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.

![Add-ins menu in Microsoft PowerPoint 2007.](image)

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.
HOW TO RECORD A POWERPOINT WITH AUDIO USING TECHSMITH RELAY

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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TECHSMITH RELAY

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

3. Select a profile. Please see How to Access TechSmith Relay at USA how-to guide for more details about the TechSmith Relay profiles.

4. 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.

5. Type your presentation title and description.

6. 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.

7. Once submitted, the Presentation Complete message will be shown. Click OK.

8. 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