

# 2013 POWERPOINT SCREEN RECORDING

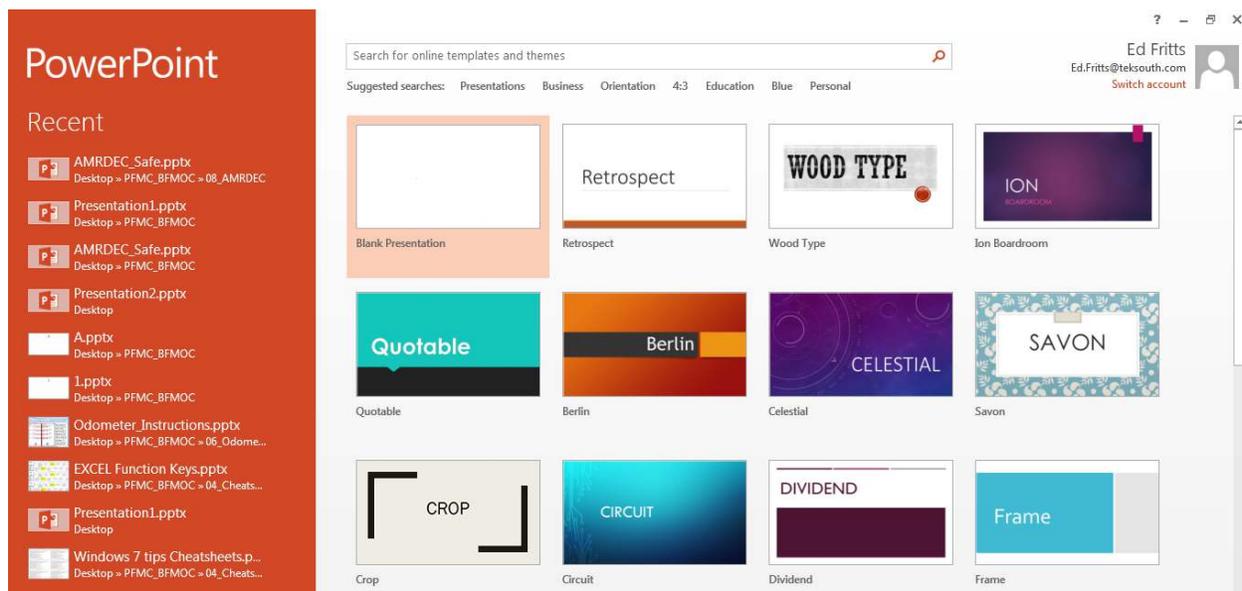
We'll show how to use Office "2013 PowerPoint Screen Recording" similar to Windows 7 Problem Steps Recorder (PSR). It's a great tool for doing Standard Operating Procedures (SOP) at your job. The difference between the PSR and "2013 PowerPoint Screen Recording" is the PSR automatically takes screen shots every time you left click up to 100 screen shots. The "2013 PowerPoint Screen Recording" records your computer screen and related audio. You now know two powerful ways of recording for training, presentations, etc.

The training will consist of:

- a. How to use "2013 PowerPoint Screen Recording".
- b. How to save as "MP4" and allow others to use your file who don't have Office 2013 PowerPoint.

