Recording your lecture in powerpoint
• Once your powerpoint is complete, look in the top column for “Slide Show”,
• Set Up Slide Show lets you change the laser pointer, ink color (if you want to type on your slides as you lecture) etc,
• Record Slide Show is when you are ready to record yourself lecturing.
• When you click “Record Slide Show”, it will look something like this. The actual “record” button is top left.
Notes on using the slideshow:

- The “laser” works by clicking your mouse (left button, as normal), BUT, you also have to hold down the CTRL button as well,
  - The left mouse button also advances the slide, so if you just press the mouse button, you won’t get a laser...you’ll move to the next slide. I keep my other hand on the CTRL button all the time when I record lectures like this,
- I have never written or drawn on a slide, but I’m sure with some experimentation, it should be pretty easy,
- IF you make a mistake and want to re-start a particular slide:
  - Click the “Stop” button in the upper left corner,
  - Then click “Clear” (upper right). You will have the option to “Clear recording on current slide”, or “Clear recordings on all slides”,
    - Be very careful which one you select!
- You can pause at any time (upper left corner),
- I use a cheap webcam (Logitech). I don’t actually use the camera, I use it for the mic (it’s better than most laptop microphones)
• When you are done, save the file!
• Then, “Export” the video,
• Click “Create a Video”
• The options will be “Full HD” etc. Unless there is a particularly high resolution image or video you have playing in your lecture, regular resolution is fine and saves memory/Youtube space.

• Click “Create video” and leave your computer alone (make sure it is plugged in because this next part takes a long time and lots of power).
  • You can do everything else (surf internet etc.), just don’t turn off Powerpoint...the conversion from powerpoint to wmv/mp4 (it doesn’t matter, YouTube accepts both) takes quite a while.