

Recording of a slide show for PowerPoint 2019 & for Microsoft 365

This will be recorded:

- Your PowerPoint presentation +
- narrations +
- ink gestures +
- you, while you are speaking (appears in a corner of the slide)

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 – EASY THINGS TO CONSIDER

Technical Requirements

- PowerPoint 2019 or for Microsoft 365
- A microphone –built-in microphone or an external device
- A camera – built-in camera or an external device (make sure that use of microphone and camera is allowed for PowerPoint)

Preparation of Setting

Background and clothing.

Place yourself preferably in front of a plain background. Your image (while you are speaking) will appear just in a corner of your slide and is accordingly quite small. Avoid a disturbing background. Choose clothing with a nice contrast to the background.

Ankle of camera.

Avoid placing your camera below your head and be recorded from a lower ankle. The body appears in relation to your head disproportionate big. Make sure that you are positioned prominently in the picture and that your eyes are in the upper half of the screen.

Eye and head movement.

Make sure to position any explanatory notes in the direction of the camera or – even better – to prepare your talk in a way that no reading during your presentation/recording is necessary.

Source of light.

The best is a uniform illumination. Especially a light source from behind your screen leads to disturbing shadows and darkens your face.

Avoid rooms with an echo.

Preparation of your slides/talk

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 oral presentations, even if you have nothing relevant to declare.

Please download the pptx template via www.emim.eu

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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: practise 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.

RECORDING – HOW TO

Checklist

- My slides are ready
- I stick to the time limit
- My presentations starts with the mandatory disclosure slide
- I practised my talks numerous times – at best in front of an audience
- I checked technical settings: microphone and camera work, no echo, no ambient noises expected, background checked, position of the camera as perfect as possible

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.

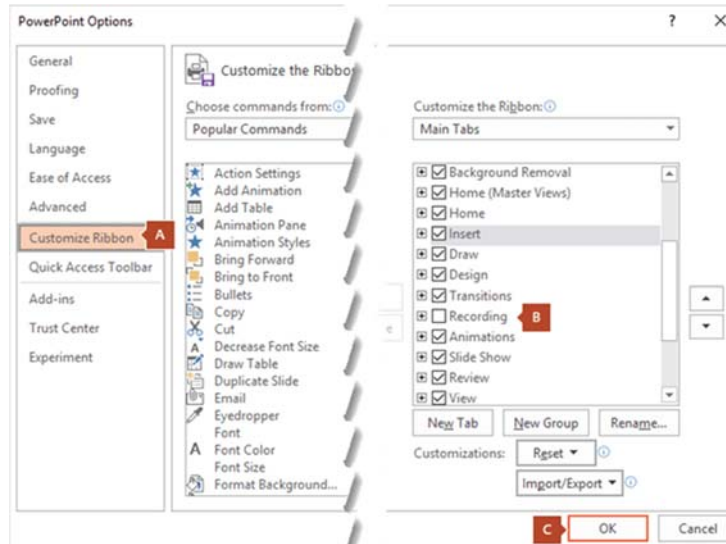
And – enjoy sharing your research!

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.

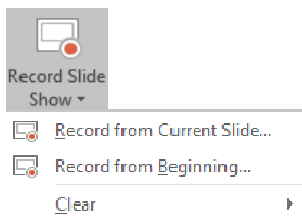
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Ready to go!

Turn on the Recording tab of the ribbon: On the File tab of the ribbon, click Options.



To get ready to record, select Record Slide Show on either the Recording tab or the Slide Show tab of the ribbon.



The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording.

The current slide is shown in the main pane of the Recording window.

You can stop the recording any time by pressing Alt+S on your keyboard.

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.

Record audio and video narration as you run through your presentation. Select respective buttons at the lower-right corner



If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.



If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

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You can pick a pointer tool (pen, eraser, or highlighter) from the toolbar just below the current slide.

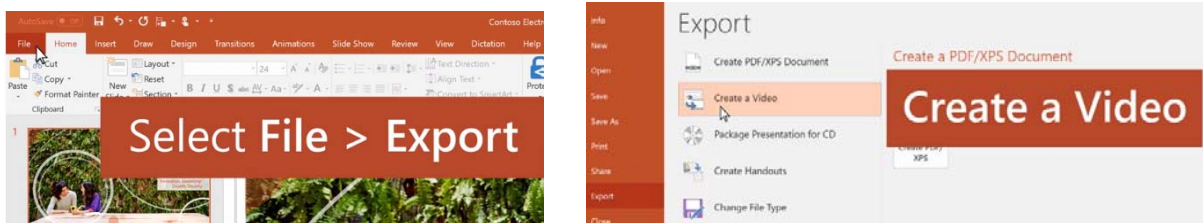
To end your recording, select the square Stop button (or press S on your keyboard).

When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides.



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*

Check also 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=Office_365