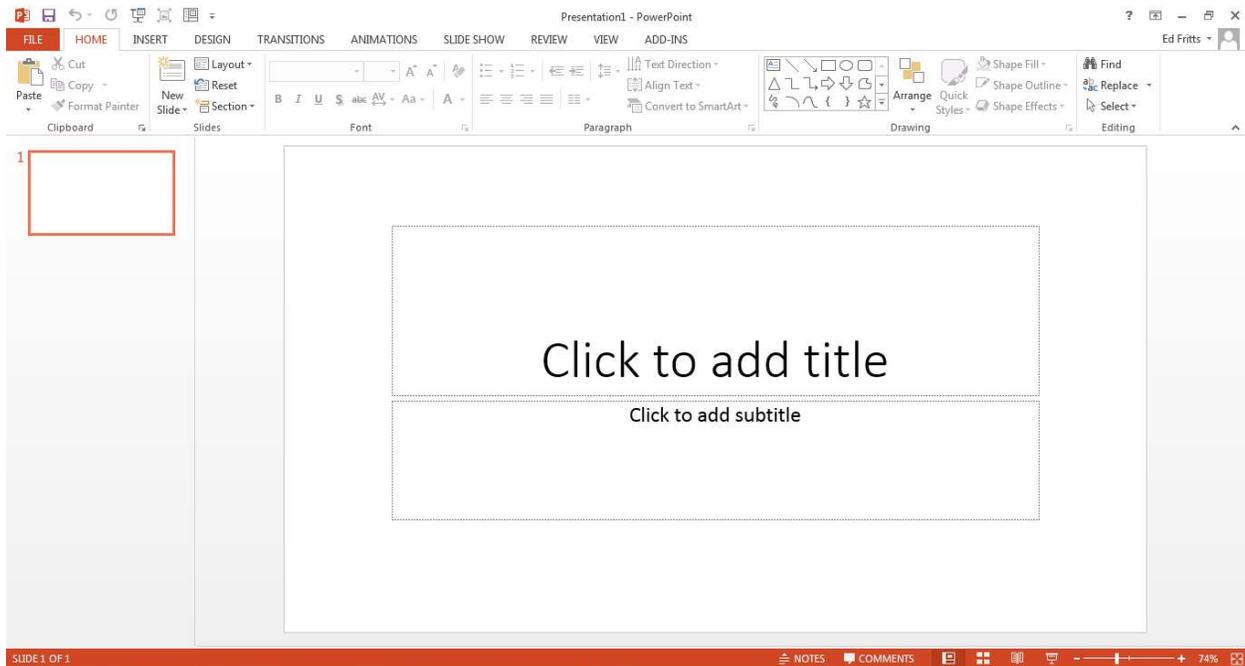
Let's get started.

Open up Office 2013 PowerPoint. Hold the CTRL Key and hit the "N" key when you first open PowerPoint. See below.

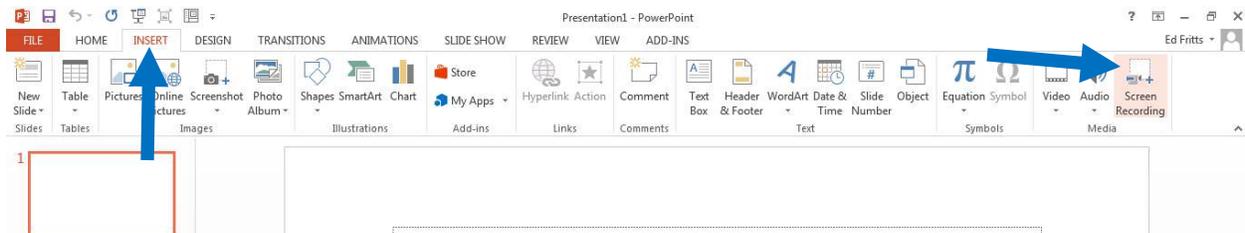


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Result below after you hold the CTRL Key and hit the “N” key.

