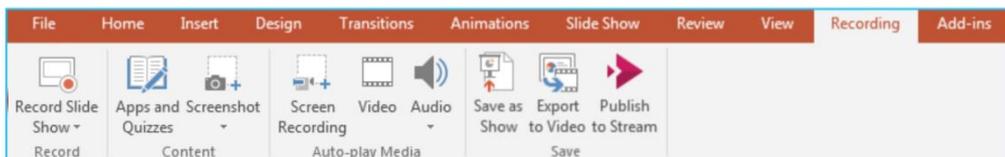


Recording your video presentation in Powerpoint 2016 and later for Windows

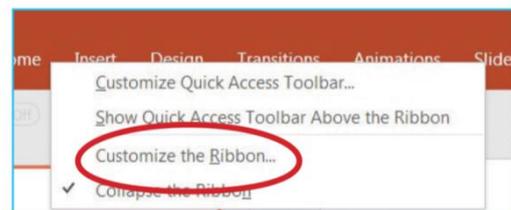
1. Before getting started

There are a few things you need to do before getting started. Install PowerPoint 2016 or update from an older version if you have not done so already.

Check if the recording tab is visible. Follow the steps below if the recording tab is not visible.



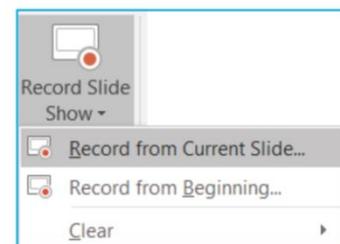
If the recording tab is not visible, right click on any of the menu items at the top of the screen and in the window that pops up click “customize the ribbon.” Select recording from the main tabs window on the right and click ok.



Before going any further with your recording, it is a good idea to make sure your microphone and camera are switched on and configured properly. Windows users can easily do this by typing “Set up a microphone” into the start Menu search window. Open the application that is shown and follow the instructions to complete the microphone calibration then return to PowerPoint.

2. Opening Record Slide Show

Open the Powerpoint file that you wish to present. Click the recording tab. Click “record slide show” from within the recording tab and from the dropdown menu that appears select “record from beginning”. A recording dashboard should now open.



3. Configure Record Slide show

The image below shows how your recording dashboard should look when you first open it.

The image shows a recording dashboard interface with several callout boxes providing instructions:

- Top Left:** In the top left are the controls to start, stop and pause your recordings.
- Notes:** This button lets you view any notes that you have made on your slides.
- Clear:** With the clear button you can clear either; a section of your recording or your whole recording.
- Settings:** Settings is where you will see which microphones and cameras are connected.
- Navigation:** The two arrows right and left will let you move forward or backwards within your slide show and/or animations.
- Bottom Left:** Current slide number (top) recorded duration on the current slide (bottom left) and recorded duration total (bottom right).
- Bottom Center:** These tools are for drawing and highlighting things on your slides while you are presenting.
- Bottom Right (Top):** Preview of the video recording.
- Bottom Right (Middle):** Turn microphone / camera off (no audio/video will be recorded).
- Bottom Right (Bottom):** Turn the camera preview off (the video will still be recorded, but the preview window in the bottom right corner of your screen will disappear).

4. Finalising and saving your recording

After you have finished recording and have closed the record slideshow window, you should see that a video and audio file has been embedded on each of your slides. If you wish, you can move the video file at each slide to another position in case of overlap with text in your slide.

