

Recording Your PowerPoint

Virtual Format

We're incredibly excited to have you be a part of the event! As virtual conferences have unique requirements to be successful, we've composed this document to act as a guide to make the most of your presentation recording session.

Note About Your Slide Deck

Limit content on screen to "NEED TO KNOW". There is an opportunity to cut any "NICE TO KNOW" content to narrow the learners focus to the most important takeaway from that slide. Consider making any "NICE TO KNOW" content into an additional resource.

Limit animations in your presentation, if you do have any animations please note that audio WILL NOT RECORD OR PLAY while animations are happening.

Recording Your PowerPoint Presentation

In order to have a smooth virtual meeting, we ask that you record your presentation with audio prior to the event and **submit no later than the specified DUE DATE**. This will help to minimize technical difficulties and allow you to focus on the questions being asked from participants. Use the following guide to record your presentation.

System and Browser Requirements

- Modern laptop or desktop with Windows 7/8/10
- Use the latest version of PowerPoint. **DO NOT USE PowerPoint 97-2003 – the file output is not compatible with newer systems and it is not supported.**
- Acceptable browsers: CHROME and FIREFOX

What Do You Need?

- Completed slide deck
- Quiet/disruption-free environment
- Background should be solid backdrop or limited movement (ie don't record with your back to a door or window)
- Silenced cell phone
- USB or plug in microphone (preferably headset)

How do I record my presentation?

There are TWO Options for recording in PowerPoint. This guide will show you both options, please choose between these two options, recording audio slide-by-slide AND recording the slide show will negatively impact the quality of your audio.

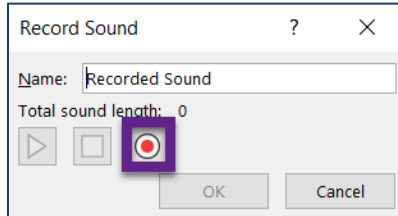
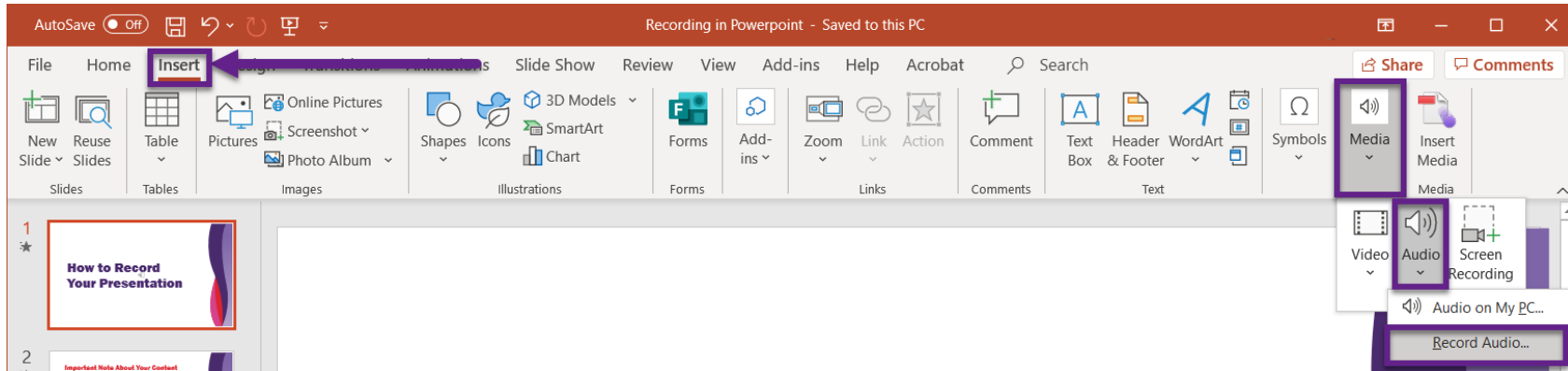
1. **Recording Audio Slide-by-slide** *Recommended method. Optimal for PowerPoints that contain embedded videos.*

OR

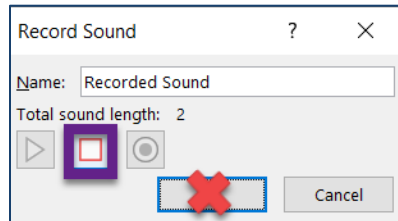
2. **Recording Slide Show** *Not recommended when PowerPoint contains embedded videos or on-screen animation.*

Option 1: Recording Audio Slide-by-slide *Optimal for PowerPoints that contain embedded videos*

Open your PowerPoint and click on the **Insert** tab at the top of the presentation. Click on **Media** and choose **Audio** and then choose **Record Audio**.

