

How to create a video recording of your virtual oral presentation using **PowerPoint**, **Zoom** or **Open Broadcast Software** 



To access video recording . instructions click on the logo of the application of your choice :



**PowerPoint** - requires Office 365 (Audio only for MacOS and older versions of Windows)





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How to record **good sound** 



Zoom



How to reduce the size of a video file using VLC Player



#### **Open Broadcast Studio**

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## How to record **good sound**

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Click on the logo to access short instruction video





# How to create a video recording of your virtual oral presentation using **PowerPoint** (Office 365 version).

Please note that only audio recording is possible using MacOS and older Windows versions.



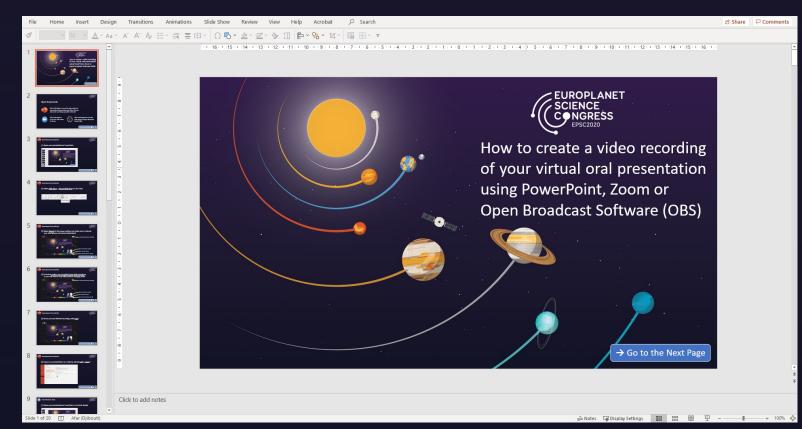
Click on the logo to access for more information from Microsoft Support



#### Instructions for PowerPoint

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## (1) Open your presentation in PowerPoint



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#### Instructions for PowerPoint



## (2) Select <u>Slide Show</u> > <u>Record Slide Show</u> in the Menu

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From Beginning	From Current Slice		Custom Slid Show ~	e Set Up Slide Show	Hide Slide	Rehearse Timings	Record Slide	<ul> <li>✓ Play Narra</li> <li>✓ Use Timin</li> <li>✓ Show Med</li> </ul>	gs		Monitor: Autom		~	Always Use Subtitles
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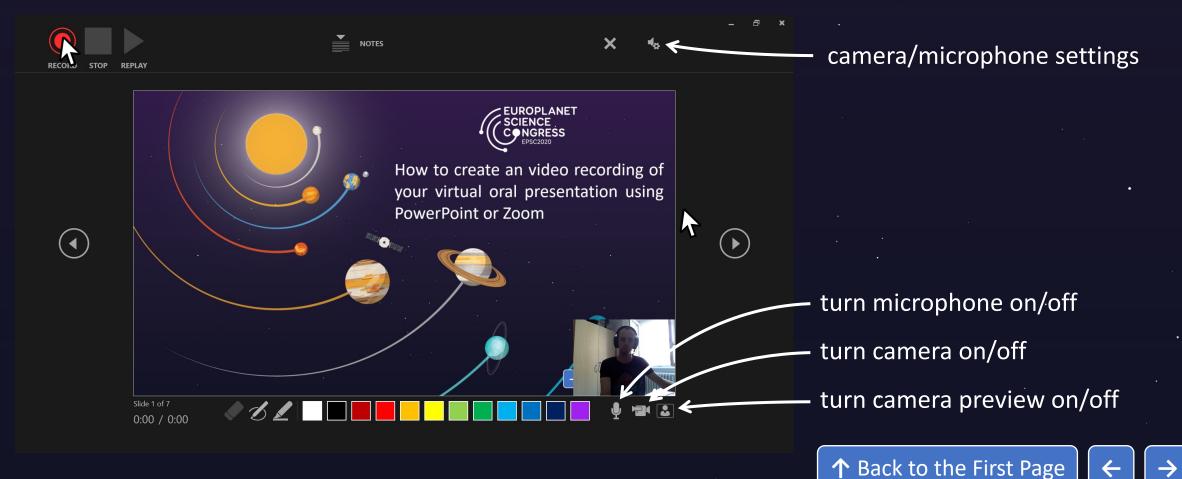
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(3) Select <u>Record</u> in the popup window, but make sure to activate your microphone and camera beforehand

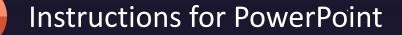






# (4) Note that <u>audio is not recorded during slide transitions</u>, so you will need to stop talking before changing slides.



