



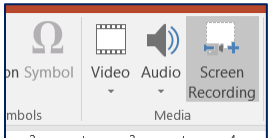
TUHSD Quick Guide: Using PowerPoint's Screen Recording Feature

Screen Recording Process

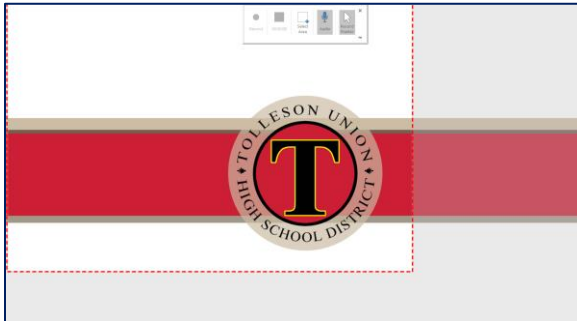
1. Open a new PowerPoint file.
2. Click the **Insert** tab.



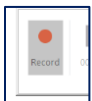
3. Select **Screen Recording** on the far right of the Insert ribbon.



4. Select the area to record.



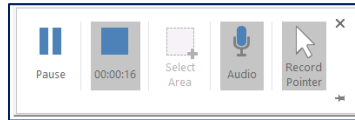
5. Begin the Slideshow you intend to record (or the screen/window).
6. Click **Record**.



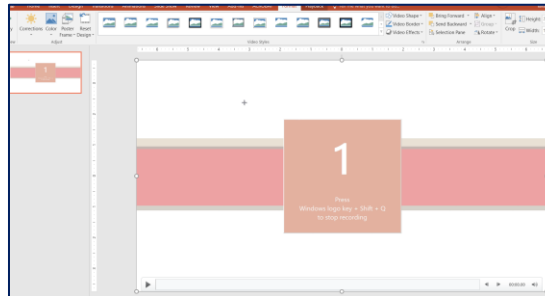
A count down will begin from 3. Then the recording will begin.



7. Press **Stop** when finished.



The video will be pasted automatically on the blank PowerPoint screen.



8. Right-click the video and select **Save Media as...** to save the video as a stand-alone file outside of PowerPoint.

