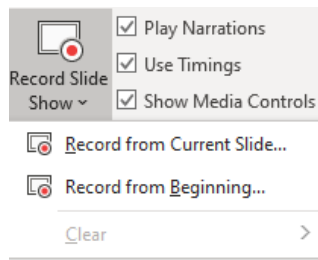


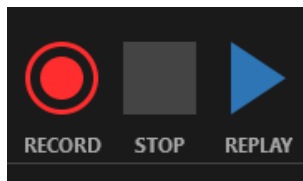
## PowerPoint Recording Instructions

A voice over PowerPoint recording will not include your video. It will only include the audio you record while presenting.

1. Open **PowerPoint**.
2. Create your presentation.
3. When you have a finished presentation, click **Slide Show**.
4. Be sure that you are on the first slide of your presentation.
5. Click **Record Slide Show** arrow and click on **Record from Beginning**.



6. The screen will display in Presenter View and should be showing your first slide. A large **Record** button at the top of the screen. Press the **Record** button to begin.



7. You will see a countdown on the screen starting at 3. Talk into your microphone or headset as if you were giving your presentation. Use the keyboard or mouse to transition through each slide. You can pause your recording at any time, and it will resume where you left off. Once you have completed your recording, click the **Stop** button at the top of the page.



8. You can review your recording and save as an mp4 file. Please save the file using your last name, first name, and abstract ID number in that order, preferably with an underscore character between each item (e.g.: Smith\_Joe\_104781).