

<u>Knowledgebase</u> > <u>Instructional Resources</u> > <u>Narrate a PowerPoint Presentation (Quicktime)</u>

## Narrate a PowerPoint Presentation (Quicktime)

Christine Clevenger - 2020-07-09 - Instructional Resources

\*\*\*Quicktime is recommended for PowerPoint presentation narrations that feature annotations or digital laser pointers.\*\*

## Office 365 - PowerPoint for Mac - creating a screen recording with audio

Since recording audio over slides in PowerPoint for Mac is not supported, this article details how to use QuickTime to do a screen recording of a PowerPoint presentation with audio recorded from the internal microphone.



• Open QuickTime:

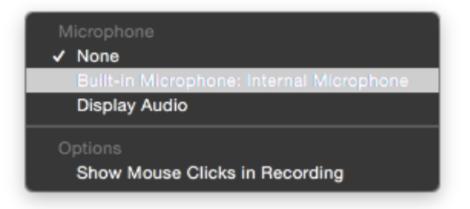
• Go to the file menu and select "New Screen Recording":

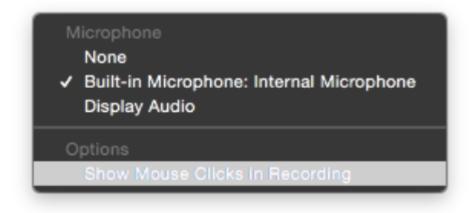
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• The Screen Recording window will open:



• Click the down arrow next to the record button and select the Microphone as the Internal Microphone:





• Click the record button:

Click to record the full screen. Drag to record part of the screen. End recording by clicking the stop button in the menu bar.

- Once the recording starts, start the PowerPoint presentation and speak as needed during the recording.
  Once the recording is completed, click the stop button on the menu bar. A window with the recording
  - will come up. Go to File and click Save and save the file to your Desktop.

Do you want to save the changes made to the document "Untitled"? Your changes will be lost if you don't save them.			
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- Tags
- <u>Narration</u>

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