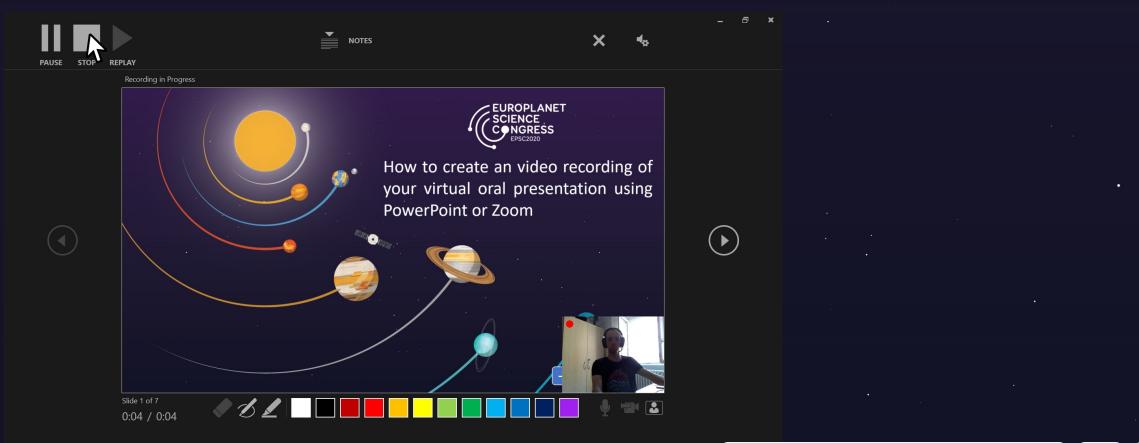


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## (5) Once you have finished recording, select <u>Stop</u>







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#### Instructions for PowerPoint



## (6) Export your presentation as a video by selecting <u>File > Export</u>

e	Export		
☆ Home New	Create Adobe PDF	Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email	
☐ Open	Create PDF/XPS Document	Includes all recorded timings, narrations, ink strokes, and laser pointer gestures     Preserves animations, transitions, and media <u>Get help burning your slide show video to DVD or uploading it to the web</u>	
Info Save a Copy	Create a Video	Full HD (1080p) Large file size and full high quality (1920 x 1080)	
Save as Adobe PDF	Package Presentation for CD	Use Recorded Timings and Narrations Use Recorded Timings and Narrations Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.	
Print Share	Create Handouts	Seconds spent on each slide: 05.00 🗘	
Export	Change File Type	Create	
Close	Publish to Microsoft Stream		





## How to create a video recording of your virtual oral presentation using **Zoom**

Click on the logo for more information about Zoom





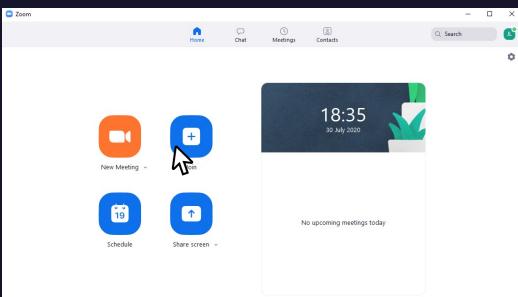


## (1) Open your presentation in PowerPoint, or Acrobat Reader

Transitions Animations Slide Show 🖻 Share 🛛 🖓 Comments Design Review View Help Acrobat Ø Search Α΄ Α΄ Α/ Ε΄ 新 Ξ 中、 Ω Β・ Δ・ Ζ・ 🤌 🖽 📴・ 🖬・ Φ・ UROPLANET ) <u>....</u> (6) .... How to create a video recording of your virtual oral presentation using PowerPoint, Zoom or **Open Broadcast Software (OBS)** Go to the Next Pag Click to add notes ← Notes La Display Settings III 문 III 모 -