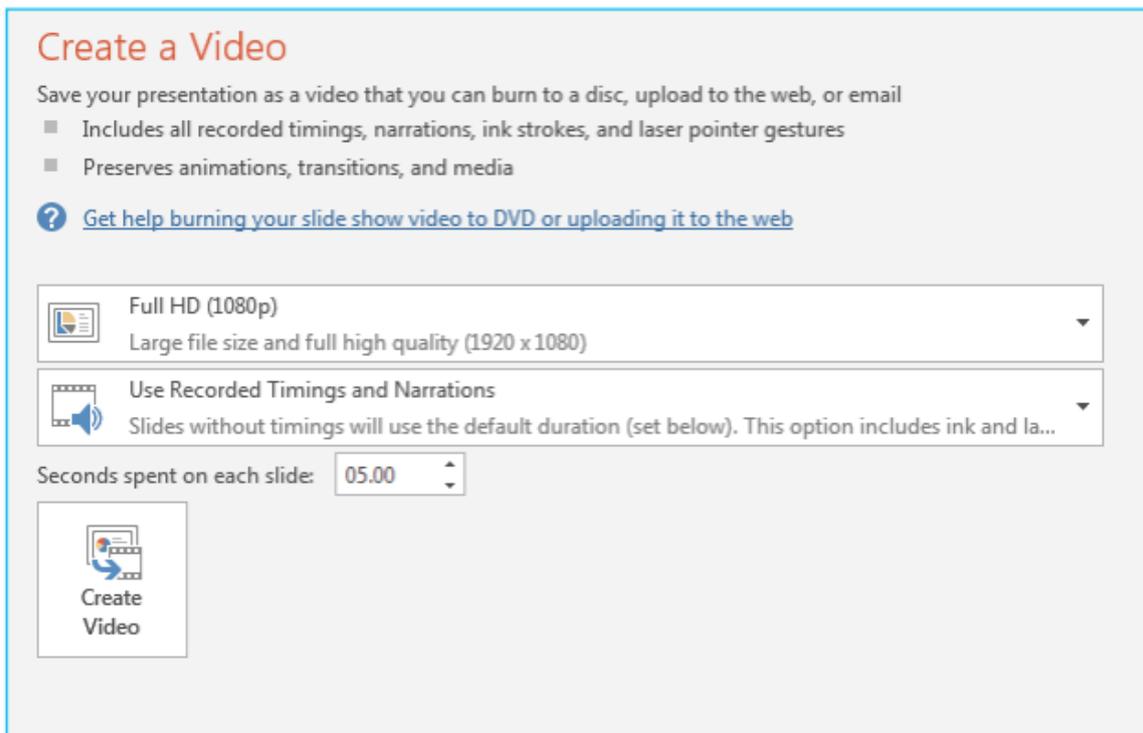
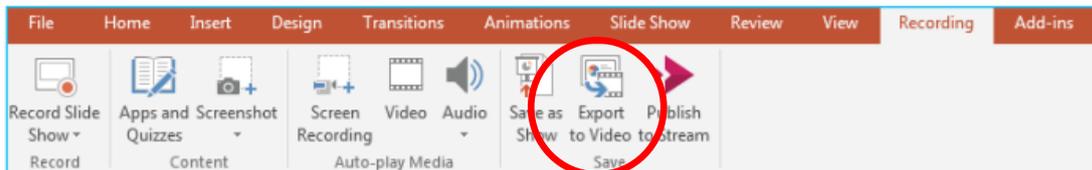


You may now save your PowerPoint file as a normal pptx file. Your newly recorded content will be preserved within your presentation.

See next page for creating the requested video file!

5. Create a video file

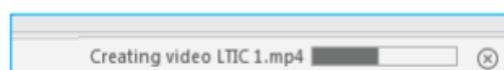
If you want to create a video file on your computer, the “Export to video button” within the recording tab will take you to the export options screen as pictured below.



You can adjust the resolution if you wish (it is Full HD 1920 x 1080 by default), lowering this will reduce the quality but improve processing times.

The “Use Recorded Timings and Narrations” option is selected by default and there is no need to change this.

After you hit create video you will be asked where you want to save the MP4 file that will be created for you. You will then see a progress bar at the bottom of the PowerPoint window, which indicates the completion status of creating your video. This can sometimes take a while for long presentations or on slower computers. **Keep the PowerPoint software running until this has finished.**



You can now export as an mp4 video file to your computer and upload with the other deliverables to info@icar2021.nl with WeTransfer (or an equivalent facility).