

HOW TO RECORD IN POWERPOINT.

Dorothy Inverarity, BACCN project team



41st Annual BACCN Conference
2nd Joint BACCN & IACCN Conference

Conference Partner

LINET

Designed to help you care

Voices of Change:
Shaping the Next Era in Critical Care Nursing

12 - 13 October 2026: ICC Belfast

#BACCNConf2026

#IACCNConf2026



How does it work?

- You control your pace.
- By using the timings function once you hit record you can talk away on any slide for 1 minute or 10! You then hit the next arrow to move onto your next slide and repeat the process.



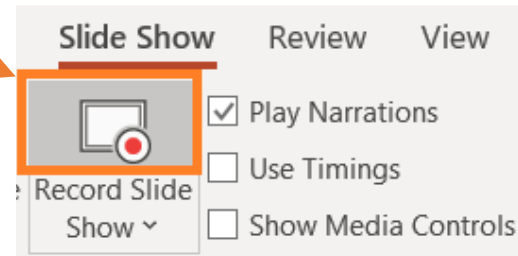
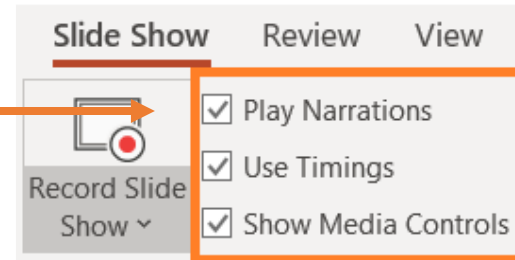
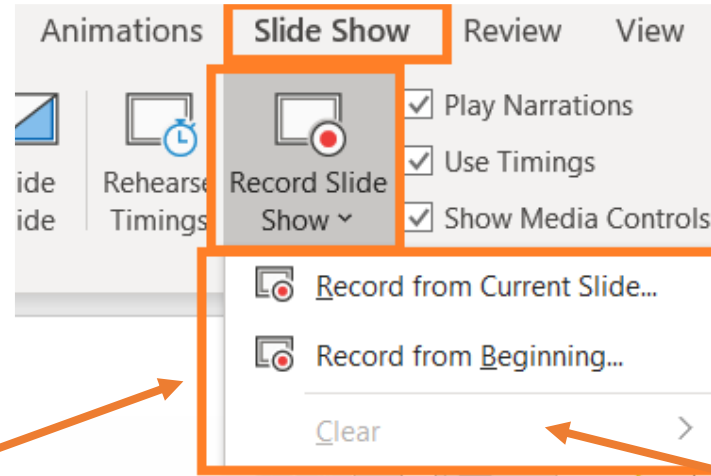
What if I make a mistake?

- Fret not! You are able to stop the recording on any slide and then press record again to redo it from that point.
- This means you can fix any mistakes as you go or go back to a particular slide and replace once you've recorded the whole thing!

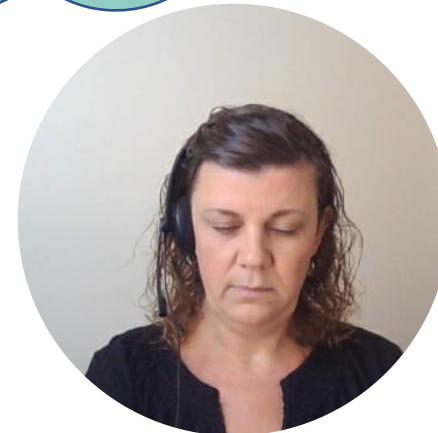


How do I do it?

