HOW TO RECORD YOUR SCREEN WITH GAME BAR
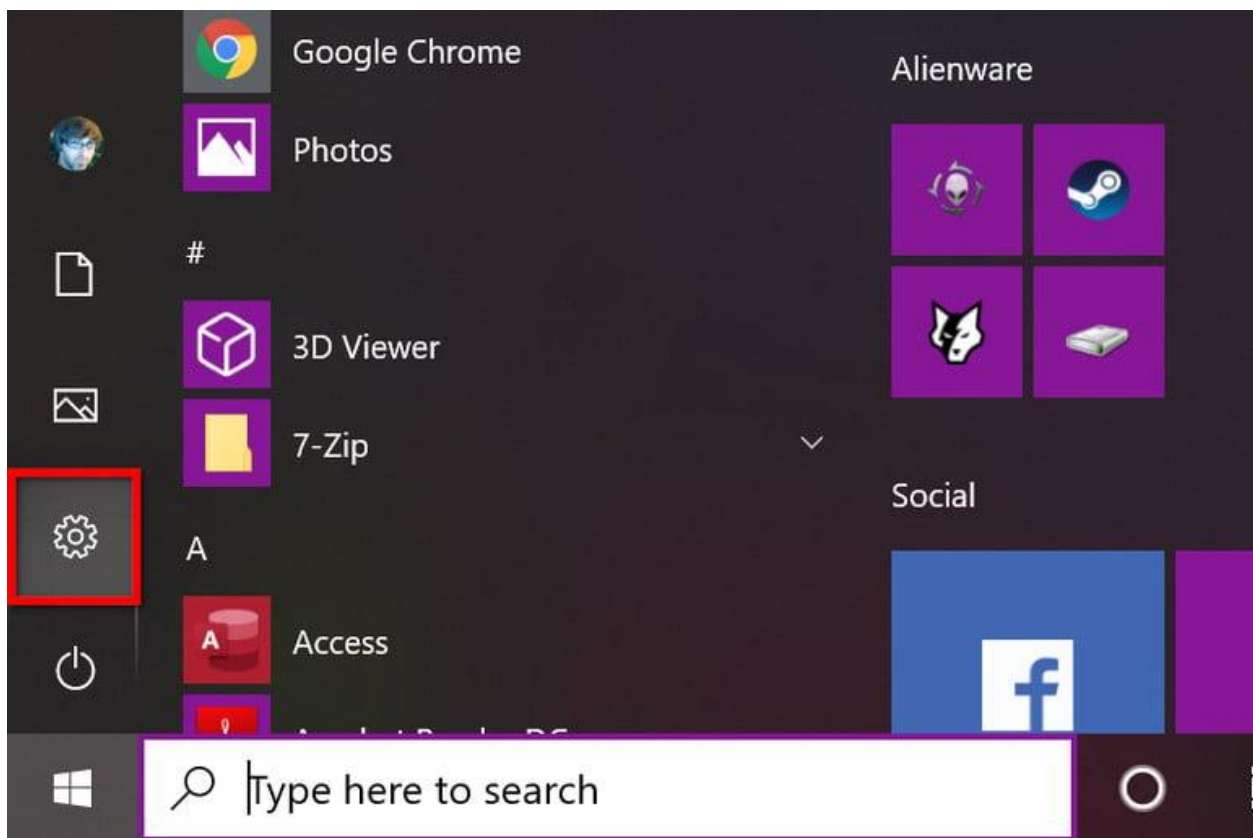
To use this feature, your PC needs to support one of the following encoders. Most modern graphics cards or processors will support them.

- AMD VCE

- Intel Quick Sync H.264 (Intel 2nd Generation CPU or newer)

