Recording your presentation in Microsoft Power Point

A manual for external lecturers for the

Urban Heritage Strategies
Post-graduate short course

This manual was created in consultancy with RISBO, Erasmus University Rotterdam

https://www.risbo.nl/

Contents

Step 1: Prepare your PowerPoint Presentation

Prepare your PowerPoint presentation as usual. This manual is not focused on how to prepare a PowerPoint presentation, but how to record your presentation in PowerPoint. Preparing a PowerPoint presentation for online purposes does not really affect how the presentation should look like. However, we want to highlight some basic consideration which you may already know.

- Limit your text and bullet points. The slides should simply support what you are presenting, not providing a script for the presentation. So keep them light and simple.
- Use effects (e.g. animations, transition effects etc.) only (if at all) in a very limited way.
- Make use of high-quality graphics and photos. If you use photographs or graphics, make sure their resolutions are high enough to be used.
- Use a font size that is at least 16-20 points. Headings are usually bigger.

Once your PowerPoint Presentation is finished, you can start recording.

Make sure you have a back-up of your PowerPoint file. Besides the video we ask you to share the slides as a pdf file. Use the back-up file to create your pdf. file.
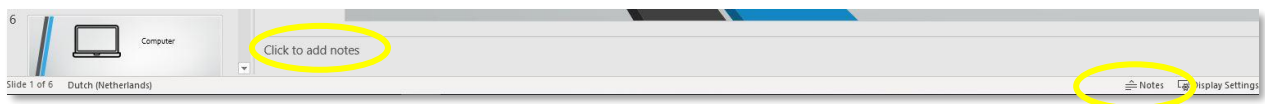
If you want, you can add **notes** to your presentation. You can turn them on later when you record your presentation, but they will not be displayed in the video.

Step 2: General tips when recording your presentation

Set-up

- Record your presentation when you feel most awake
- Make your family or housemates aware that you are recording in order to avoid disturbances
- Do not wear green tops or busy patterns (e.g. stripes, dots etc.) as they can flutter on the camera. Also try to avoid clothes which create a high contrast to your skin tone as this creates difficulty for correct camera exposure
- Use a quiet place with a pleasant acoustic
- Make sure that your background is simple and not distracting
- Do not sit with your back to the window as it would lead your camera to overexpose the video. Close the curtains when it's sunny
- Put your camera to the eye-level as much as possible. In this way you do not 'look down' to your students. Use a pile of box e.g. on which you put your laptop.
- Make sure that your upper body is visible. In this way you can use gestures which is a great way to appear more engaging.
- Switch of your smartphone
- Close all unneeded software and applications on your computer to avoid disturbances.

Body language and voice

- Look as much as possible into the camera. You can prepare notes in PowerPoint (see below) which are displayed right below your camera. So if you use notes for your presentation do use a hard copy which lies on your desk.
- Try to maintain positive facial expressions when talking to the camera. You can check it by muting the sound of your video and see if your expression suits the message
- Make yourself comfortable and try to feel relaxed. Keep four feet flat on the ground and keep your back straight.
- Use gestures. They are a great way to support your message and to appear more engaging. Make sure you know where the boundaries of your video are.
- Do a short vocal warm-up and have a glass of lukewarm water ready during your recording.
- Speak slightly slower than in a normal conversation. Take pauses between sentences.
- Remember to stay aware of the tone, articulation, and dynamics of your voice. It is good to make a contrast between high and low tones, fast and slow sentences, and loud and quiet speech to create a contrast and to lay emphasis on certain topics within your session.

Step 3: Set-up recording settings in Power Point

The screenshots in the instructions below are taken using Power Point from Office 365. They look similar to Power Point versions 2016 and 2019. In case you have an older version of Power Point

(2010 or 2013), please refer to resource section of this document. However, in these older versions it is only possible to record your voice (not using video), which is no problem for us.

