

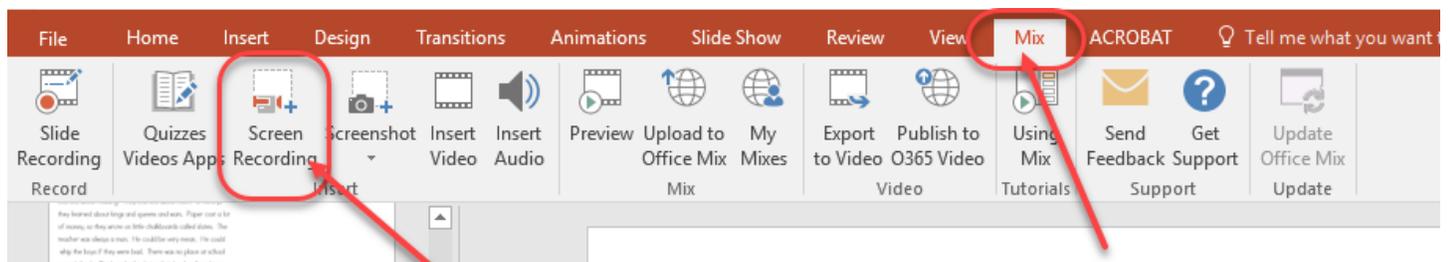
Screen Recording with Office Mix



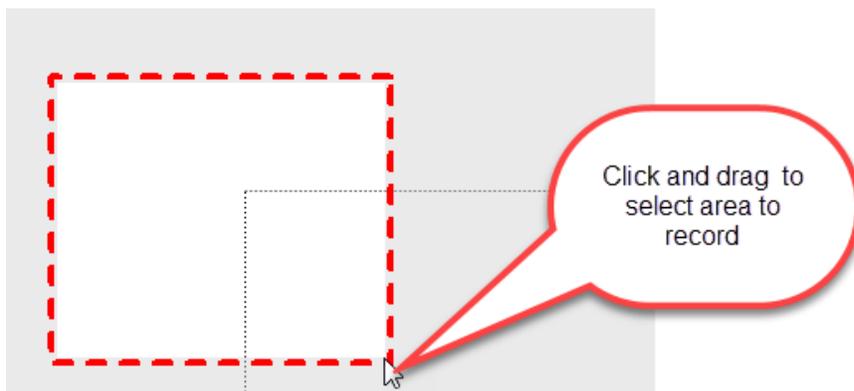
The screen recording tool, in PowerPoint, allows you to record video and audio of other applications and insert them into your slide show.

Important! Have the application you want ready before launching Screen Recording. As soon as you select the Screen Recording tool, PowerPoint will minimize so you can record the application that is open on your screen. In this example, the screen recording is of the Kyrene website, so the Kyrene Website is open and ready before beginning the steps below.

1. In the ribbon, select the **Mix** tab.
2. Select **Screen Recording**. PowerPoint will minimize, displaying the application you have open on your computer.

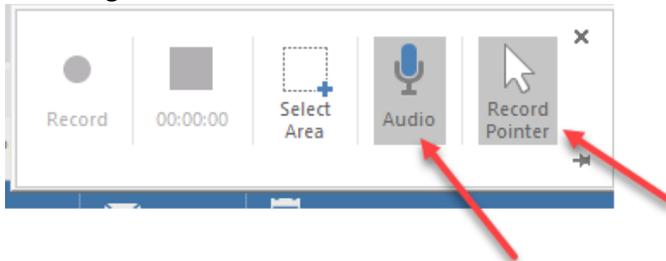


3. Use the **Select Area** tool to select the area of your screen you want to record. **Click and drag with your mouse** to create the border. The area inside the red border will be recorded. The area outside the red border will not be included in the recording.

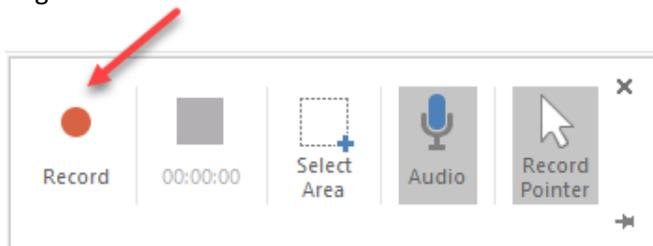




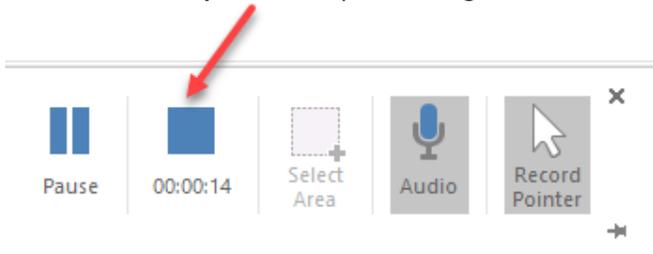
- The **Audio** and **Record Pointer** options are automatically selected (highlighted in grey). Click on Audio button to remove Audio from the recording. Click on the Record Pointer button to remove having the mouse show in the recording.



- Press the red circle **Record Button** to begin recording. The program will count down from 3 before recording will begin.



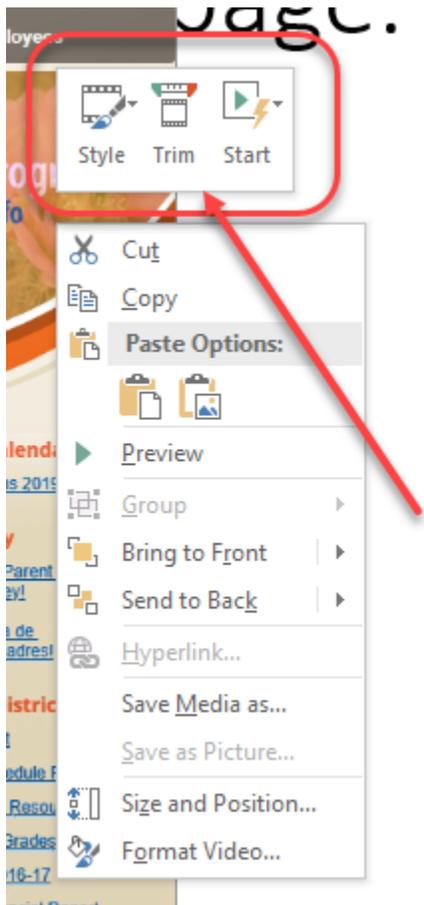
- Press the **Blue Square** to stop recording. There is also a **Pause** button to pause the recording.



- Once recording is stopped, the video will automatically embed into the PowerPoint Slide. Use the corners to resize the video. Click on the video and drag to reposition the video on the slide.



Editing Tools: Style, Trim and Start: There are some limited editing tools built into the video. **Right-click** on the video, in the PowerPoint slide, to bring up the quick format menu. There are 3 options – **Style**, **Trim** and **Start**.



- The **Style** option offers different styles of how the video appears on the slide.

to a video here showing how to find your website on the slide.



- The **Trim** option, allows you to trim, or remove part of the beginning and end of the video. To trim the video, select **Trim** and then drag the green and red sliders to the desired start and stop locations. Press OK when done.



- The **Start** button lets you set the video to start automatically, or when you click on the video.