- Nvidia NVENC (Most Nvidia GeForce 600 or newer, most Quadro K series or newer)
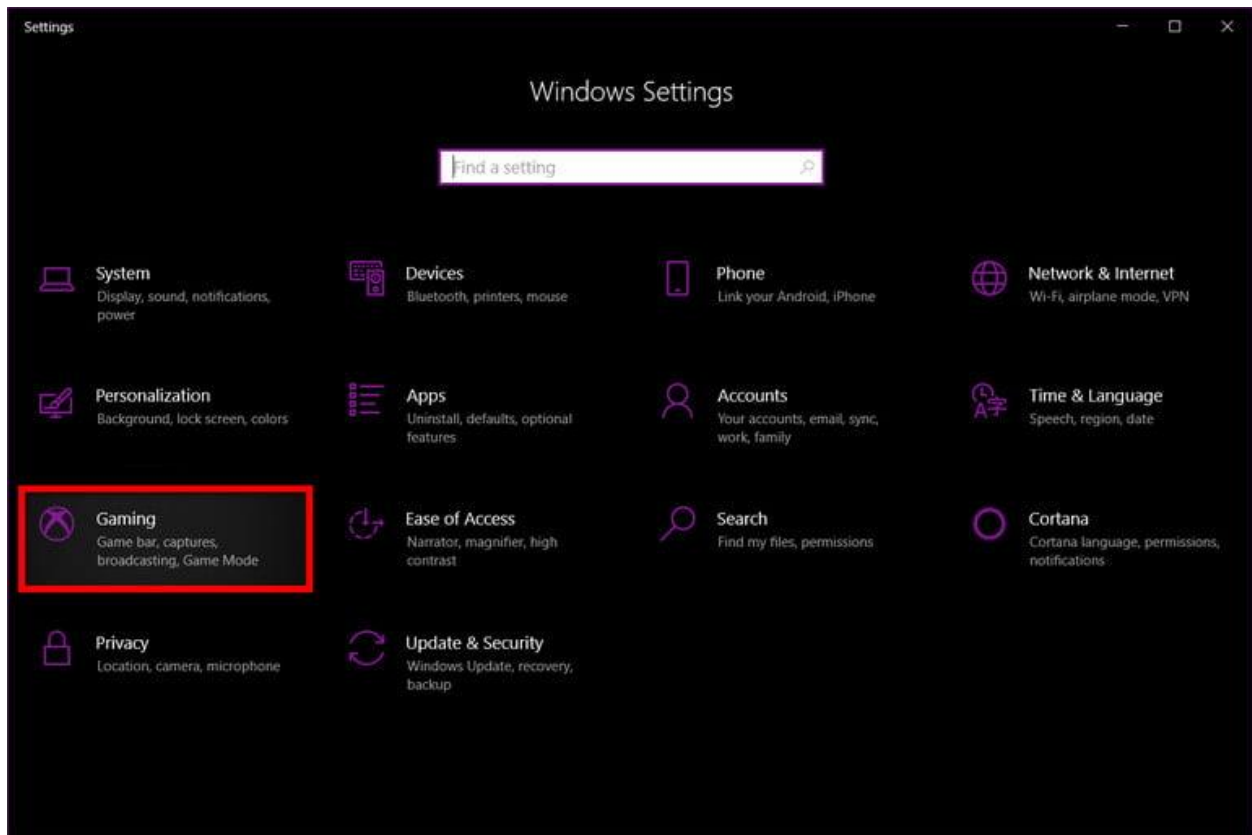
Step 1: Click the *Start* button followed by the gear icon located on the *Start Menu*. This opens the *Settings* app.
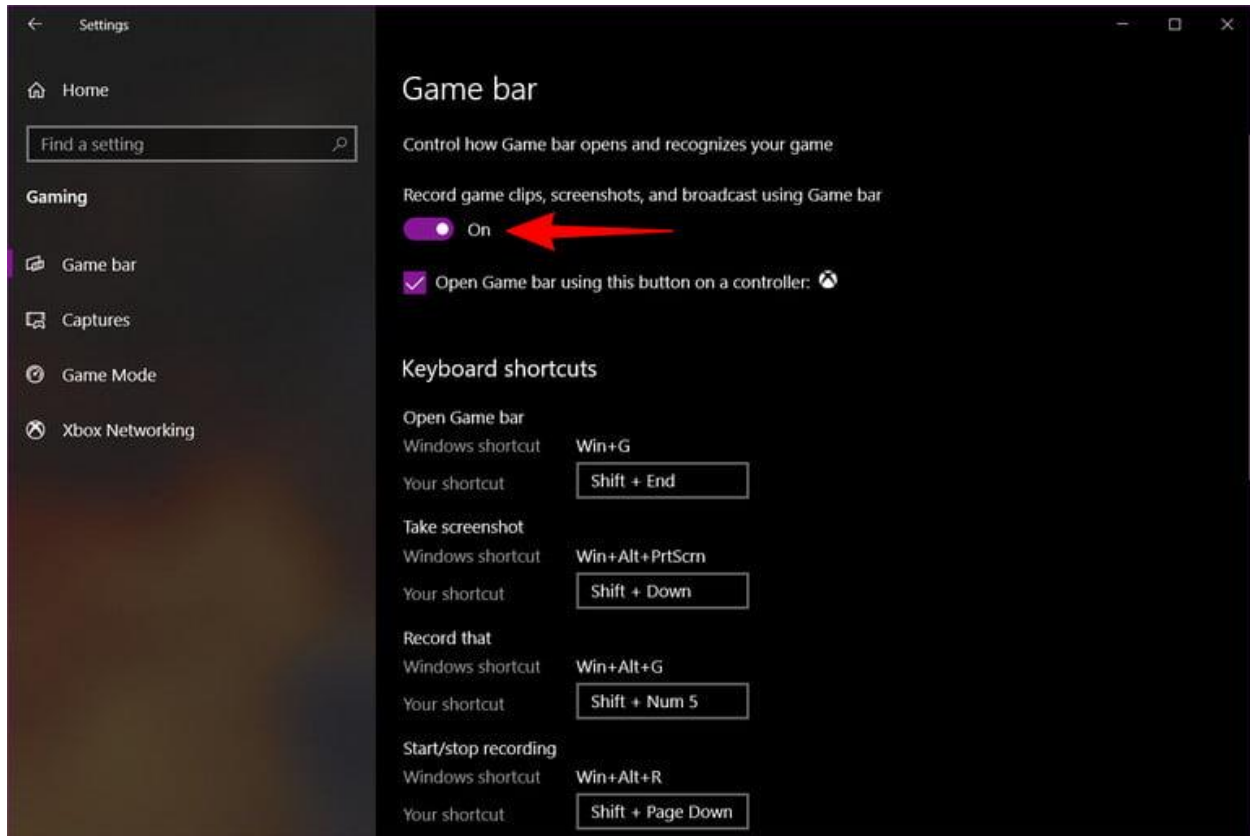
Step 2: Select *Gaming*.

Step 3: Under *Game Bar*, be sure the *Record game clips, screenshots, and broadcast using Game Bar* option is toggled on.
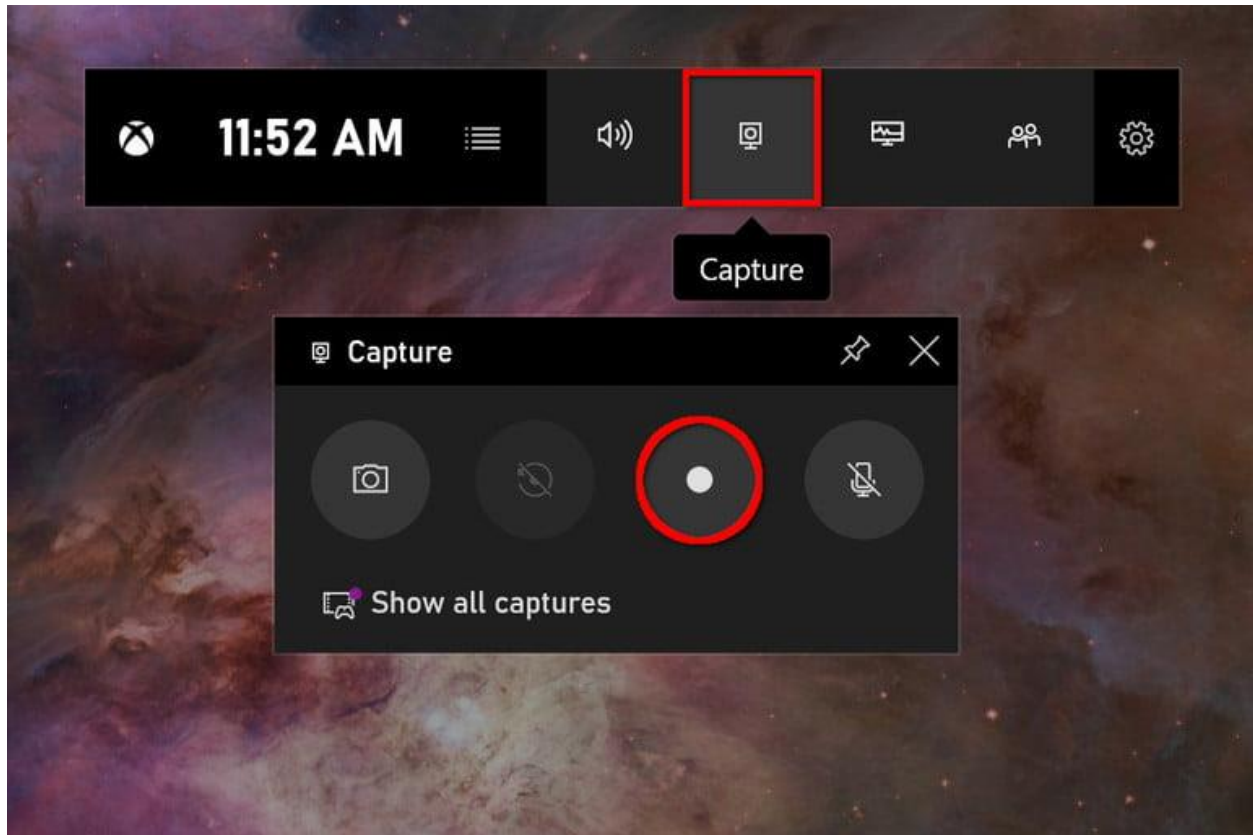