Click on file > Options > Customize Ribbon > check the box 'recording'
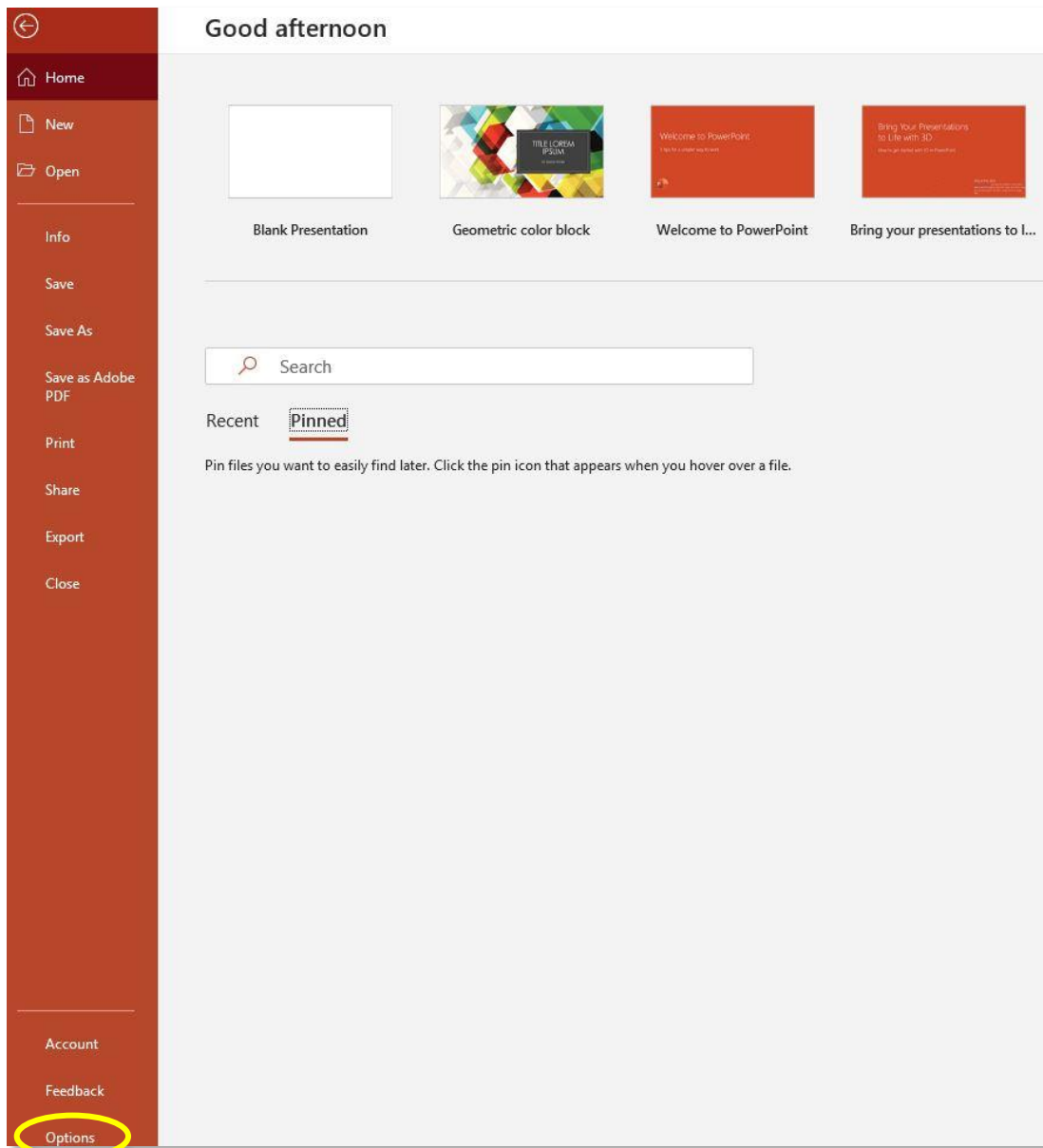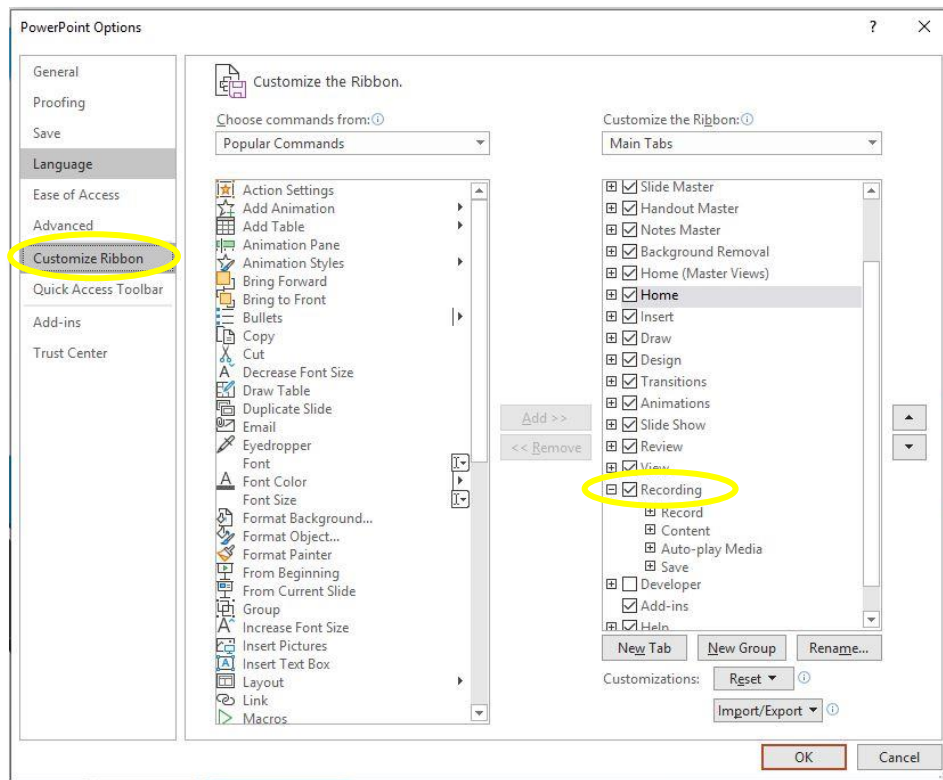
Once you have clicked the box there will be a 'Recording' button displayed in your Ribbon at the top of your interface.