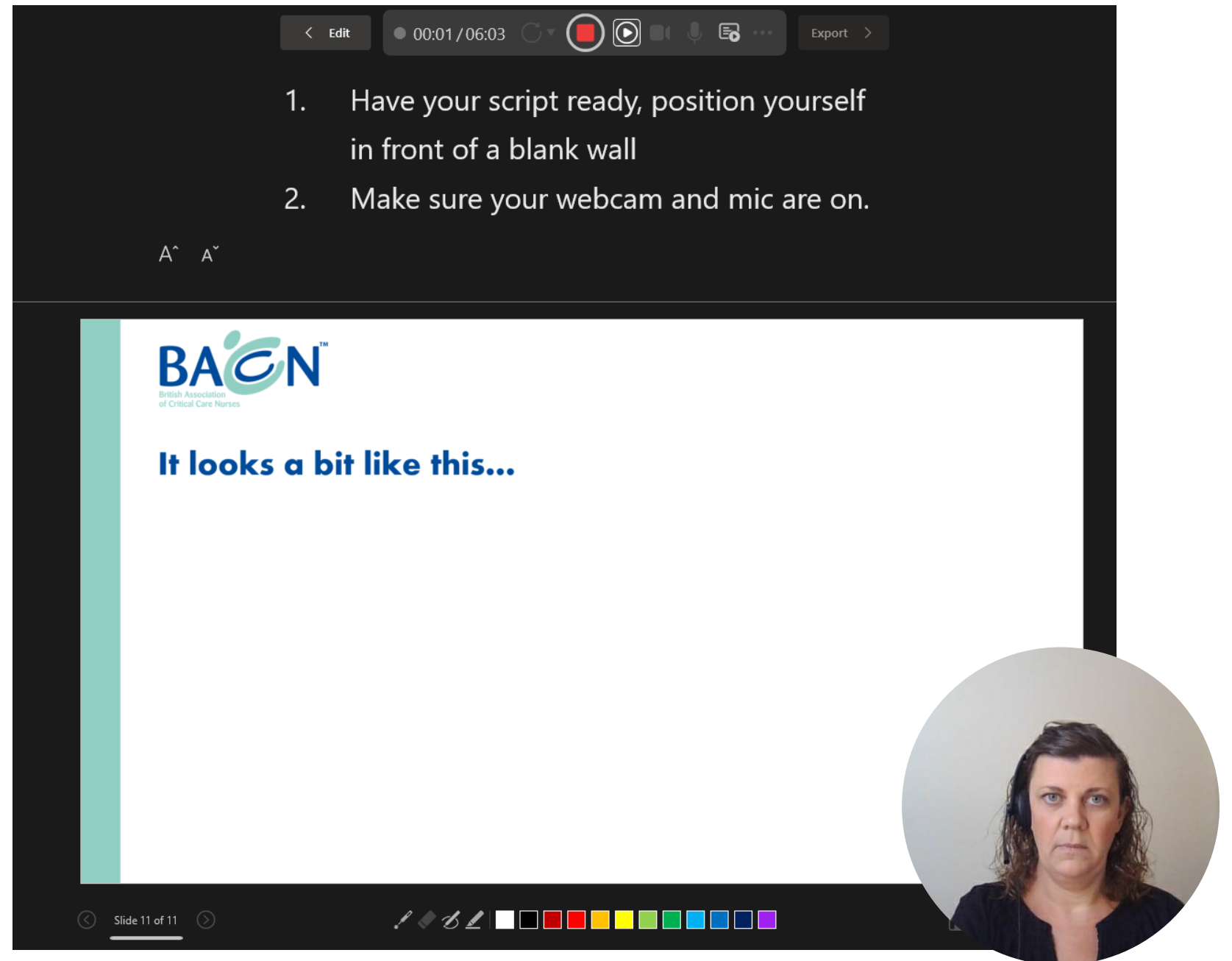
1. Create your presentation slides using the BACCN template provided.
2. To get ready to record, select **Record Slide Show** on the **Slide Show** tab.
3. Next to the **Record Slide Show** button, you can activate or deactivate some recording options – have a play around with it!
4. To **LAUNCH RECORDING** click on the upper half of the **Record Slide Show** button.
5. The slide show opens in the Recording window, with **buttons** at the top left for **starting, pausing, and stopping the recording**.



WARNING: The 'Clear' command deletes narrations or timings. 'Clear' is greyed-out unless you have recorded something already.



