

## Instructions: Recording of PowerPoint slides

Some tips before you start:

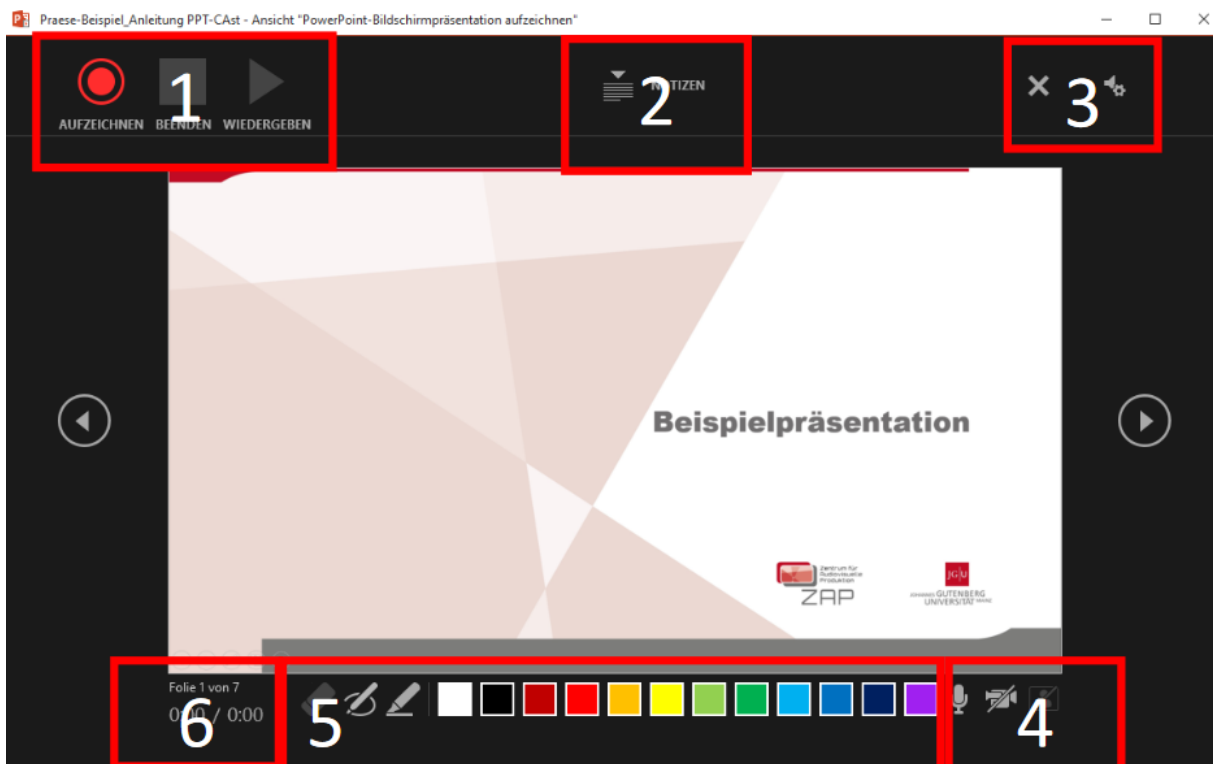
- Divide your slides into sections that make sense in terms of content and result in videos of around 12 minutes.
- Try to find a quiet, low-reverberation room for the audio recording. The audio quality depends largely on it. If necessary, make some test recordings beforehand.
- If you do not have an internal microphone (e.g. on a stand PC), you will need a headset with a microphone or a webcam.

### Recording of the presentation:

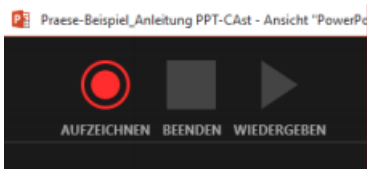
If you have opened your presentation, go to the Slide Show tab.



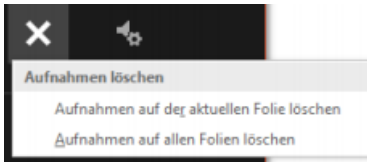
The recorder then opens under "Record slide show":



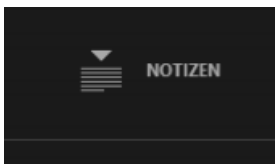
There are numerous functions in the recorder that can be useful for your recording.



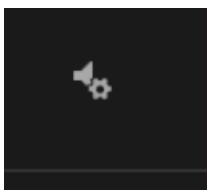
1) Start the recording here. After a short countdown, you can start speaking. Instead of recording, a pause button appears with which you can interrupt the recording and then continue.