In this section you see all the necessary tools to record your PowerPoint presentation. If you start recording your slide show you can choose if you want to start with the current slide or from the beginning of your slide show by clicking on the arrow of the 'Record Slide Show' button. When you click on the record button, the **Recording window** will open:

Step 4: Start recording

Click the record button to start you recording

Click the stop button to end you recording

Clear either the recording of current or all slides

Audio & Camera Settings

Displays notes (if you prepared some) to guide you through the presentation. They do not appear in the recording later.

Go to next slide

Use pen or marker in recording. It will appear live in the video later. Use the erase if needed.

Turn off/on your microphone, camera, and preview

The current slide is shown in the main pane of the **Recording window**. As you can see the interface is simple. In the boxes you see what the respective buttons are doing. The navigation arrows on either side of the current slide allow you to move to the previous and next slides. PowerPoint automatically records the time you spend on each slide. After pressing the recording button (or R on the keyboard), a three-second countdown ensues, then the recording begins. If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also. PowerPoint automatically records the time you spend on each slide. You can stop the recording any time by pressing S on your keyboard or hitting the stop button in the **Recording window**.

TAKE CARE: PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

Step 5: Preview recorded slide show and re-record if needed

After you made a first recording of your presentation, you may review it. When you close the **Recording window** you see all your slides again as usual (**Normal view**).
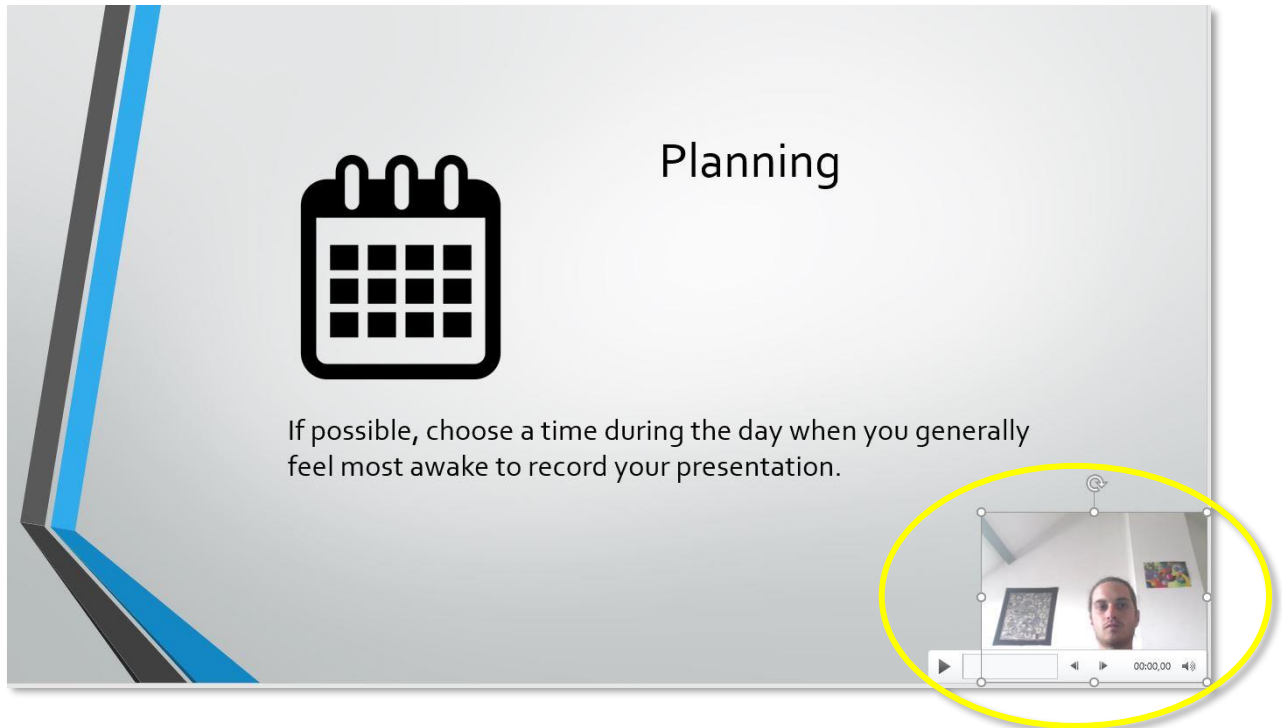
You will see a small video-window on the right button of the respective slides on which you recorded your presentation. If you just used the microphone but not the camera a speaker will appear instead of the video. Your recordings are embedded on each slide. In this way, you can simpy re-record your narratives of those slides where you feel it can be improved.

You can rearrange the video window on your slides. Make sure the video is always in the same position on each slide in order to avoid confusion. If you do not like the recording of a specific slide, just delete it and record a new version for that slide. You can remove recordings from slides in the **Normal view** or in the **Recording window** (see abvove).

TAKE CARE: If you re-record PowerPoint erases your previously recorded narration (including audio and ink) of the respective slides automatically.

If you want to watch your recorded presentation, go to **Slide Show** (either from the beginning of from the current slide). Don't forget, you can always re-record the content of a specific slide if you are not satisfied yet.
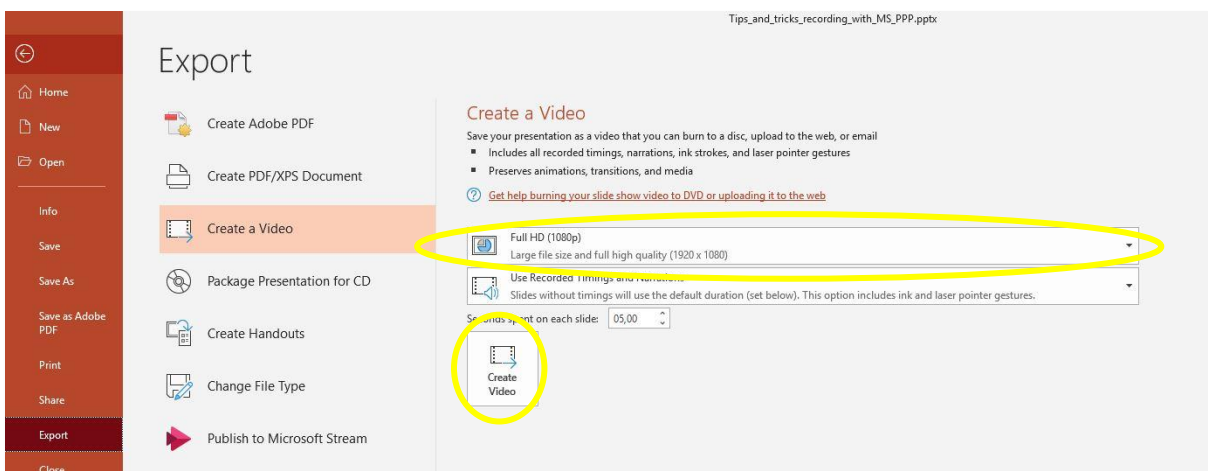
Step 6: Safe and export video file

