

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

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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)



Zoom



Open Broadcast Studio



How to record **good sound**



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

How to record **good sound**



Click on the logo to access short instruction video

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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

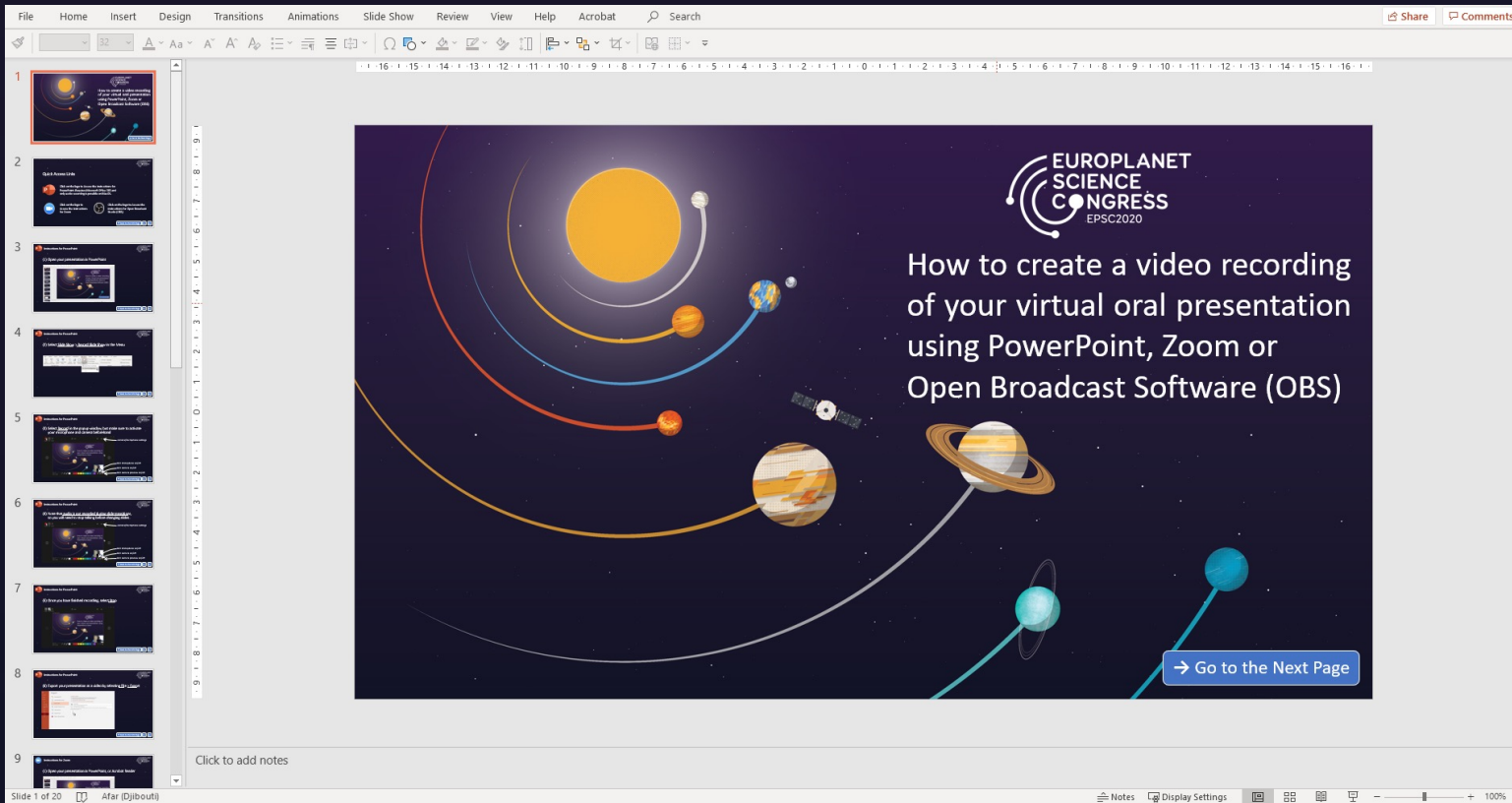
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Instructions for PowerPoint

(1) Open your presentation in PowerPoint

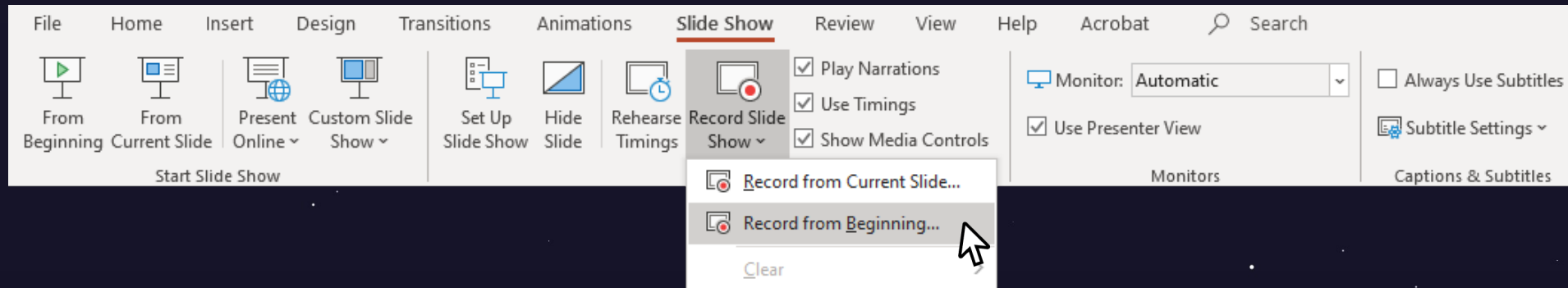


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(2) Select Slide Show > Record Slide Show in the Menu





