

How to Record Audio for a PowerPoint Presentation

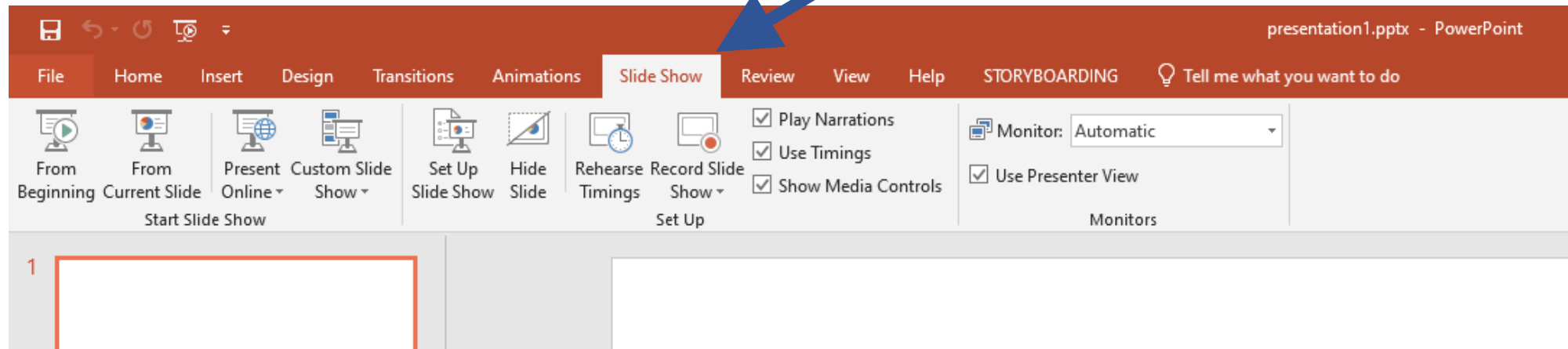
A step by step guide

4th INTERNATIONAL WORKSHOP ON
PLASTICITY, DAMAGE AND FRACTURE
OF ENGINEERING MATERIALS

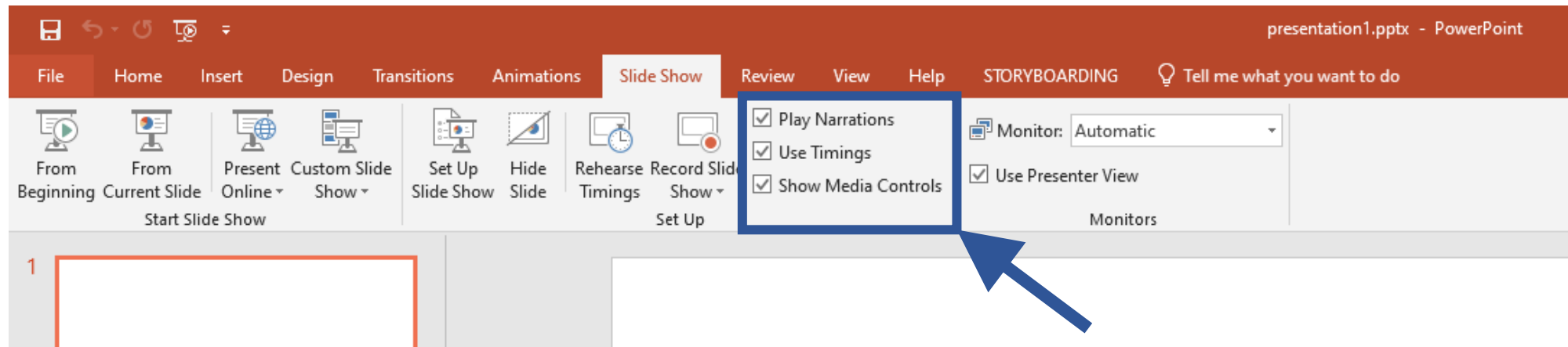
24-26 September
Istanbul, Türkiye

IWPDF 2025

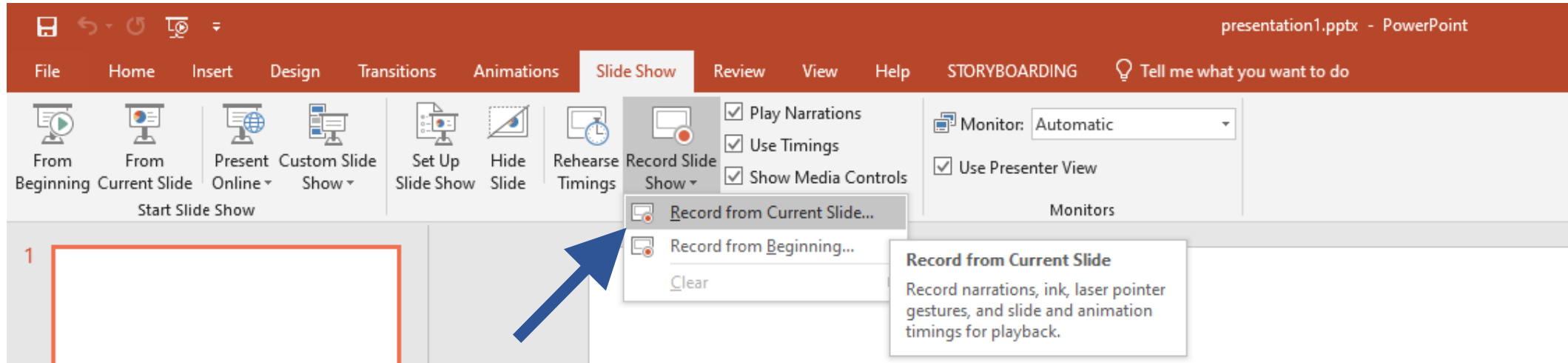




- On the main home page select 'Slide Show'



- Make sure 'Play Narrations', 'Use Timings', 'Show Media Controls' options are selected



- Select 'Record Slide Show' to switch to the recording screen
 - You can choose to record audio from the beginning of the presentation or from the current slide.

The image shows a presentation software interface. At the top left, a toolbar is highlighted with a blue box and contains three icons: a red circle with a white dot labeled 'RECORD', a grey square labeled 'STOP', and a grey right-pointing triangle labeled 'REPLAY'. A blue arrow points from this toolbar to a bullet point on the slide. The slide content includes a title 'How to Record Audio' and a subtitle 'Step by step guide'. The