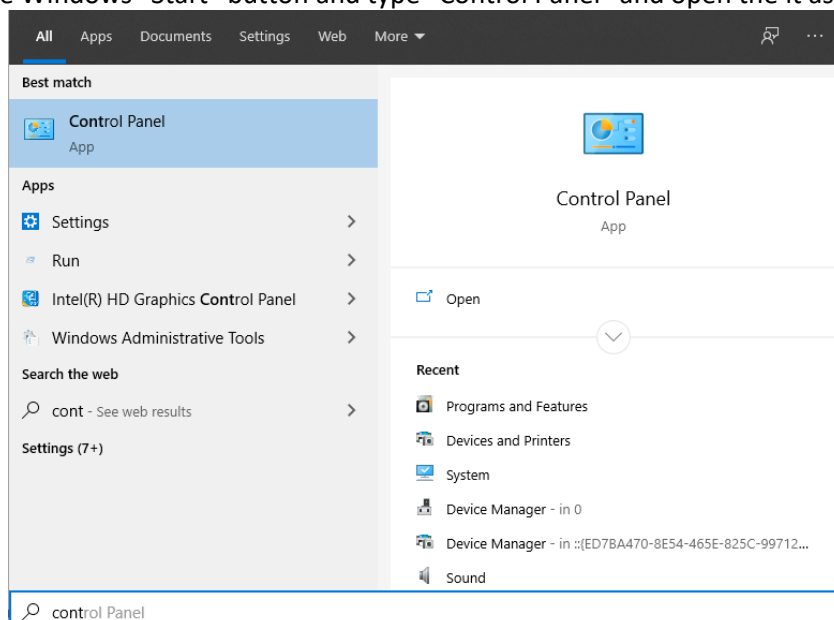


How to Create a Narrated PowerPoint Presentation

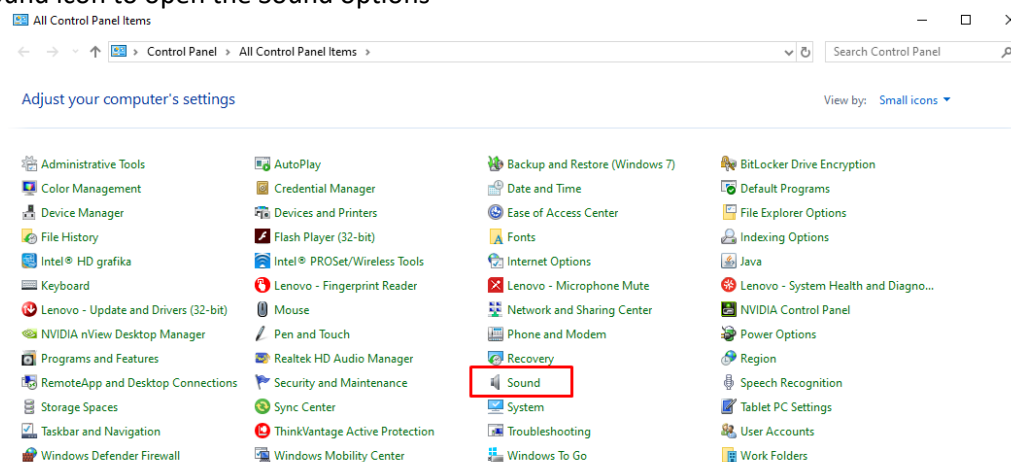
These instructions were developed for PowerPoint 2013 and above on Windows 10. Older versions of Windows and PowerPoint follow the similar steps. This document is modified version of the file from The George Washington University available at <https://smhs.gwu.edu/impact/sites/impact/files/How-to-Create-a-Narrated-Powerpoint-Presentation.pdf>