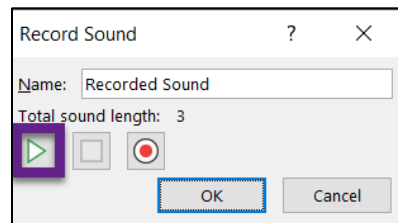


The **Record Sound window** will appear on the slide. Click the **Record button** to Record.



IMPORTANT: When you have completed your recording for the slide, click on the **Stop button to save your audio**.

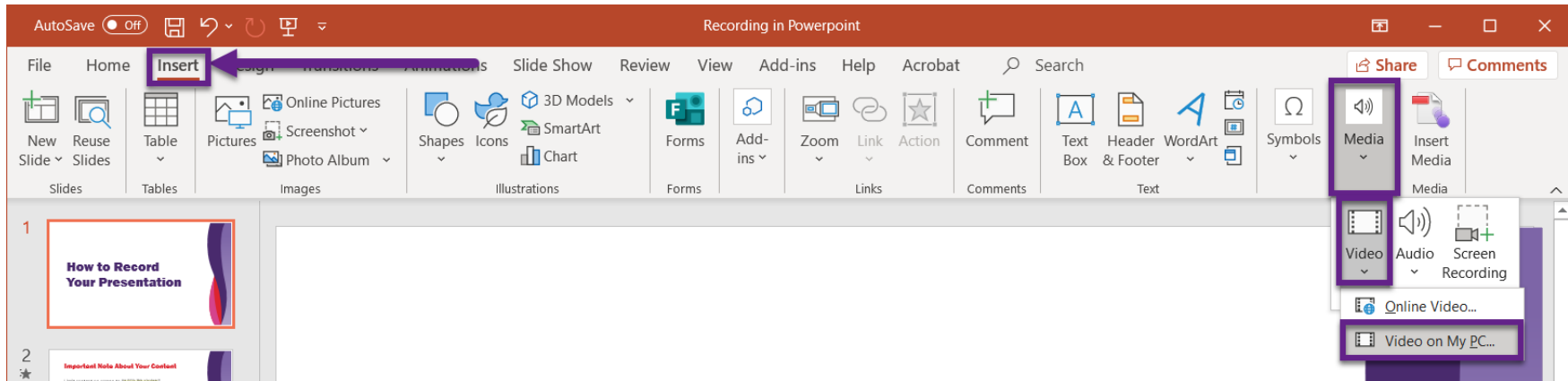
DO NOT CLICK OK, this will close out of your recording and NOT SAVE what you just recorded.



Once you have clicked on the stop button, you can click on the **play button** to preview your audio. If you decide you want to re-record, select the Record button to record slide again. If you are satisfied with your recording click ok.

Inserting Video

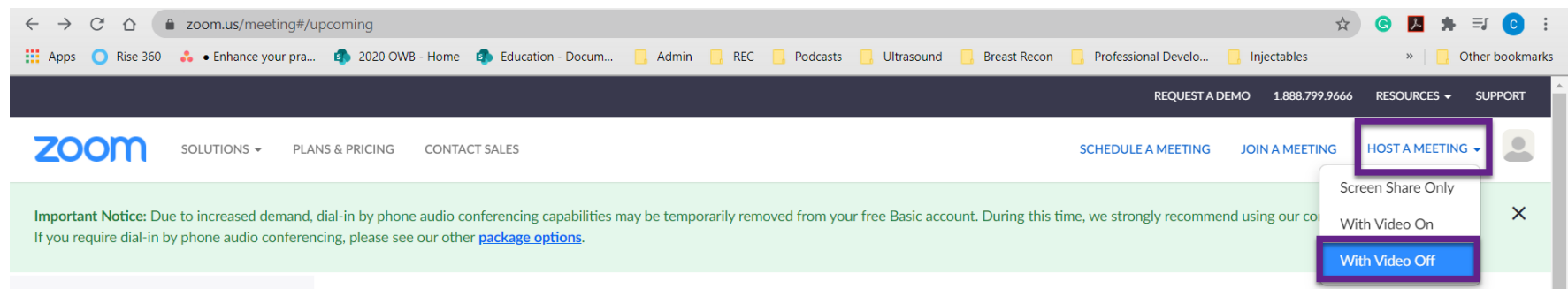
If you have a video you need to embed in your presentation, click on the **Insert** tab at the top of the presentation. Click on **Media** and choose **Video** and then choose **Video on my PC**.