bottom of the interface features a navigation bar with a left arrow, a timer showing '0:00 / 0:00', a drawing toolbar with various colored squares and a pencil icon, and a right arrow. The top right corner of the software has a 'NOTES' icon, a 'CLEAR' button, and a 'SETTINGS' dropdown menu.

RECORD STOP REPLAY

- Click here to record, stop or replay audio

How to Record Audio

Step by step guide





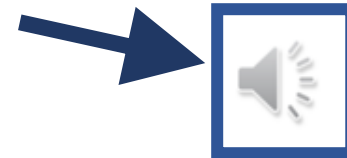
NOTES

CLEAR SETTINGS

How to Record Audio

Step by step guide

- This symbol let us know that audio has been recorded and is ready to play.



Slide 1 of 3
0:00 / 0:00



- This button let us record a video to add to your slides. You should click this button to turn on/off your camera before starting the audio recording.



How to Record Audio

Step by step guide

- After turning on the camera, click this button to preview your video.



RECORD STOP REPLAY

NOTES

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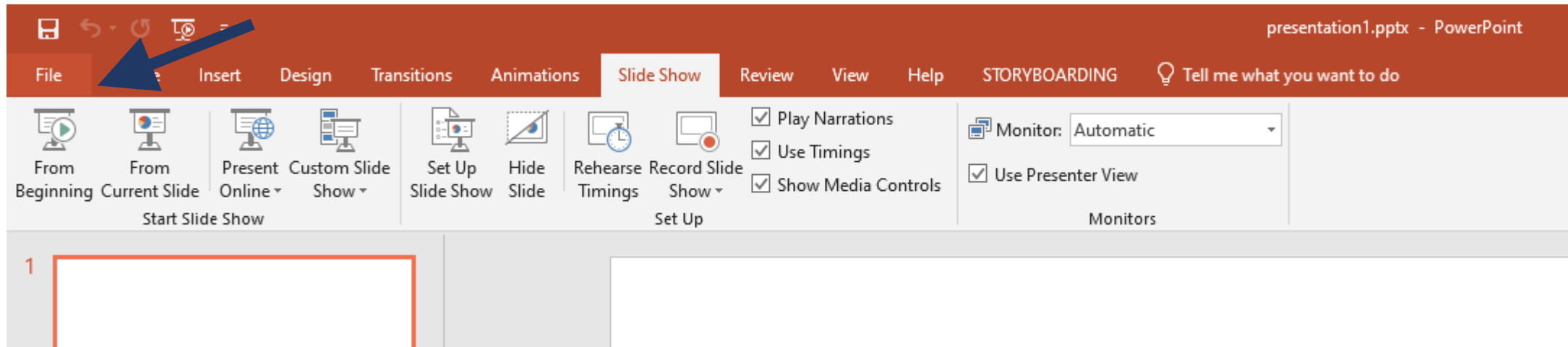
- Click through each slide to add audio to any additional slides.

