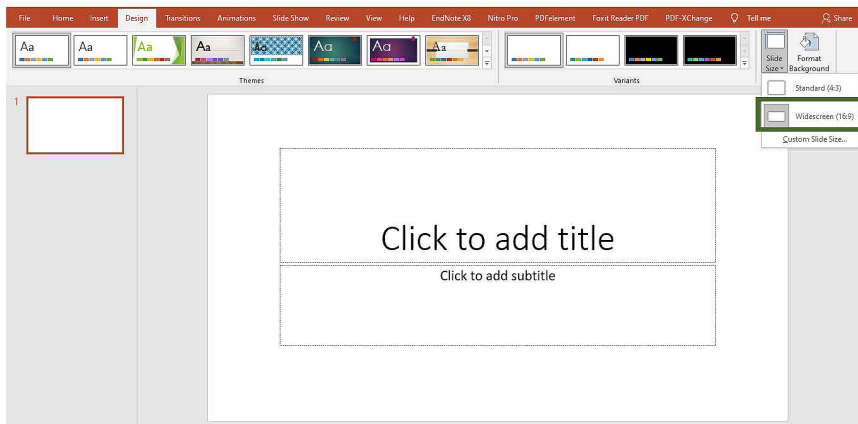# Instructions on how to use PowerPoint for self-recording oral presentation
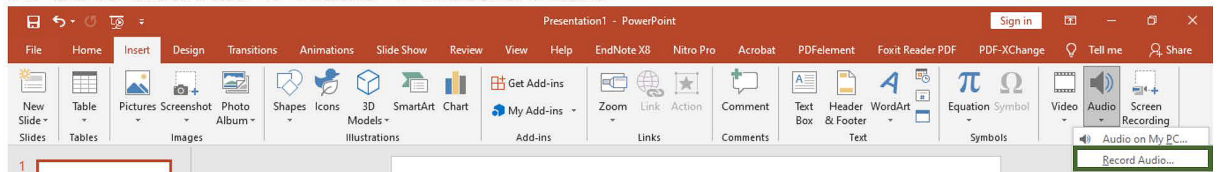
Step 1: Please make sure your presentation is open and ready. Slide size **16:9**.
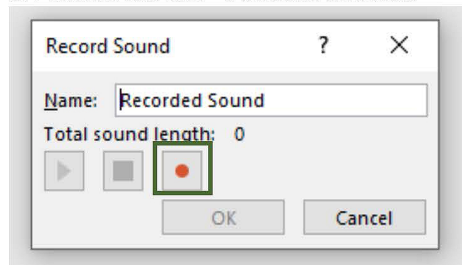

Step 2: Check that your microphone is configured to your audio computer settings.

Step 3: Record separate audio file for each slide. In order to record the audio file, please proceed as follows:
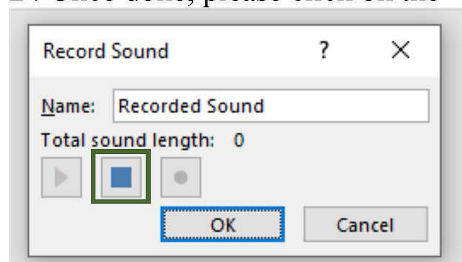
A. Go to Insert tab ➔ Audio ➔ Record Audio

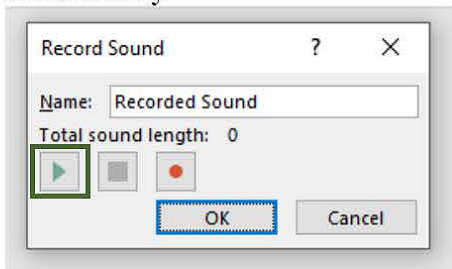B. Click on the "Record Button"
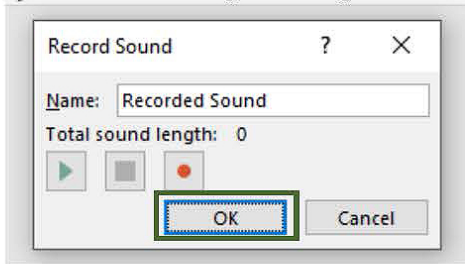

C. You can now start recording your voice

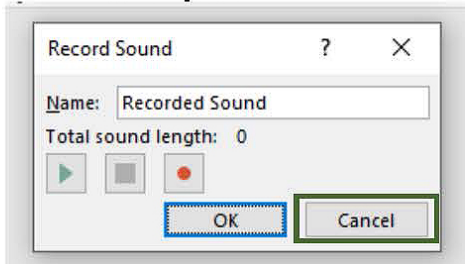D. Once done, please click on the "Stop Button"

