked on:**



You can then **click the “From Beginning” button** in the ribbon to play back your recording.

If you are not happy with your recording, you can go back to Steps 2 & 3 in this guide to re-record the entire presentation. You can also re-record only certain slides. For details on editing and re-recordings steps, please see [the full Microsoft instructions page](#).

STEP 5: Save the PowerPoint File & Send It to Us (via email or OneDrive)

Save your PowerPoint (PPTX) file with a new filename that includes your name.

If your PowerPoint (PPTX) file is LESS than 35 MB, email it to jeffk@csolved.com

If your PowerPoint (PPTX) file is LARGER than 35 MB you will need to upload it to the OneDrive:

1. You MUST be logged into the FDA VPN to upload to the FDA OneDrive folder.
2. [Click Here to open the “SBIA Event Uploads” OneDrive folder in your web browser.](#)
3. You can then drag-and-drop your PPTX into the OneDrive folder (or you can select the "Upload" link at the top of the folder).

If you encounter issues, please contact Jeff Kelly at JeffK@CSolved.com