Instructions for PowerPoint

(3) Select Record in the popup window, but make sure to activate your microphone and camera beforehand



camera/microphone settings

turn microphone on/off

turn camera on/off

turn camera preview on/off

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Instructions for PowerPoint

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

The screenshot shows the Zoom recording interface. At the top left, there are buttons for 'RECORD', 'STOP', and 'REPLAY'. A mouse cursor is pointing at the 'RECORD' button. To the right of these buttons is a 'NOTES' button. In the top right corner, there is a window control bar with a close button (X) and a volume icon. An arrow points from the text 'camera/microphone settings' to the volume icon. The main area displays a PowerPoint slide with the 'EUROPLANET SCIENCE CONGRESS EPSC2020' logo and the text 'How to create an video recording of your virtual oral presentation using PowerPoint or Zoom'. The slide features a diagram of the solar system. In the bottom right corner, there is a small video preview of the presenter. Three arrows point from the text labels to the controls in this area: 'turn microphone on/off' points to the microphone icon, 'turn camera on/off' points to the camera icon, and 'turn camera preview on/off' points to the person icon. At the bottom left, it says 'Slide 1 of 7' and '0:00 / 0:00'. Below the slide, there is a toolbar with various drawing tools and a color palette. At the bottom right, there is a blue button that says 'Back to the Quick Access Page' and two navigation arrows (left and right).

camera/microphone settings

turn microphone on/off

turn camera on/off

turn camera preview on/off

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Instructions for PowerPoint

(5) Once you have finished recording, select Stop

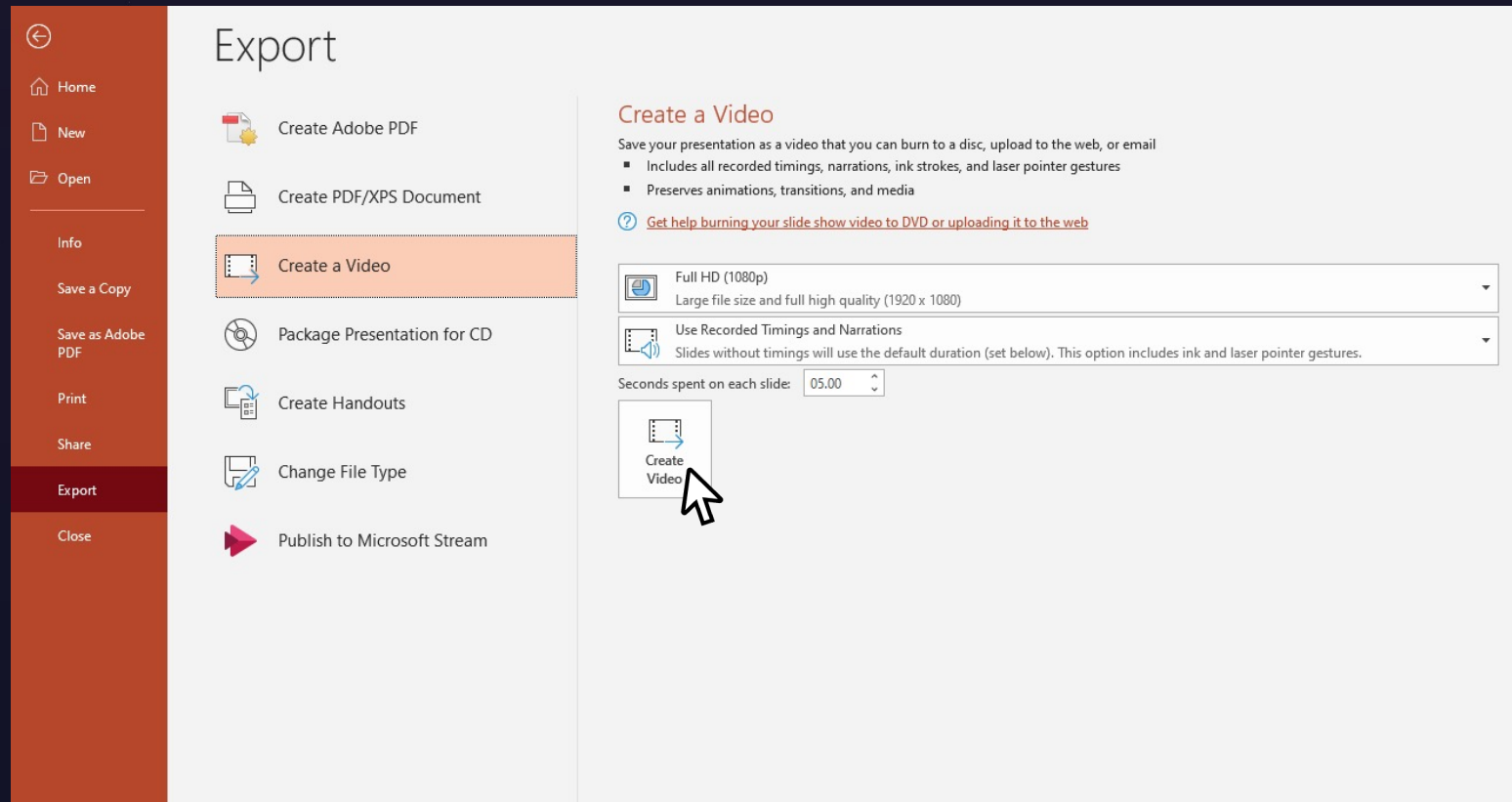


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(6) Export your presentation as a video by selecting File > Export