E. After recording, please playback the recording and check for the resolution and audio clarity
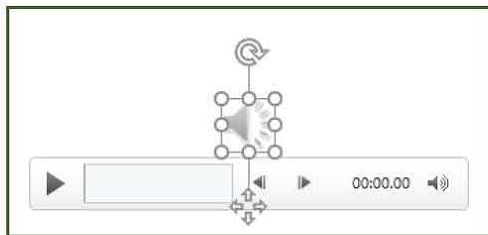

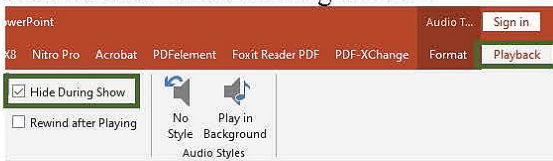F. If the recording is fine, please click on "OK".

G. If the recording is not fine, you could record again by clicking on "Cancel" and start from **Step A**.

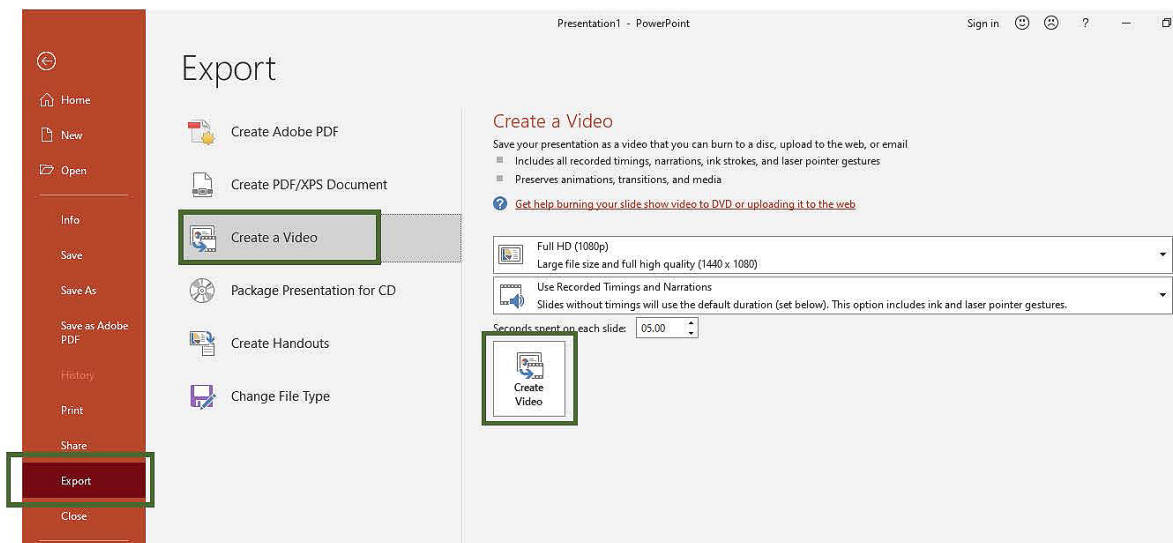H. After clicking on "OK", a speaker icon will appear on the slide

I. To hide it from your slide, please click on the "Speaker" icon. A new "Playback" menu will open on the right of the upper menu. Click on "Playback" and choose the box next to "Hide During Show".
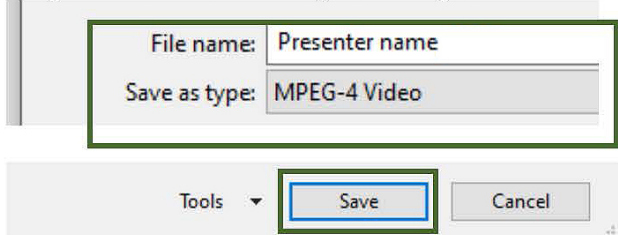

J. For every slide, repeat steps A-I for your presentation.

Step 4: After recording the audio for all slides, export the presentation to video file. Please click on File ➔ Export ➔ Create a Video
<u>Note:</u> Do not change any settings and click on "Create Video".

Step 5: Save the file on your computer in MP4 format

Step 6: Please check the video file for resolution and audio clarity, if everything is satisfactory, you can upload the video file through our website.