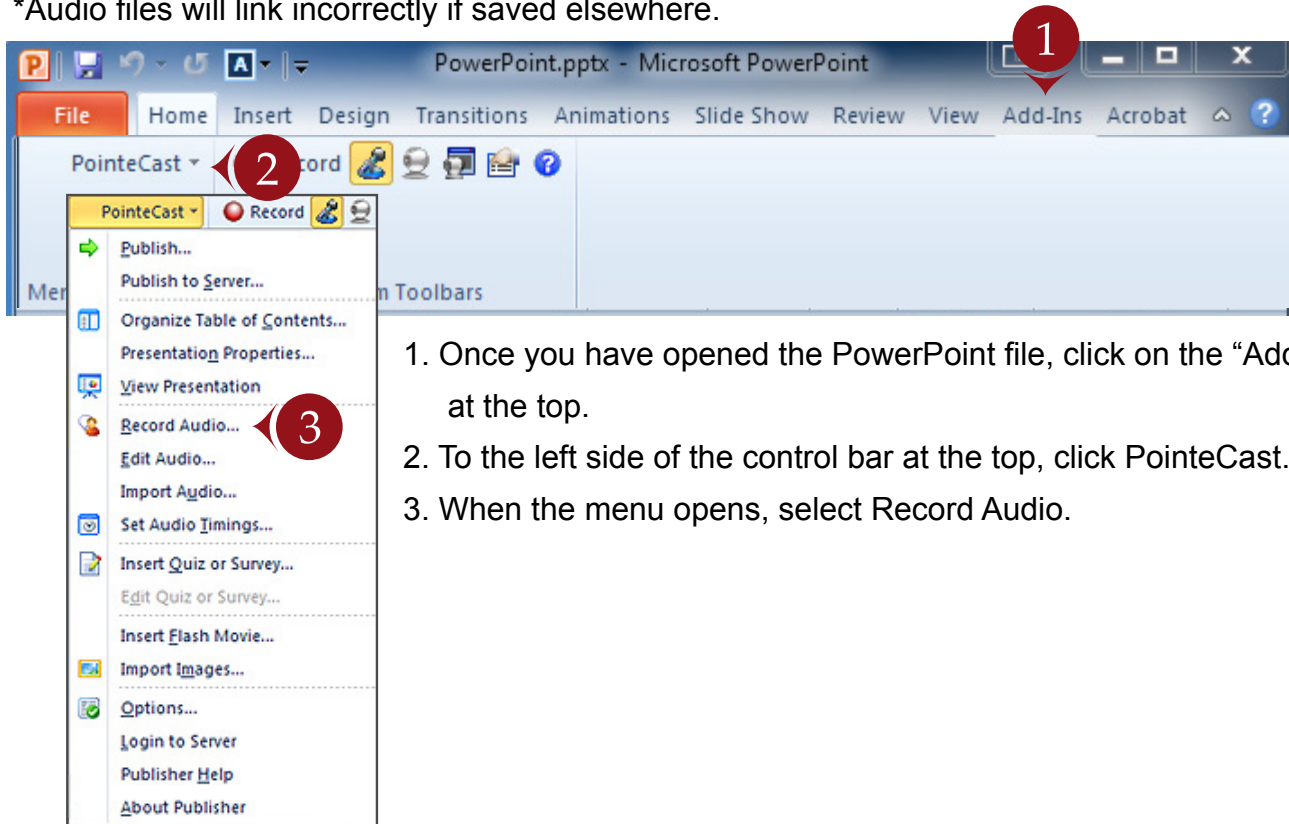


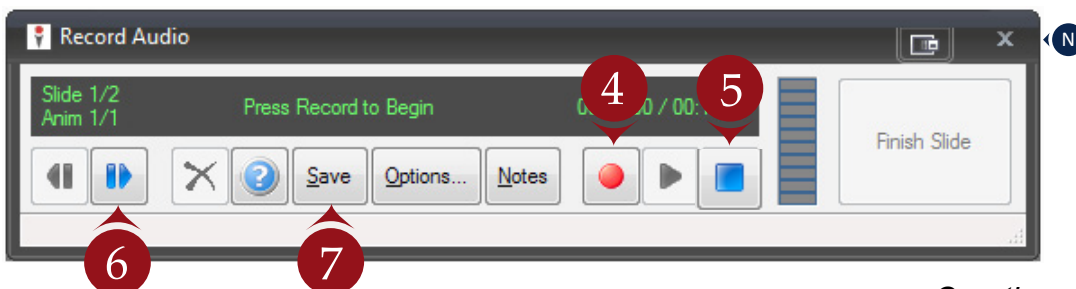
Creating a PointeCast

- *Double check your PowerPoint against the PowerPoint Guidelines.
- *Your PowerPoint should be saved to your desktop.
- *Audio files will link incorrectly if saved elsewhere.

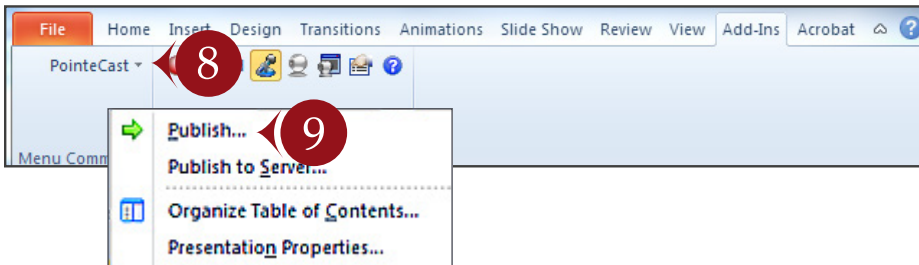


1. Once you have opened the PowerPoint file, click on the “Add-Ins” tab at the top.
2. To the left side of the control bar at the top, click PointeCast.
3. When the menu opens, select Record Audio.

4. To record an audio slide, click the red “Record” button.
Note: Click the “Pause” button to suspend and resume recording.
5. When you have finished recording, click the “Stop” button.
Note: Listen to the slide by clicking the Play button. To record the slide again click the Record button. This will overwrite your original recording.
6. Click on the “Advance” button to proceed to the next slide.
7. When you have completed your recordings, click the “Save” button, and close the recorder.
Note: To close the recorder use the small “x” button in the top right corner.



- Now, from the Add-Ins tab at the top, click PointeCast.
- Click the first option at the top of the drop down – Publish.



- Make sure the Save Output in a ZIP File box is checked.
- Click OK.
- When the green progress bars have finished, click Close.

