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IN THE DIGITAL AGE



12th CONGRESS OF THE
EUROPEAN PAIN FEDERATION EFIC®
27-30 APRIL 2022 | DUBLIN, IRELAND



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Record narration and timings in PowerPoint

- Select Slide Show > Record Slide Show.
- Choose from two options:
 - Start Recording from Beginning - to record from the beginning of a presentation.
 - Start Recording from Current Slide - to record from a specific slide.
- Select or clear what you'd like for your recording, and then select Start Recording.
- Start speaking or add markings to your presentation.

Note: Audio won't record when slide transitions happen so let these play first before you start speaking.

Manage recordings

There are different ways to manage recordings in your presentation:

- Pause - to pause a recording.
- Close - to end a recording.
- Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.

Remove recordings

A sound icon appears on a slide to show when a recording is available. You can also remove recordings from slides.

- Select Record Slide Show > Clear.
- Choose from four options:
 - Clear Timing on Current Slide - to delete timings on the current slide.
 - Clear Timings on All Slides - to delete timings from all slides at once.
 - Clear Narration on Current Slide - to delete narration on the current slide.
 - Clear Narration on All Slides - to delete narration on all slides at once.

Save recordings

When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

- Select File > Save As.
- Select where you'd like to save your presentation to.
- Under Save as type, select the dropdown arrow and then select PowerPoint Show.
- Select Save.

For additional support: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>