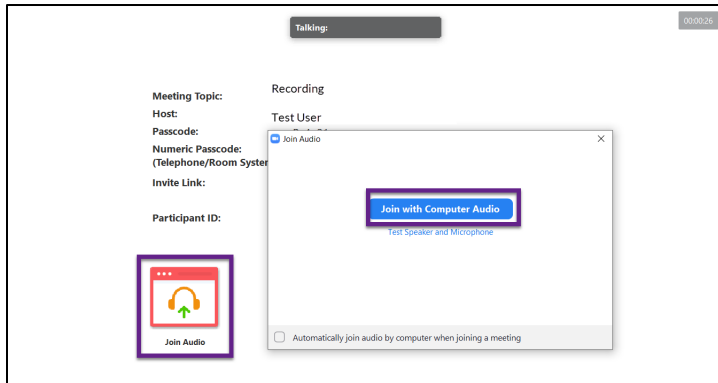


Please note: In the final file that is sent, audio will play on slide and then video will play. If there is a video that you would like to narrate follow the Narrating Video in Zoom instructions below otherwise your audio will play and then your video will play.

Narrating Video in Zoom

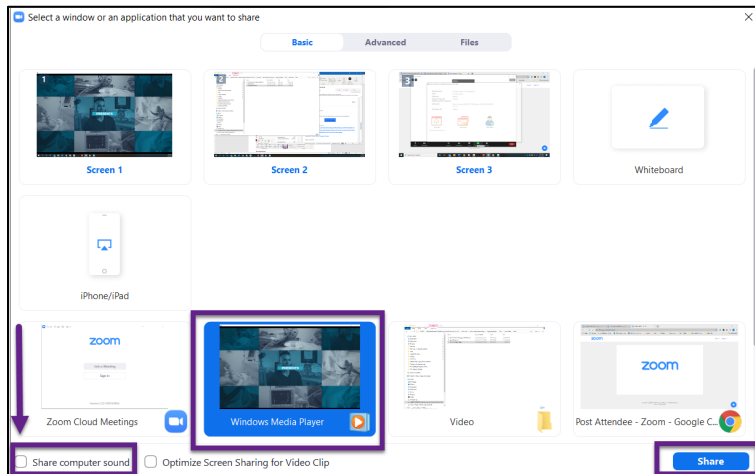
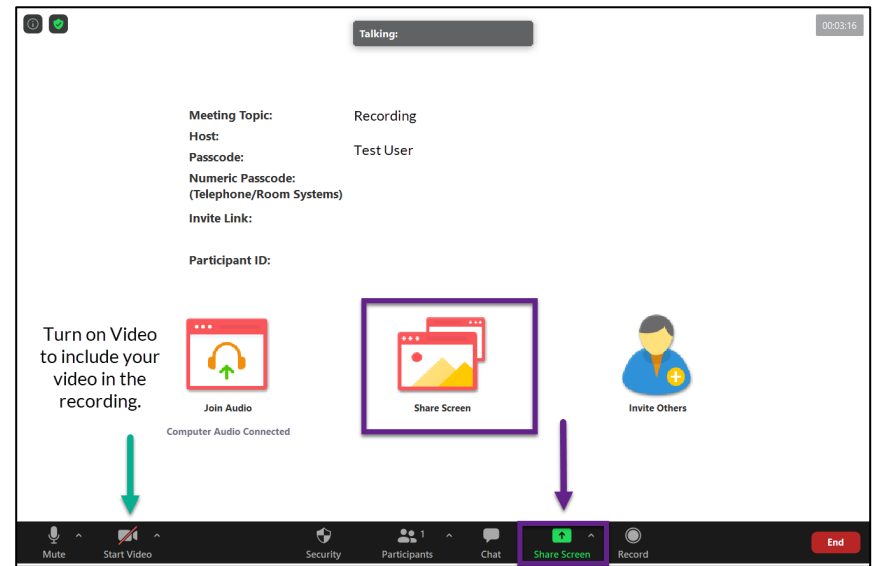
Login to your Zoom account via [Zoom.us](https://zoom.us). Accounts are free to create; however you are limited on your time which is why we suggest recording directly in PowerPoint. Select the **Host a Meeting** tab and **With Video Off** from the drop-down menu.





