



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:

Record	Sound	?	×
Name:	Recorded Sound		
Total so	ound length: 38		
	OK	Car	ncel

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.:

Record	Sound	?	\times
Name:	Recorded Sound		
Total so	ound length: 38		
	•		
	ОК	Ci	ancel

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"

lp	Format	Playback	Q	Tell me what you want to	o do
	Hide During Rewind after	Show Playing	No Style Au	Play in Background dio Styles	

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:

e	Export	
 G Home New D Open 	Create PDF/XPS Document	Create a PDF/XPS Document Preserves layout, formatting, fonts, and images Content can't be easily changed Free viewers are available on the web
info Save	Create an Animated GIF	Create PDF/XPS
Save As History Print	Package Presentation for CD Create Handouts	
Share Export	Change File Type	
Close		

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

	Full HD (1080p) Large file size and full high quality (1920 x 1080)	•
	Don't Use Recorded Timings and Narrations No timings or narrations have been recorded	•
Second: Cre Vid	ate leo	





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

File name:	Slide 1.mp4		
Save as <u>t</u> ype:	MPEG-4 Video (*.m	o4)	
		<u> </u>	
		_	
	T. I.		

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.