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



Click on the logo for more information about Zoom

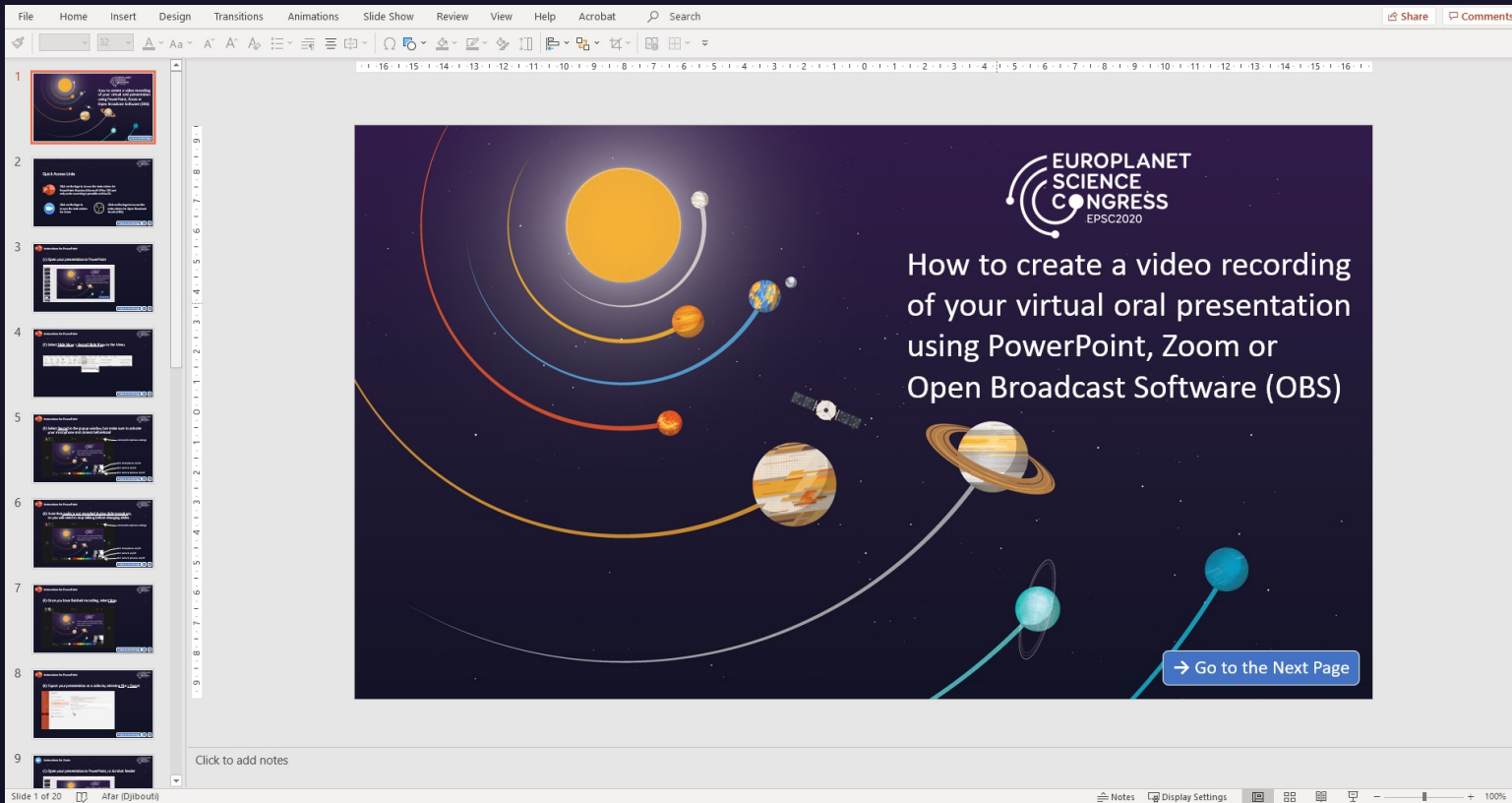
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Instructions for Zoom

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



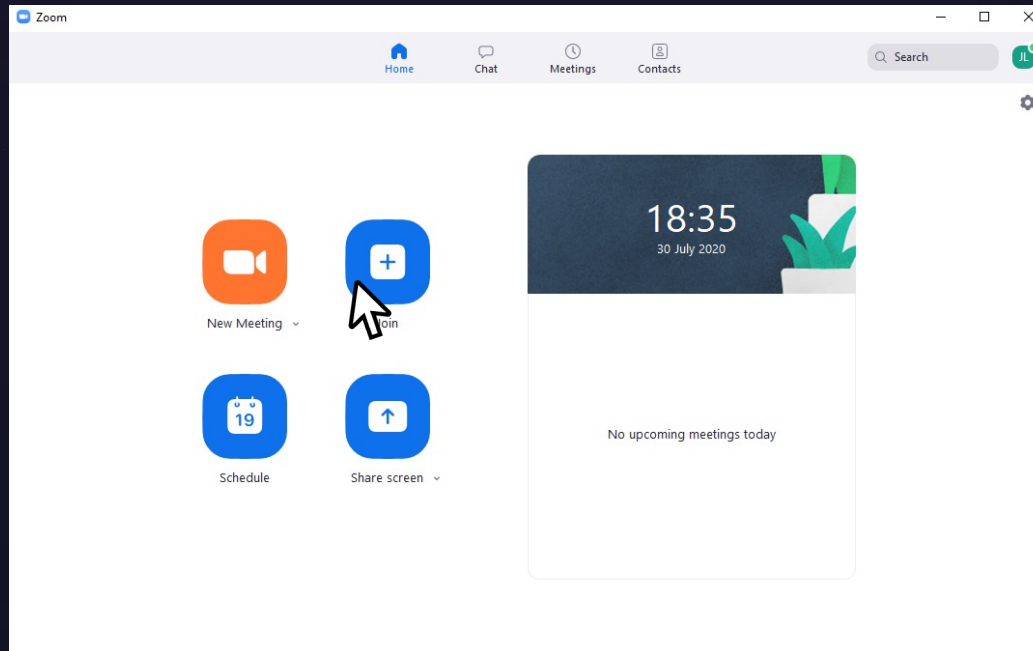
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Instructions for Zoom

