

▶ SCREEN GRAB WITH POWERPOINT

▶ The first step is to properly set up your laptop's Sound Recording.

- Right click on the audio icon in the bottom-right corner of your screen.

It looks like this: 

- If you don't see the audio icon on your task bar, you may have to click the carat to open the icon menu.

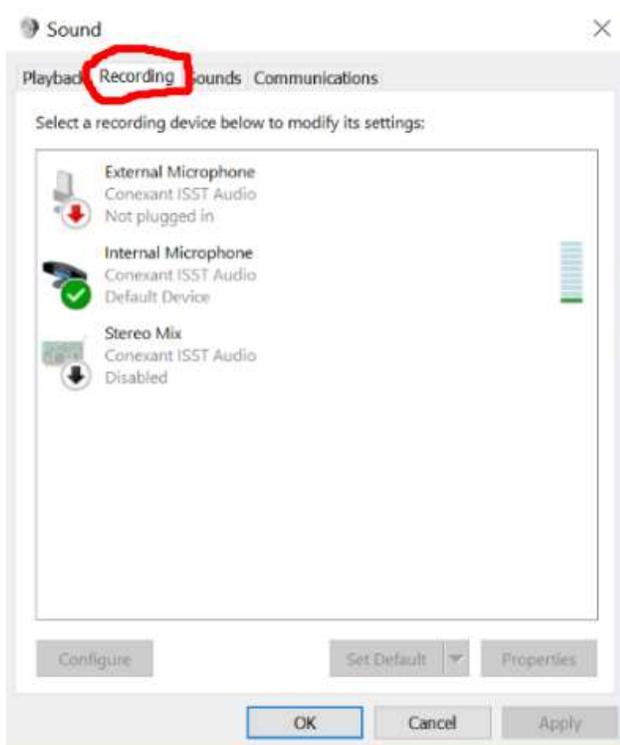
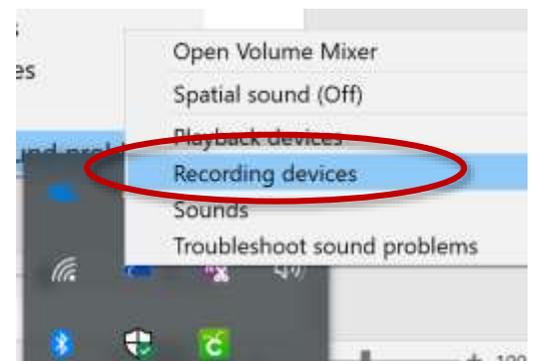


SOUND ICON IN ICON MENU



SOUND ICON ON TASK BAR

▶ When you right-click, a drop-down menu will appear. Select RECORDING DEVICES.

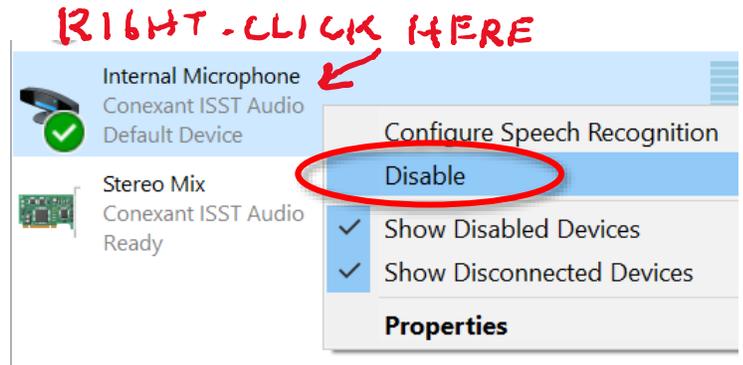


▶ When the SOUND dialog box opens Make sure you are on the RECORDING Tab. You should see 3 choices.

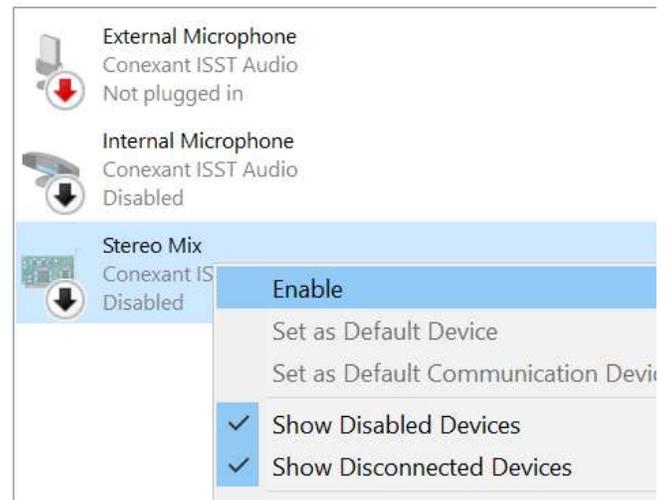
You need to **DISABLE** the internal microphone and **ENABLE** the Stereo Mix (see the next page for directions).