Check Your Microphone

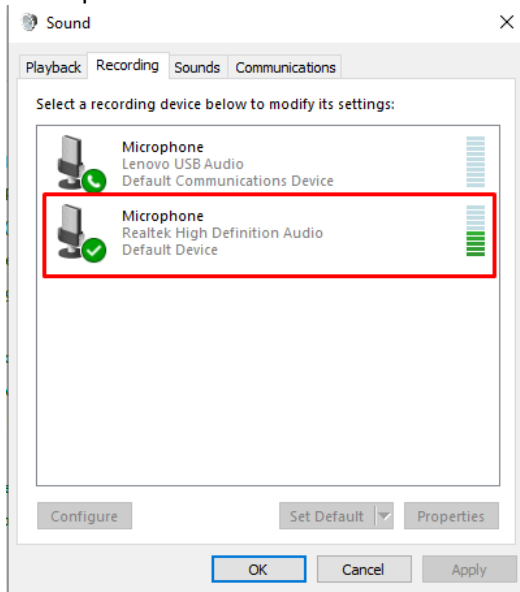
- Make sure your headset or external microphone is plugged into the computer.
- Click the Windows “Start” button and type “Control Panel” and open the it as shown below



- Click Sound icon to open the Sound options



- Click the “Recording” tab and select the headset or microphone you wish to use, (see figure) – make sure that the microphone with the active level bar on the right side is selected.



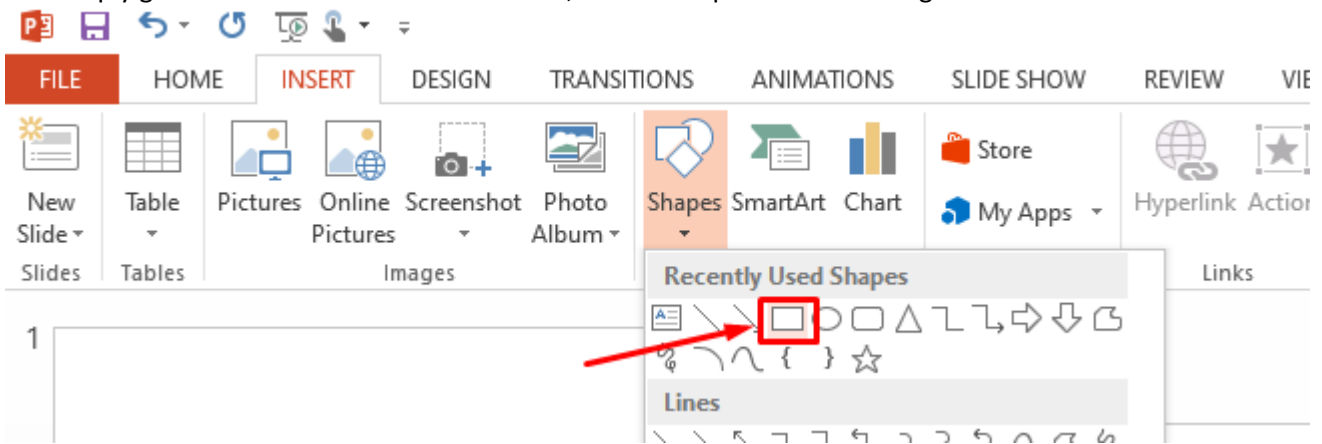
- If there are other devices listed in the “Recording” tab, right click and disable them temporarily

Prepare the presentation

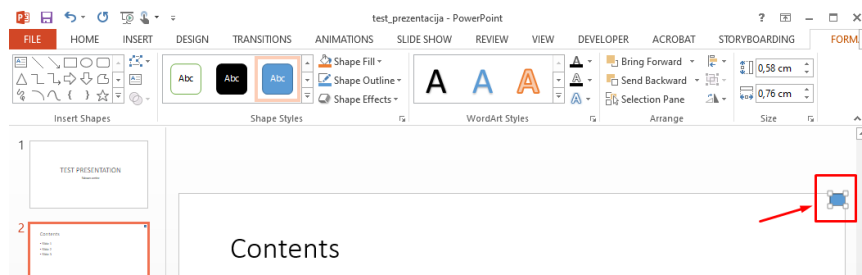
In order to improve the accessibility and viewing experience, please update your presentation by placing a small colored rectangle in the top right corner of each of the even slides (2., 4., 6., ... to the end of the presentation).