Step 4: Type the default keyboard shortcut to open the Game Bar: *Win + G*. You may or may not see a prompt asking if the highlighted application on your screen is a game. If you do, just select *Yes*.

Step 5: The Game Bar appears near your screen's top center edge. It provides buttons to access multiple overlays, including *Audio*, *Performance*, and *Capture*.

The Game Bar's *Capture* overlay should appear by default. If not, click the webcam icon on the Game Bar. After that, click the round *Start Recording* button on the *Capture* overlay. Click the purple *Stop* button to stop recording.

Note: The Game Bar's recording feature won't work with the desktop or File Explorer. But it should work with games and non-game apps.

Alternatively, you can type the *Win + Alt + R* key combination to start and stop recording with Game Bar enabled.
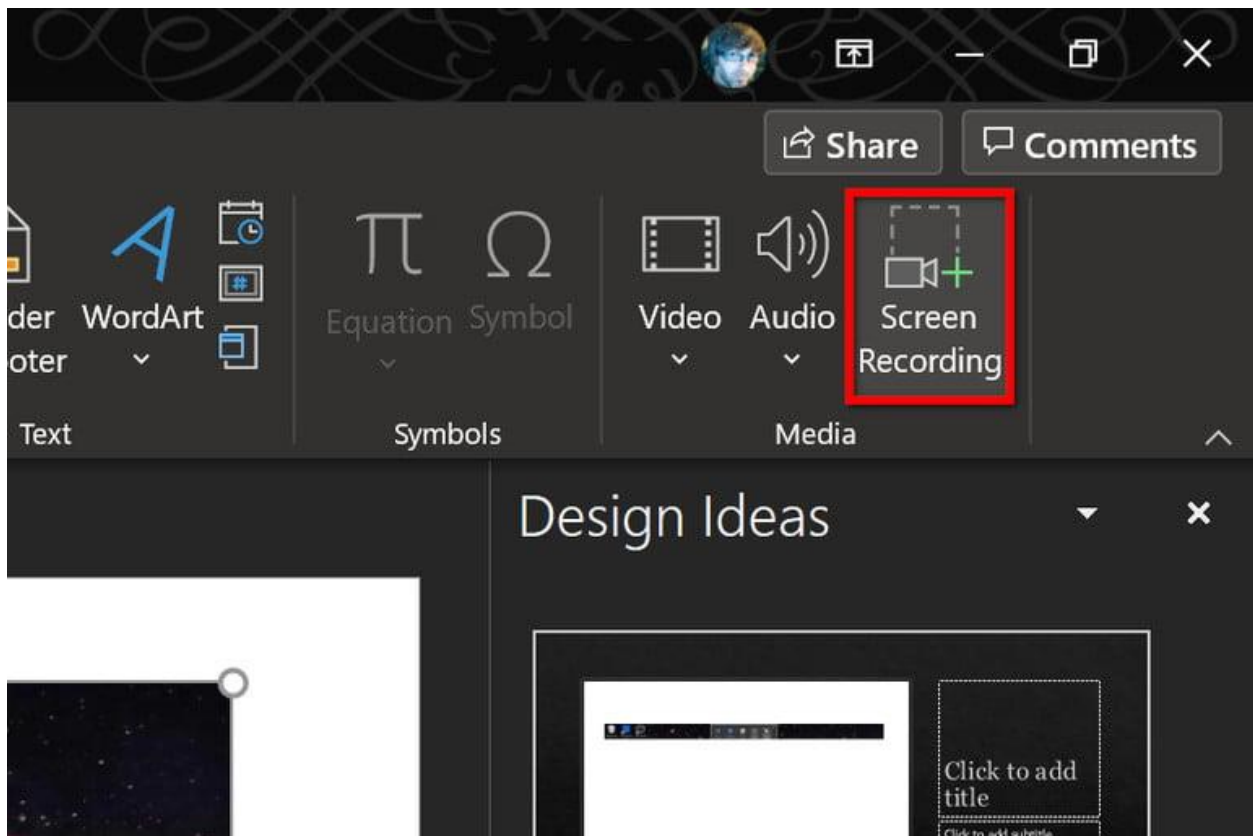
All video captures save to the *Videos>Captures* folder as an MP4 file.

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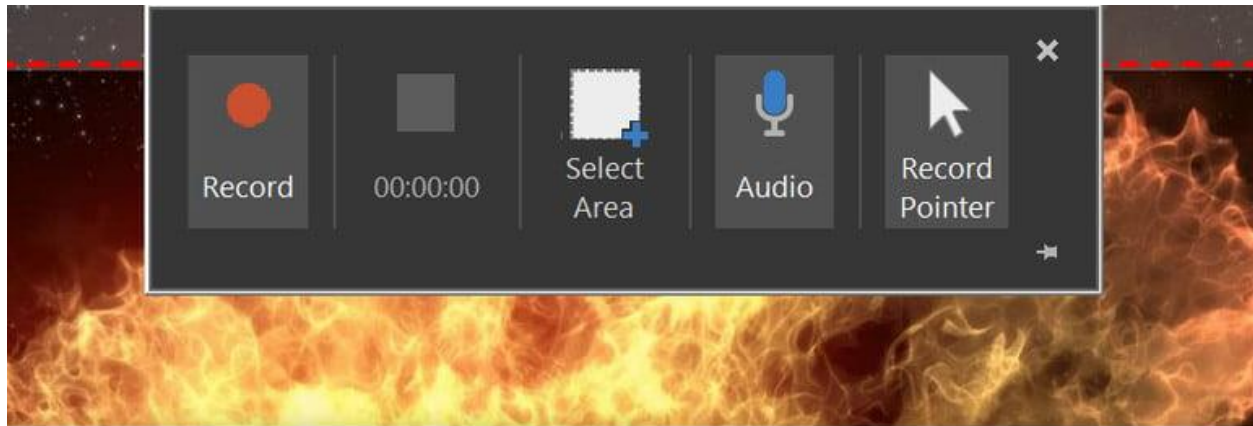# HOW TO RECORD YOUR SCREEN IN POWERPOINT

Didn't know you could record your screen with PowerPoint? It's true, and it's relatively easy.