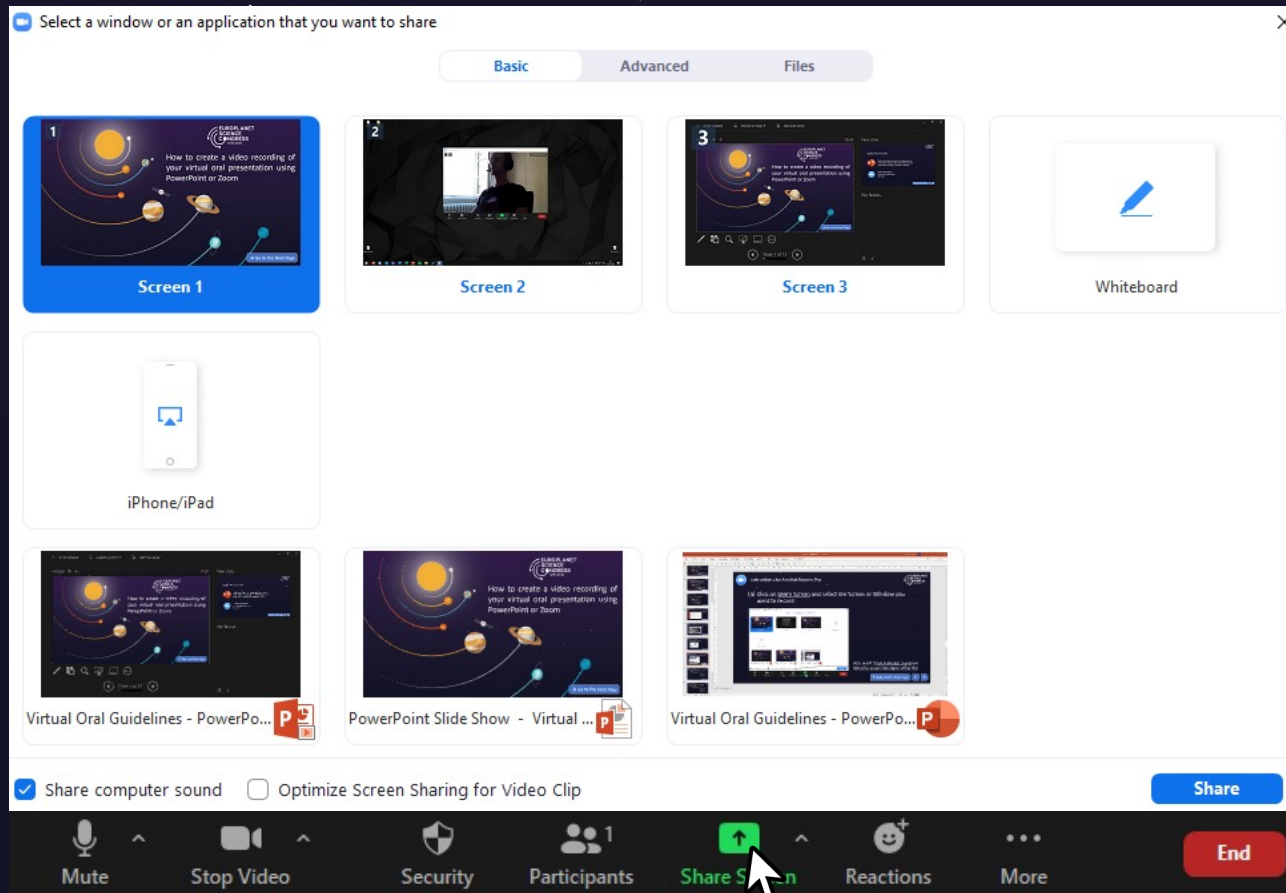
(2) Open Zoom, and create a New Meeting





Instructions for Zoom

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



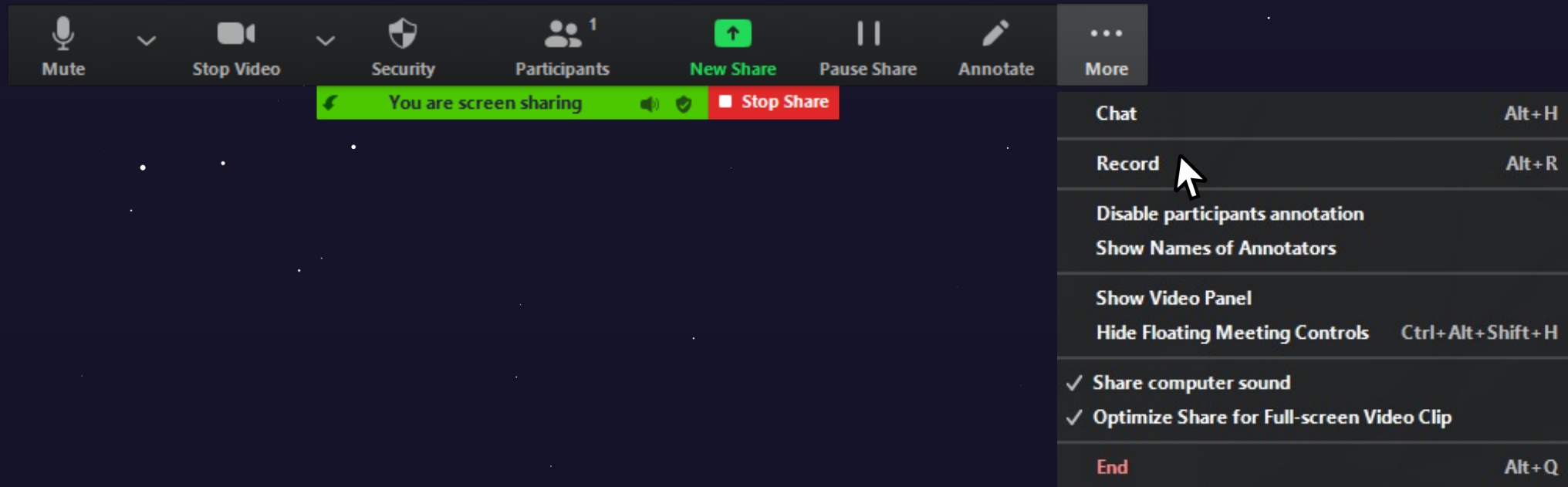
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Instructions for Zoom