Why is this important? We will use this information to determine the slide transition timings to enable easier video navigation (viewers will be able to jump to specific slide without a need to browse through the video).

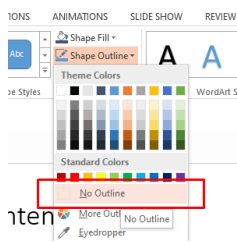
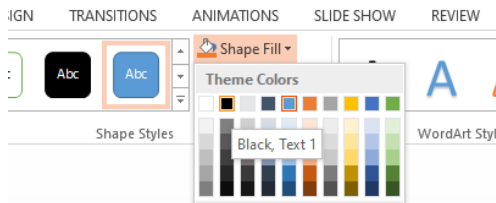
- Simply go to “Insert” tab in the PowerPoint, select “Shapes” and “Rectangle”



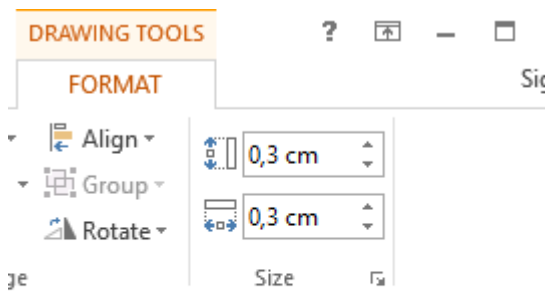
- Draw the rectangle in the top right corner (if you don’t plan to use PowerPoint for recording, place it depending on the camera position – for Zoom recording as described below, use the lower right corner) of the second slide and change the style to make it easier for processing (make it so it is clearly alternating between the even and odd slides; if your background is dark, make the rectangle of a light color, and vice-versa)



- Remove the border and change the fill color (if necessary, make it so the contrast between the light and dark is clear)

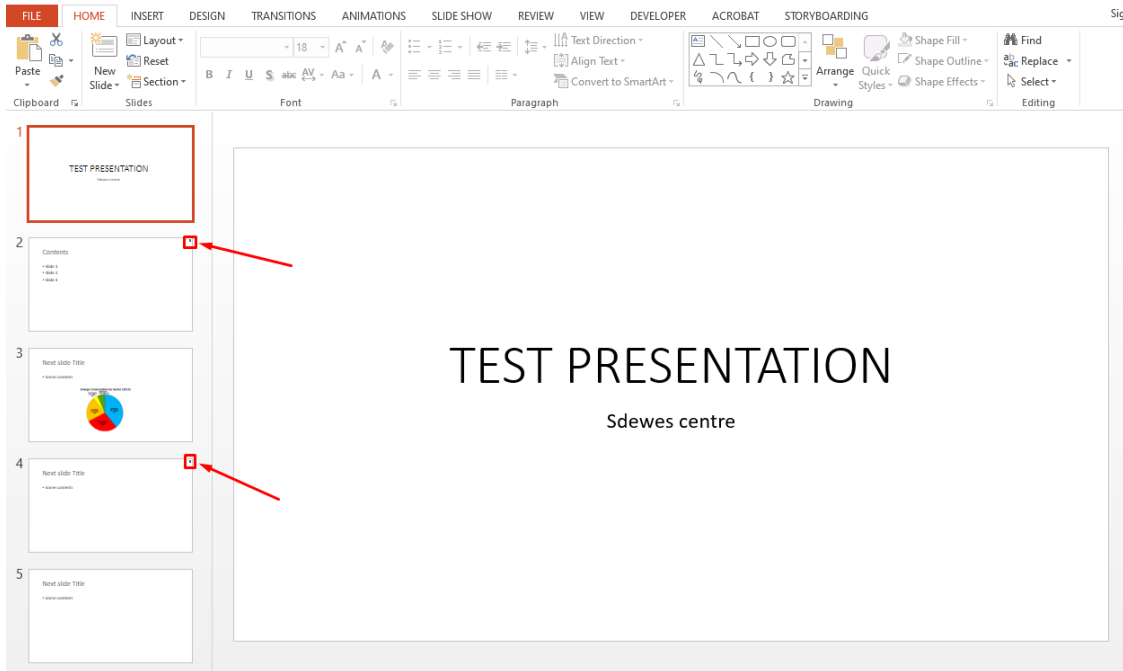


- Resize (click "Format" tab on the far right, and use 0,3 for width and height) and move the rectangle around to snap to the corner:



- Copy the rectangle (hit CONTROL + C), and change to every other slide and then paste (CONTROL + V)

- All your even slides should have the rectangle in place (again, make sure that the changing slides clearly affects the change in the corner – top right if you record in PowerPoint, bottom right if you record in Zoom):



OPTION 1: USE THE POWERPOINT TO RECORD

PowerPoint is perfectly capable of recording the narrated presentation. If you have the new version of MS Office, your webcam will also be captured. If you have an older version of the software, only sound will be captured (like in the following text). If you have an older version of MS Office (no webcam capture), but would like to have it included, please skip to OPTION 2 section which describes on how to use Zoom software to do it.

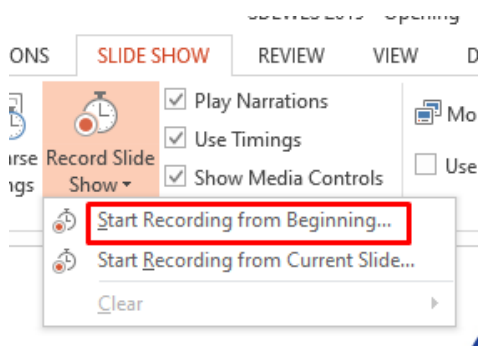
Set up to Record Your Narration

To allow the processing of videos as described in the previous section, if you plan to capture also the video from your webcam, make sure that the video is in the lower right part of the frame (not overwriting the rectangles as described above)

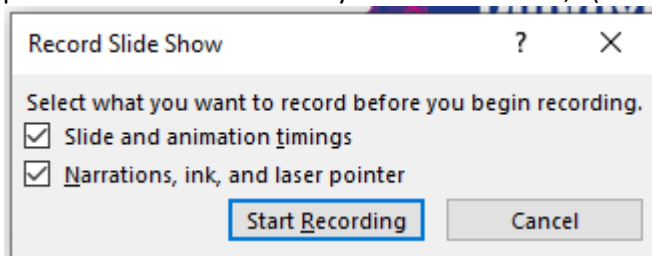
- In PowerPoint, open the finished presentation you would like to narrate.
- Click on the “Slide Show” tab and check “Play Narrations, Use Timings and Show Media Controls,” (see figure).



- Click on the down arrow in the “Record Slide Show” tool. A dropdown list should appear. Choose “Start Recording from Beginning.”



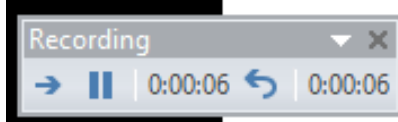
- A pop-up window will ask “what do you want to record,” (see figure).



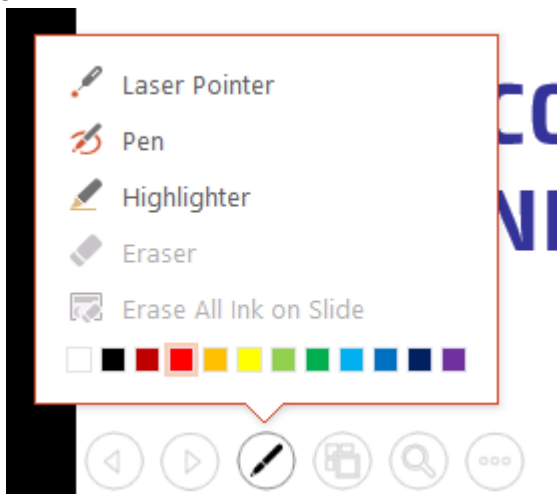
- Check both “Slide and animation timings” and “Narrations and laser pointer” (If the “Narrations and laser pointer” option is greyed out, it is most likely because your microphone is not plugged in or not set up properly. Choose “Cancel” and see the “Check the Microphone” section at the beginning of this guide.)