Step 1: With PowerPoint already open, click the *Insert* tab followed by the *Screen Recording* button located on the *Media* panel to the far right.

Step 2: The screen dims white and renders a toolbar along your screen's top center edge. You'll see a red dotted boundary cutting through the white overlay, representing your recording space. If you want to record the entire screen, press the *Windows + Shift + F* keys simultaneously.

Step 3: Click the *Record* button, or press the *Windows + Shift + R* keys simultaneously.
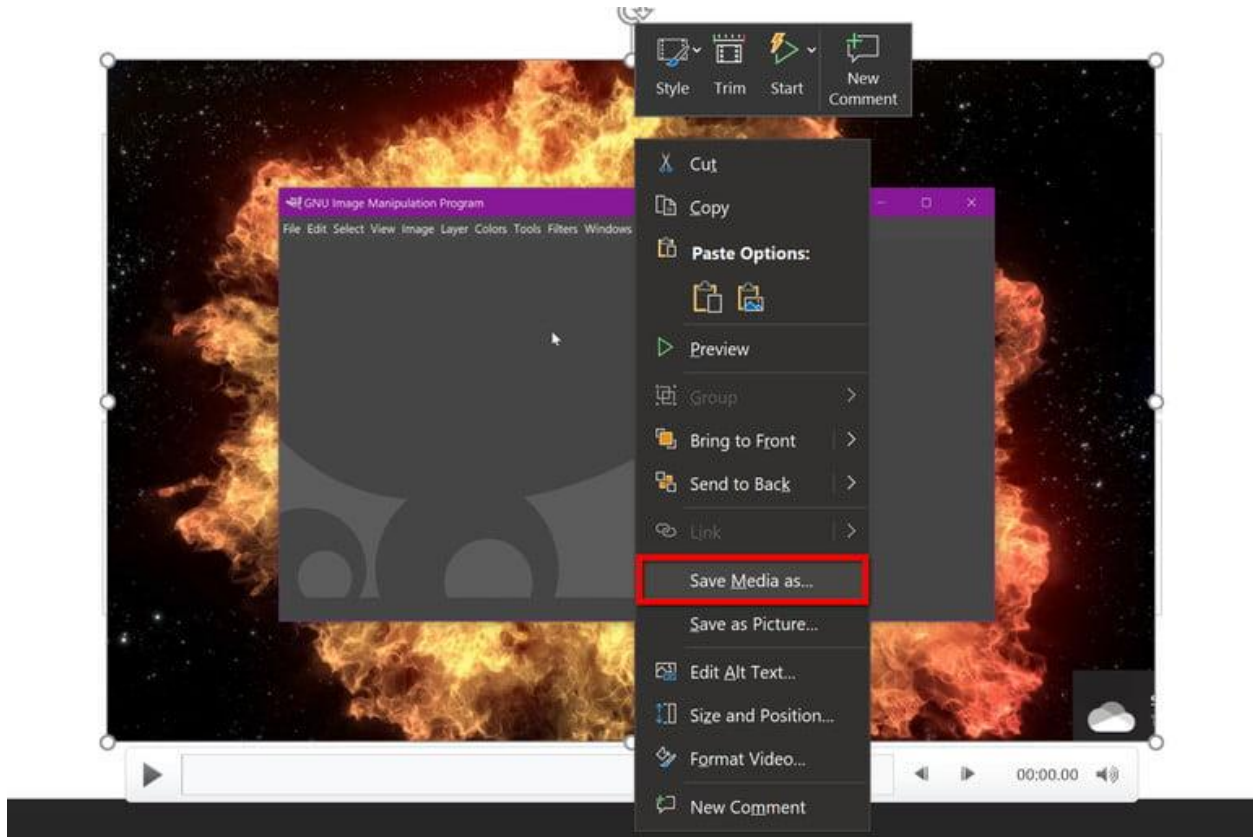
Step 4: You can click the *Pause* button – it replaces the *Record* button — to halt the recording as needed. Click the square *Stop* button to end the capture.

Step 5: To save the recording, right-click on the video displayed within PowerPoint. Select the *Save Media as…* option on the pop-up menu. Follow the on-screen prompts to save your recording.

When you're done you can save the video as a separate file to access or embed as you see fit. Editing and control options are very limited after that, but it's a great option for quick-and-dirty recording — especially if you're doing it for a looming presentation. And don't ignore the video enhancement tools that PowerPoint offers, such as changing the video's shape, adding a border, and adding visual effects like shadows, glow, and more.
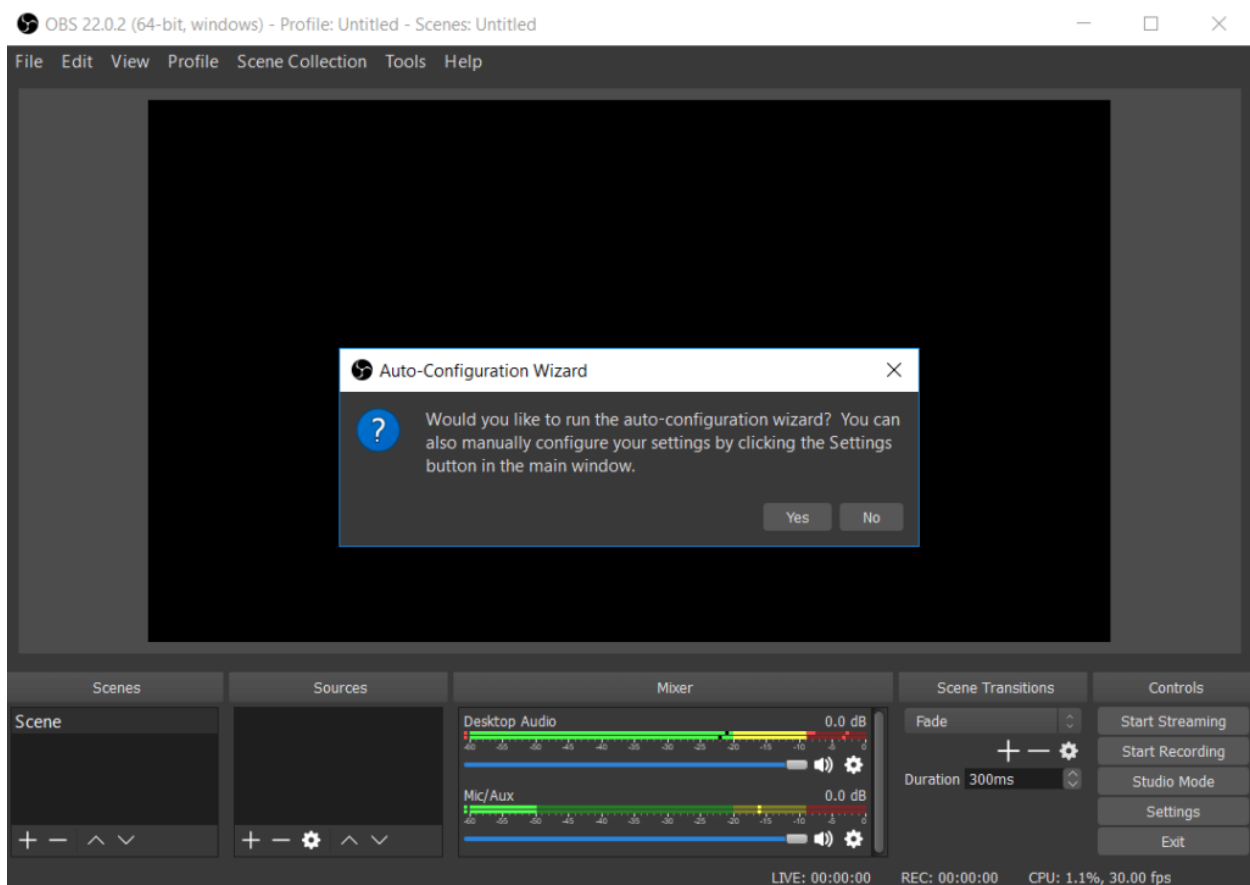
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OBS STUDIO