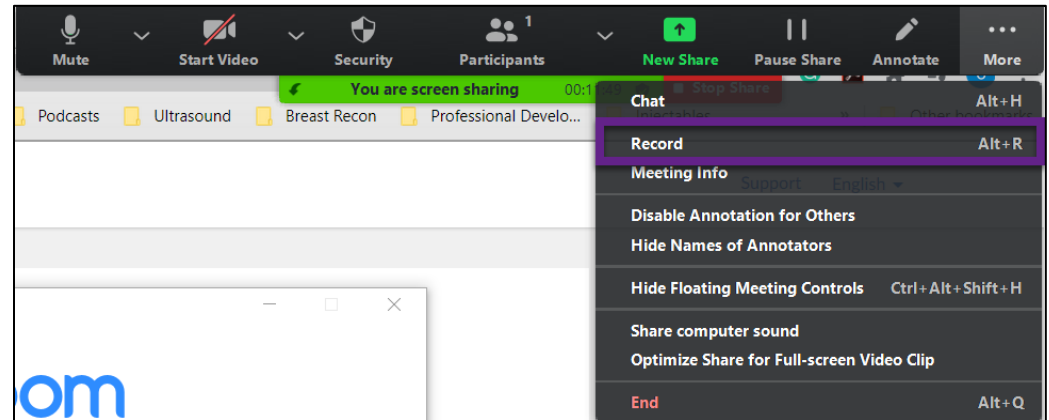
The zoom application will immediately start and you will see the Join Audio Box. Select **Join with Computer Audio** from this dialogue box or on the zoom meeting itself.

Select **Start Video** to include a video of yourself in the recording. Select **Share Screen** from the Zoom bar at the bottom of your Meeting Screen or on the Zoom meeting itself.

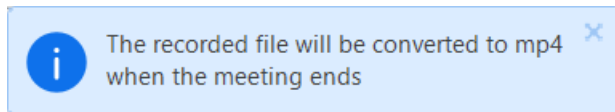
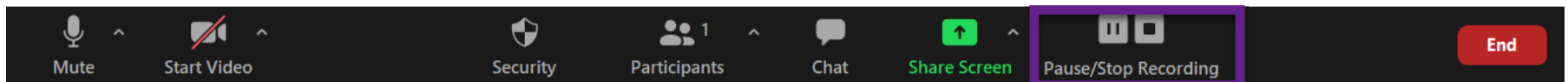


The Share Screen box will appear, you want to **choose the application your video is playing in**, rather than the screen it's playing on. **If you would like the end video to include the sound from the original video you must check the box in the bottom left corner Share Computer Sound.** If you do not want the audio to play and you would just like to speak while the video is playing do not check this box. Click the Share button in the right corner.

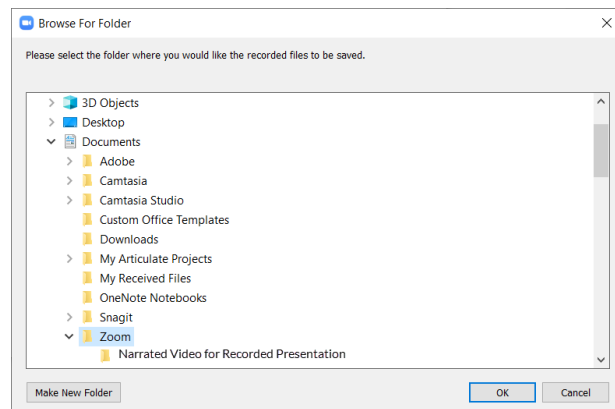
When you are ready to record, select **Record** from the **...More tab** on your zoom bar. Please note this is usually at the top of your screen.