Start Recording

- Click “Start Recording” in the pop-up window, (see figure above).
Make sure that the total length of the presentation does not exceed 15 minutes!
- The presentation will open in full screen slide show mode and recording will begin immediately.
- There should be a small “Recording” toolbar in the upper left-hand corner where you can pause recording at any time, (see figure).



- You can use the arrow in this tool bar to move to the next slide (or you can use the keyboard arrows to advance). The timing of this slide advance is recorded in time with the narration.
- To use a laser pointer to highlight parts of the presentation use the toolbar appearing at the bottom left of the slide



- When you are finished recording the slide or the entire presentation, press the Esc button on your keyboard to stop.
- Each slide with an audio recording should now have an audio icon on it.



Re-Recording a Slide

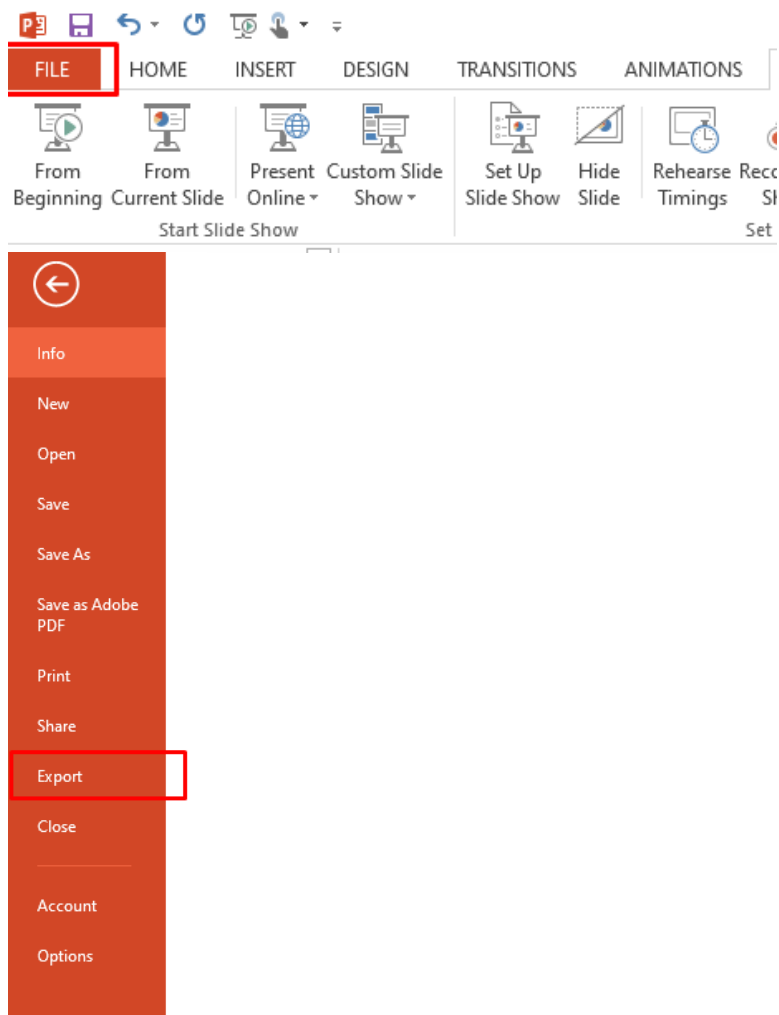
- While recording, if you need to re-record the audio for a slide:
 - Click on the “Repeat” arrow in the recording toolbar, (see figure above).
 - The recording will pause and the timer will return to “00:00.”
 - Click “Resume Recording” to re-record the audio for the current slide.
 - Press the Esc button on your keyboard to stop, or,
 - You can continue to the next slide by clicking the arrow, if you need to.
- If you are done recording the narration for the entire presentation and wish to go back and re-record a slide:
 - Select the slide, and in the “Slide Show” tab, click the arrow next to “Record Slide Show.”
 - Click “Start Recording from Current Slide”
 - When you are finished re-recording the audio for that slide, press the Esc button on your keyboard to stop.
- If you want to keep re-recording a number of slides in a row, continue advancing with the right arrow and stop when you are finished. You will record over the original narration for those slides.

