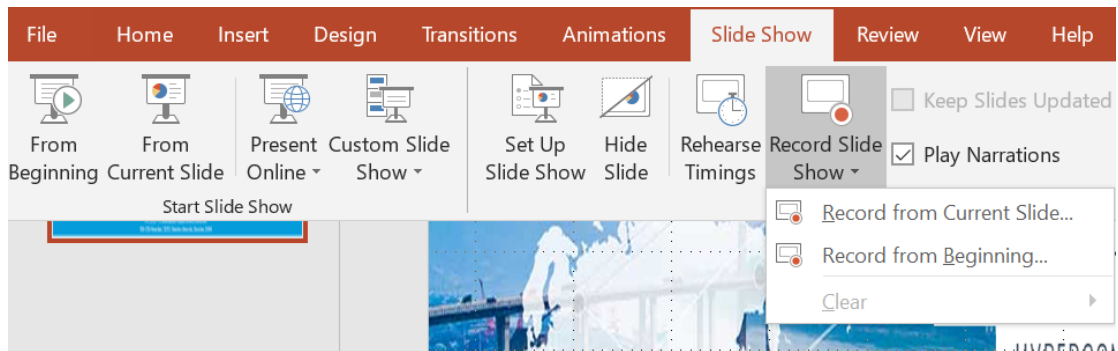
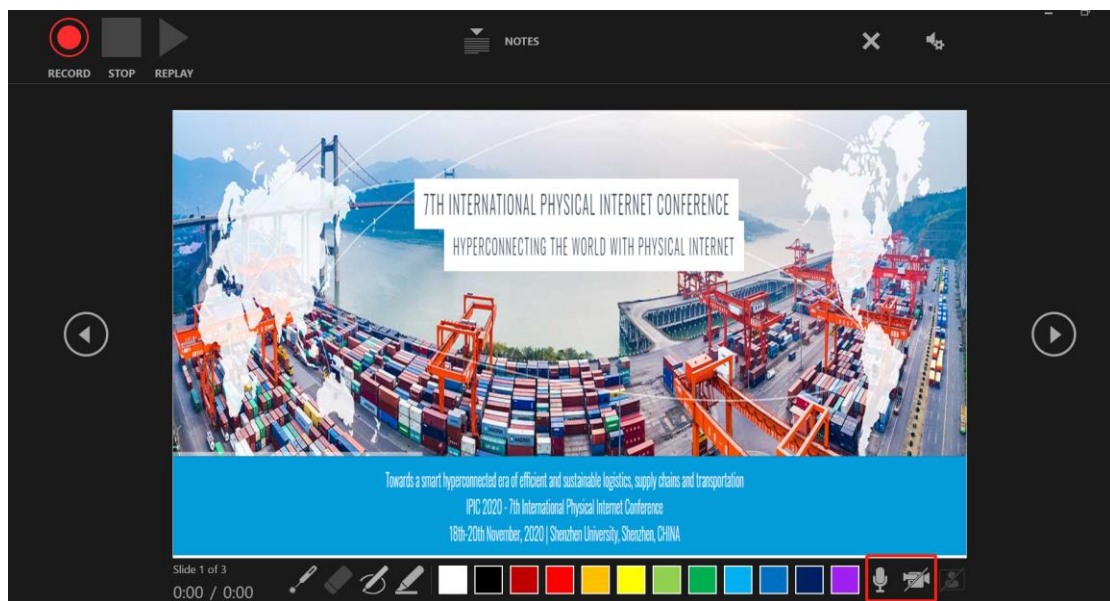