To safe your video, go back to the **Recording Ribbon** and click on Export Video.

Export your video in 720p or Full HD (1080p) but not with a lower quality.

Exporting your video file may take some time. The bar at the bottom indicates the rendering progress.

Step 7: Send us your video files

The video files will be saved as mp4 and will be quite large. Therefore, attaching them in an email will not be possible. Please send us the videos via WeTransfer. It allows you to send files up to 2GB, which should be sufficient for the videos you record.
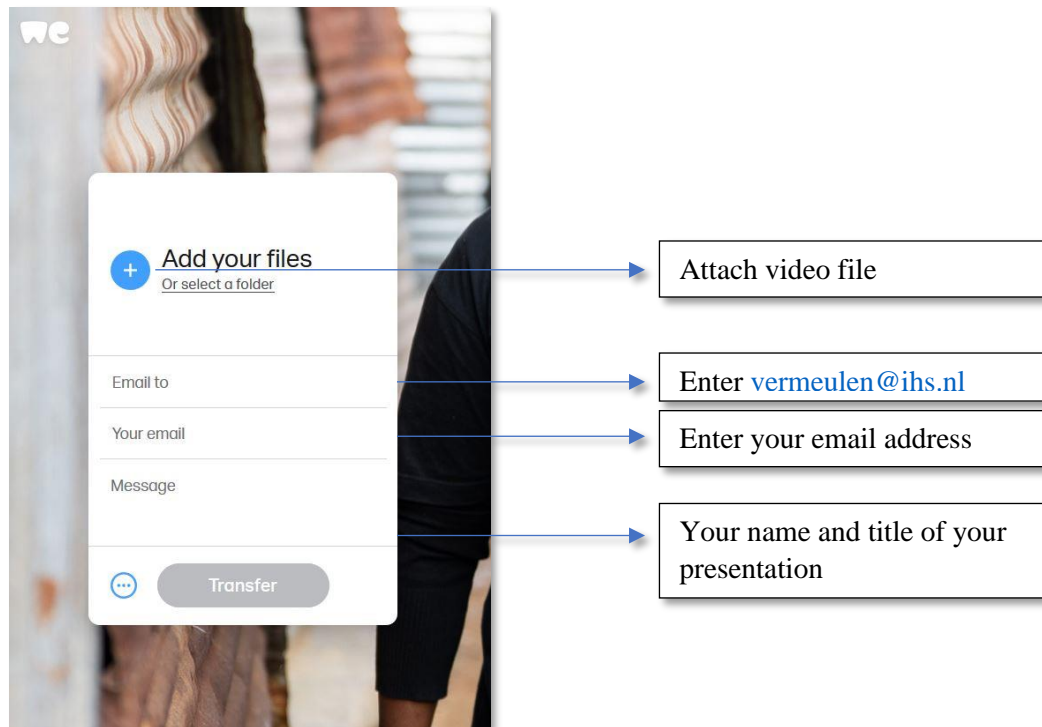
After you clicked on Transfer, you will receive a code on your email address. Verify the code and the file will be sent to us.

Resources

- If you have any further questions, please check out these instructions
- Instructions for Power Point 2010
- Instructions for Power Point 2013