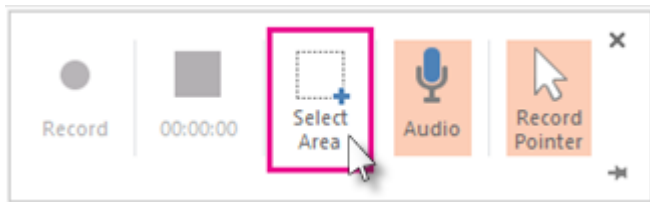# Record from your computer screen and embed the recording in PowerPoint

1. Open the slide that you want to put the screen recording on.

2. On the **Insert** tab of the ribbon, select **Screen Recording**.



Screen
Recording

3. On the Control Dock, click **Select Area** (Windows logo key+Shift+A), or, if you want to select the entire screen for recording, press Windows logo key+Shift+F.



(The Windows logo key+Shift+F keyboard shortcut is only available if you have an Office 2016 **Click-to-Run** installation; **MSI-based** installations don't have the shortcut. Additionally, the minimum required version of Office for the shortcut is 16.0.7571.2072.)

The minimum size area you can record is 64x64 pixels.

If you have opted to select an area, you see the cross-haired cursor ╪ . Click and drag to select the area of the screen you want to record. (If you have already done a screen recording during your current PowerPoint session, your prior area selection will appear on the screen. You can proceed with recording if that selection area suits you, or you can click **Select Area** to start over.)

**Tip:** PowerPoint automatically records the audio and the mouse pointer, so by default those options are selected on the control dock. To turn them off, deselect **Audio** (Windows logo key+Shift+U) and **Record Pointer** (Windows logo key+Shift+O).

4. Click **Record** (Windows logo key+Shift+R).

**Tip:** Unless you pin the Control Dock to the screen, it will slide up into the margin while you record. To make the unpinned Control Dock reappear, point the mouse cursor at the top of the screen.

5. To control your recording:

- Click **Record** to resume recording (Windows logo key+Shift+R).

- Click **Stop** to end your recording (Windows logo key+Shift+Q) (shown below).
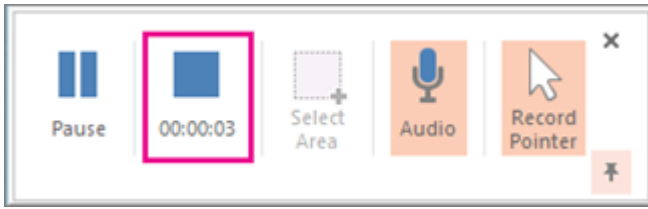


6. When you are finished recording, save your presentation: **File** > **Save**. The recording is now embedded on the slide you selected in step 2.

   To save the recording itself as a separate file on your computer, right-click the picture on the slide that represents the recording, and select **Save Media as**. In the **Save Media As** dialog box, specify a file name and folder location, then click **Save**.

## Save your screen recording as a separate file from PowerPoint

If you are using PowerPoint 2013, before you try to save your screen recording as a separate file, check to make sure you have installed all the required updates:

- Install version 15.0.4641.1001 or later for the Click-to-run version.

- Install both of these updates (KB2883051 and KB2883052) for all versions *except* Click-to-run.

Once you have installed the correct updates, you can save the video file. Here's how:

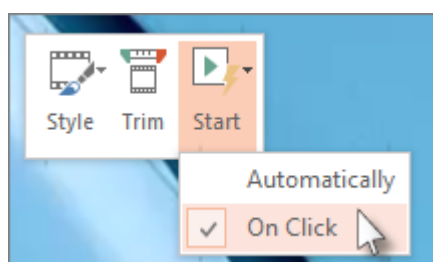1. Right-click the video frame, and click **Save Media as**.
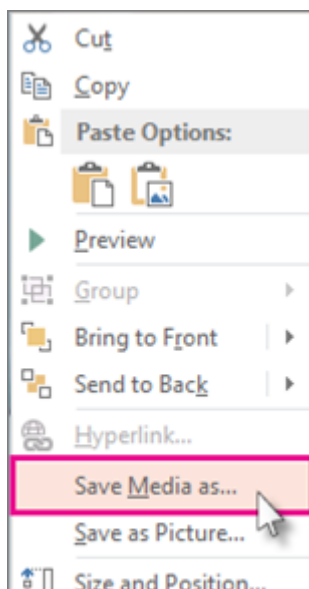
**Tip:** Ensure your disk has enough space to save the video file. Otherwise, you'll have to free up space and try again.

2. In the **Save Media as** box, choose a folder, and in the **File name** box, type a name.
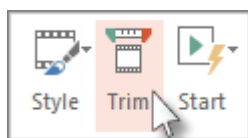
3. Click **Save.**

## Set your video 'Start' settings

Right-click the video frame, click **Start**, and pick how you want your video to start in your presentation; automatically when a slide appears, or when you click the mouse.



## Trim your video

1. Right-click the video frame, and click **Trim**.



2. To determine where you want to trim your video footage, in the **Trim Video** box, click **Play**.

3. When you reach the point where you want to make the cut, click **Pause**.

   **Tip:** Use the **Next Frame** and **Previous Frame** buttons to specify precise timing.

4. Do one or more of the following:

   - To trim the beginning of the clip, click the start point (shown in the image below as a green marker). When you see the two-headed arrow, drag the arrow to the desired starting position for the video.
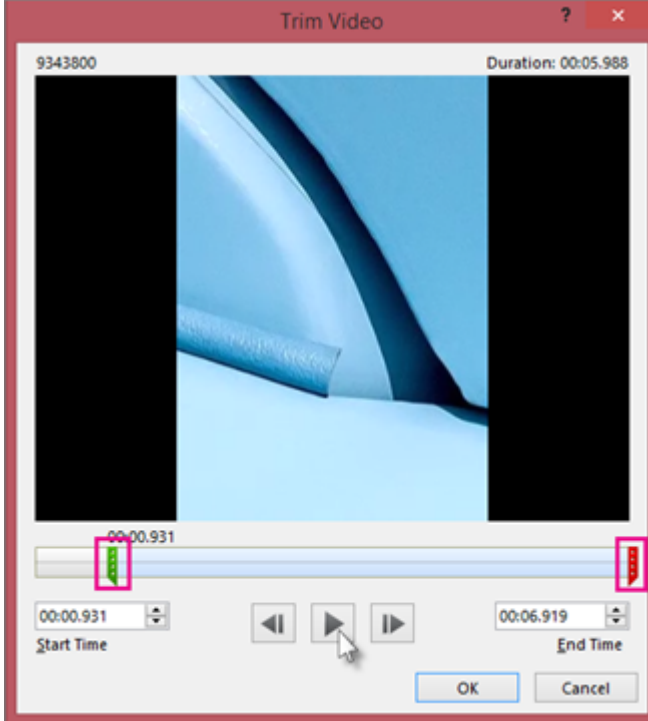
- To trim the end of the clip, click the end point (shown in the image above as a red marker). When you see the two-headed arrow, drag the arrow to the desired ending position for the video.

5. Click **OK**.

# Apply a style to the video frame

Right-click the video frame, click **Style**, and pick a style you like.