If you're not a fan of PowerPoint or want a dedicated tool for regular screen recording, OBS Studio is a great video recording software. It's open source, doesn't watermark or place time limits on your content, and offers many powerful editing features as well. It also supports live streaming at 60FPS and is a popular choice for this as well.

Before you get started, you'll need to download OBS Studio from their website here. Since this is a very full-featured program, you're going to want to run through some basic setup and settings before you get started.
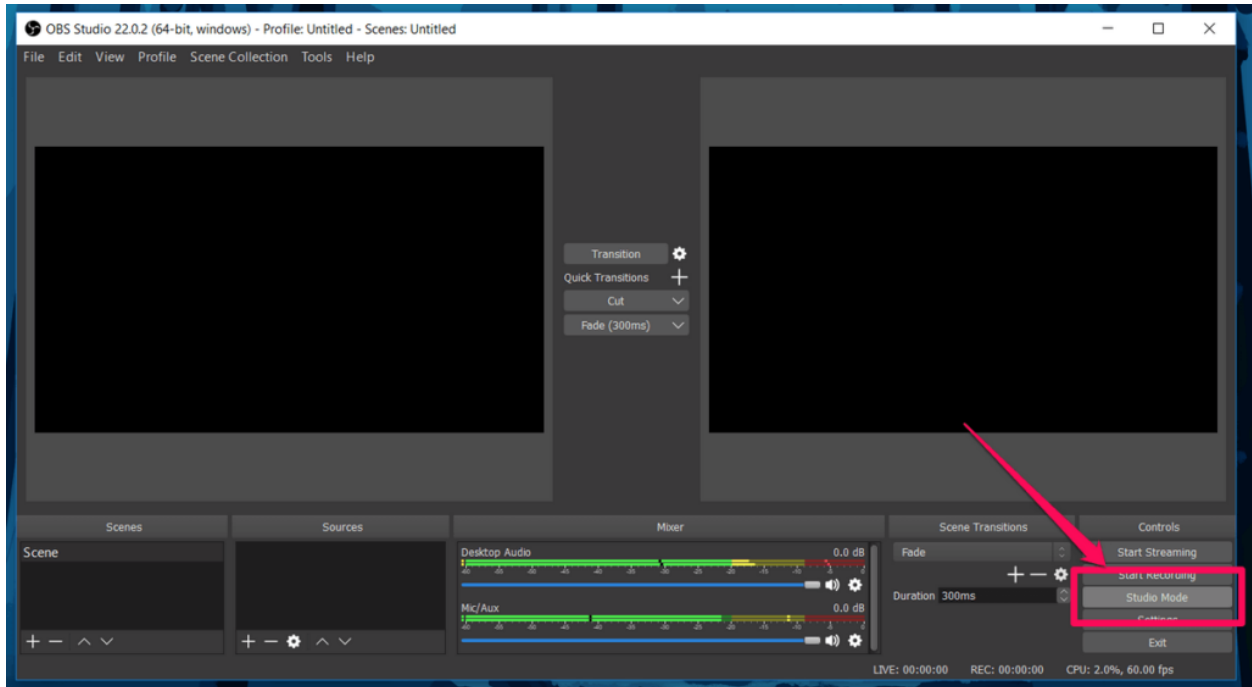
This means you should check out all the settings such as enable/disable automatic recording, streaming setup, bitrate, audio sampling rate, hotkeys, and file naming format among others. What you choose for these will depend on where you plan to show your videos and the capabilities of your computer.