Press play on your media player to play the video and record your narration. When you are finished select **Stop recording** from your Zoom bar. You can make multiple recordings, just be aware that all will save to the folder and you will have to determine which is the correct video.



A dialogue box will appear notifying you that the recorded file will be uploaded once the meeting ends. Select **End** from the Zoom bar to close your meeting.

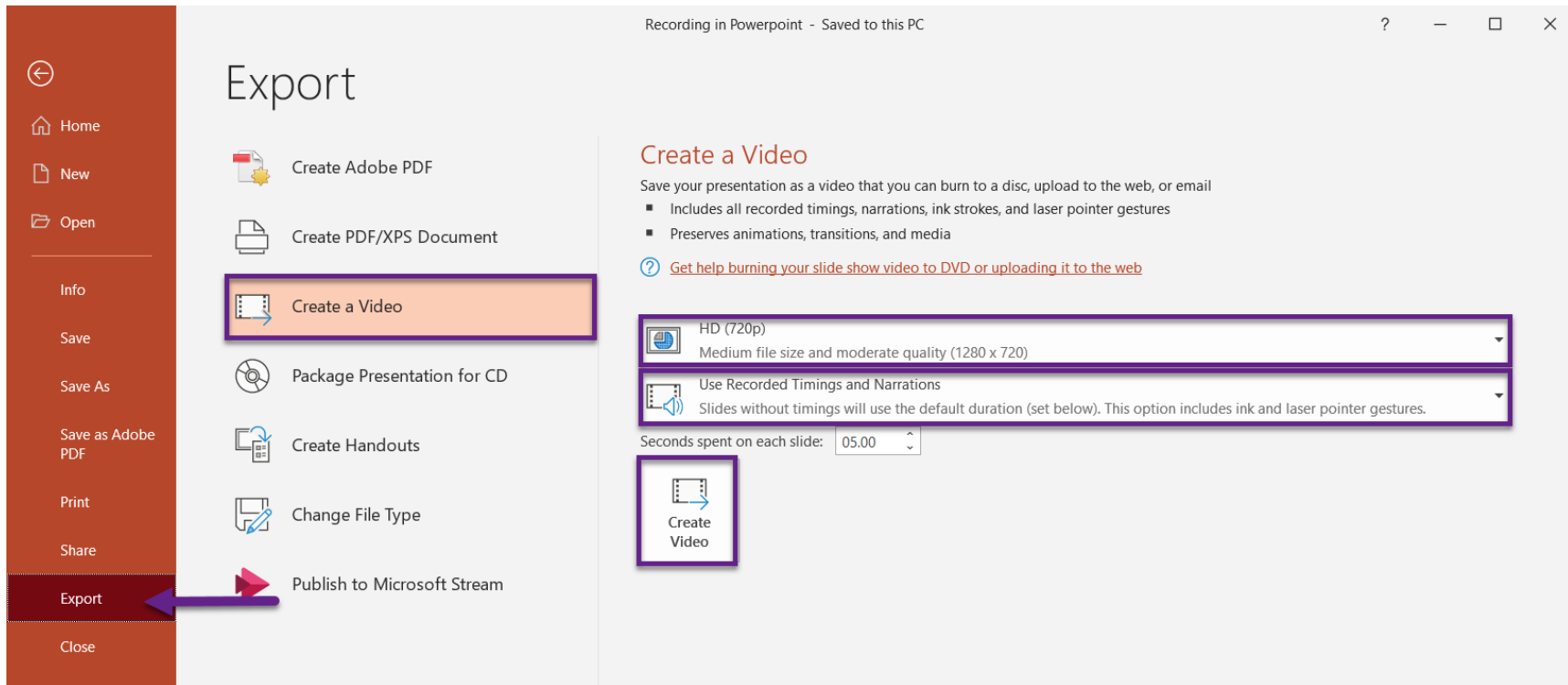


Select the folder where your recording will save to. Please note: it will automatically be saved under the zoom folder unless you choose another location. The file will save with the date at the beginning, so if you are unsure of where it has saved search for the recording date. Example 2020-08-25 on your computer.