Deleting Audio

In the Slide Show tab, click the down arrow next to “Record Slide Show” and choose “Clear” to delete the narration from one slide or the entire presentation.

Save the Presentation as a Video in PPT

- Go to the “File” tab and click “Export.”



- Then click “Create a Video.”

Export

- Create Adobe PDF
- Create PDF/XPS Document
- Create a Video**
- Package Presentation for CD
- Create Handouts
- Change File Type

Create a Video

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

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

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

Internet Quality
Medium file size and moderate quality (960 x 720)

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

Seconds spent on each slide: 05,00



- Select “Internet Quality” for optimal file size/quality ratio.
- Make sure that “Use Recorded Timings and Narrations” is selected.
- Click “Create Video” and select MPEG-4 Video as type

File name: SDEWES Test video

Save as type: MPEG-4 Video

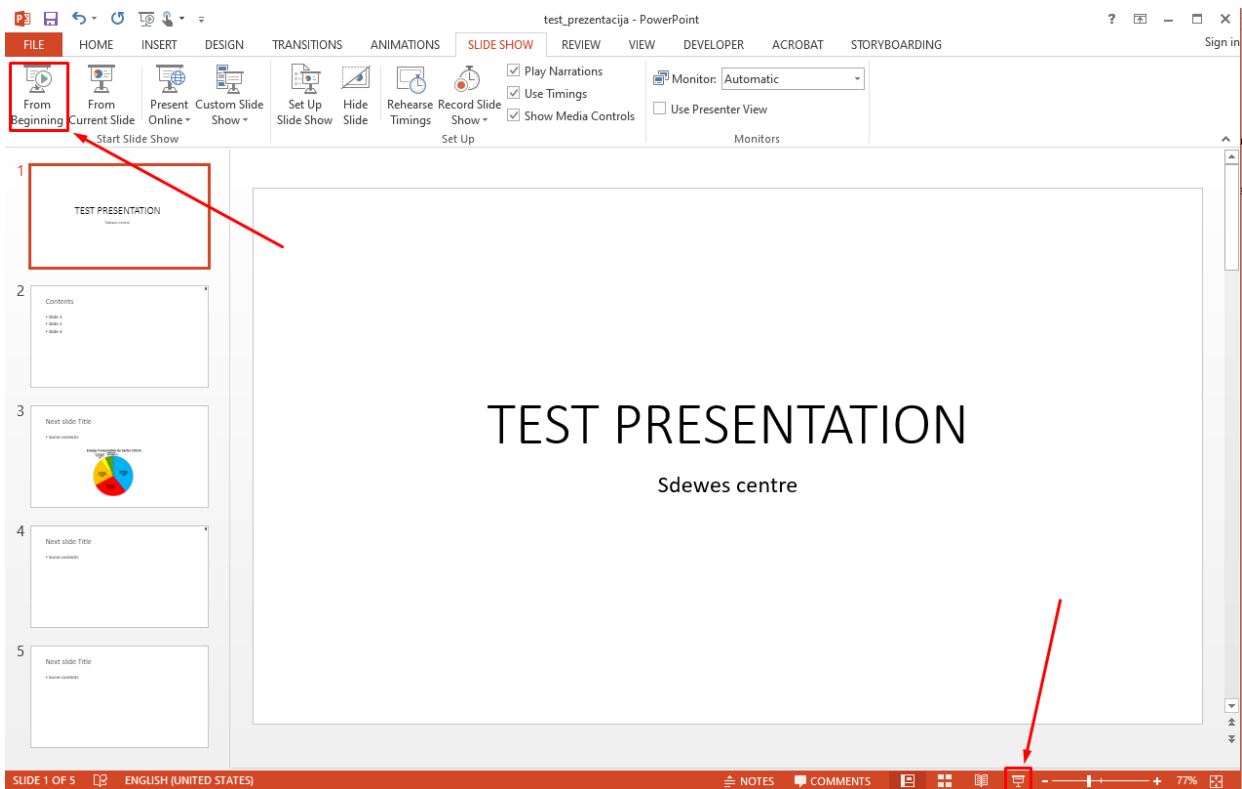
Name the file with paper ID from COMET, e.g. **0023_Your_Name.mp4**