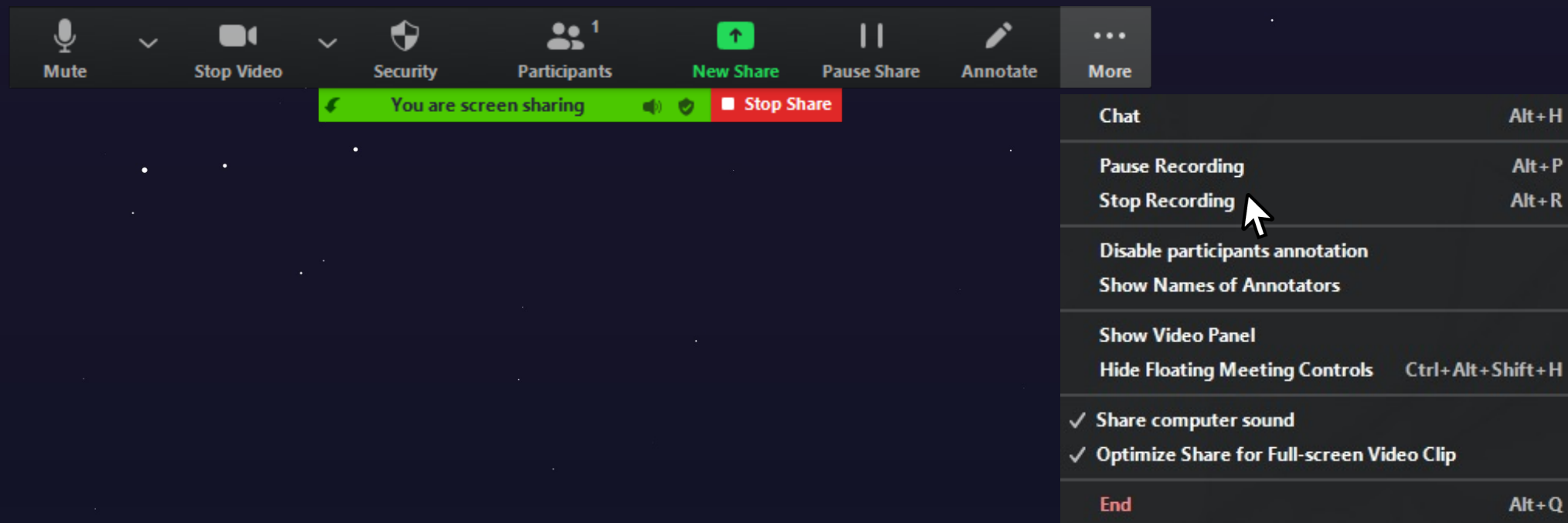
(4) When ready, click on More > Record to start recording your presentation





Instructions for Zoom

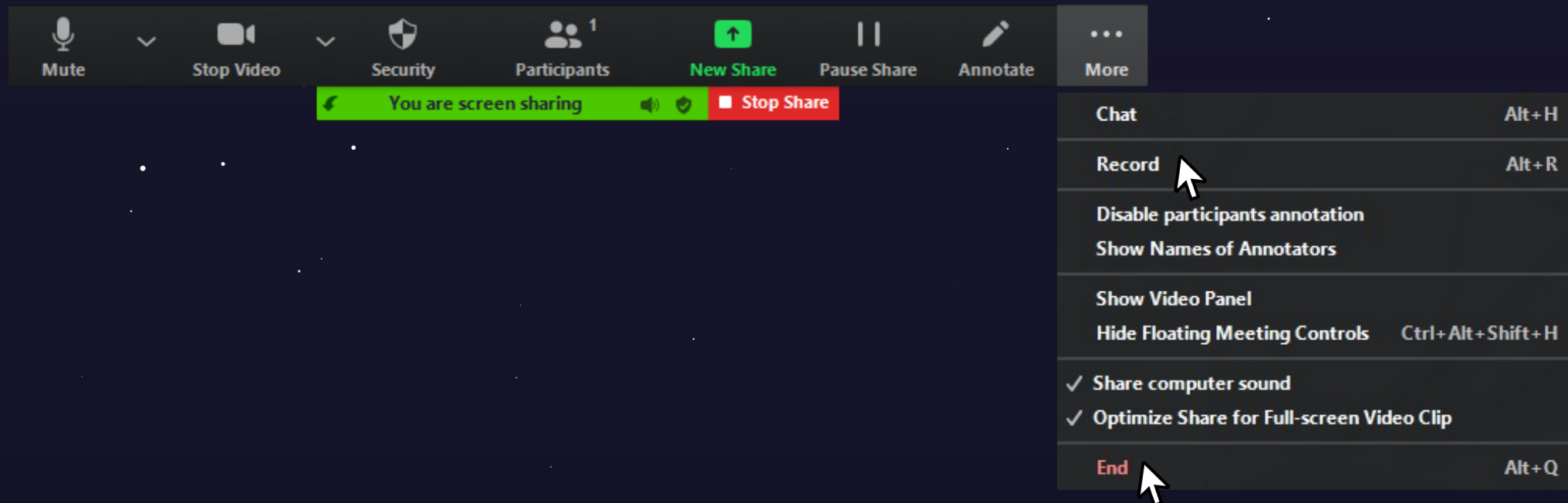
(5) Once your done recording your presentation, click on
More > Stop Recording





