

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Videos may contain a shot of the speaker's head for increased engagement (this shot should be thumbnail-sized and overlaid on the slide images as shown [here](#)). Many presentation software tools allow recording audio and video directly in the application and can export appropriate video files.

## 1) Microsoft PowerPoint

If you are already familiar with Microsoft PowerPoint, you can use it to record both audio narration and, optionally, a webcam recording of yourself superimposed on the slides. Additionally, if you add your script to the Notes field, the notes will appear at the top of your screen (normally right below where the camera is located) to help you hold your gaze towards the camera.

Recording steps in PowerPoint are as follows:

- a) Go to the "Slide Show" tab.
- b) Click on "Record Slide Show" button and select "Record from Beginning".
- c) The "Settings" button on the upper right corner allows you to select your microphone and camera.
- d) If you do not wish to be visible in the recording, you can turn off webcam recording using the camera icon below your slides on the lower right corner.
- e) If you decide to let the camera be visible in your recording (recommended), please ensure that you do not have text or images on your slides where your image will appear, as this information would be covered by the box showing the speakers.
- f) Click on "Record" on the upper left corner. PowerPoint will start a 3-second countdown and will start recording immediately after. The recording will automatically stop after the last slide.
- g) Please note that a 'lag time' is common during slide transitions. Please wait a couple seconds before speaking as you transition into your next slide. Remember to speak as you would in 'real life'.
- h) Select "File" -> "Export" -> "Create a Video" to save your recording on your hard drive. We recommend a resolution of 1080p to make sure that the quality is high enough. Please do not go lower than 720p.

There are a number of youtube videos to assist you while recording videos in powerpoint – you can watch one example through this link: <https://www.youtube.com/watch?v=D8JV3w4TOVw>.

Please note that PowerPoint for Mac does not allow video narration recording as you run through your presentation it only allows audio recording. The options (recording audio or video) are available in PowerPoint for Windows only.

## **2) Zoom**

If you have created a Zoom account (including the free version), you can simply start a Zoom meeting and record the meeting to your local hard drive.

Recording steps in Zoom are as follows:

- a) Start a new Zoom meeting.
- b) "Exit Full Screen" if the meeting window has covered your whole screen by default.
- c) If you are using a slide deck, open it in a new window. In PowerPoint you can set the slide show to begin in a window (instead of whole screen) through the following steps:
  - i. Go to the "Slide Show" tab
  - ii. Click on the "Set up Slide Show" button
  - iii. Select "Browsed by an Individual Window"
  - iv. Click on the "From Beginning" button (to begin the slide show).
  - v. In the Zoom toolbar, click "Share Screen" and select the "PowerPoint window with your slides".
  - vi. Click on "Record" in Zoom (it may be under the "More" button). You can also start recording by using the Alt+R combination on your keyboard.
  - vii. The recording will begin immediately. Go through your presentation. When you are done, click the "Stop Recording" button, or the Alt+R key combination again.
  - viii. End your meeting.
  - ix. Wait for the recording to be processed. It will be saved on your computer and Zoom will open the folder with the recording.