

HOW TO RECORD A POWERPOINT WITH AUDIO USING TECHSMITH RELAY

Updated 03/16/15

TechSmith Relay can be used to record a narrated PowerPoint presentation. You must have Microsoft PowerPoint 2007 or later, and the TechSmith Relay program plus a microphone connected to your computer to record your audio while running the PowerPoint slideshow.

Getting Started

1. Open your PowerPoint file.
2. Select *Add-Ins* located on the top menu bar.

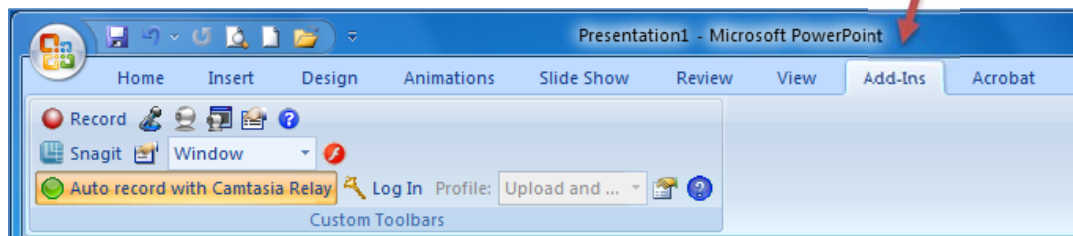


Figure 1. *Add-ins menu* in Microsoft PowerPoint 2007.

3. Make sure *Auto record with TechSmith Relay* is selected (it should be automatically selected as a default).

Recording the Slideshow

1. Play the slideshow or press F5.
2. TechSmith Relay recorder is prompted. Select the proper audio device and adjust the microphone volume if needed.
3. Select *Record Slide Show* when you are ready.

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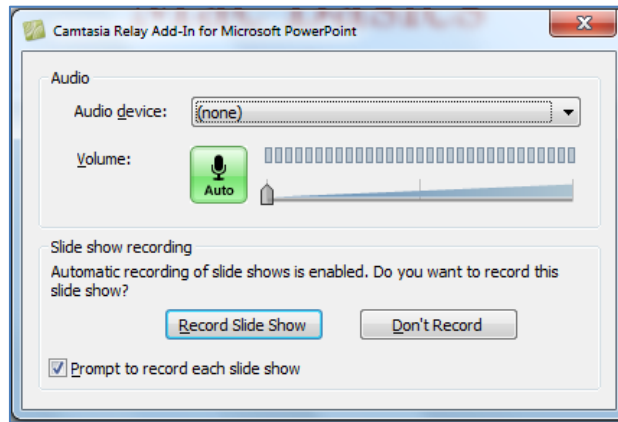


Figure 2. *TechSmith Relay recorder* for Microsoft PowerPoint.

4. When finishing the slideshow, the TechSmith Relay recorder is shown and asks if you would like to stop recording. Select Yes.

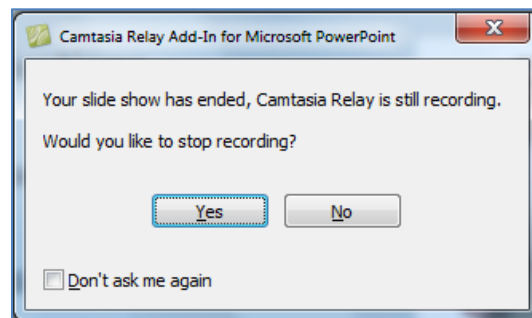


Figure 3. *TechSmith Relay recorder asking if the recording is ended.*

5. *TechSmith Relay Review* is shown. If you need to trim your presentation, please see ***How to Use Trimming Option in TechSmith Relay*** how-to guide.

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Reviewing and Submitting the Recording

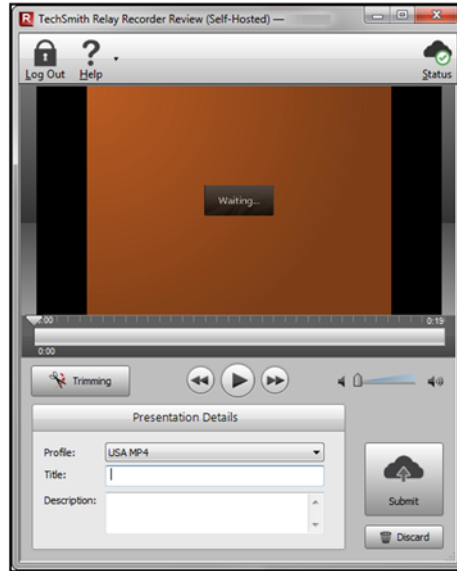


Figure 4. *TechSmith Relay Review.*

1. Click *Log In*, type your username and password [use the first part of JagMail address (e.g. joesmith) and your JagMail password], and click the *Log In* button at the bottom of window. Log in screen will disappear.



Figure 5. *Log in screen.*

Note: If the program is installed on a computer where you are the sole user, you may select the *Remember Me* checkbox to remember the login credentials.

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- Click *Play* button if you would like to view the presentation.

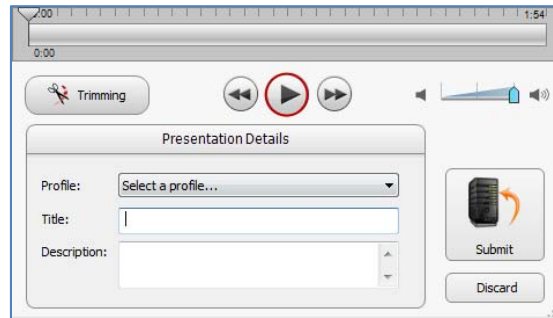


Figure 6. *Play button.*

- Select a profile. Please see ***How to Access TechSmith Relay at USA*** how-to guide for more details about the TechSmith Relay profiles.
- If you would like the presentation to contain captions, select a captioning profile and refer to the ***How to use the Captioning Profile in TechSmith Relay*** how-to guide.
- Type your presentation title and description.

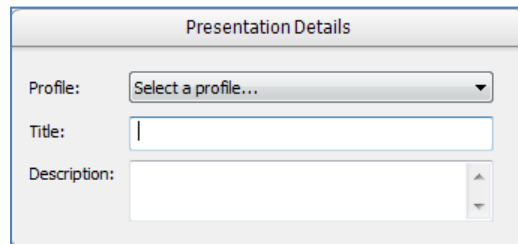


Figure 7. *Presentation details.*

- Click the *Submit* button if you want to publish the presentation on the TechSmith Relay server or click *Discard* if you do not want the presentation to be published.
- Once submitted, the Presentation Complete message will be shown. Click *OK*.
- When the TechSmith Relay server finishes publishing the presentation, an automated e-mail will be sent to notify you that the presentation is successfully published. The URL link will also be provided in the e-mail message.

*** For further assistance, contact the Innovation in Learning Center at (251)461-1888 or visit <http://usailc.org>**