

# TLC Tips

## Enabling the PowerPoint Recording Feature

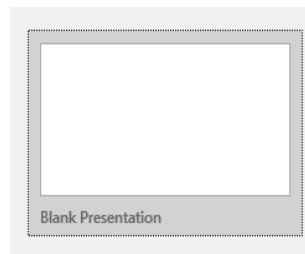
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Microsoft PowerPoint contains a recording feature that allows you to add various forms of media to your presentation. This includes audio commentary, web-cam video, screen annotations and more. The recording feature is built into all PowerPoint software newer than 2016.

### Verify Version of PowerPoint

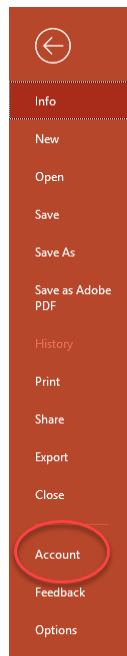
In order utilize the recording feature you must check which version of PowerPoint is operating on your computer. To do so:

1. Open PowerPoint and select a new Blank Presentation



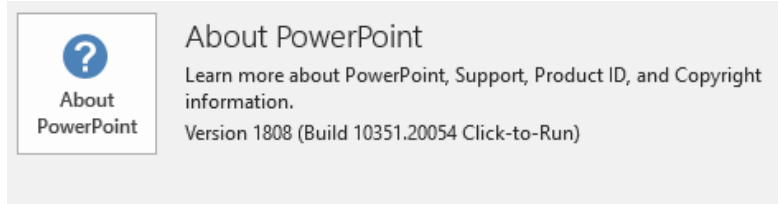
*New Blank Presentation*

2. Click on File in the top left corner, followed by Account.



*File > Account*

3. Select About PowerPoint, here you can see which version of PowerPoint is currently running on your computer.

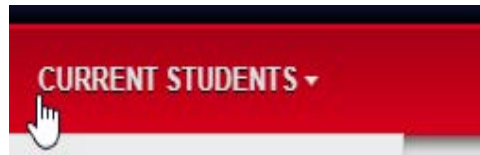


*About PowerPoint*

If you are currently operating under PowerPoint 2016 or older, you can upgrade your version through Brookdale Office 365.

#### **Upgrading PowerPoint Software to 2019 Version:**

1. Navigate to the [Brookdale Community College](#) webpage.
2. For students, faculty and staff click on the Current Students tab and select “Information Technology”



*Current Students > Information Technology*

3. Under Top Support Articles, select Email & Apps- Students. Faculty and staff should also select the link Email & Apps-Students.

#### **TOP SUPPORT ARTICLES**



- NetID
- Email & Apps-Students**
- Email & Apps-Employees
- Report Spam
- HelpDesk Support Ticket
- Colleague Password Reset
- Cisco Phones

*Top Support Articles > Email & Apps- Students*

4. Click on “Learn More” under Install Office 365. Here you will find step-by-step instructions on how to download and install Office 365



### Install Office 365

Learn how to download and install Microsoft Office applications on your personal computer and mobile devices.

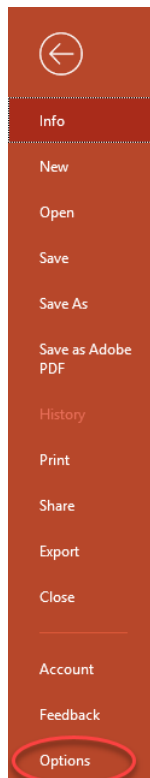
[Learn More ...](#)

[Install Office 365 >Learn More](#)

Once you have upgraded PowerPoint to a version newer than 2016 you may begin utilizing the recording feature.

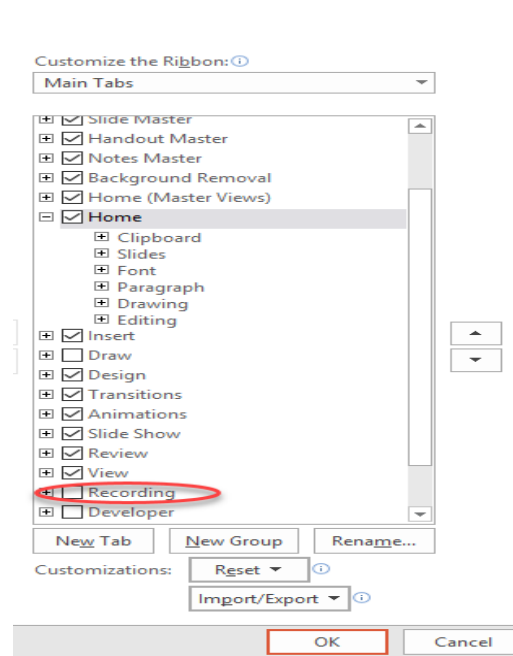
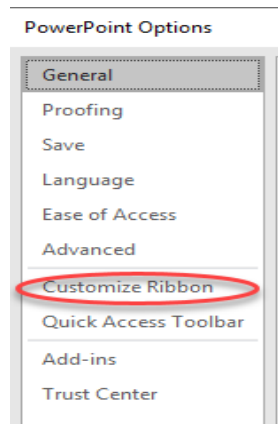
### Enabling the Recording Feature:

1. Take note that you may not see an option for recording in the taskbar. To enable the recording feature, first click on File and select Options from the window that appears.



*File > Options*

2. Click "Customize Ribbon" on the left. On the same screen under "Main Tabs" scroll and select the box "Recording" and click OK.



*Customize Ribbon > Recording > OK*

3. The recording option will now appear in the ribbon at the top of the screen, click here to get started. You may choose to take the built-in Microsoft tour of the recording feature.



Trish Sena , March 11, 2020

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