The video recording steps of PPT presentation

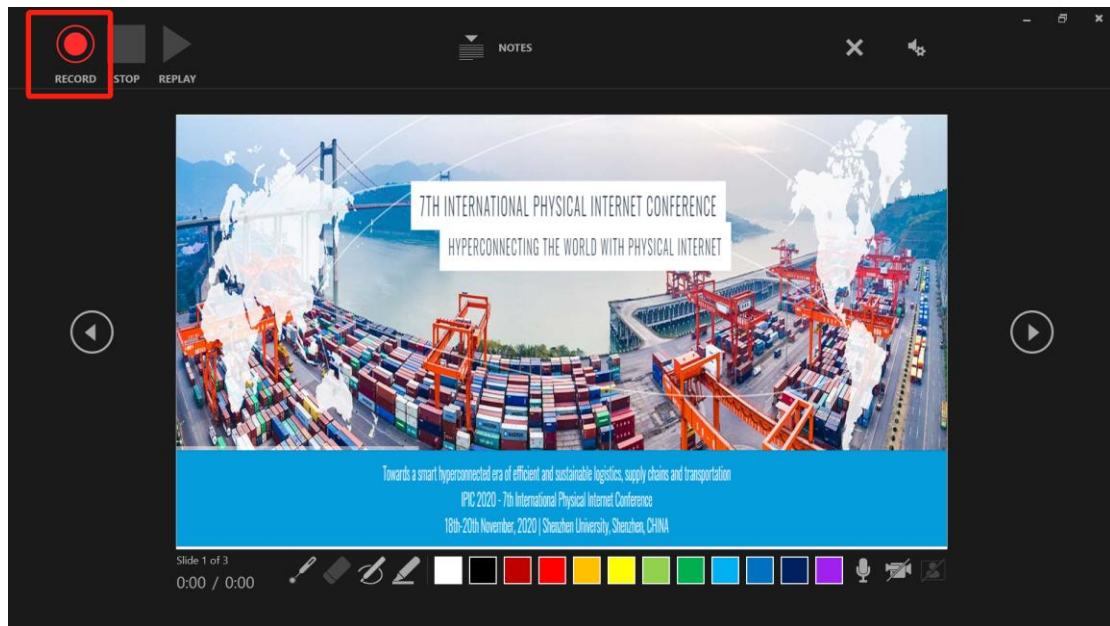
Step1 Open the PPT that you want to record, then click the "**Slide Show**" and "**Record Slide Show**" button. According to your needs, click the "**Record from Beginning**" button.



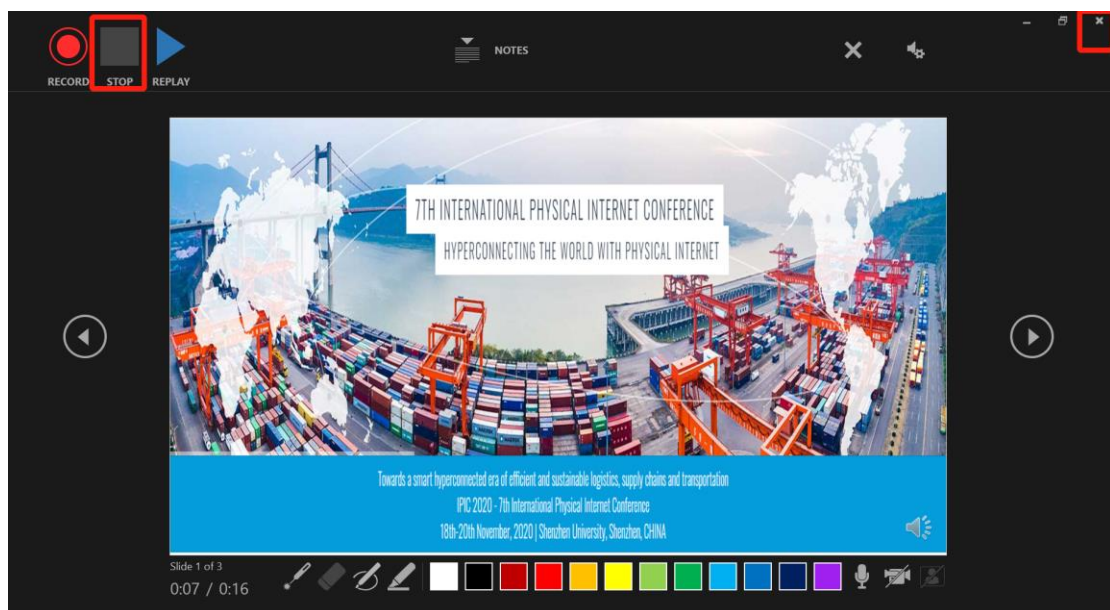
Step2 Click the icon at the bottom right of the screen, then turn the **microphone** on and turn the camera on.



Step3 Click the red "**record**" button at the top left of the screen, and you can proceed with your POWERPOINT presentation.



Step4 After the PPT presentation, click the **"stop"** button at the top left of the screen and finally close the interface. The recorded audio PPT can be heard during the slide show.