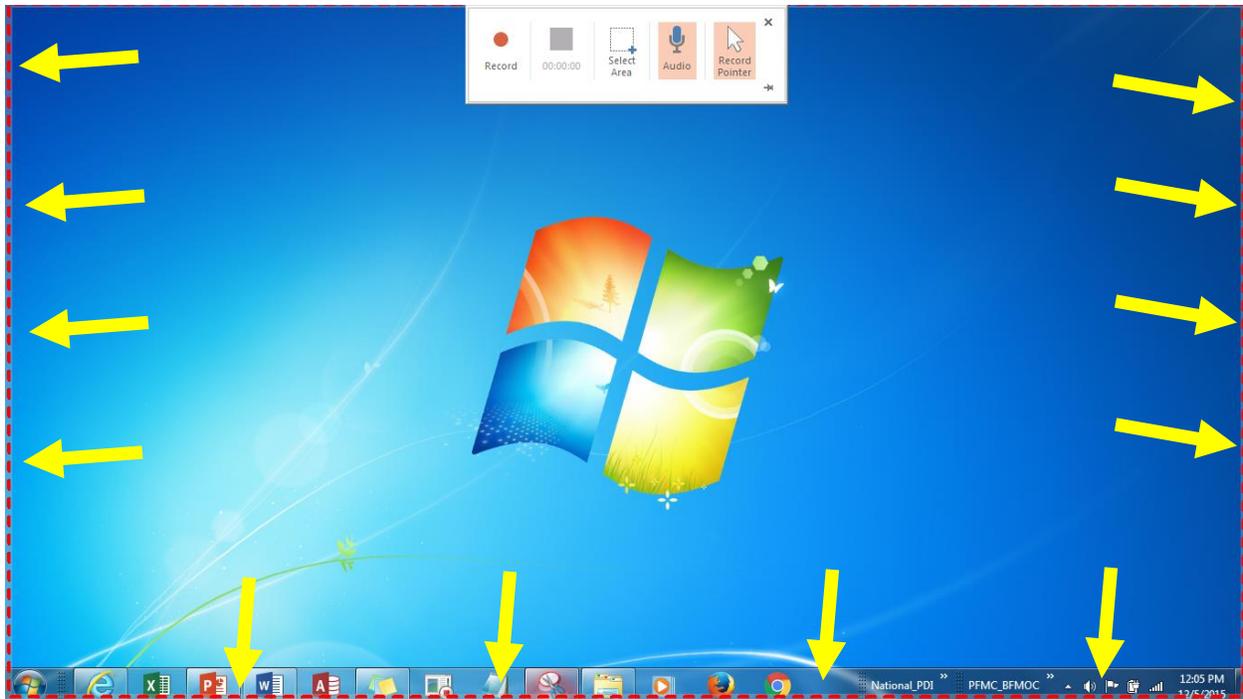


Start by clicking the “Insert” tab and then click the “Screen Recording” Icon.



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When you see the cross haired + cursor, click and drag to select the area of the screen you want to record. I started at the upper left hand corner and dragged it down to the lower right hand corner. See the red ants. It will record anything you do within the red ant square. See below.



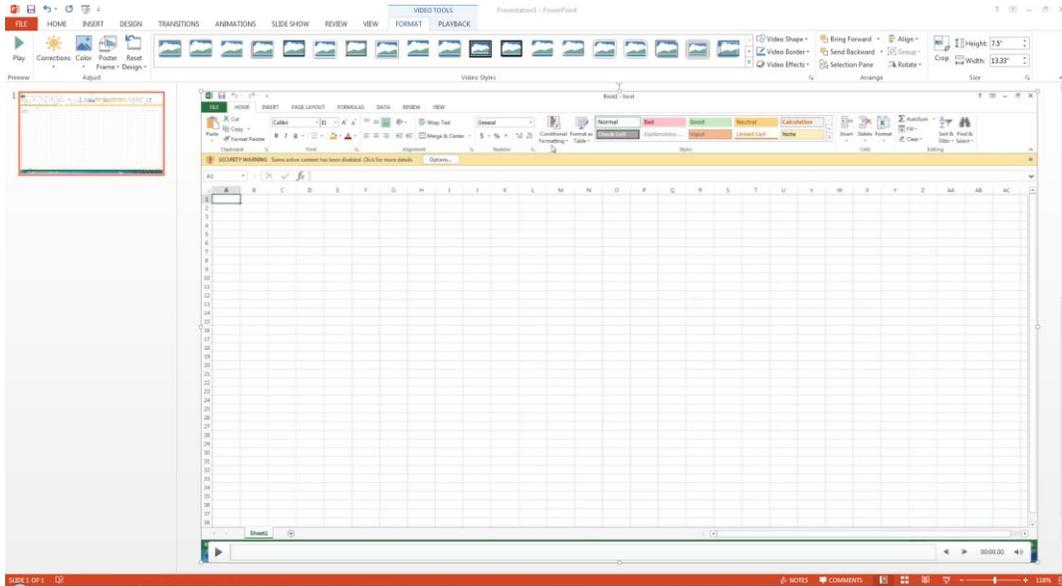
## Notes:

- A. Click the "Record" ICON to start. See below/
- B. If you don't see the cross + haired, you can manual start by clicking the "Select Area" ICON. See below.
- C. You can either pin the "Control Dock" or simply move your cursor to the top of the screen and it will appear.
- D. You can pause by clicking the "Pause" ICON and it will appear once the recording starts.
- E. Click "Record" ICON to resume
- F. You can turn off "Audio" and "Record Pointer" by clicking on the ICONS.
- G. To stop the recording by holding down "Windows Key", "Shift", and "Q" key.

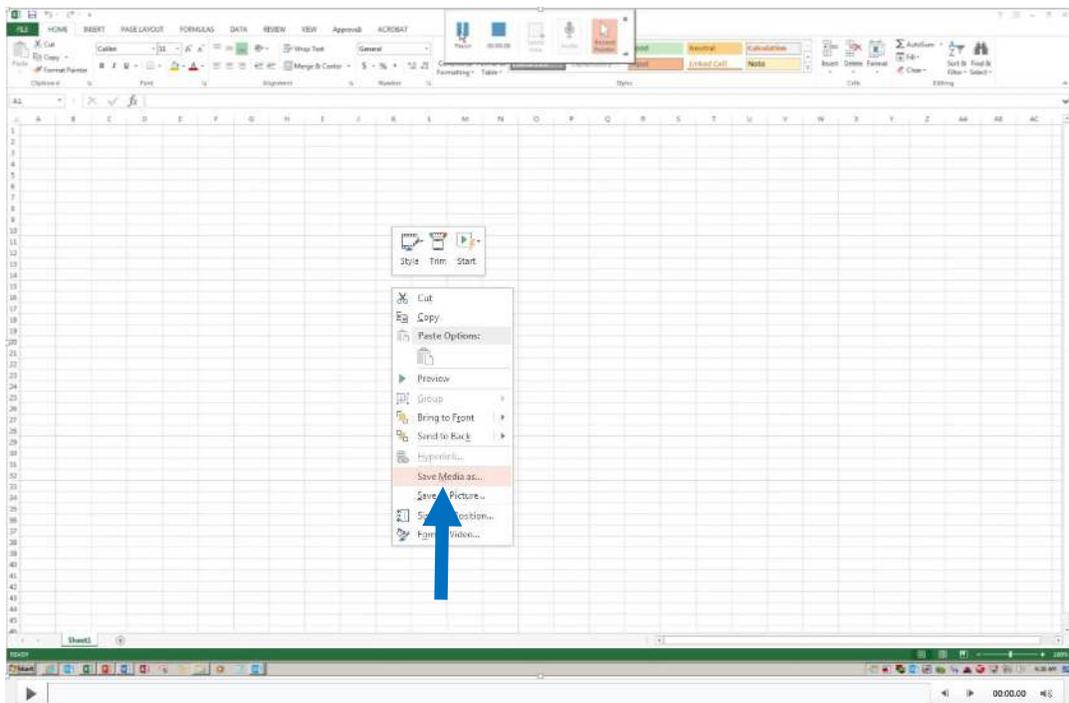


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Hold down “Windows” key, “Shift” key, and “Q” key will stop the recording. See below the result. You can save this file and send to anyone that has Office 2013 PowerPoint to run.



You can also save it as .MP4 so anyone can watch your video without having Office 2013. Right click anywhere within the video and click on “Save Media As...” and it defaults to .MP4 extension.



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