

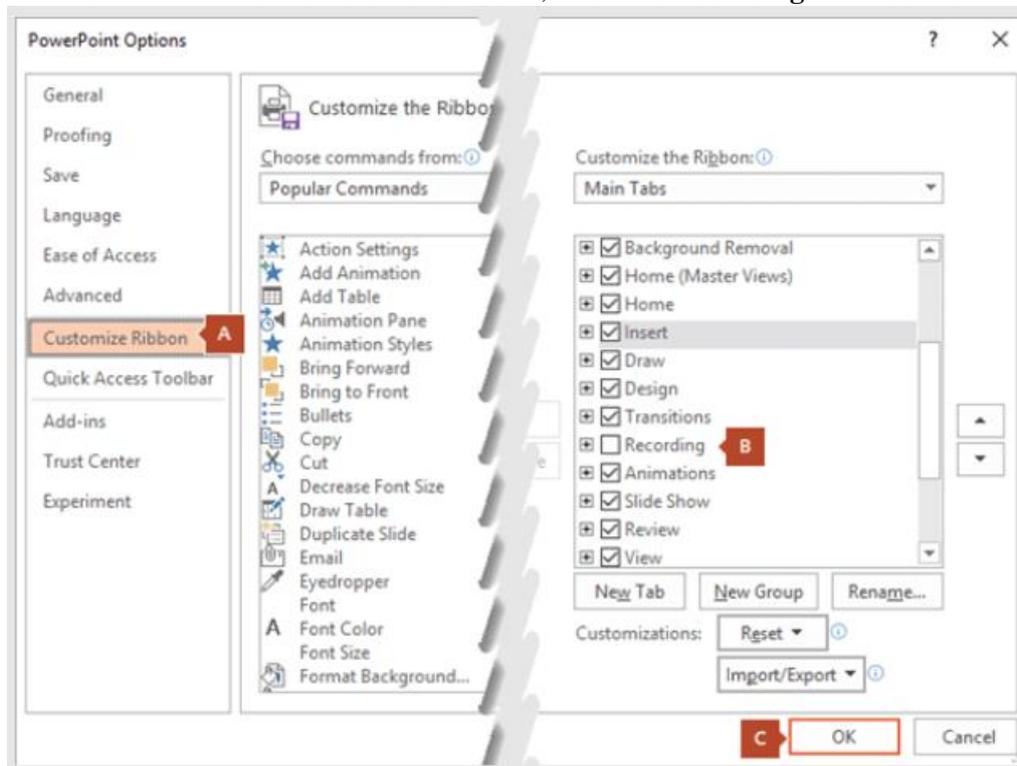
Instruction on recording your slide show and save as a self-running video file

POF2021

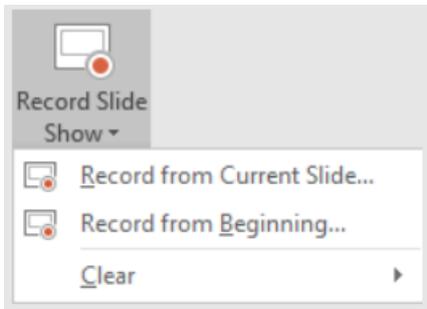
This instruction is intended as an assistance tool only, and for Microsoft PowerPoint Users (Use Microsoft PowerPoint 365 as an example). Users of other versions and/or similar software are referred to those specific software's help topics.

Experienced users can go directly to the **Record** a slide show topic in the PowerPoint program's Help section for helpful tips/procedures creating a self-running slide show.

1. Make sure the computer you are going to work on the slide show is equipped with a sound card, a microphone, and speakers.
2. Make sure your slide show is the final version.
3. It is suggested that you rehearse your slide show until you are completely familiar with it.
Tips: You may want to write down key points for each slide in advance. They will be helpful to refer to when you record your speech.
4. Open your PPT file in PowerPoint. Turn on the **Recording** tab of the ribbon: On the **File** tab of the ribbon, click **Options** tab. In the Options dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tables, select the **Recording** check box. Click **OK**.



5. When ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.
 - 1)Clicking the upper half of the button will start you on the current slide of your PPT file.
 - 2)Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



(The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is grayed out unless you have previously recorded some slides.)

