

How to create a pre-recorded presentation with PowerPoint

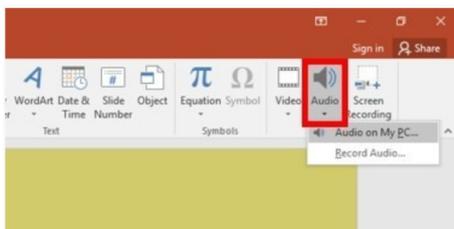
1. Your power point presentation is ready and opened at your computer.

Please use a stationary PC for pre-recording. Devices such as laptops with built-in cameras and the use of headsets are ideal. Alternatively, the built-in microphone of a laptop can also be used.

2. Make sure that your microphone is configured inside your audio computer settings

3. For **each slide** you will need to record a separated audio file that will only contain information about each slide. In order to record the audio file, please do the following:

a. Click on Insert >> Audio >> Record Audio:

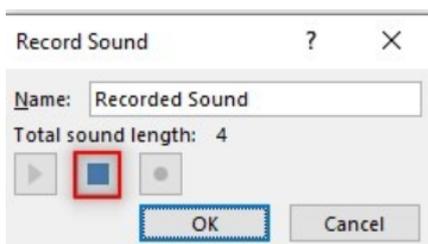


b. Click on the record button:



c. Please start recording your voice.

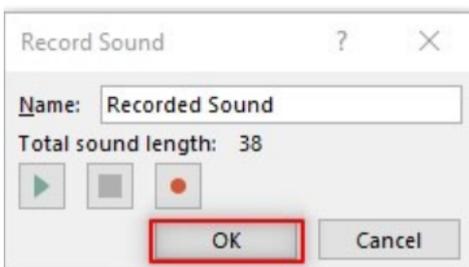
d. When finished, please click on the stop button:



e. Please playback the recording and check that everything is alright. If you don't hear anything, please check again your microphone:



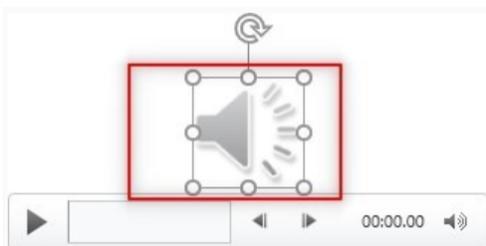
f. If you are happy with the recording, please click on "OK":



g. If you need to record again, please click on Cancel and start over from **Step a.**:



h. After clicking on "OK", you will get a speaker icon:

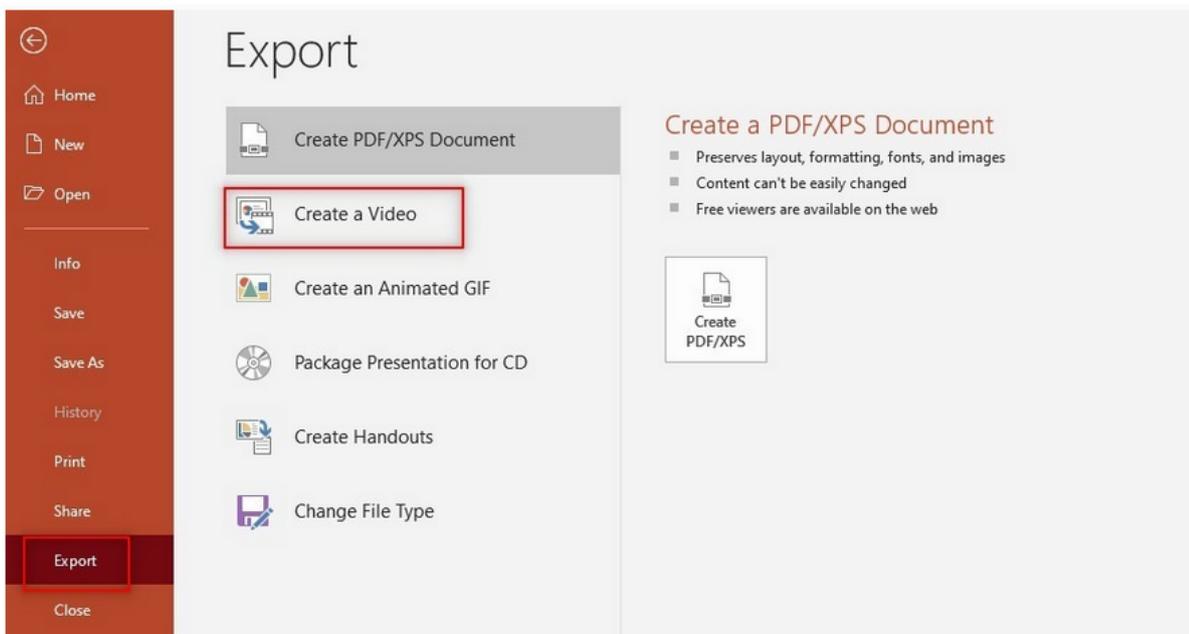


i. To hide the speaker icon from your slide, please click on the 'Speaker' icon. A new 'Playback' menu will be opened on the right of the upper menu. Click on 'Playback' and tick the box next to "Hide During Show"



j. Repeat steps a-i for every slide on your oral presentation.

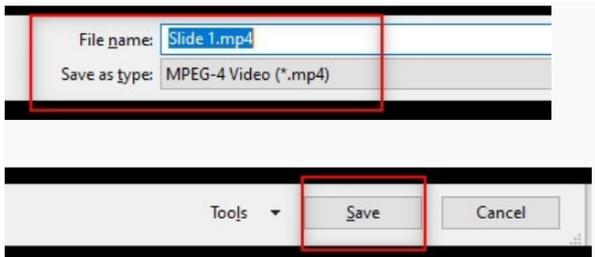
4. When you finish to record audio for all your slides, you need to export the presentation to a video file. Please click on File >> Export >> Create a Video:



a. Please don't change anything and click on "Create Video":



b. Choose a location on your computer and click on Save:



5. When the process is finished, please playback the entire recorded video (you will need to browse the video from the location where you saved it). If everything is alright, you are ready to **upload** your video recording to us.