### (2) Open Zoom, and create a <u>New Meeting</u>





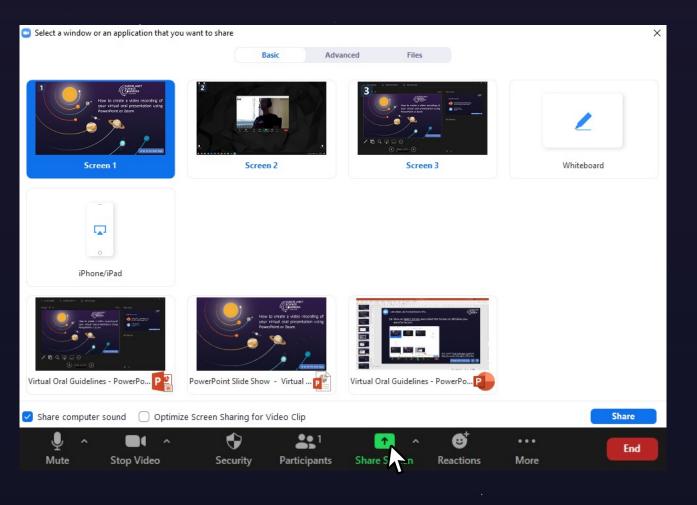
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# (3) Click on <u>Share Screen</u> and select the Screen or Window you want to record. Also, select <u>Share computer sound</u>.









## (4) When ready, click on <u>More > Record</u> to start recording your presentation

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									<ul><li>✓ Share computer</li><li>✓ Optimize Share</li></ul>		leo Clip
									End		Alt+Q







## (5) Once your done recording your presentation, click on <u>More > Stop Recording</u>

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# (6) Finally, click on <u>End</u> to close the Zoom Meeting and save your recording

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## (7) A window will pop up to show that your recording are being saved. The folder containing the recording will be opened.

	Convert	Meeting Rec	ording
U			onverted before viewing.
	45%		







## (8) Note that you can check and modify the location of the recordings on your computer in <u>Zoom Settings</u> > <u>Recording</u>

Zoom			– 🗆 X	Settings	×
Но	n 🖵 🖯 ome Chat Meet		Q Search	General	Local Recording Location: C:\Users\jonaslharidon\Docume Open Change
New Meeting ~ Join Schedule Share sc		18:35         30 July 2020	ŝ	<ul> <li>Video</li> <li>Audio</li> <li>Share Screen</li> <li>Chat</li> <li>Virtual Background</li> <li>Recording</li> <li>Profile</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> <li>Accessibility</li> </ul>	117 GB remaining.



## How to create a video recording of your virtual oral presentation using **Open Broadcast Studio** (OBS)



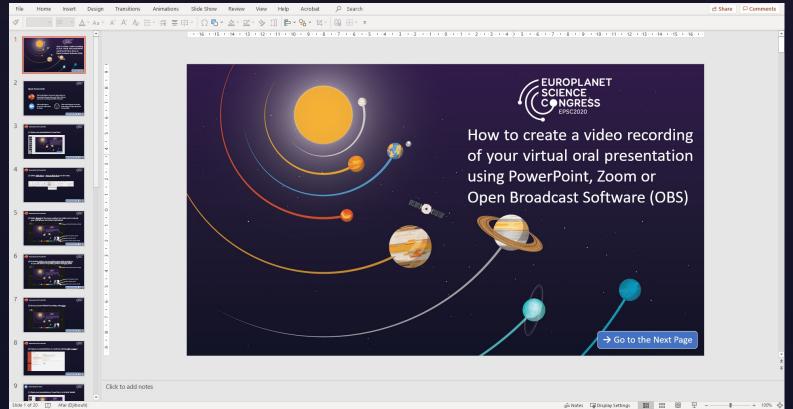
Click on the logo for more information about Open Broadcast Studio (OBS)







## (1) Open your presentation in PowerPoint or Acrobat Reader







## (2) Open OBS and click on the + icon to add <u>Audio Input Capture</u> and <u>Video Capture Device</u>

File Edit View Profile Scene Colle	ection Tools Help				
	<ul> <li>✓ Audio Input Capture</li> <li>✓ Audio Output Capture</li> <li>✓ Browser</li> <li>✓ Color Source</li> <li>✓ Display Capture</li> <li>✓ Game Capture</li> <li>✓ Game Capture</li> <li>✓ Image</li> <li>✓ Image Silde Show</li> <li>Media Source</li> </ul>				
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+ - ^ ~	+-\$^			0011	
	M		(••) LIVE: 00:00:00 • REC: 00:00:00	CPU: 1.	0%, 60.00 fps







## (3) Also add <u>Display Capture</u> and select your presentation. Then, place it below the Video Capture Device in <u>Sources</u>.