- ▶ When you right-click on the Internal Microphone image a drop-down menu will appear.

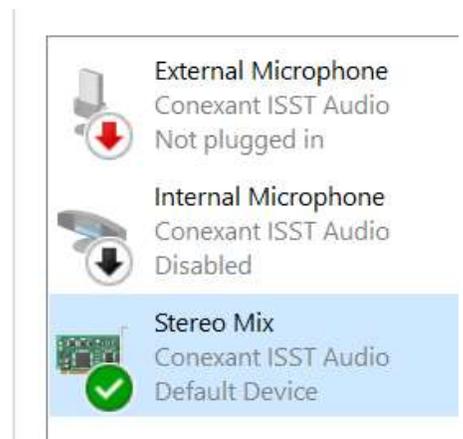
On the Internal Microphone choose DISABLE.



- ▶ Right-click the STEREO MIX image and choose ENABLE.



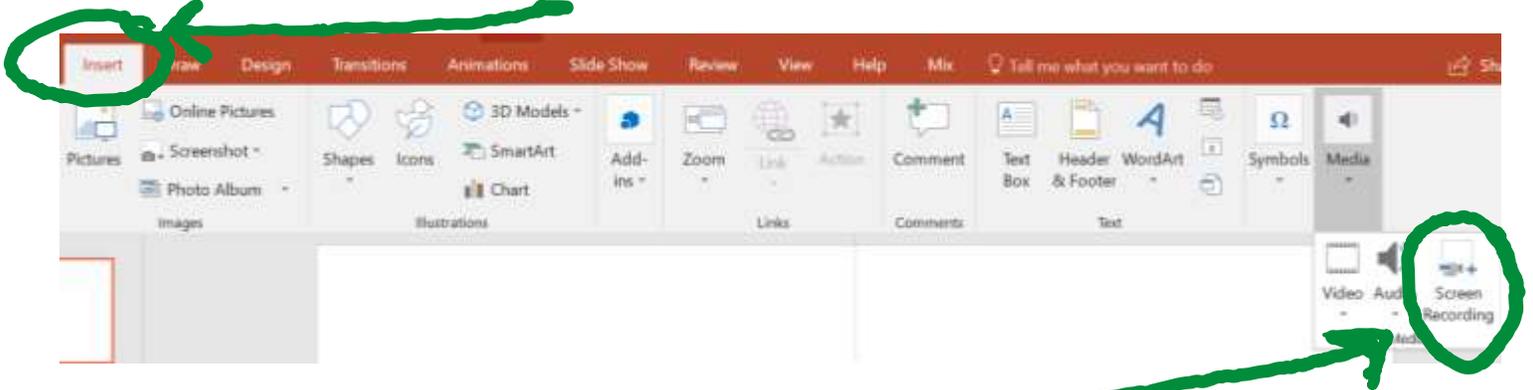
- ▶ Your computer should look like this image.



NOW YOU'RE READY TO GRAB YOUR VIDEO!
See the next page for continued directions.

