

Recording of a slide show for PowerPoint for Microsoft 2013-2019

IMPORTANT NOTICE: The use of PowerPoint 2019 or for Office 365 for your recording is highly recommended as it is MUCH MORE convenient and professional. Maybe you could borrow your colleague's or friend's computer for your final recording – after you have practised your presentation with your older version to ultimate perfection ;-)

In case you do not have access to PowerPoint 2019 or for Office 365, follow the instruction:

This will be recorded:

- Your PowerPoint presentation +
- narrations +
- ink gestures

AIM: end up with a video file (mp4 format) saved on your computer and ready for upload.

DEADLINE for upload is 11th August 2020

BEFORE YOU START

Technical Requirements

- PowerPoint for Microsoft 2013-2016
- A microphone –built-in microphone or an external device (make sure that the use of microphone is allowed for PowerPoint)

Preparation of your slides

Disclosure

Every presentation has to begin with the speaker making a disclosure of relevant financial interests or relationships. This disclosure must be done both via a slide and orally. This is MANDATORY for all presentations, even if you have nothing to declare.

Please download the pptx template via www.emim.eu

Preparation of slides

Prepare your slides with a format of 16:9.

Maximum of two slides per minute are recommended!

Your talk

Be well prepared: practice your talk intensively, at best in front of an audience.

Speak clearly and avoid mumbling.

Do not get faster during your presentation. Do not be afraid of shorter speech breaks.

Be aware that during a slide change no narration is recorded.

Get used to your voice and test your recording before starting. As soon as you finish your first slide recording, play it back.

The advantage of a pre-recorded talk is that you can do it over and over: either the entire presentation or individual slides.

Avoid rooms with an echo.

RECORDING – HOW TO

Checklist

- My slides are ready
- I stick to the time limit of ten minutes max.
- My presentation starts with the mandatory disclosure slide
- I practised my talks numerous times – at best in front of an audience
- I checked technical settings: microphone works, no echo, no ambient noises expected

Final Recording Tips

Have a bold opening – catch people’s attention and make them want to listen on.

Practise – Your research can only be as good as it sounds. Ask friends and colleagues to provide feedback.

Share deeper insights – Do not just read the text. What do you want to add to make people ask you a question?

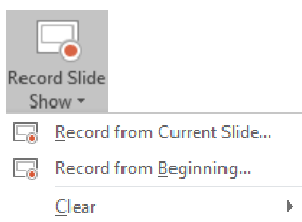
Sound quality is key – good microphone, no background noise or echo.

And – enjoy sharing your research!

Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.

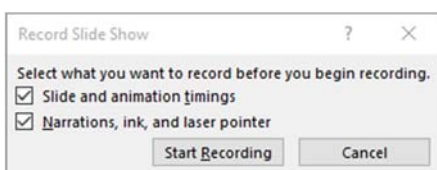
Get started then!

With your presentation open, on the Slide Show tab, click Record Slide Show.



The “Clear” command deletes narrations or timings, so be careful when you use it.

This window opens, select settings as below and press “Start Recording”

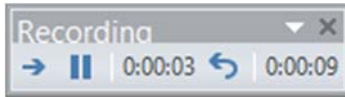



Recordings are added on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide(s). The time you spend on each slide is automatically recorded.


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Record your voice as you run through your presentation. If you use the pen, highlighter, eraser, or laser pointer, PowerPoint records those for as well (applies for PowerPoint 2015 update and later versions)

At the top left corner of the window is the **Recording** toolbar:



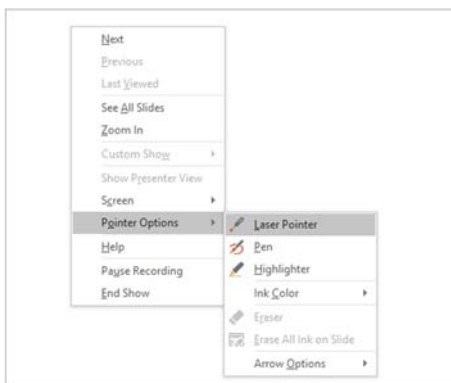
Go to the next slide: 

Pause the recording: 

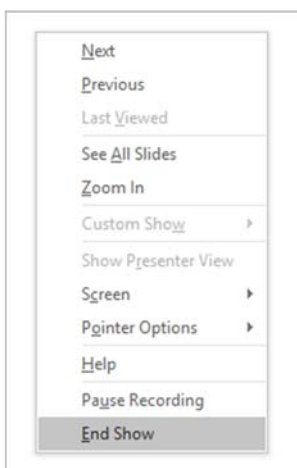
Re-record the current slide: 

If you re-record your narration, PowerPoint erases your previously recording when you start recording again on the same slide.

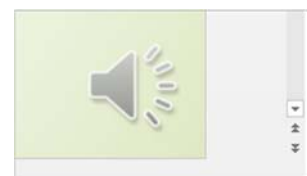
To use ink, eraser, or the laser pointer in your recording, right-click the slide, click **Pointer options**, and pick your tool:



To end your recording, right-click the final slide, and click **End Show**.



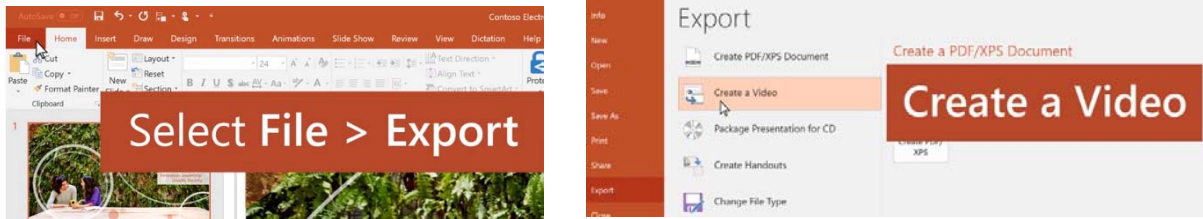
When you finish recording your narration, a sound icon appears in the lower-right corner of each slide that has narration. The recorded slide show timings are automatically saved.



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SAVE THE FILE – HOW TO

Select File > Export > Create a video



Select the quality of the video:



Make sure to tick “Use Recorded Timings and Narrations”

Select **Create Video**.

Enter a **file name** and then browse to the location you want to save your video.

In the **Save As** type box, select save the video as a **MPEG-4 Video**

Select **Save** – THAT’S IT!

*Proceed to the **UPLOAD** guideline*

For more details, check respective Microsoft Support page at <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Windows>