### (4) Edit the size and position of the <u>Window</u> and <u>Video</u> sources. The boxes can be moved and resized.









## (5) In <u>File > Settings > Output</u>, change the Recording Format to <u>mp4</u> and click on Apply

Cancel

		×
Output Mode	Simple	
Streaming		
Video Bitrate	2500 Kbps	$\diamond$
Encoder	Software (x264)	
Audio Bitrate	160	
	Enable Advanced Encoder Settings	
Recording		
Recording Path	C:\Users\jonaslharidon\Videos	Browse
	Generate File Name without Space	
Recording Quality	High Quality, Medium File Size	
Recording Format	mp4	
Encoder	Hardway (QSV)	
Custom Muxer Settings		
	Enable Replay Buffer	
	Streaming Video Bitrate Encoder Audio Bitrate Recording Recording Path Recording Quality Recording Format Encoder Custom Muxer Settings	Video Bitrate       2500 Kbps         Encoder       Software (x264)         Audio Bitrate       160 <ul> <li>Enable Advanced Encoder Settings</li> </ul> Recording       Encoder         Recording Path       C:\Users\jonaslharidon\Videos         Generate File Name without Space       Generate File Name without Space         Recording Quality       High Quality, Medium File Size         mp4       Hardwar (QSV)

Warning: Recordings saved to MP4/MOV will be unrecoverable if the file cannot be finalized (e.g. as a result of BSODs, power losses, etc.). If you want to record multiple audio tracks consider using MKV and remux the recording to MP4/MOV after it is finished (File  $\rightarrow$  Remux Recordings)







## (6) Once everything is set up, click on <u>Start Recording</u>









## (7) After your done recording, click on Stop Recording

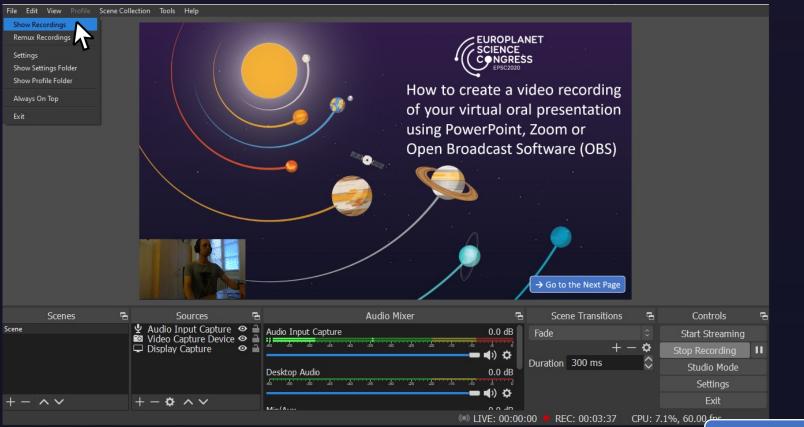








## (8) Retrieve your mp4 video recording in <u>File > Show Recordings</u>







## How to reduce the size of a video file using VLC

Click on the logo for more information about VLC





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## (1) Open VLC and click on <u>File</u> > <u>Convert / Save</u>

#### 📥 VLC media player X Playback Audio Media Subtitle Tools View Help Video Þ Open File... Ctrl+O Þ **Open Multiple Files...** Ctrl+Shift+O Open Folder... Ctrl+F • Open Disc... Ctrl+D 4 Open Network Stream... Ctrl+N • Open Capture Device... Ctrl+C Open Location from clipboard Ctrl+V **Open Recent Media** Save Playlist to File ... Ctrl+Y Convert / Save... Ctrl+R 47 ((-)) Ctrl+S Stream... Quit at the end of playlist E Quit Ctrl+O

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## (2) <u>Add</u> your video presentation and click on <u>Convert / Save</u>

File So Disc Network Capture Device   File Selection You can select local files with the following list and buttons.   Image: Capture Device     Image: Capture Device   File Selection   You can select local files with the following list and buttons.   Image: Capture Device   File Selection   You can select local files with the following list and buttons.   Image: Capture Device   Image: Capture Device   Image: Capture Device   File Selection You can select local files with the following list and buttons.   Image: Capture Device   Image: Capture Device   Image: Capture Device   You can select local files with the following list and buttons.   Image: Capture Device   You can select local files with the following list and buttons.   Image: Capture Device   You can select local files with the following list and buttons.   Image: Capture Device   Image: Capture Device The file Image: Capture Device Image: Capture	Open M	ledia				
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Browse						
	Use	a subtitle file -				
		a subtitle file -			Bro	wse







## (3) Select <u>Video – H.264 + MP3 (MP4)</u> next to <u>Profile</u>, and enter the location for the converted <u>Destination File</u>.

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Type: file				
Settings				
Convert				
Display the ou	tput			
Deinterlace				
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O Dump raw input				
Destination				
Destination file:	onverted presentation file		Browse	2
		Start	Can	cel





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### (4) Click on <u>Start</u> and wait for the conversion to complete.