Instructions for Zoom

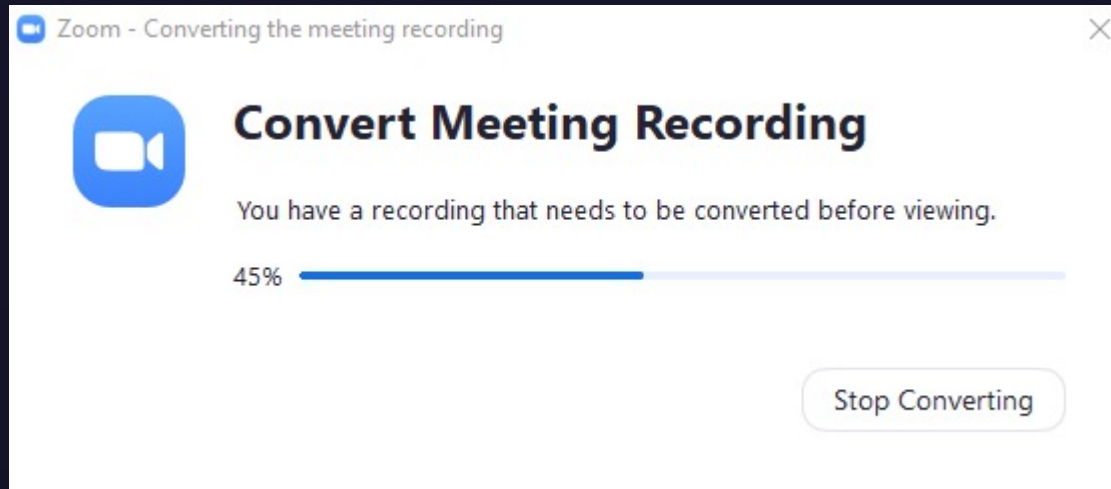
(6) Finally, click on End to close the Zoom Meeting and save your recording





Instructions for Zoom

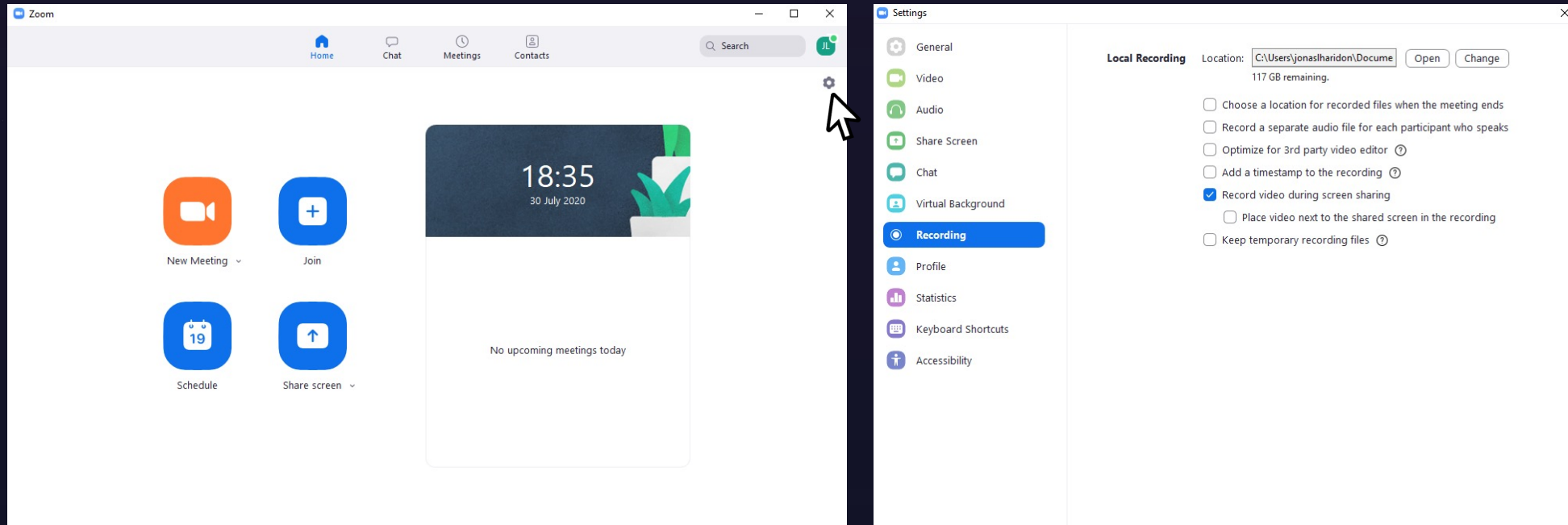
(7) A window will pop up to show that your recording are being saved. The folder containing the recording will be opened.