6. 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. A three-second countdown ensues, then the recording begins.
 - 1)The current slide is shown in the main pane of the **Recording** window. *Then you can speak as normally you would, and play animations if you have on this slide, pause or punctuate or do whatever action you normally would to present the slide show.*
 - 2) You can stop the recording any time by pressing **Alt+S** on your keyboard.
 - 3)Navigation arrows on either side of the current slide allow you move to the previous and next slides.
 - 4)PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any *Animate text or objects* steps that occur, and the use of any triggers on each slide.
 - 5)You can record audio or video narration as you run through your presentation. *For POF2021, you are only required to record audio narration. It is up to you to record video narration.* The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



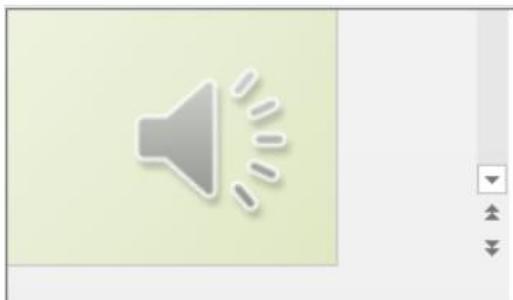
If you use the pen, highlighter, or eraser, PowerPoint records those actions for the playback also.



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.

You can also re-record by going to **Slide Show > Record Slide Show**.

7. You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. There are also color selection boxes for changing the color of the ink. (**Eraser** is grayed out unless you have previously added ink to some slides.)
8. To end 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. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.



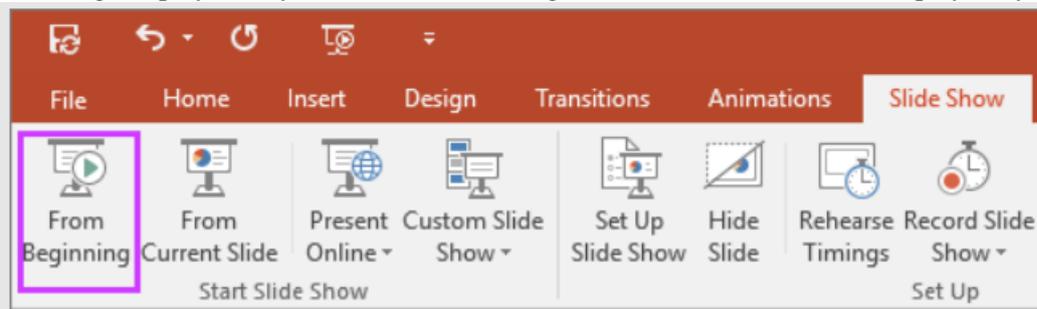
The recorded slide show timing is automatically saved. (in **Slide Sorter** view, the timings are listed beneath each slide.)

In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show.

9. Preview the recorded slide show.

1) on the Slide show tab, click **From Beginning** or **From Current Slide** to play back for you.

2) During the playback, your animations, inking actions, audio and video will play in sync.

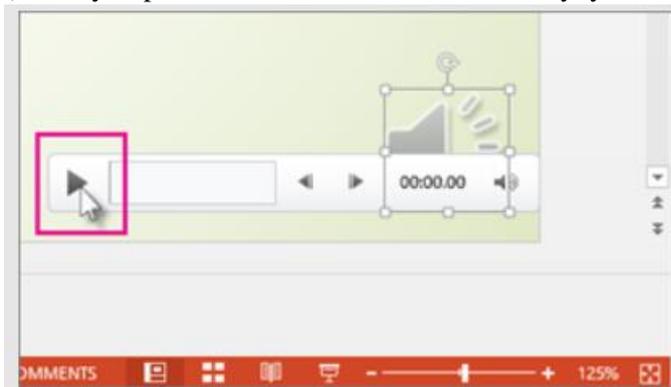


10. Preview the recorded sound

In the **Recording** window, the triangular **Play** button near the top left corner lets you preview the recording of the slide that currently has the focus in that window.



In **Normal** view, click the sound icon or picture in the lower-right corner of the slide, and then click **Play**. (When you preview individual audio in this way, you will not see recorded animation or inking.)



You can pause playback while previewing the audio.

11. Set the slide timings manually

PowerPoint automatically records your slide timings when you add narrations, or you can manually set the slide timings to accompany your narrations. Follow the steps below:

1) In **Normal** view, click the slide that you want to set the timings for.

