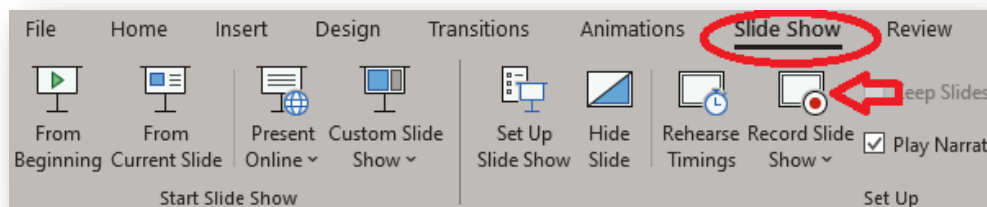


OPTION 2: Microsoft PowerPoint

Please [click here](#) to view a brief 'How to Make a Video in PowerPoint' video. Further step by step instructions are included below:

1. Prepare your PowerPoint slides for your presentation. Please leave space (approx. 1/5th) at the bottom of each of your slides for the closed captioning to be added. The closed captioning is white with a black outline if that helps with your colours. When you are ready to record, open these slides and minimize.
2. Go to the video and audio settings on the device you plan to record your presentation, to ensure your microphone and camera are connected and working properly
3. Open the PowerPoint slides you wish to present
4. Whether you are using Mac or PC, there will be a 'record slide show' button, under the slide show tab



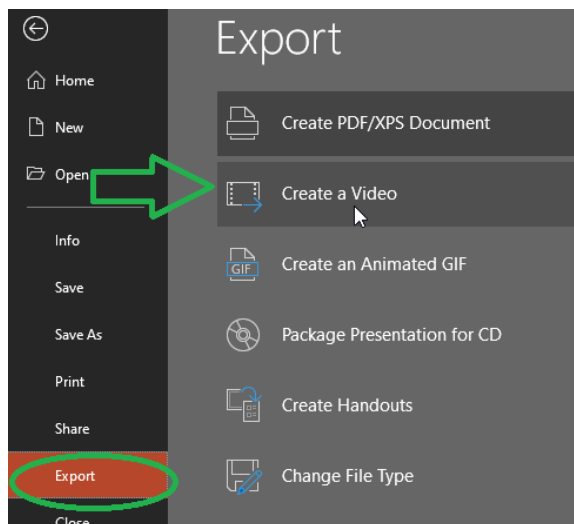
5. Once you have clicked on the record slide show, you will see the below view, with your Ppt slides in present mode, with your image at the bottom right of the screen. Once you are ready to present, you simply click on the red record button located at the top left of the screen



6. If you wish to highlight any graphs or specific information, you can do so using the tools at the bottom of the screen



7. Once you are finished recording your presentation, click on the stop button at the top left of the screen, beside the record button
8. Once you are satisfied with your recording, please go to file → export → create a video, to save your presentation as an mp4 video file



9. Ensure you select the 'use recorded timings and narrations' to save your video. Once you are happy with your recording, please name your final video file [SESSION NAMEorNUMBER_LASTNAME_TIMEINMINUTES-SECONDS].