Instructions for Zoom

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



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)

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Instructions for Open Broadcast Studio

(1) Open your presentation in PowerPoint or Acrobat Reader



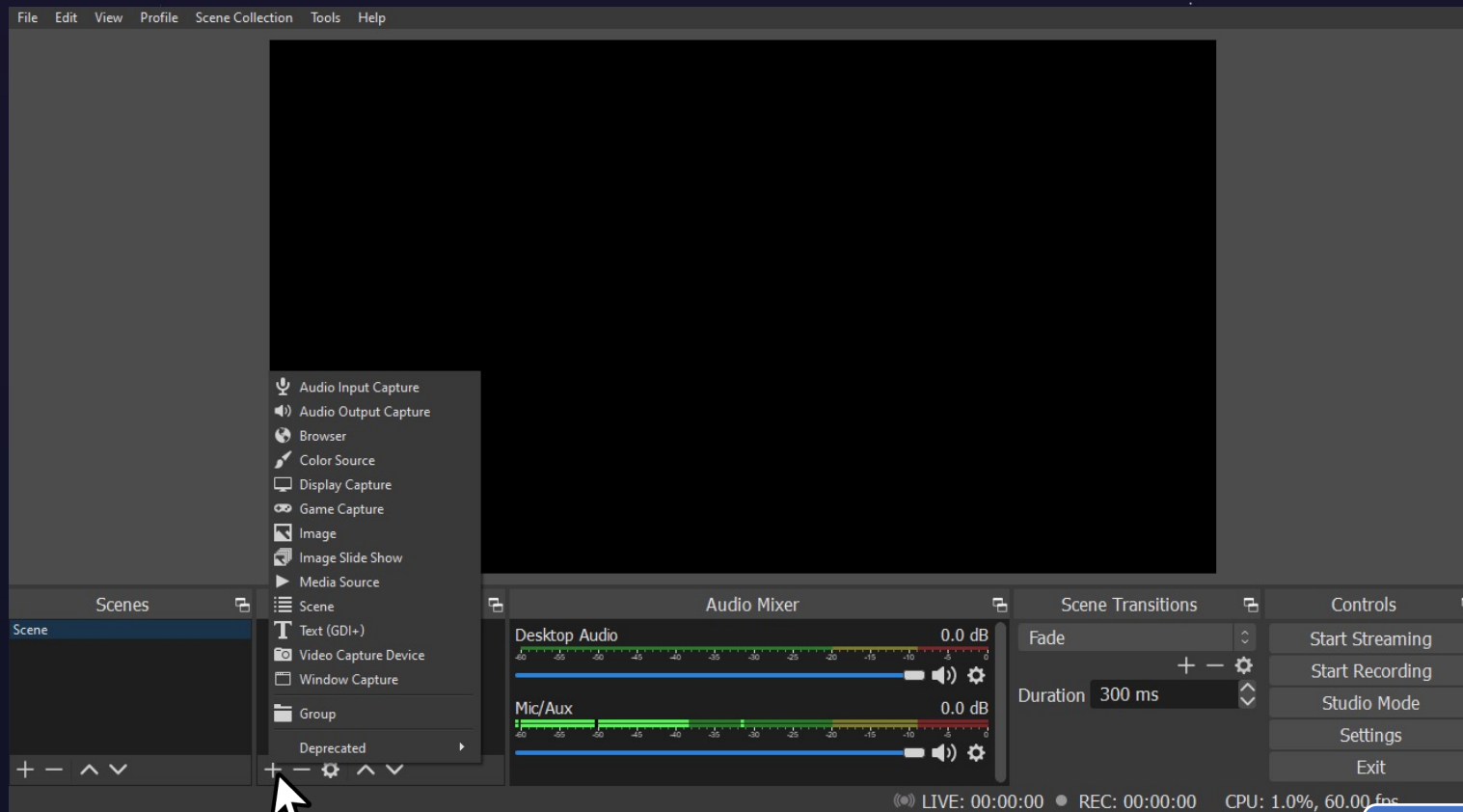
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Instructions for Open Broadcast Studio

(2) Open OBS and click on the + icon to add
Audio Input Capture and Video Capture Device



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Instructions for Open Broadcast Studio

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



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Instructions for Open Broadcast Studio

(4) Edit the size and position of the Window and Video sources.
The boxes can be moved and resized.



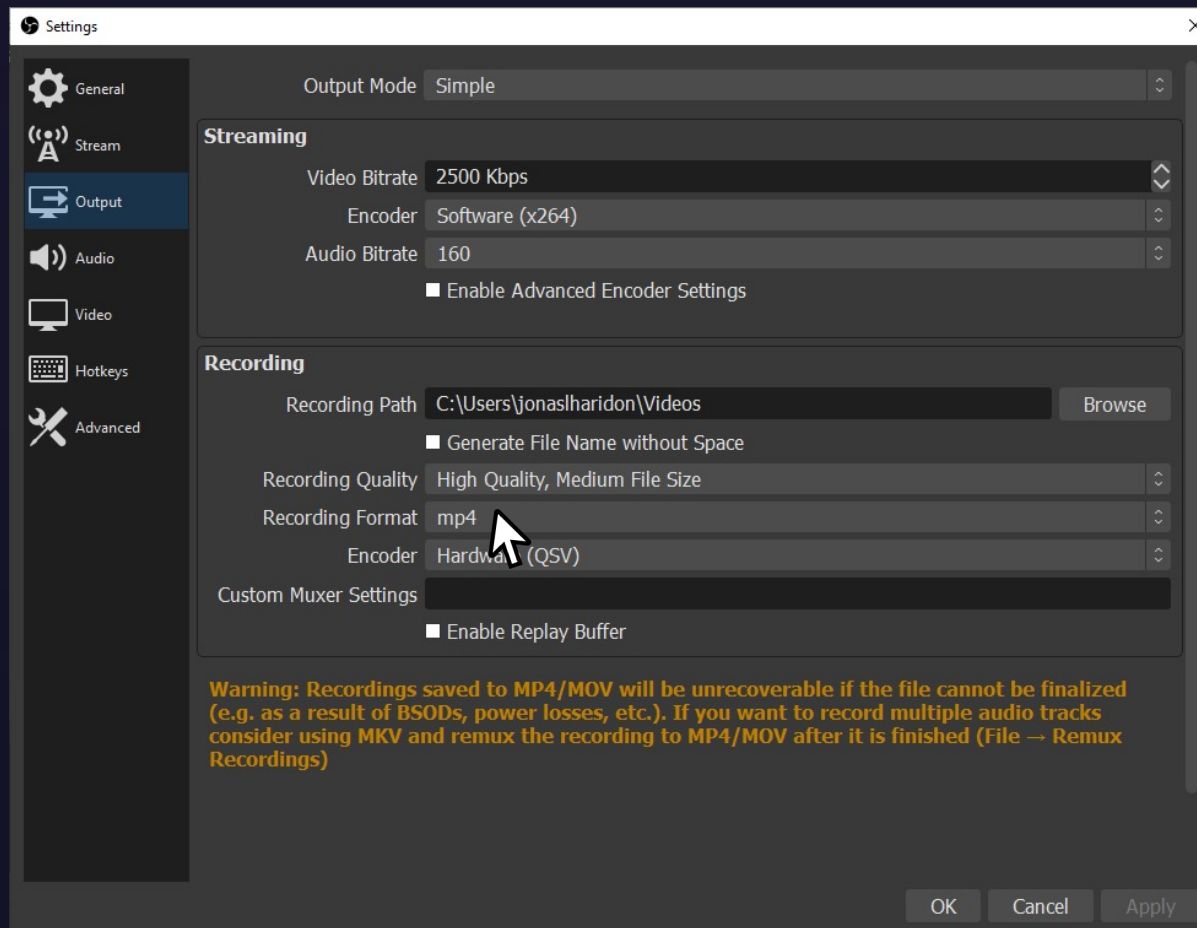
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Instructions for Open Broadcast Studio

