

Record your slide show in PowerPoint 2016 for Mac

Applies To: PowerPoint 2016 for Mac

If you have a headset or microphone and speakers you can record a PowerPoint presentation and capture the voice narration, timing between slides, and ink and pointer gestures. Once you have a recorded version you like, others can view the presentation exactly as you intended. Click the **Slide Show** tab to get started.

In this article:

- Prepare to record
- Record your slide show
- Set playback options

Prepare to record

To begin, open the presentation you want and click the **Slide Show** tab.

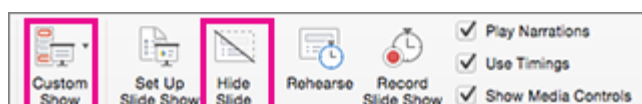
TIP: If your presentation has a lot of slides, you might find it more convenient to work in **Slide Sorter** view. Click **View > Slide Sorter** to try it out.

Here are some things to check before you begin recording:

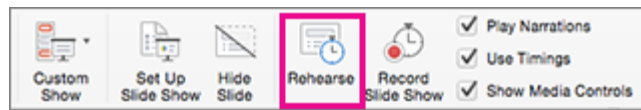
- If you want to record only part of your slide deck, do one of the following before you begin:
 - Select the slides you don't want to include, and click **Hide Slide**.

OR

- Click **Custom Show > Custom Slide Show > +** (add).



- Use the **Rehearse** button to change the timing between slides without affecting the narration or gestures you've already recorded.

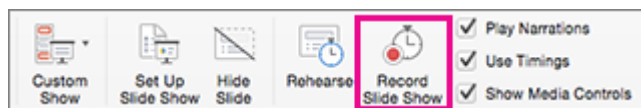


- Make sure your microphone is set up correctly. On the Mac, go to **System Preferences > Sound**.

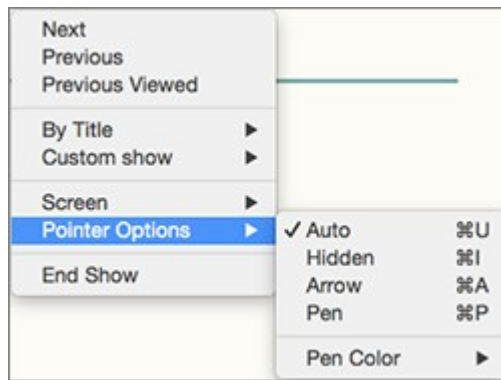
Record your slide show

To start recording:

1. If you want to add narration or commentary to the slide show, make sure your microphone is set up and working.
2. Click the **Slide Show** tab, select the slide where you want the recording to begin, and then click **Record Slide Show**.



3. During recording, use Ctrl+click to access the recording commands that let you navigate through the slides, change cursors, or trigger screen blackouts or whiteouts.



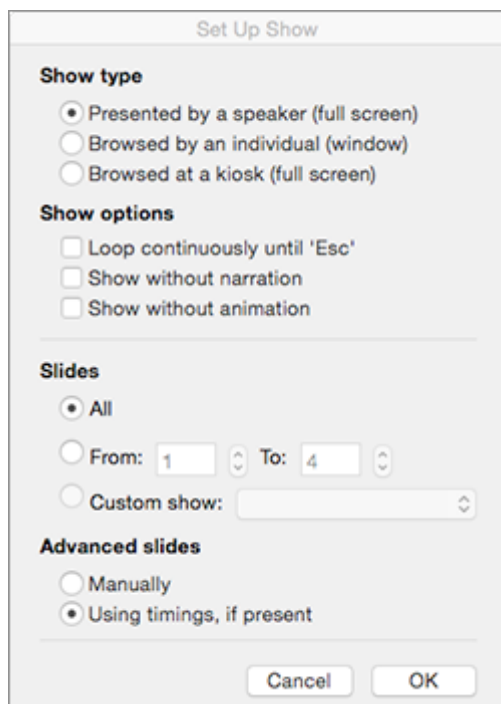
4. Click **End Show** to stop recording.
5. A **Save** dialog appears. Click **Yes** to save your recording, or **No** if you want to record it again.

IMPORTANT: Recording a slide show overwrites anything you've previously recorded. If you want to record another slide show with the same set of slides, save your PowerPoint file with a different name.

6. Click **Play from Start** to preview your recording.

Set recording options

When you've finished recording and are ready to distribute the presentation, click **Set up Slide Show** and choose the options that are right for your audience.



- **Show type** Show full screen or windowed.
- **Show options** Turn off narration or transitions.

- **Slides** Choose a subset of slides, or a **Custom show** if you've set one up.
- **Advance slides** Set up this version of the slide show so someone can page through it manually.

Related information

[Add, edit, or remove transitions between slides in PowerPoint 2016 for Mac](#)

[View your speaker notes as you deliver your slide show in PowerPoint 2016 for Mac](#)

[Add audio to your slide show in PowerPoint 2016 for Mac](#)



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