Step5 After returning to the PPT interface, click the **"File"** button at the top left, and then click the **"Save as"** button. Finally select the file save format as **"MPEG-4 Video"**, and click **"Save"** button.

The PPT presentation with audio is stored in your file and sent to the IPIC sponsor.

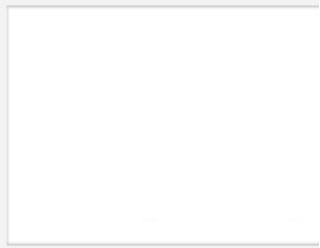
- File
- Home
- Insert
- Design
- Transitions
- Animations
- Slide Show
- Review
- View
- Help



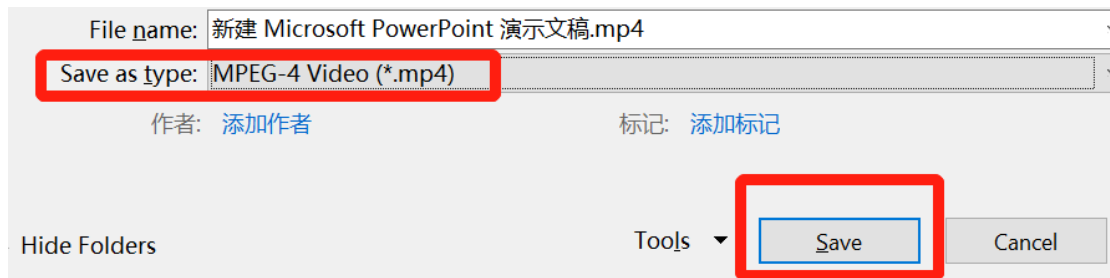
- ←
- Home
- New
- Open
- Info
- Save
- Save As