2) On the **Transitions** tab, in the **Timing** group, under **Advance Slide**, select the **After** check box, and then enter the number of seconds that you want the slide to appear on the screen. Repeat the process for each slide that you want to set the timing for.

If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter – whichever comes first – select both the **On Mouse Click** and the **After** check boxes. You can use manual slide timings to trim the end of a recorded slide segment. For example, if the end of a slide segment concludes with two seconds of unnecessary audio, simply set the timing for advancing to the next slide so that it happens before the unnecessary audio. That way you do not have to re-record the audio for that slide.

12. Delete timings or narration

The **Clear** command is for deleting timings or narration from your recording that you do not want or that you want to replace.

In the **Recording** window, the **Clear** command in the top margin of the window allow you to:

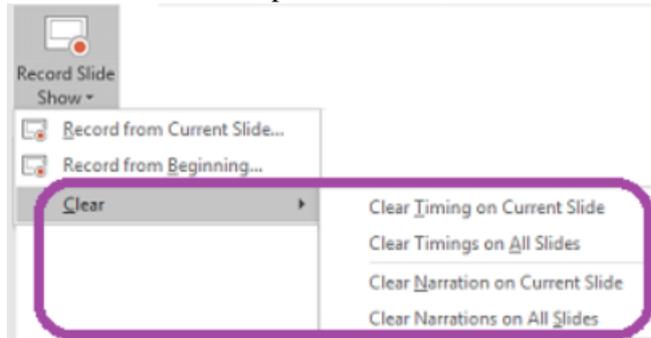
- 1) Clear recordings on the current slide
- 2) Clear recording on all slides

In **Normal** view, there are four different **Clear** commands that allow you to :

- 1) Delete the *timings* on the *currently selected slide*
- 2) Delete the *timings* on *all slides* at once
- 3) Delete the *narration* on the *currently selected slide*
- 4) Delete the *narration* on *all slides* at once

A) If you do not want to delete all the timings or narration in your presentation, open a specific slide that has a timing or narration that you do not want to delete.

B) On the **Recording** tab of the PowerPoint for Microsoft 365 ribbon, on the **Record Slide Show** button, click the down arrow, point to **Clear**, and then choose the appropriate **Clear** command for your situation.



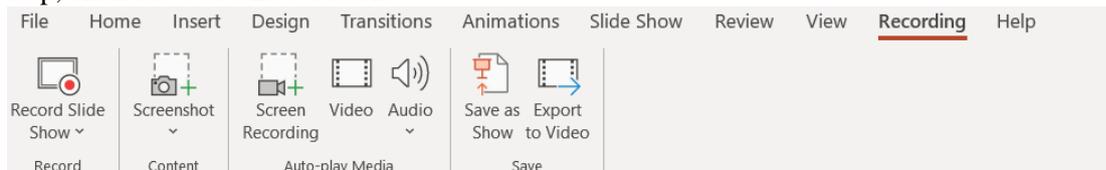
Turn off timings or turn off narrations, and ink

After you have recorded your PowerPoint for Microsoft 365 presentation, any timings, gestures, and audio you performed are saved on the individual slides. But you can turn them all off if you want to view the slide show without them:

- 1) **Turn off recorded slide timings:** On the **Slide Show** tab, clear the **Use Timings** box.
- 2) **To turn off recorded narrations and ink:** On the **Slide Show** tab, clear the **Play Narrations** box.

13. Saving your recorded PPT file

After you have done all necessary editing and making sure the PPT is in final version, ready to go to the next step, click **Save as Show** button:



and give the file a name as you desire.

14. Export to Video

Click on the **Export to Video** button on the ribbon. A next window appears:

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

 [Get help burning your slide show video to DVD or uploading it to the web](#)

 Full HD (1080p)
Large file size and full high quality (1920 x 1080) ▼

 Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes... ▼

Seconds spent on each slide: ▲ ▼



Select **Use Recorded Timings and Narrations** and click **Create Video** button.

File save menu appears. Make sure the video format is MPEG 4. After naming the file, click **Save**. The computer will generate the video file. The process may take several minutes or longer, depending on your computer setup.

15. Attach the video file and email to tech-committee@pof2021.org, tag the file with appropriate number assigned previously from Technical Committee of ICPOF-China.

Tip: It is suggested that you compress your video file before sending in via email. Any commonly used compression methods will be ok.

(end)