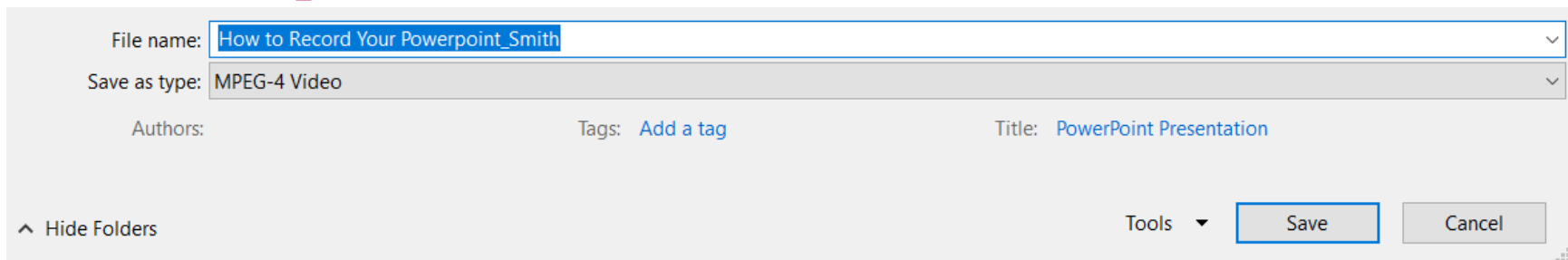
Once you have your narrated video, you can follow the instructions in the section above, **Inserting Video**.

Saving Your Presentation

When you have completed your edits and are ready to submit, **save your presentation** as you normally would. Then click on **File**, and choose **Export**. Choose **Create a Video** from the Export options and from the drop-down choose **HD (720p)**. In the next drop-down menu make sure **Use Recorded Timings and Narrations** is selected.



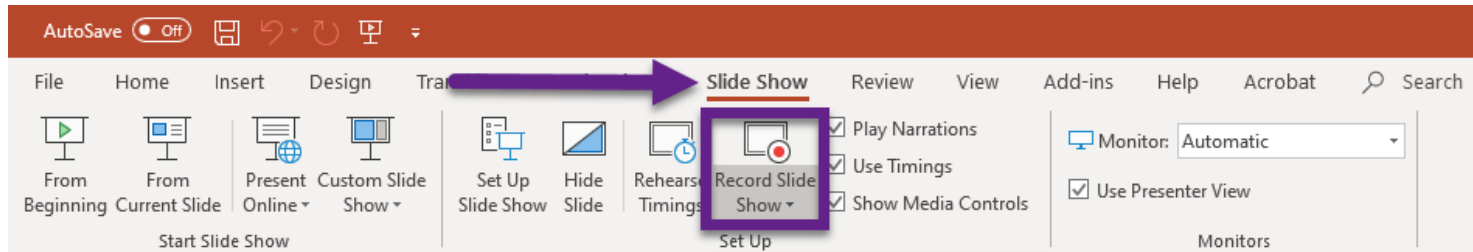
The Save As box will appear follow this naming convention for your presentation **<session title>_<lastname>** example: **How to Record Your PowerPoint_Smith**



Option 2: Recording Slide Show *Not recommended when PowerPoint contains embedded videos or on-screen animation.*

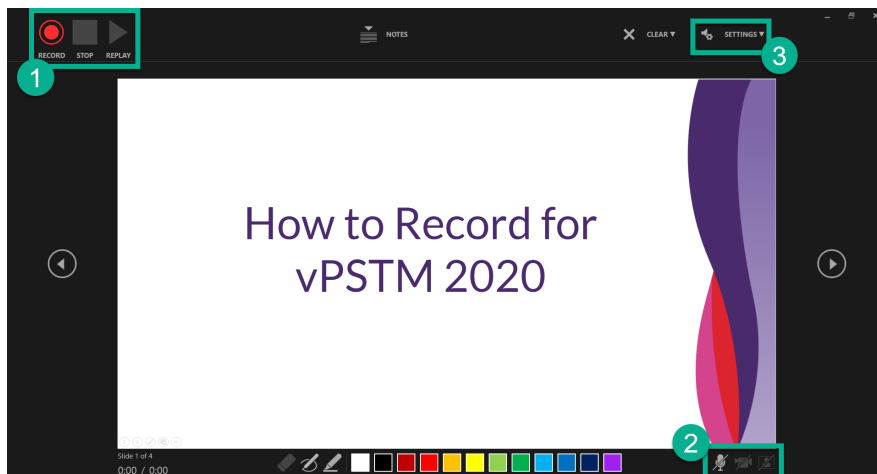
Open your PowerPoint and click on the **slide show** tab at the top of the presentation. From here you can rehearse your presentation and when you are ready, record your slide show with audio narration.