Good afternoon

▼ New



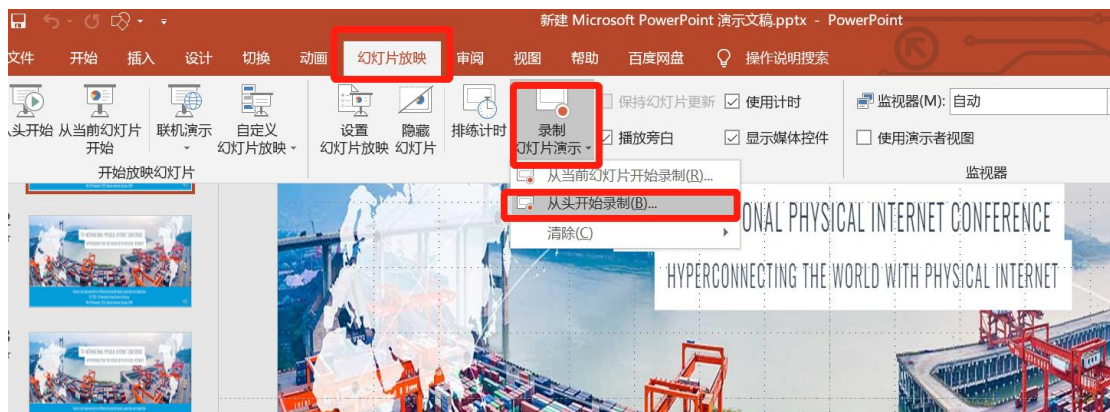
Blank Presentation



中文版

PPT 演讲视频的录制步骤

步骤 1 打开演讲 PPT，点击“录制放映幻灯片”按钮。然后点击“录制幻灯片演示”按钮和“下方对应的“从头开始录制””。

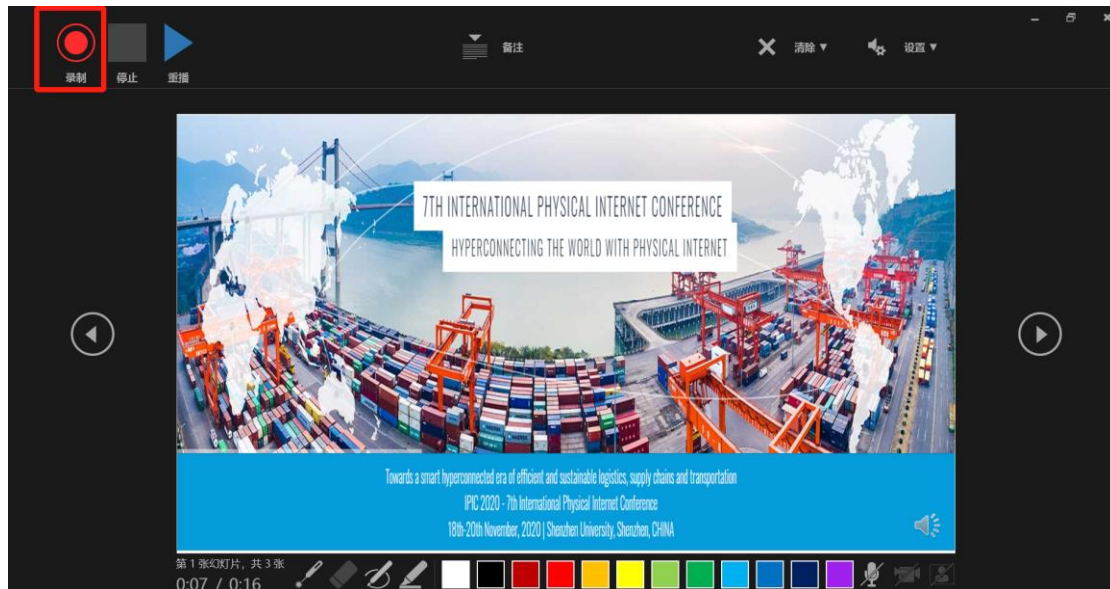


步骤 2 点击界面右下方的麦克风和摄影机图标,即可打开麦克风和摄影机。

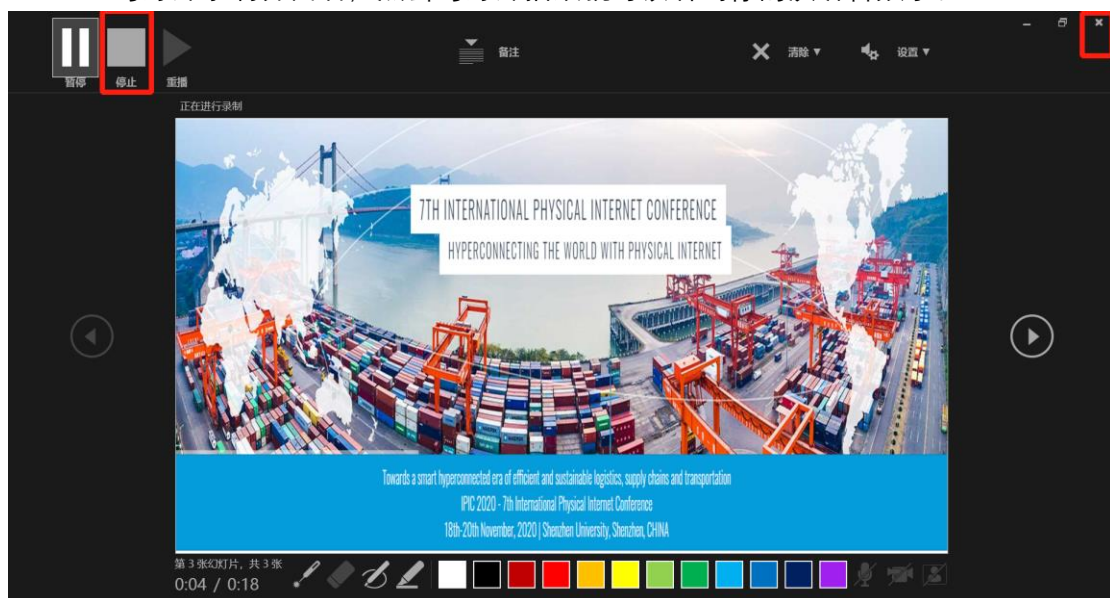


步骤 3 点击屏幕左上方的红色“录制”按钮，倒计时开始后你就可以进行 PPT 演讲音频

录制。



步骤 4 PPT 演讲结束后，点击屏幕左上方的“停止”按钮和右上方关闭按钮。离开幻灯片录制界面后，点击幻灯片播放就可以听到你的演讲音频了。



步骤 5 回到 PPT 界面,点击“文件”以及“另存为”按钮。出现保存界面后，选择保存类型为“MPEG-4 Video”格式，然后点击“保存”按钮。PPT 演讲音频被保存在你所选文件夹，最后根据 IPIC2020 主办方要求进行传送。