You will be given a link to upload your presentation. Alternatively, you can use any type of large file sharing service which you would normally use and send the link for download via email to the organizers.

OPTION 2: USE ZOOM TO RECORD

This section describes how to simply use Zoom to record your presentation, including the webcam capture. To record your presentation, simply follow the next few steps:

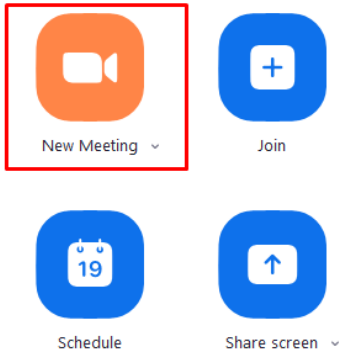
- Start Zoom program
- Open your PowerPoint presentation and start it (hit F5 key or click “Slide show” tab and “From beginning” or the icon in the lower right corner)
- Make sure that the slide indicator rectangle, as described at the beginning of the document is placed in lower right corner (Zoom places the camera capture to upper right)



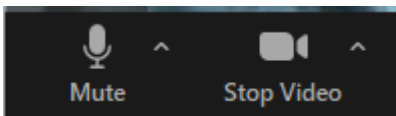
- Once the presentation opens in full screen hit **Alt + tab** key combination to switch to Zoom



- Click start new meeting in Zoom

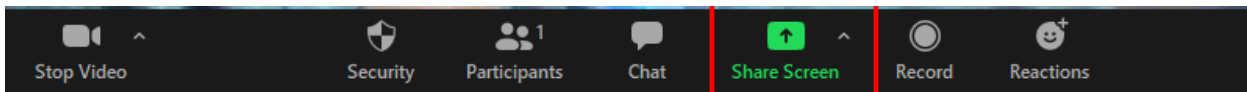


- Make sure your audio and video is enabled (does not have a red line over any of the icons below)

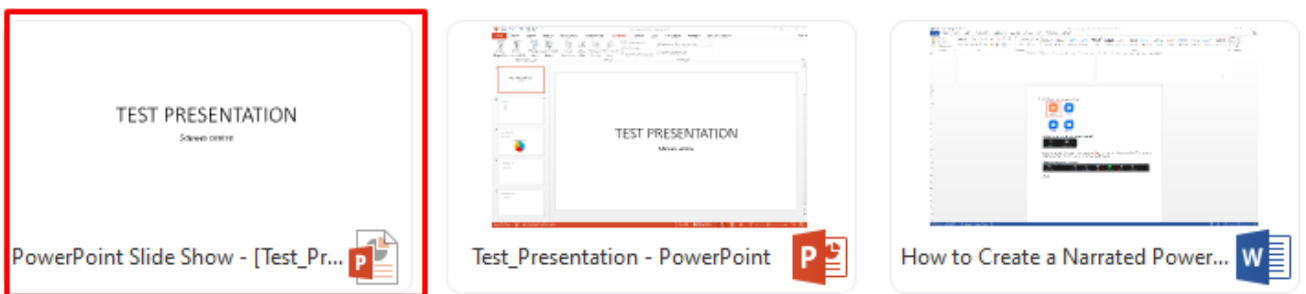


If necessary click the arrow next to the microphone icon shown above and select “Test speaker and microphone” to check that everything is working fine.