Click on the **Record Slide Show** drop-down menu and choose **Record from Beginning**.



Recording Window

This is the recording window that will open. The current slide is shown in the main pane of the recording window.



1. Record, Stop Replay

When you start your recording it will count you down from 3. This is also where you stop your recording or pause. When you have paused or stopped the recording you can click replay to hear your audio played back. Click Record to continue recording.

2. Microphone, Camera, Camera Preview

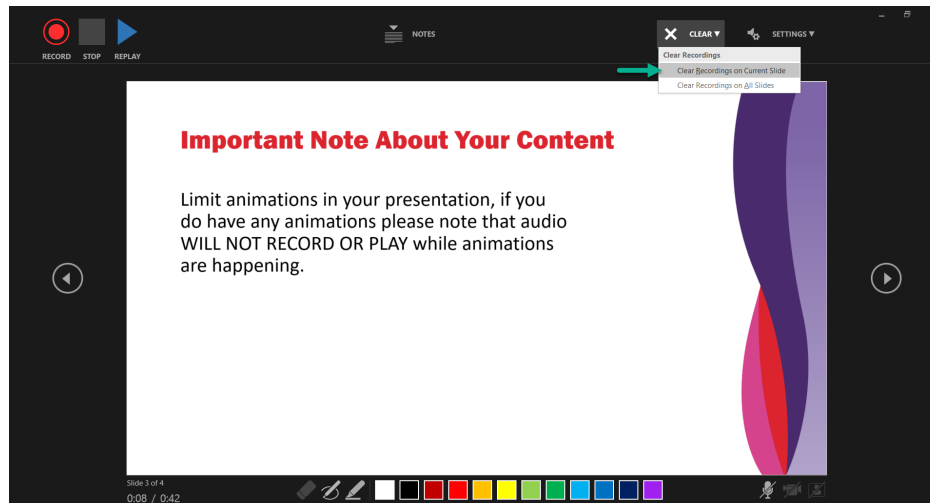
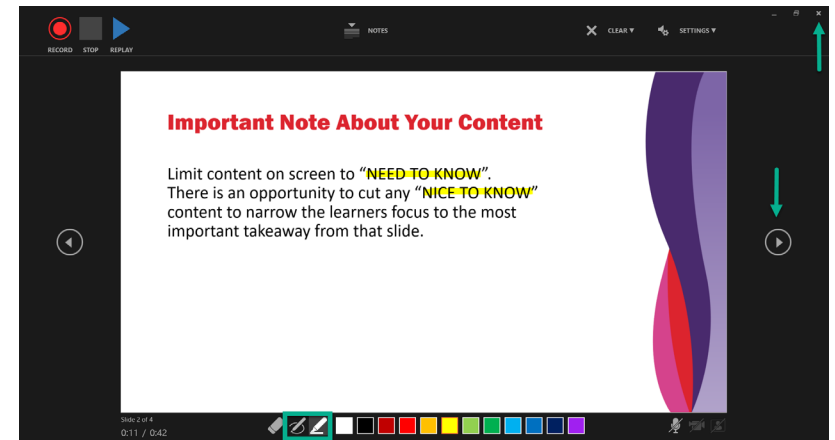
We suggest using microphone only, but if you would like to include your video this is where you would toggle between turning your video on/off

3. Settings

If there is an issue with your audio, check these settings first.

You can use the **annotation tools** at the bottom to highlight text or circle the exact point of reference on screen.

When you are finished recording a slide click the **next arrow**. When you are finished recording your presentation click **stop** to save recording and **close the recording using the X** in the top corner of the recording window.



