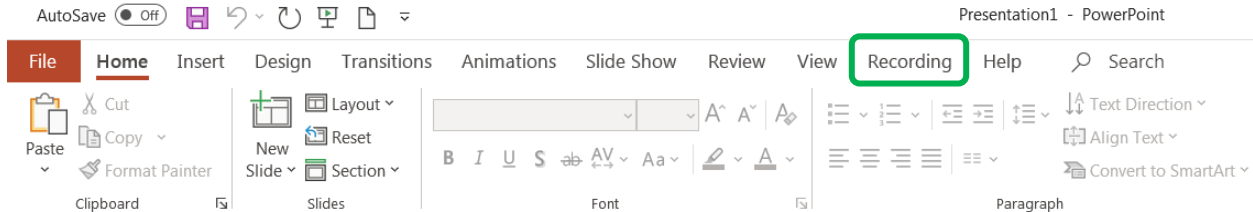


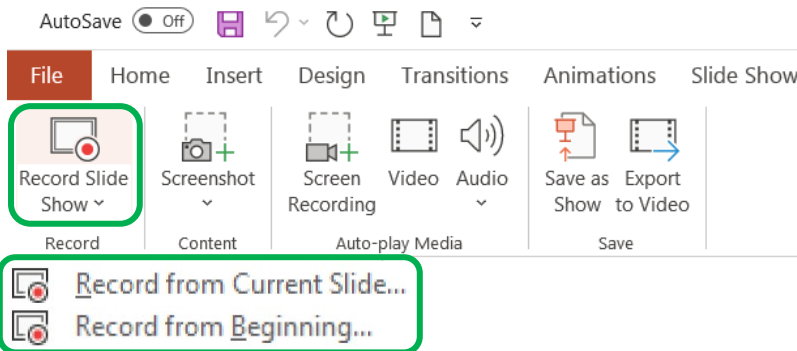
# How to Voice Over a Power Point Presentation

Open the Power Point presentation.

Choose the recording tab in the toolbar. If you don't have a recording tab, see the instructions at the end of this document to add it.



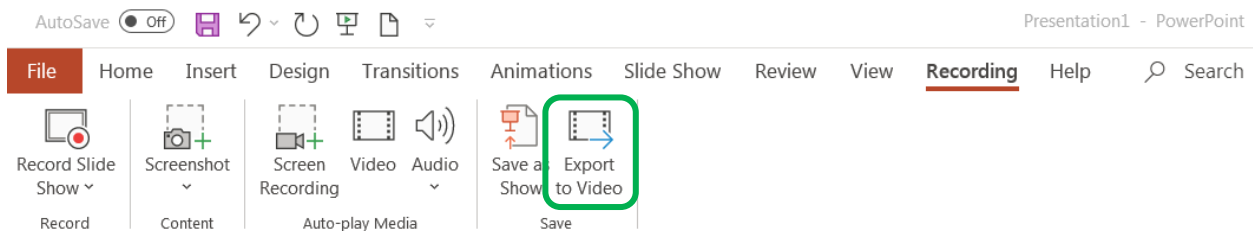
Choose record slide show and either record from current slide or from beginning.



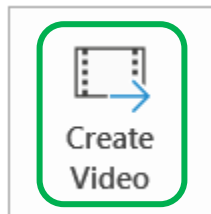
Options include record, stop, and replay.



When finished recording, in the recording tab, select export to video.



Choose create video.