- Click the Share screen button:



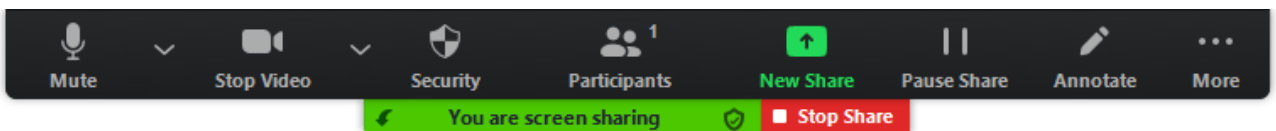
- Select the presentation started earlier (starts with PowerPoint Slide Show..) – make sure you don’t select the PowerPoint editing window (the second one in the list below)



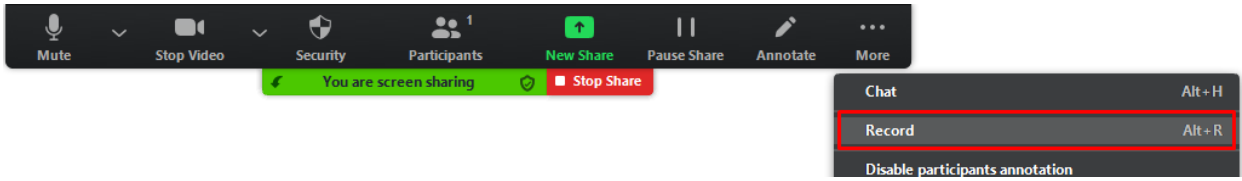
- Click “Share” button in the bottom right



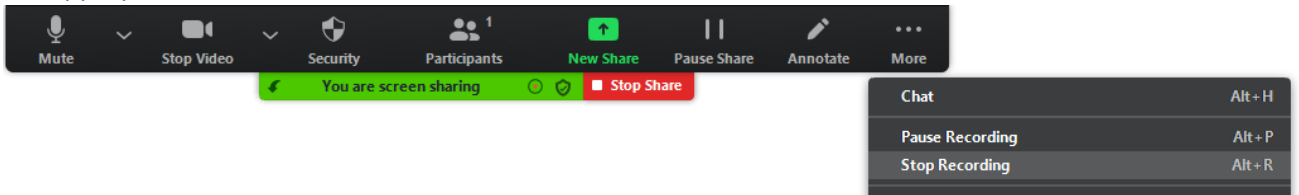
- The presentation is now shared in the meeting.
- You can hit ALT and R to start recording or move the mouse over the green “You are screen sharing” banner which will show Zoom controls



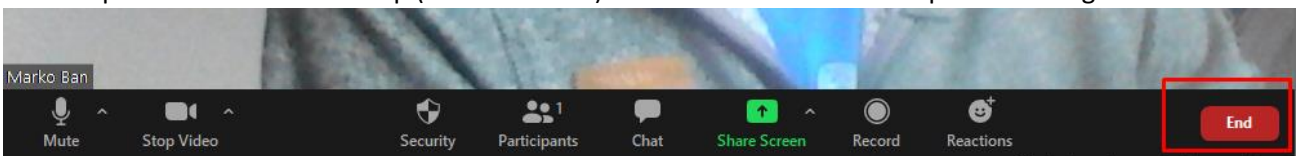
- Move your mouse over “More” item on the right and click “Recording”



- The recording starts. Click inside the presentation window to switch to it and simply deliver the presentation. If you need to pause the recording process, hit ALT and P or go as described above and click the appropriate menu item



- Once finished, hit either ALT + R or click the Stop recording menu as shown in the above image.
- Click stop share button on the top (marked as red) and click End button to stop the meeting



When prompted select “End meeting for all”

Zoom will then convert the video and the Explorer window will pop-up with the final files (usually located in the Documents / zoom folder).

You can play the mp4 file to see if the video and sound is correct, and rename it before sending it to us.

Name the file with paper ID from COMET, e.g. 0023_Your_Name.mp4

You will be given a link to upload your presentation. Alternatively, you can use any type of large file sharing service which you would normally use and send the link for download via email to the organizers.