Alternatively, OBS studio does offer an auto-setup wizard that can choose some things for you.
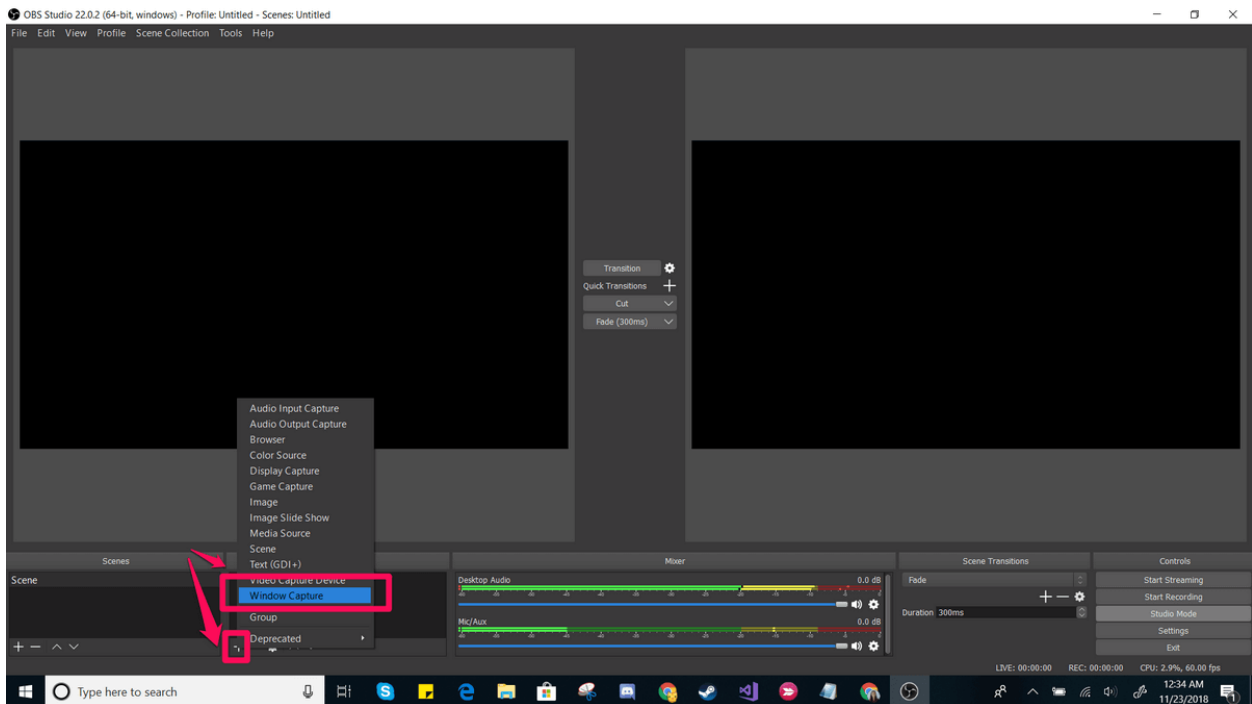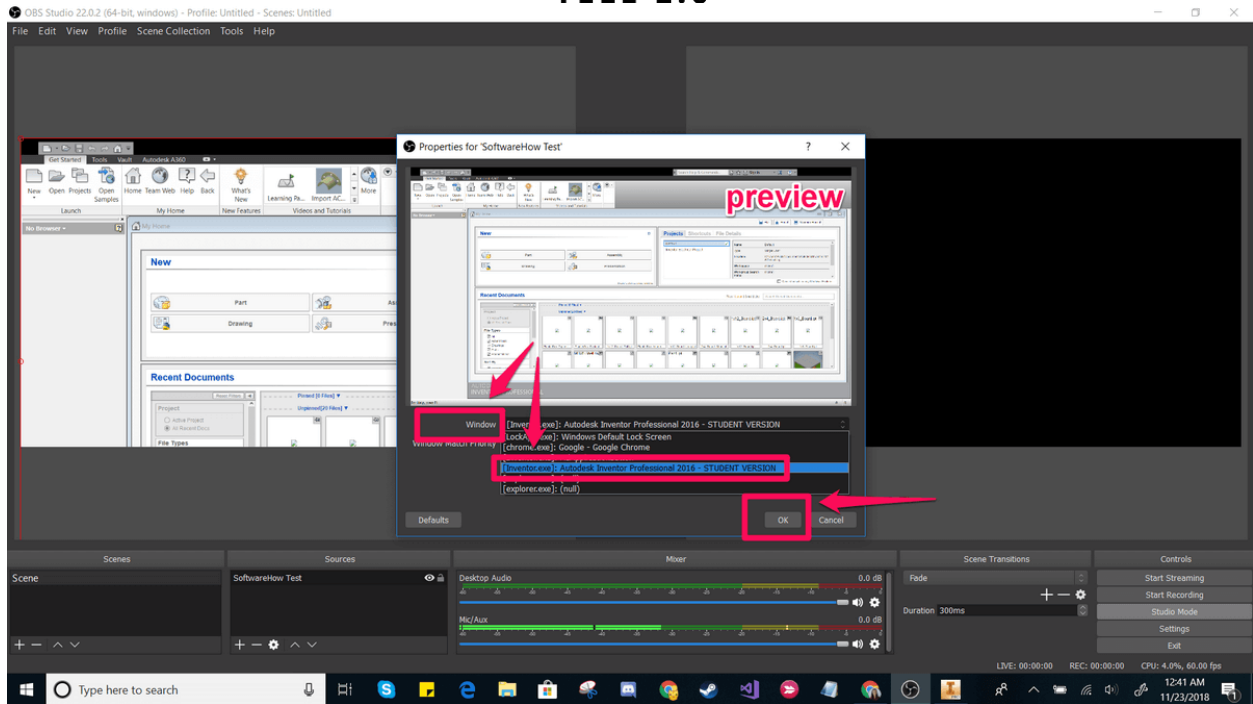

After all the setup, you can get started with a basic screen capture. First, put OBS in "Studio Mode" so that the left side says 'preview' and the right side says 'live'.
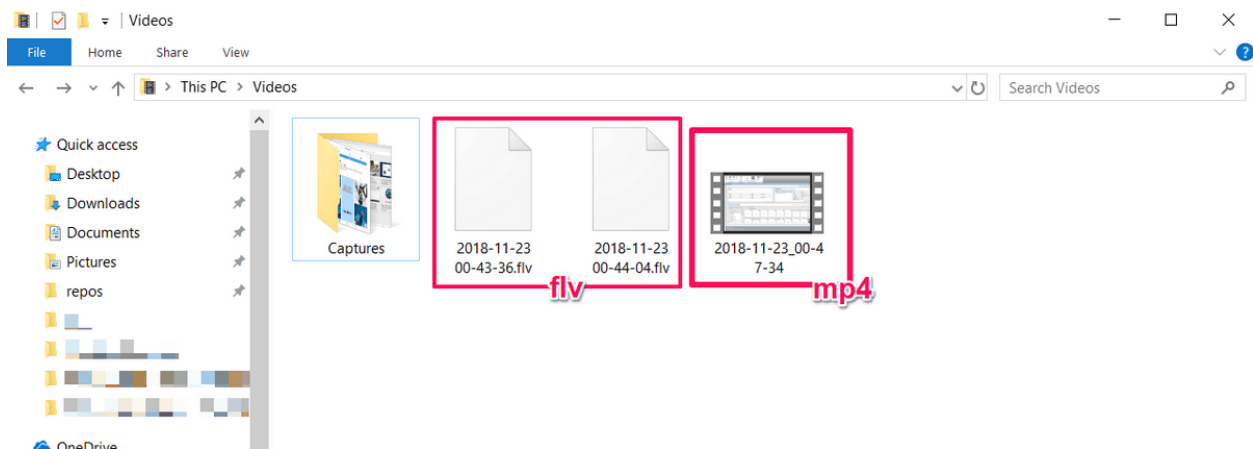
To set up a screen capture, choose **Sources** > + > **Window Capture** > **Create New**. In the drop down list that appears, choose the window you want to record.