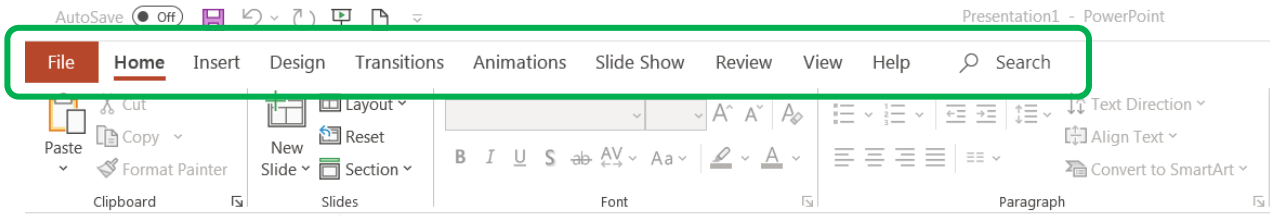
**Save the file with a distinguishing file name and as an .mp4 file.**

File name:	Presentation1.mp4
Save as type:	MPEG-4 Video (*.mp4)

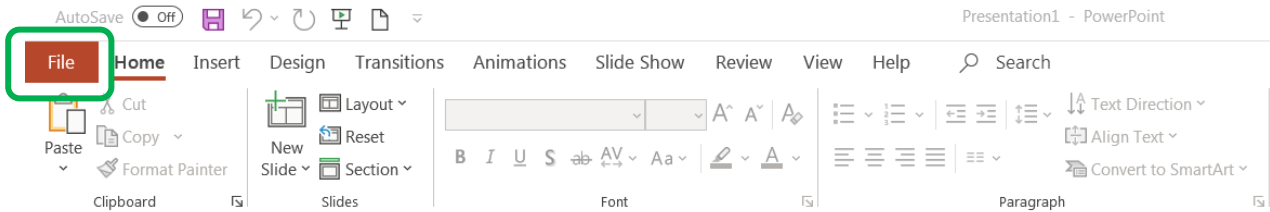
**Note that it may take several minutes to save the file. Do not exit Power Point until the file is saved.**

# How to Add the Recording Tab to the Toolbar

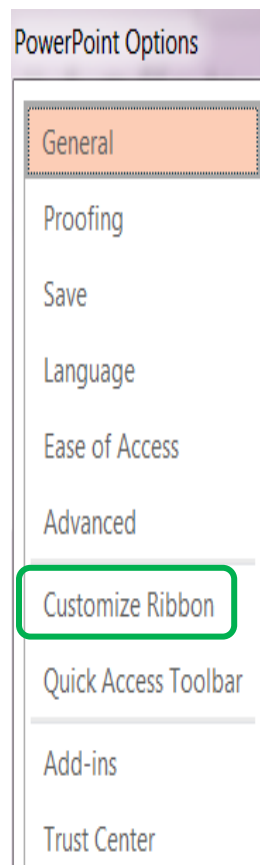
If you don't have the "Recording" tab in the toolbar:



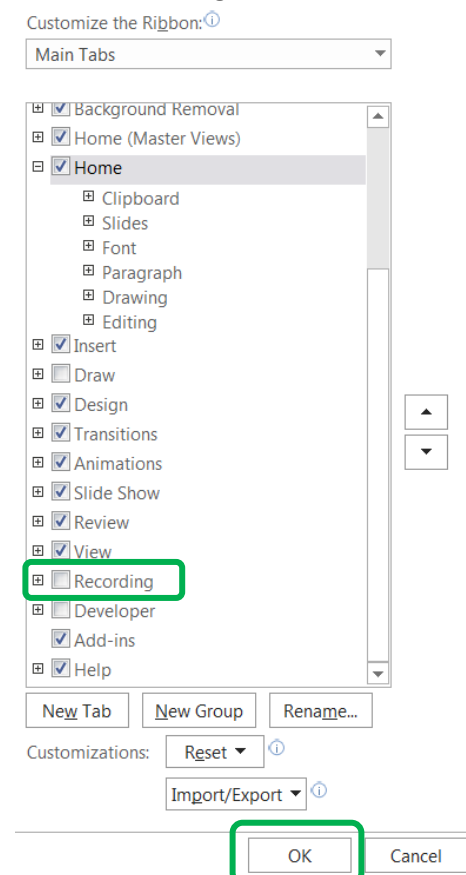
Choose file, then options.



Choose customize ribbon.



Choose recording and ok.



## The recording tab now appears in the toolbar.

