**HOW TO RECORD YOUR PECHA-KUCHA USING POWERPOINT**

1. **CREATE YOUR 20 SLIDES.** As you will have notices from the samples I’ve shared with you, the slides are about assembling appropriate images. Do this first. Save, obviously, as you go along.

**NOTE:** DO NOT use animations in or between slides. It screws EVERYTHING UP.

1. **SAVE YOUR POWERPOINT WITH THIS TITLE:** You & Your Partners last names.article author title last name. So, for instance, mine would be “Torda&Torda.Iser.ppt”. This is for my benefit for when you email me or otherwise get to me your assignment.
2. **IN POWERPOINT, CLICK ON THE “SLIDE SHOW” TAB.** That’s the sixth tab over on the top.
3. **ON THE “SLIDE SHOW” TAB, CLICK ON “RECORD SLIDE SHOW.”**

**WARNING:** ONCE YOU PRESS “RECORD SLIDE SHOW” YOU WILL AUTOMATICALLY BE RECORDING. SO BE PREPARED.

1. **WHEN YOU WANT TO ADVANCE TO THE NEXT SLIDE, CLICK THE MOUSE ONCE.** The slide will automatically advance and start recording for that slide. Do this for each of the twenty slides, keeping in mind that unless you click the mouse this the slides will not advance.

**NOTE:** On some versions of PowerPoint, you need to click directly on the advance arrows at the bottom of the slide. You might try out how your version works by trying to record a few test slides first. You can always record over them.

1. **WHEN YOU ARE DONE RECORDING ALL TWENTY SLIDES, CLICK ON THE “END SLIDE SHOW”** button in the top left corner of the screen. **OR CLICK THE MOUSE ONCE,** either way will end the slide show.
2. **A dialogue box** will pop up asking if you want to “save your slide timings**.” CLICK “YES.”**
3. **RE-SAVE YOUR POWERPOINT WITH YOUR RECORDING.** If it worked, and it should, your powerpoint slides will now appear with a star and the number of seconds each slide lasts.

**WHAT IF I DON’T LIKE ONE OR TWO OF MY SLIDE RECORDINGS?**

1. **From the file page, click on the one slide you want to re-record, click on the “slide show” tab, and then click on “record slide show.”** You will immediately be taken back to the slide you want to re-record. You will automatically be re-recording, so be ready.
2. **When you are done recording that slide click on “end slide show” and it will ask you again if you want to “save your slide timings.” Again, click on yes.** That slide will now be re-recorded, but the others will remain intact.