

Guidelines for Recording Your Presentation (Using Powerpoint)

Please submit a **VOD file** following the guidelines below.

1. Open the desired slide to put the screen recording on.

* A mouse click can also be recorded, so please use the keyboard to advance the slides.

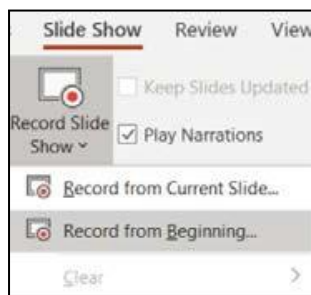


2. Select Slide Show > Record Slide Show



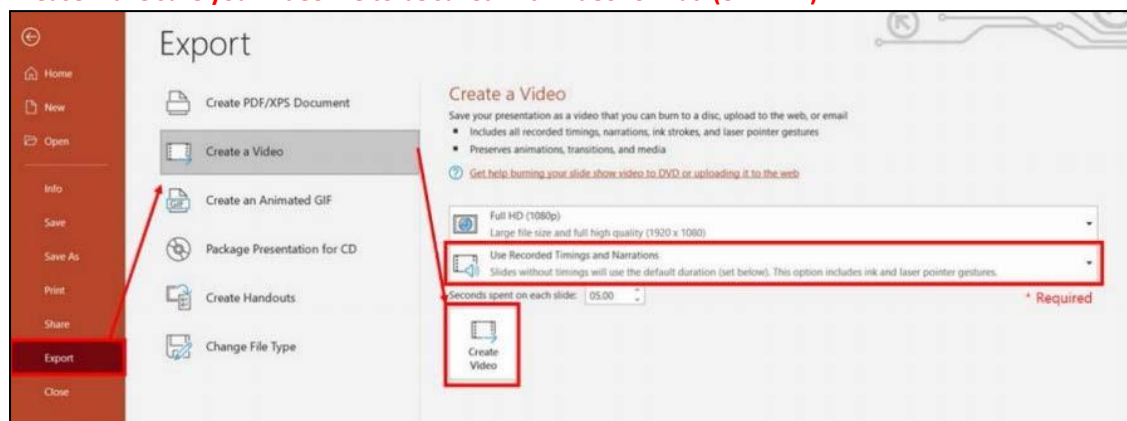
3. Choose the option: Start Recording from the Beginning > Click Record

* Before recording your presentation, please press the F5 button for the maximum screen.



4. How to make the video [Export – Create Video]

***Please make sure your video file to be saved with video format. (ex. MP4)**



5. For more details [Microsoft Help Center](https://support.office.com/en-us/article/record-a-presentation-in-powerpoint)