

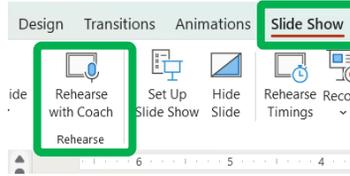
# Quick Reference: Pre-Record Your Presentation

(Excerpted from [this Microsoft How-To page](#) – refer to it for more detailed instructions)

Visit the [SBIA Events Presenters' Resource Page](#) for more information

**Before you record**, be sure your PowerPoint is final and you have rehearsed the full delivery a few times.

We **HIGHLY** recommend you try out the **“Rehearse with Coach”** feature in PowerPoint before you begin your recording. It is located on the “Slide Show” menu:



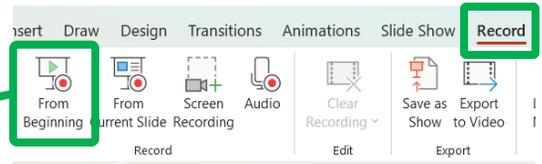
To ensure you don't have any network lag while recording,

**BE SURE YOUR POWERPOINT FILE IS SAVED LOCALLY** (Desktop or C: Drive) instead of on the network share.

## STEP 1: Record Your Presentation with Narration and Slide/Bullet Advances

**Open your slides** in PowerPoint. **Place your laptop** such that it is close to you and you can speak loudly to the screen if you are using the built-in microphones. You can use your spacebar to advance the slides.

Click on the **“Record”** Tab on the top menu ribbon in PowerPoint and **select “From Beginning”**:

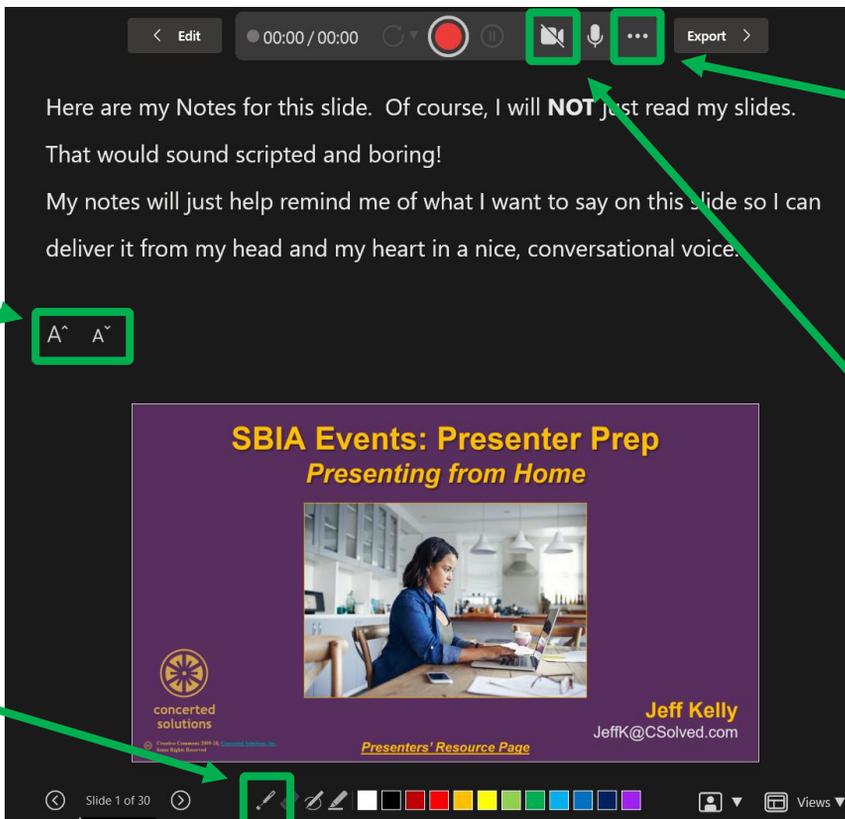


The Recording Interface will open showing your first slide:

You can make your Notes larger/smaller. **Don't read your notes verbatim.** It sounds too “scripted”



At any time during your recording, you can turn on/off the laser pointer to point out things on a slide



You can use the ellipses button to choose which microphone you want to use

**IMPORTANT:** Be sure your webcam is turned OFF. We don't need your video

If your interface looks different than this, see [the full Microsoft instructions page](#) for instructions on different PowerPoint versions

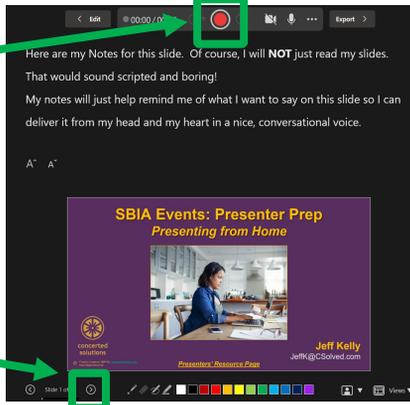
You are now ready to record your presentation in Step 2...

## STEP 2: Record Your Presentation with Narration

To begin the recording, **Click the round, red button.** You will see a “three-count” and you can begin your narration:

Click to start recording

It is easier to use the Spacebar on your keyboard to advance your slide instead of clicking on this tiny button



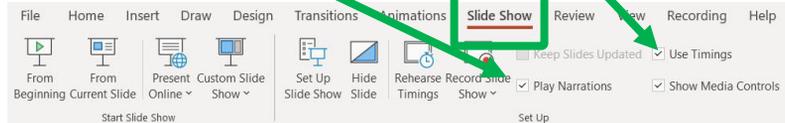
Continue to work through all your slides as you narrate. It will sound best if you record all the slides in a single “take” instead of individually. You can re-record individual slides later in need be.

When you have finished the full presentation, **Click the Stop button:**



## STEP 3: Preview Your Recording and Save the PowerPoint

**Preview the sound quality** of your recording by **exiting the Recording interface and going to the Slideshow Tab** on the top menu ribbon. **Confirm that the “Play Narrations” and “Use Timings” boxes are checked on:**



If you are not happy with your recording, you can go back to Steps 1 & 2 in this guide to re-record the entire presentation. You can also re-record only certain slides. For details on editing and re-recordings steps, please see [the full Microsoft instructions page](#).

If you are happy with your recording, then **be sure to save the PPTX file!** No need to export it to video. You will send us the (now HUGE) PPTX file in the next step.

## STEP 4: Save the PowerPoint File & Send It to Us (via email or OneDrive)

Save your PowerPoint (PPTX) file with a new filename that includes your name.

If your PowerPoint (PPTX) file is **LESS than 35 MB**, email it to [jeffk@csolved.com](mailto:jeffk@csolved.com)

If your PowerPoint (PPTX) file is **LARGER than 35 MB** you will need to upload it to the OneDrive:

1. You MUST be logged into the FDA VPN to upload to the FDA OneDrive folder.
2. [Click Here to open the “SBIA Event Uploads” OneDrive folder in your web browser.](#)
3. You can then drag-and-drop your PPTX into the OneDrive folder (or you can select the "Upload" link at the top of the folder).

If you encounter issues, please contact Jeff Kelly at [JeffK@CSolved.com](mailto:JeffK@CSolved.com)

Send the **PPTX** – Do NOT send an MP4