Making edits to your presentation

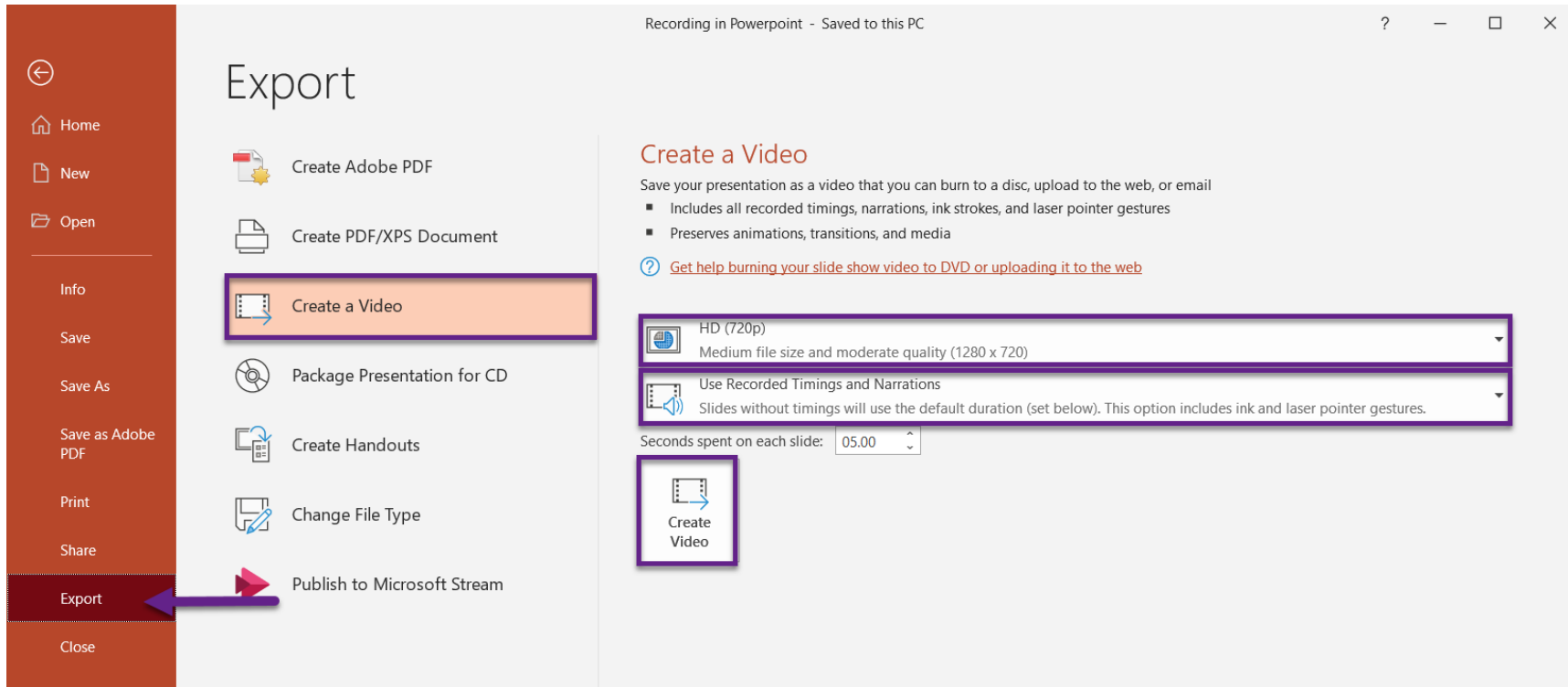
Once you have recorded your presentation you can replay by using the **replay button** in the top left corner. If you come across a slide that you would like to re-record, choose the **Clear Recordings on Current Slide** option from the **Clear** drop-down menu.

Re-record the slide and then **click stop**. If you click the next arrow the recording will begin to overwrite what was previously recorded on the next slide.

PLEASE NOTE: It is highly suggested that before you make any edits you save a back-up copy of the presentation to your desktop. Once you erase a slide recording there is no turning back. **DO NOT CLICK CLEAR RECORDINGS ON ALL SLIDES!** This will clear your **ENTIRE PRESENTATION!** Once you have clicked this there is no retrieval of previous recordings.

Saving Your Presentation

When you have completed your edits and are ready to submit, **save your presentation** as you normally would. Then click on **File**, and choose **Export**. Choose **Create a Video** from the Export options and from the drop-down choose **HD (720p)**.



The Save As box will appear follow this naming convention for your presentation **<session title>_<lastname>** example: **How to Record Your PowerPoint_Smith**