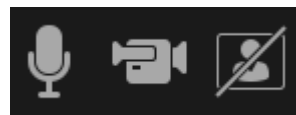
**It looks a bit
like this...**



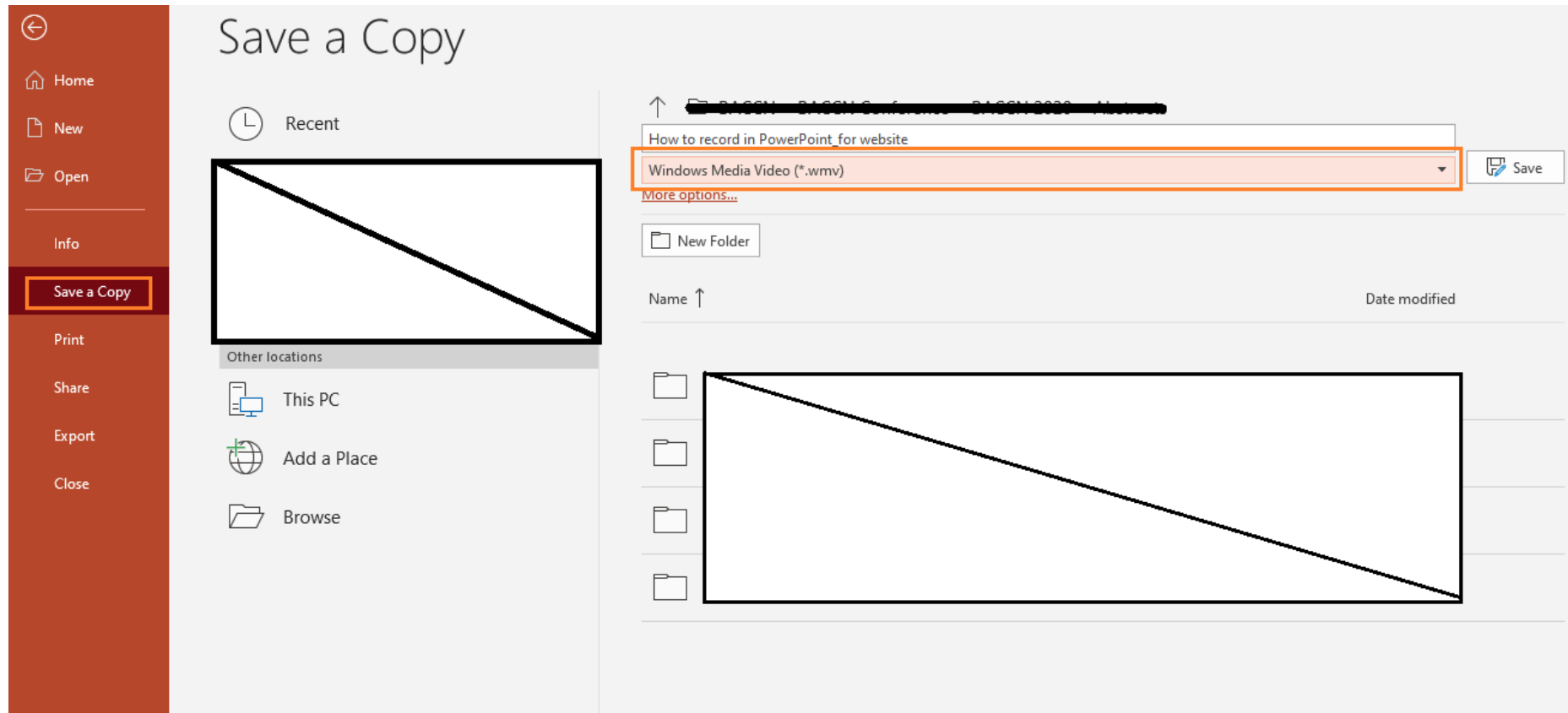
Ready to start recording?

When you are ready to start the recording, click the **round, red button** (or press R on your keyboard). A three-second countdown starts, then the recording begins.

- You can **stop the recording** any time by pressing the **Stop button** or press S on your keyboard.
- **Navigation arrows** on either side of the current slide allow you to move to the previous and next slides.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to **toggle on or off the microphone, camera, and camera preview**:



What do I do when I've finished?



- To save your presentation as a video, click on **File – Save a Copy** select 'Windows Media Video (*.wmv)' from the drop-down list.



What should I call it?

- **Save it**
 - Enter your file name as follows:
Abstract Code_Your Name (eg/ OR000123_Dorothy Inverarity)
 - Make sure to save it as a **Windows Media Video (*.wmv)** file



What next?

- To play your video, go to the folder where you have saved the file onto your computer and double-click the *.wmv file.
- Do not hesitate to listen to your video several times and to re-record yourself if you are not satisfied with the recording.

Ready to send?

- For this purpose, you can use [WeTransfer](https://www.wetransfer.com/) online service which allows you to send large files for free!
- Please send **both** the PowerPoint **and** the *.wmv files
- Send to info@baccnconference.org.uk



Please ensure to get all files to the
BACCN Conference team by:

Monday 21st
September 2026



I'm still a bit stuck?

Take a look at the Microsoft online tutorial: [click here](#)

Contact:

info@BACCNconference.org.uk