Slide 1 of 3
0:00 / 0:00

Converting presentation to a video file

- Pre-recorded presentations will be uploaded to a YouTube channel. Therefore, after audio recording, PowerPoint presentations should be converted into a video file.
- Video file format should be '*.mp4'.

Converting presentation to a video file



- On the main home page, select 'File'.



Info

New

Open

Save

Save As

History

Print

Share

Export

Close

Account

Feedback

Options

Export



Create PDF/XPS Document



Create a Video



Package Presentation for CD



Create Handouts



Change File Type

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[? Get help burning your slide show video to DVD or uploading it to the web](#)



Full HD (1080p)

Large file size and full high quality (1920 x 1080)



Use Recorded Timings and Narrations

Slides without timings will use the default duration (set below). This option includes ink and las...

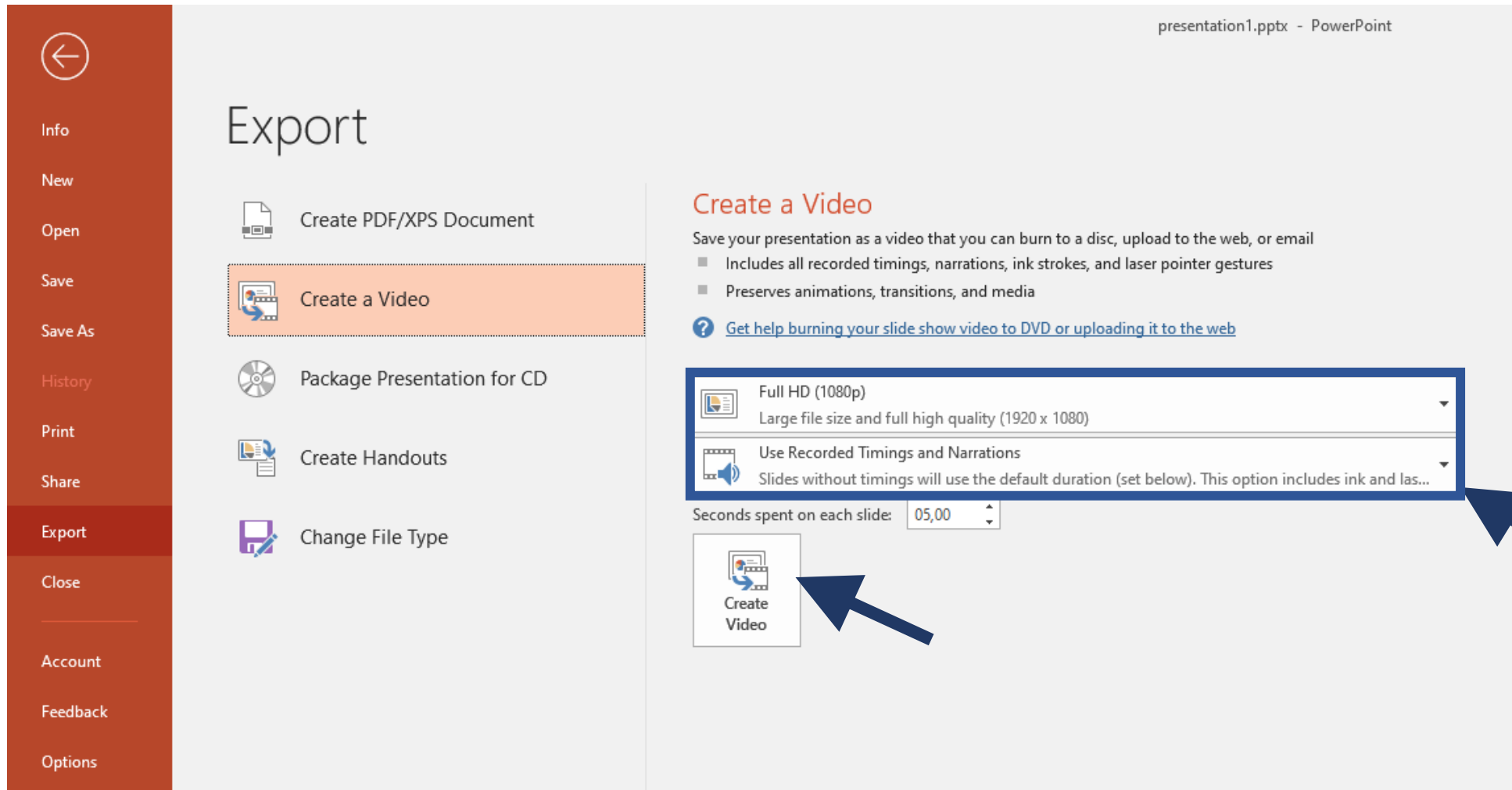
Seconds spent on each slide:

05,00

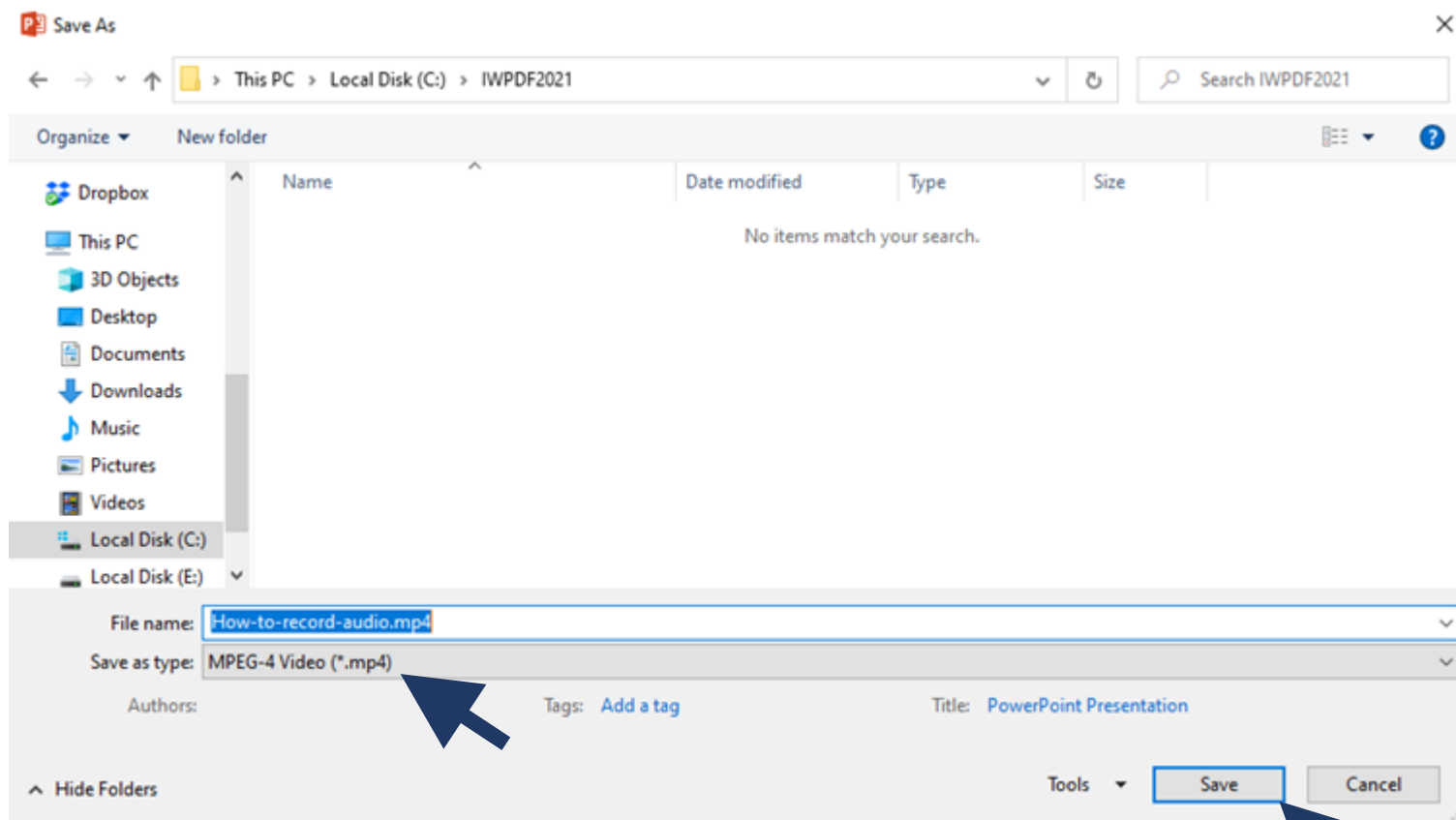


Create Video

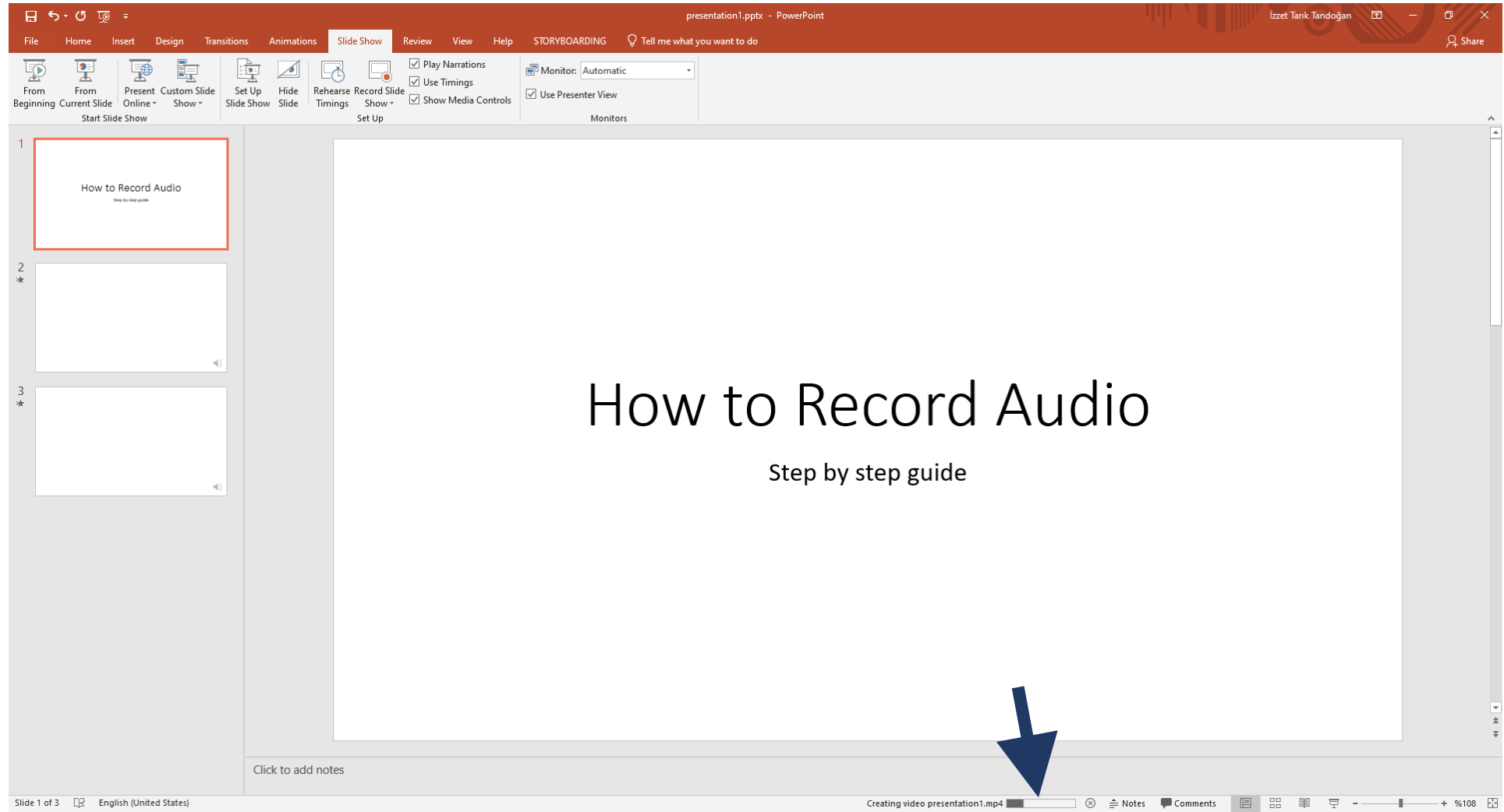
- Click 'Export' and then 'Create a Video'



- For video quality, Full HD (1080p) is recommended.
- Make sure 'Use Recorded Timings and Narrations' are selected.
- Click 'Create Video'



- Select type as *.mp4 and then click 'Save'.



- Wait for 'Creating video *.mp4' progress bar to finish

How to Record Audio for a PowerPoint Presentation

- If you have any questions, please reach out to the Organizing Committee.