




## How to record a screencast

Using **PowerPoint** to record a ready-made PowerPoint Presentation:

1. Open your PowerPoint Presentation.
2. Open SLIDE SHOW and choose RECORD SLIDE SHOW | RECORD FROM BEGINNING. Now the slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting and pausing, and stopping the recording.
3. Press the round, red button to start the recording countdown. You can record audio or video narration as you run through your presentation. You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. Note: PowerPoint does not record audio or video during transitions between slides, so do not speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you do not cut off audible narration while transitioning from one slide to the next.
4. Press the square Stop button to finish recording.
5. Right click on the recording symbol which appeared on the slides  to enter the video tools playback options and press TRIM to select the section of the video you want to keep. Press OK to save any changes.
6. Under FILE choose EXPORT | CREATE A VIDEO. A *Save As* window will now appear, overlaying the main PowerPoint interface. Please select save as .mp4.

Online Video Tutorial: [https://www.youtube.com/watch?v=f8u\\_QDZLqMs](https://www.youtube.com/watch?v=f8u_QDZLqMs)

Using **PowerPoint** for recording and mixing various screencasts:

7. Insert as many blank, white slides, as needed.
8. Setup your PowerPoint screencasts by clicking: INSERT | SCREEN RECORDING. You can drag a box around the area you want to record. Leave the AUDIO option on, if you want to narrate your screencast.
9. Press RECORD to start the recording countdown. After this PowerPoint will start recording on the selected slide. Record another PowerPoint Presentation, your own Webcam picture or other computer- or web based contents.
10. Press STOP up to the top of the window to finish recording.
11. Insert screencasts on as many slides you want.

12. Enter the video tools playback options and press TRIM to select the section of the videos you want to keep. Press OK to save any changes.
13. Under FILE choose EXPORT | RECORD A VIDEO

Online Video Tutorial: <https://www.youtube.com/watch?v=M3TZ2PlcLhw>

Using **Screencast-o-matic** to record a screencast:

1. Go to <https://screencast-o-matic.com> and click START RECORDING FOR FREE. Select LAUNCH FREE RECORDER.
2. In the RECORD PANEL, choose SCREEN. Open SIZE and go to FULLSCREEN. Adjust the audio settings.
3. Open your PowerPoint Presentation in presenter mode.
4. Press REC to initiate the recording countdown and to start recording. Pause by pressing REC again. Navigate through your PowerPoint Presentation as you wish.
5. Press DONE to finish recording.
6. Trim the beginning and the end of your screencast by moving the handles in the lower bar.
7. Save the recording as a mp4 VIDEO FILE or upload it to YOUTUBE (preferably with setting: not listed)

Online Video Tutorial: <https://www.youtube.com/watch?v=uyocCvbYabA>