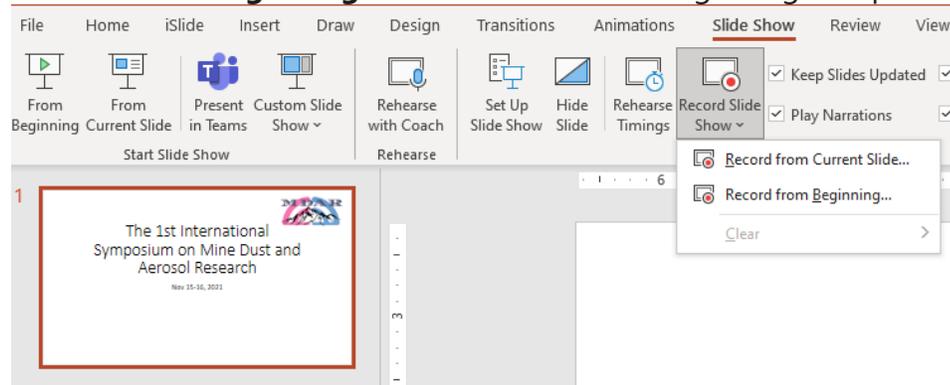


## Record narration

1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
  - **Record from Current Slide** - to record from a specific slide
  - **Record from Beginning** - to record from the beginning of a presentation



3. When you're ready, select **Record** and start speaking.



To record from a specific slide, go to it, and then select **Record**.

**Note:** Narration won't record when slide transitions happen so let these play first before you start speaking.

You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:

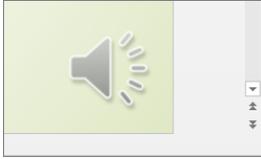


**Pen, Highlighter, or Eraser** - use the pen, highlighter, or eraser tools to mark up your recording



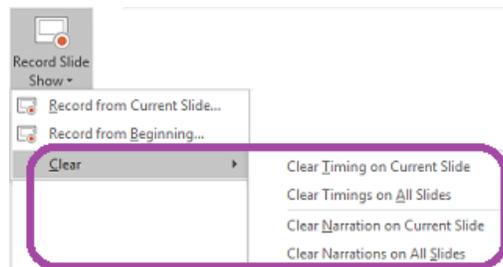
## Remove narration

An audio icon appears on a slide when narration's available.

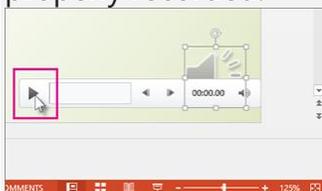


You can also remove narration from your slide.

1. If you're in record mode, select **Clear**.
2. Choose from two options:
  - **Clear Recording on Current Slide** - to delete narration on the current slide
  - **Clear Recording on All Slides** - to delete narration from all slides at once



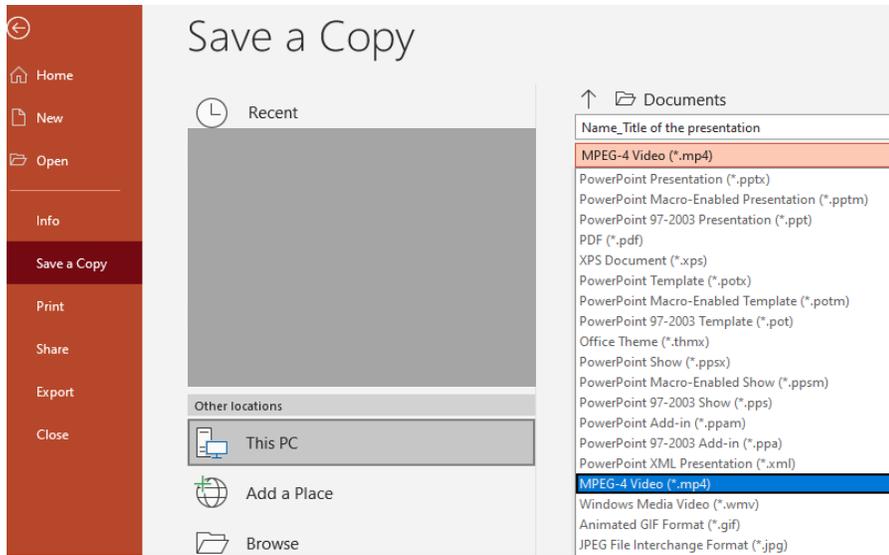
**Note:** Click the audio icon to play the recorded narration and ensure the voice is properly recorded.



## Save a recording

When you're done recording, save and upload your presentation as a video.

1. Select **File**.
2. Choose **Save a Copy and select MPEG-4 Video(\*.mp4)**.
3. Rename the file with the format: '**Your Name\_Title of the Presentation**'.



4. Upload the saved file (\*.mp4) using the link: [https://pennstateoffice365-my.sharepoint.com/:f/g/personal/luf12\\_psu\\_edu/Eo0tttIE1idEIXlluwr4WpoBWbiLFHq6\\_LXprnHa7PS9GQ](https://pennstateoffice365-my.sharepoint.com/:f/g/personal/luf12_psu_edu/Eo0tttIE1idEIXlluwr4WpoBWbiLFHq6_LXprnHa7PS9GQ)
5. Upload the slides without narration using the link: [https://pennstateoffice365-my.sharepoint.com/:f/g/personal/luf12\\_psu\\_edu/ErqUYvNshL1FvRVLlxDD-IEBo-f0hhDNwnbT4ztfcE11OA](https://pennstateoffice365-my.sharepoint.com/:f/g/personal/luf12_psu_edu/ErqUYvNshL1FvRVLlxDD-IEBo-f0hhDNwnbT4ztfcE11OA)
6. Upload a word file of one-paragraph using this link: [https://pennstateoffice365-my.sharepoint.com/:f/g/personal/luf12\\_psu\\_edu/EjsPlulDYYBJvxdOulecz-MBkahXzLFeiZhwaqzeuuGo5g](https://pennstateoffice365-my.sharepoint.com/:f/g/personal/luf12_psu_edu/EjsPlulDYYBJvxdOulecz-MBkahXzLFeiZhwaqzeuuGo5g)

## Recording time

The recorded video should be **ca. 15 min**. One speaker has a full 20 min slot, the talk should be ca. 15 min with a 5 min Q&A period.

## Questions

Questions regarding your presentation may be directed to the Conference Contacts Dr. Shimin Liu ([szl3@psu.edu](mailto:szl3@psu.edu)) and Dr. Long Fan ([luf12@psu.edu](mailto:luf12@psu.edu)).