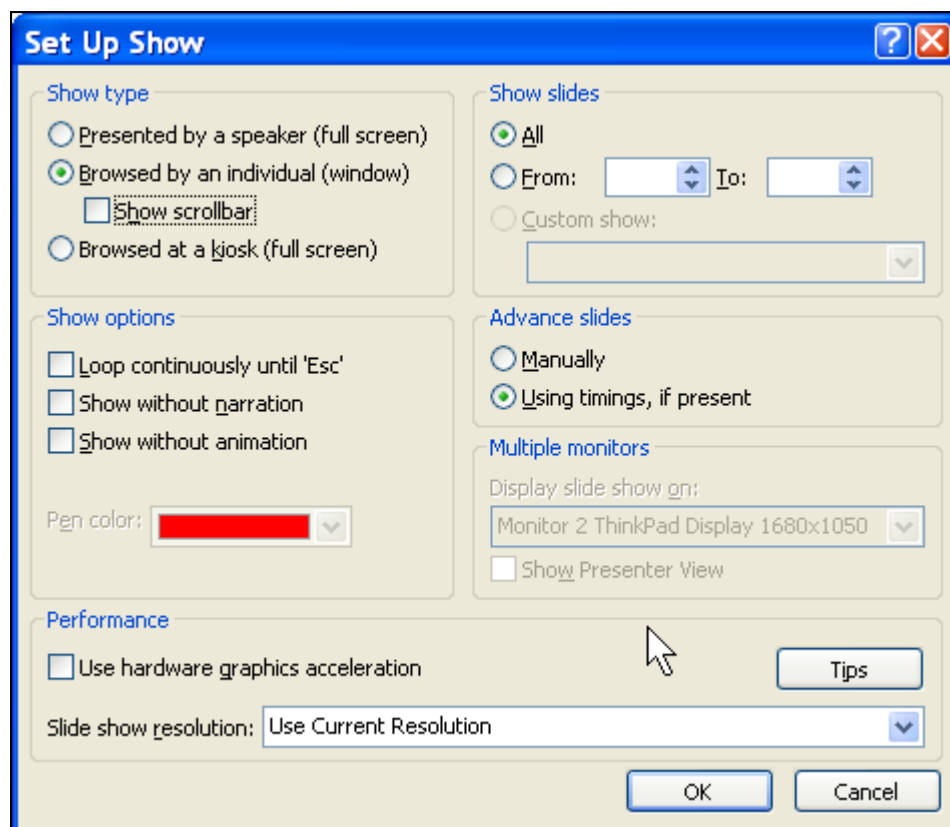


Steps for recording PowerPoint in a Window

The main advantage to recording PowerPoint in a smaller window is that it creates a much smaller file which makes the presentation more accessible.

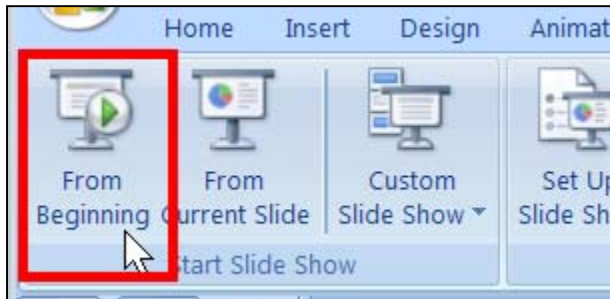
Here are the steps.

1. Launch PowerPoint and open the presentation you want to record.
2. Click the **Slide Show** tab then click the **Set Up Slide Show** button.
3. The **Set Up Show** dialog box opens. Select **Browsed by an individual (Window)** and make sure **Show scrollbar** is **UNCHECKED**. See the figure below.



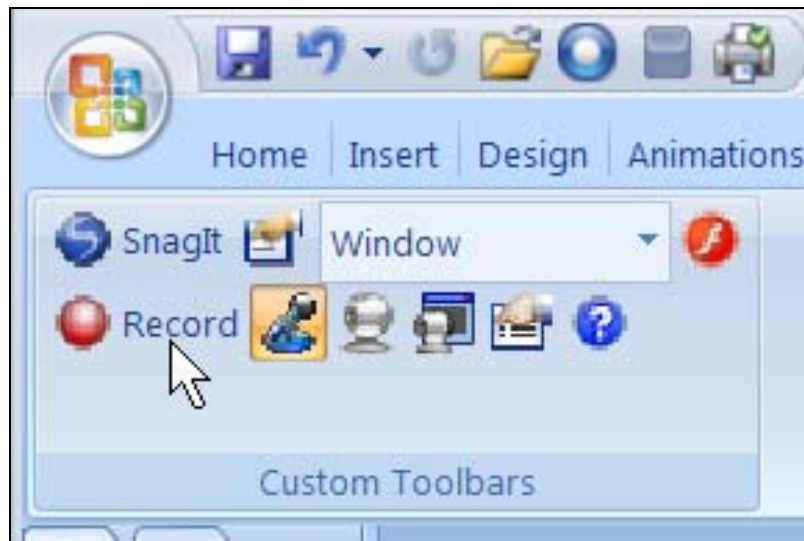
4. Click **OK**.
5. Now click the **From Beginning** button on the far left of the ribbon. See the figure on the next page.

POWERPOINT IN WINDOW



Your presentation will open full screen but you can adjust the size by clicking on the **Restore Down** button in the upper right corner. After you've adjusted the size, click the **Esc** key to go back to PowerPoint.

6. Now click the **Add-Ins** tab then click the **Record** button. See the figure below.



Record your PowerPoint presentation. After narrating your last slide, press the Enter or Page Down key or Esc key. When prompted click the **Stop Recording button**. I recommend you **Edit** your recording in Camtasia then produce it. Doing it this way will give you a chance to work on your table of contents and adjust other settings.