This should place your window in the 'preview' panel. If it looks the way you want it to, click **transition** in the center of the screen. If it doesn't, drag the red corners until the preview is adjusted to the size you would like.

Then, click **Start Recording** and **Stop Recording** to create your video. By default, these are saved as flv files in the user/videos folder, but you can alter this path and save type in the settings.

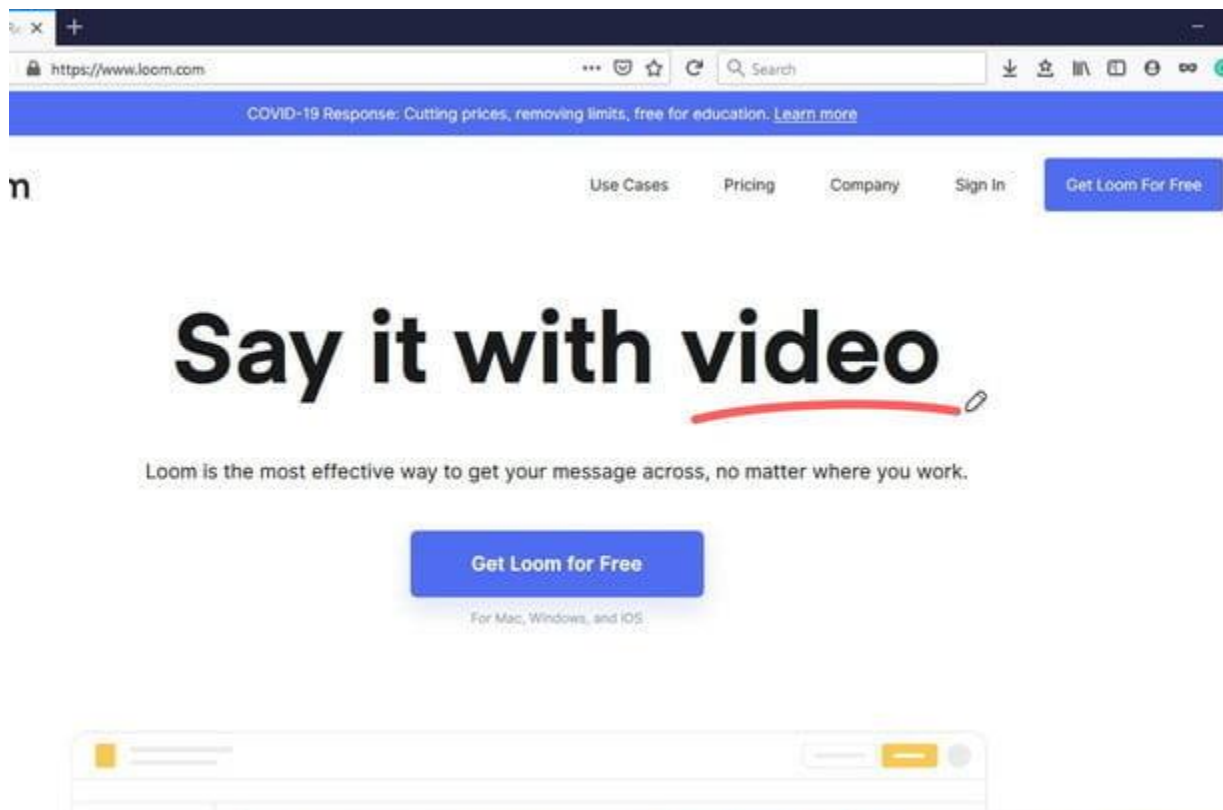OBS Studio is a very powerful software, and perhaps one of the best free programs for creating screen recordings or streaming. Its features extend far beyond the simple setup shown here. Unfortunately, it doesn't come with a lot of tutorial materials so you're going to need to find most of your resources from the online community. Streamers may find that a good place to start is this tutorial from Youtube.
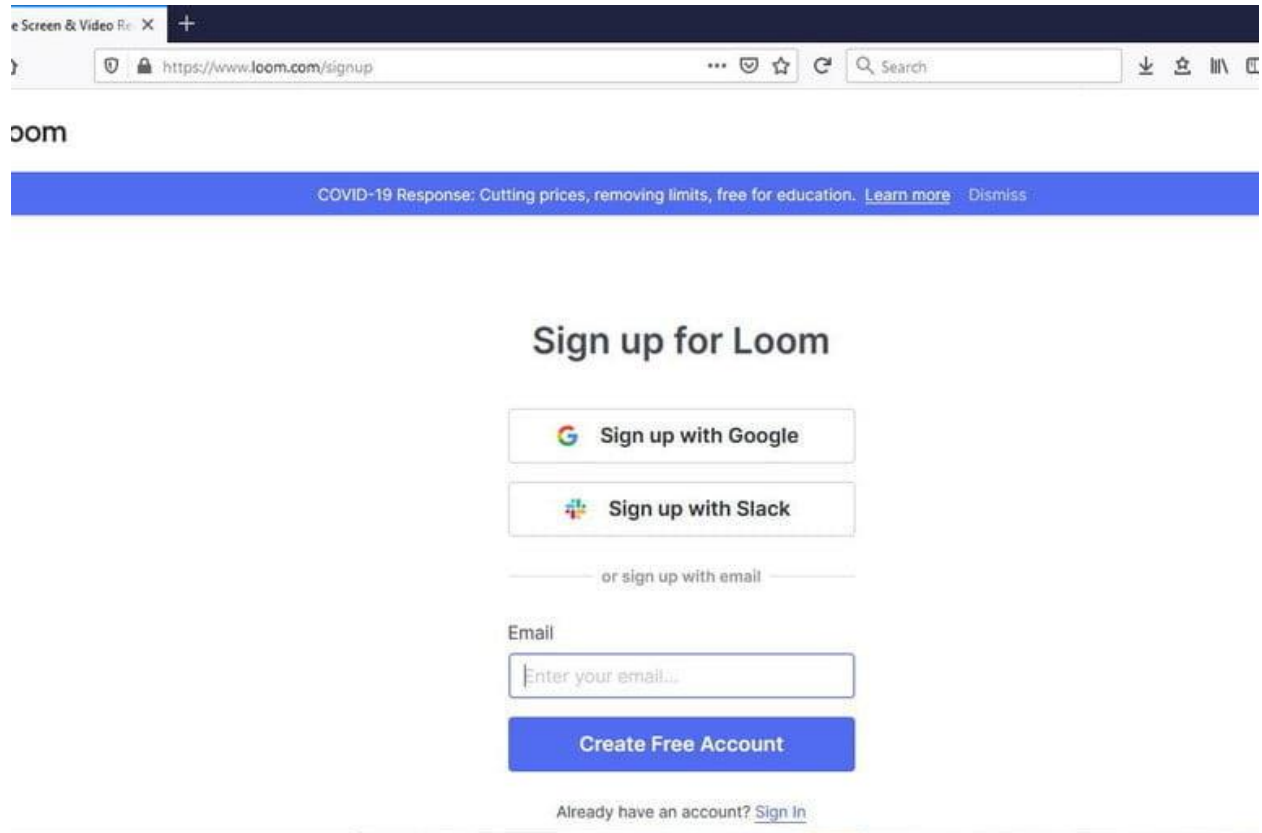
LOOM