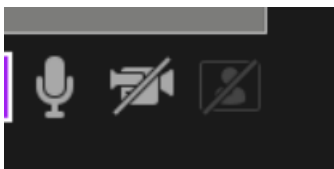
If you press Quit, you can play back the recording directly via Playback and thus check it. If the recording fits, you can continue with recording. If you want to delete the part and record it again, use the X.



2) Here you can display the notes that you add to your PPT slides without this appearing in the recording. Practical, if necessary, to make thought supports for the lecture. Since the display area is small, only keywords make sense. Longer sentences would have to be laboriously scrolled.



3) If you have connected several microphones or cameras to your device, you can select here which one should be used for the recording

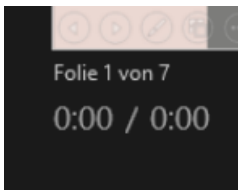


4) Here you can decide whether you want to add a small camera image to your recording that shows you when you speak. You can also switch off the video image during the presentation by pausing at the top left. You can perhaps greet your viewers personally with a video image at the start of the presentation, but present the rest of the presentation without a video image. After recording, you can place the camera image on the slide as you want it.

5) You can paint and markup in your presentation. Press the pen and choose a color to paint, press the marker and choose a color to highlight text.

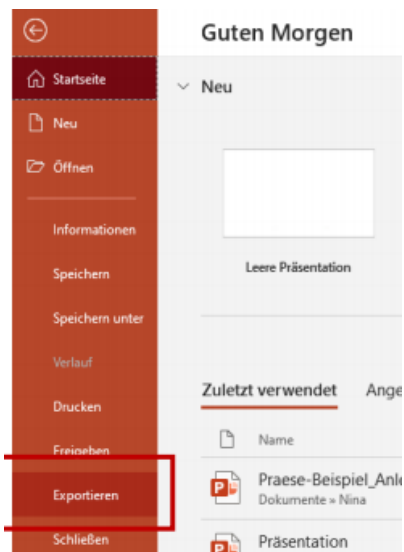


6) The number in front shows the running time of the slide, the number behind the total running time of the recording.

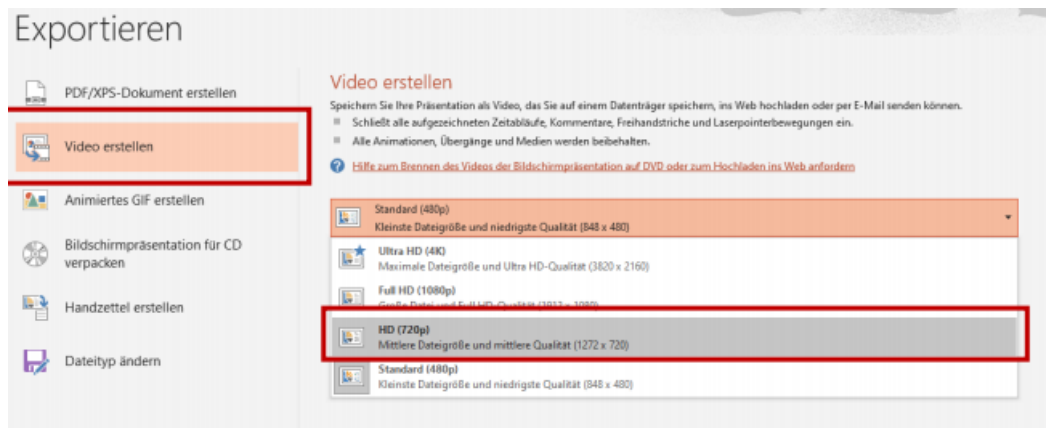


### Export the recording as a video

Now, if you want to turn your presentation into a video, click File as if you were going to save. Relatively far below you will find the option "Export", select this.



Now select "Create video". You have the choice between different quality levels. We recommend HD (720p). This is normal television quality. At this quality level, the export does not take too long and the file does not become too large, which in turn could cause problems when uploading.



In this quality, the export takes about two to three times longer than the real length of the video. That is normal. Even computers that are designed for video editing usually take longer to create a video than it is in real terms. The so-called "rendering" is a very complex process that requires a lot of computing capacity.

Links for video instructions:

English: <https://www.youtube.com/watch?v=UdeRJplxCF0>

German: [PowerPoint Präsentation aufzeichnen - YouTube](#)