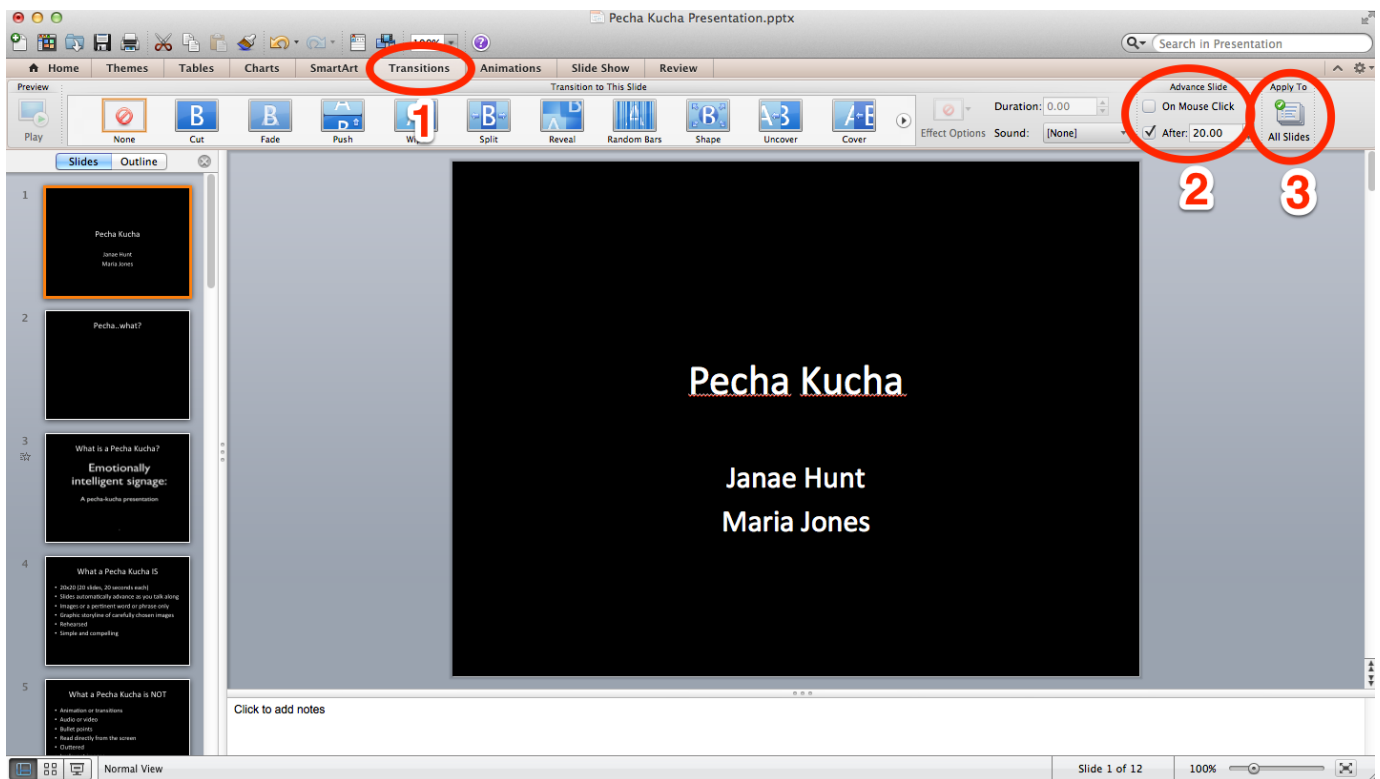




Steps for Timing and Recording a PowerPoint on a Mac

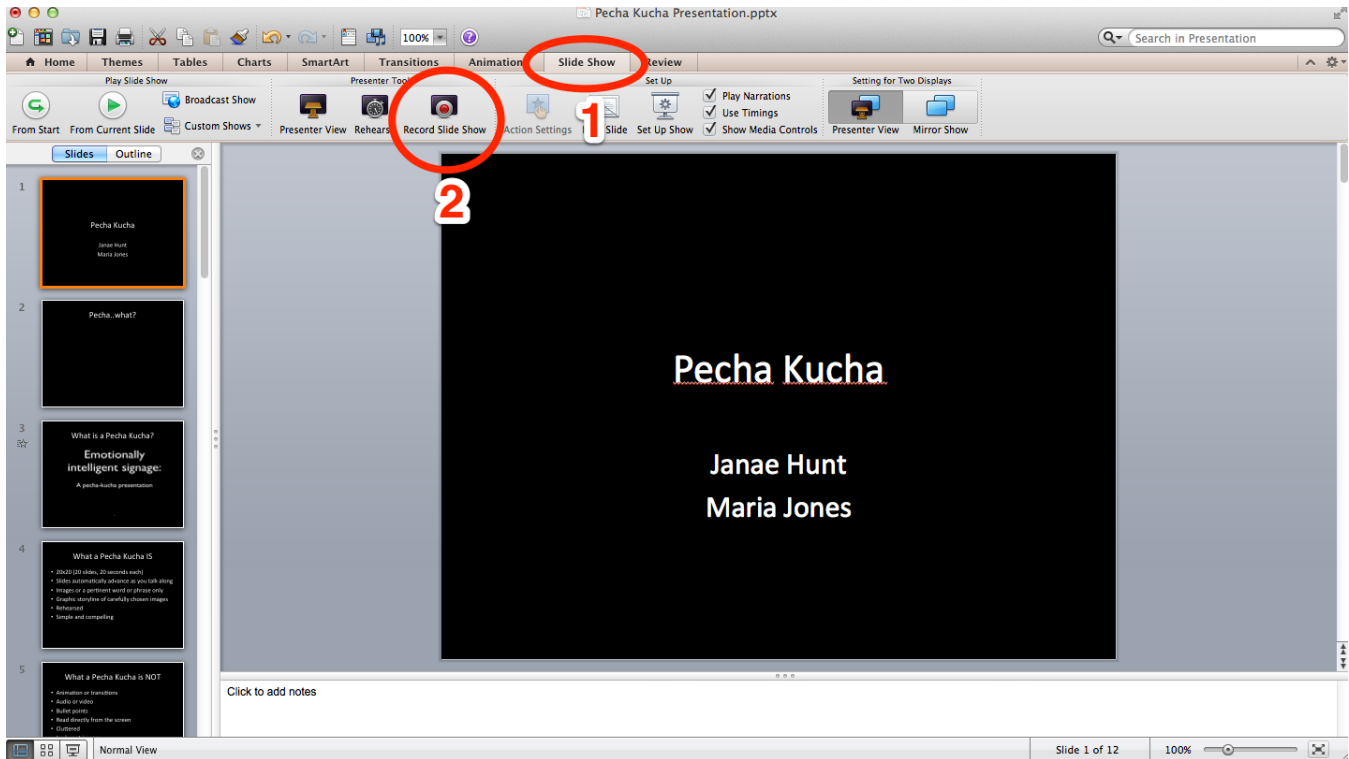
Steps to Time Your Presentation

1. Click “Transitions” in the tool bar at the top of the window.
2. Under the “Advance Slide” section, uncheck the “On Mouse Click” box and check the box that says “After”. Change the time to 20 seconds.
3. To apply this timing to all of the slides in your presentation, click the “All Slides” button.



Steps to Record Your Presentation

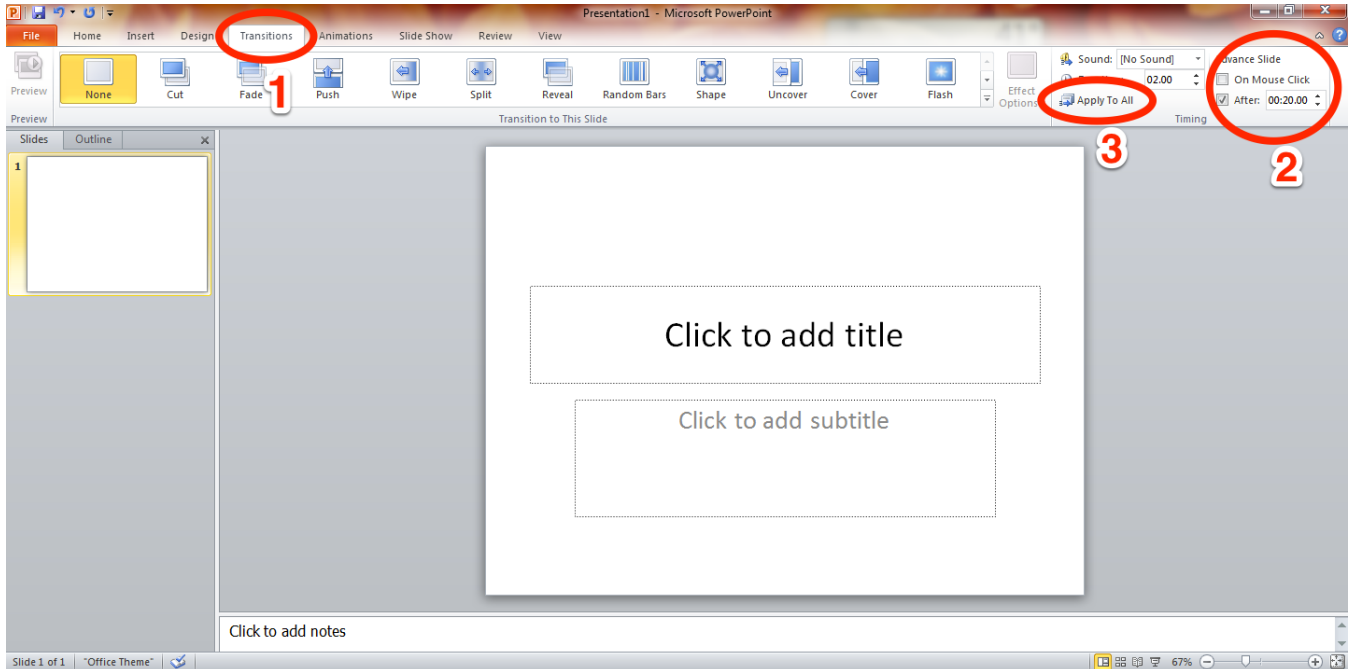
1. Click "Slide Show" in the tool bar at the top of the window.
2. Click the "Record Slide Show" button. Your presentation will automatically begin and you should begin speaking. The slides will advance automatically after 20 seconds as you talk along.



Steps for Timing and Recording a PowerPoint on a PC

Steps to Time Your Presentation

1. Click "Transitions" in the tool bar at the top of the window.
2. Uncheck the "On Mouse Click" box, and check the "After" box. Change the time to 20 seconds.
3. Click the "Apply to All" button to apply the timing to all of the slides in your presentation.



Steps to Record Your Presentation

1. Click "Slide Show" in the tool bar at the top of the window.
2. Click "Record Slide Show" and a drop down menu will appear.
3. Select "Start Recording from Beginning...". Your presentation will begin and you should begin speaking. The slides will advance automatically after 20 seconds as you talk along.