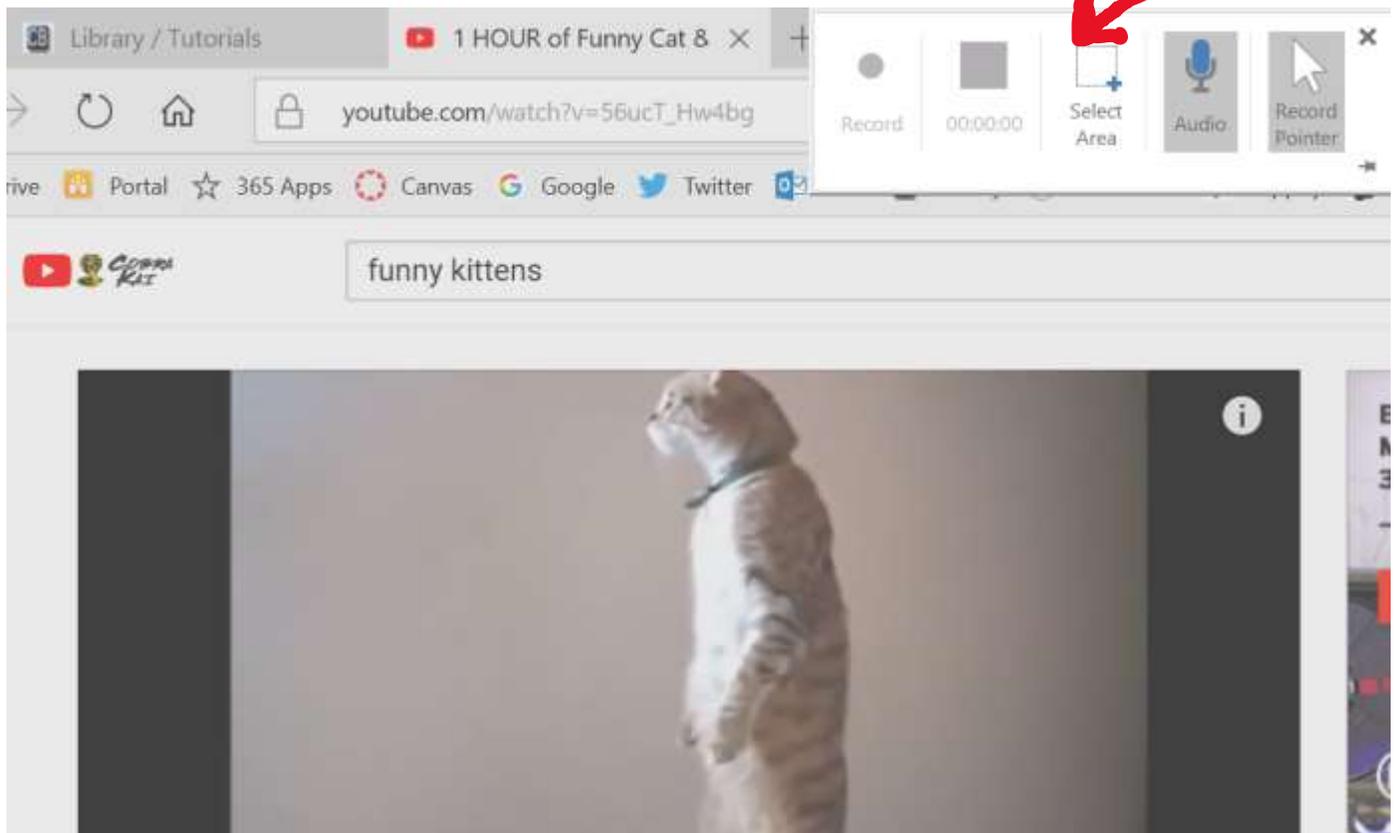
It's important that you have the video you want to grab already opened on another tab. It also must be the last tab you were on before you opened PowerPoint.

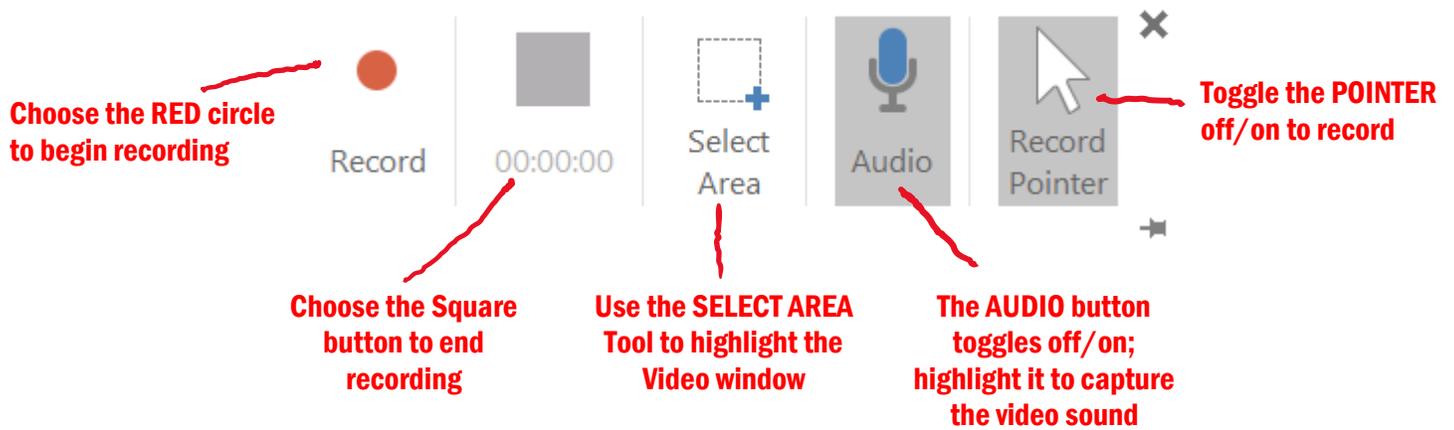
► **In PowerPoint, click on the INSERT Tab.**



► **Then choose, SCREEN RECORDING.**

PowerPoint will open your YouTube video. Now you need to use the SELECT AREA tool to highlight the area you want to record (usually the whole video window).





When you choose RECORD there will be a 3 second countdown. Be prepared to push the play button on the video. When you have the portion you want to record, choose the square stop button (or Windows + SHIFT + Q). The video will be inserted directly into PowerPoint. Voila!