Include Slides

1. Under **Slides**, check the box next to **Record PowerPoint** or **Record Keynote**.
2. Open the presentation you wish to use and Panopto will capture the slides in the recording.

```
Slides

- Record PowerPoint
- Record Keynote
```

Capture your Screen

1. Under **Secondary Sources**, select the **Secondary 1**.

```
Secondary Sources

Secondary 1
```

2. Use the drop-down menu below the preview window to select **built-in display**.

```
Source

Built-in Display
```

**Note:** If you choose to capture your primary screen, be sure to close all other open applications (i.e. email, gradebook, chat) in order to ensure private information is not included in the recording.

3. If you wish to add an additional video source, click the **Secondary 2** tab and select an additional video source.