While most laptops come with a built-in microphone and webcam, it's not always easy for people to overcome their tech anxiety when having to create a video recording. Rather than having to search through your computer and enable video mode or purchase an expensive recording program, the Loom client makes recording online videos simple and pain-free.

The basic version of Loom is available on their homepage, comes free for anyone to use, and offers users a couple of different options to best match your personal preferences. You can use Loom to record the content on your computer screen, and you can also incorporate footage of yourself narrating or lecturing along with the content.
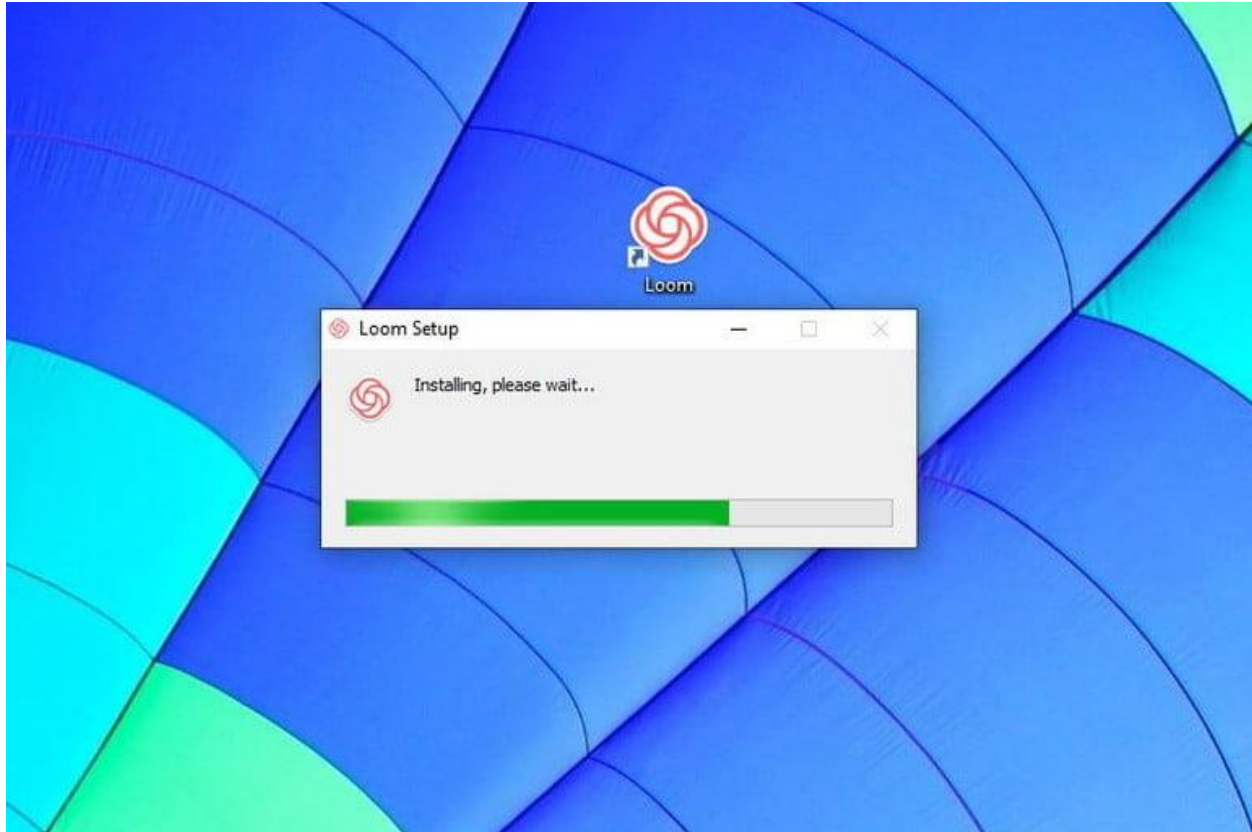

Several options will enable you to sign up for a Loom account. Users can log in by using their Google account information, linking their Slack account, or providing an email address, password, and name. To be able to access the program, you will need to ensure that you have completed registering your account.

You can download Loom on both Windows and Mac, as well as devices running iOS, but the two main ways of using Loom involve either the Desktop Client or the Google Chrome Extension. There are no real disadvantages when it comes to one version or the other; it primarily comes down to personal taste. In either case, you can record videos with ease.

How to use the Loom desktop client

To open the Loom Desktop Client, you will need to search for Loom in the Windows search bar or click the red pinwheel Loom logo. Once the client is open, you will be able to select the type of video recording that you want to create.

The three available options for the basic version of Loom are Cam Only, Screen Only, and Screen + Cam. As the names of the options imply, Cam Only and Screen Only allow you to record either the content on your screen or yourself via a webcam. Screen + Cam will enable you to tape both yourself and the content so others can see your reactions to the material being recorded in real-time.

If you just want to record your screen, you will have three settings to help you define the parameters of your video. The three options are Full Screen, Window, and Custom Size, and they allow you to neatly tailor your video.

Full Screen records everything that is on your monitor or display so people can see every mouse click and follow along on their own computers. If you are trying to create a more limited tutorial that cuts out any distractions, you can make use of the Window option to make a recording of a single computer application. Custom Size is only available to users who have upgraded to a Pro account, and it allows them to create custom windows to record specific portions of their computer screen.

You can choose to make use of your device's built-in webcam and microphone to record your Loom videos, or you can select external devices as needed or desired.

Loom recommends that users should make use of high-quality microphones to improve the audio quality of their videos.

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How to record videos with the Loom Google Chrome Extension

In order to use the Loom Google Chrome Extension, you just have to download it from the Chrome Web Store and install it. Once you do so, you can activate the extension by clicking on the red pinwheel Loom logo in the upper right corner of the browser and load its user interface.