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



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Instructions for Open Broadcast Studio

(6) Once everything is set up, click on Start Recording



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Instructions for Open Broadcast Studio

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



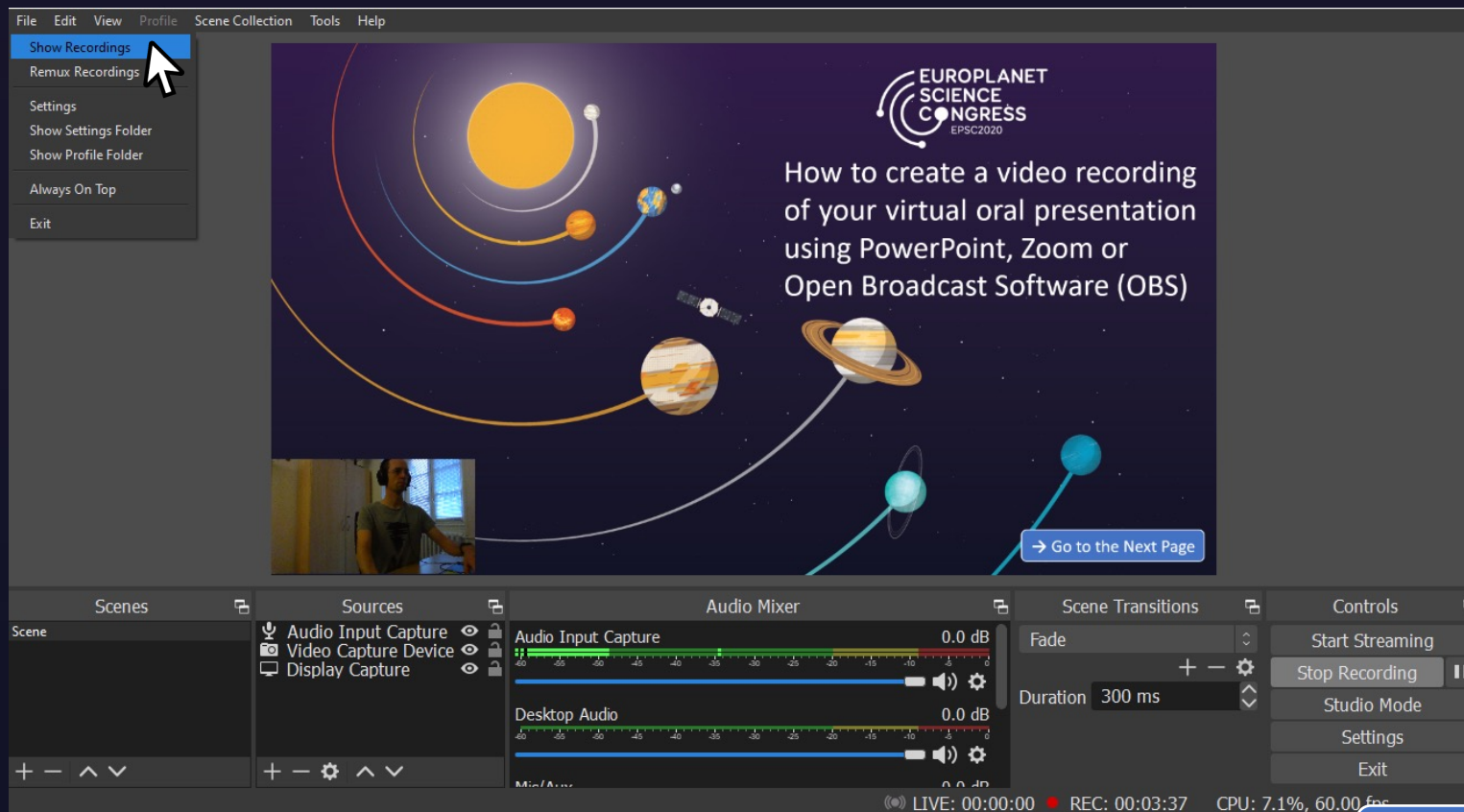
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Instructions for Open Broadcast Studio

(8) Retrieve your mp4 video recording in File > Show Recordings



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How to reduce the size of a video file using VLC



Click on the logo for more information about VLC

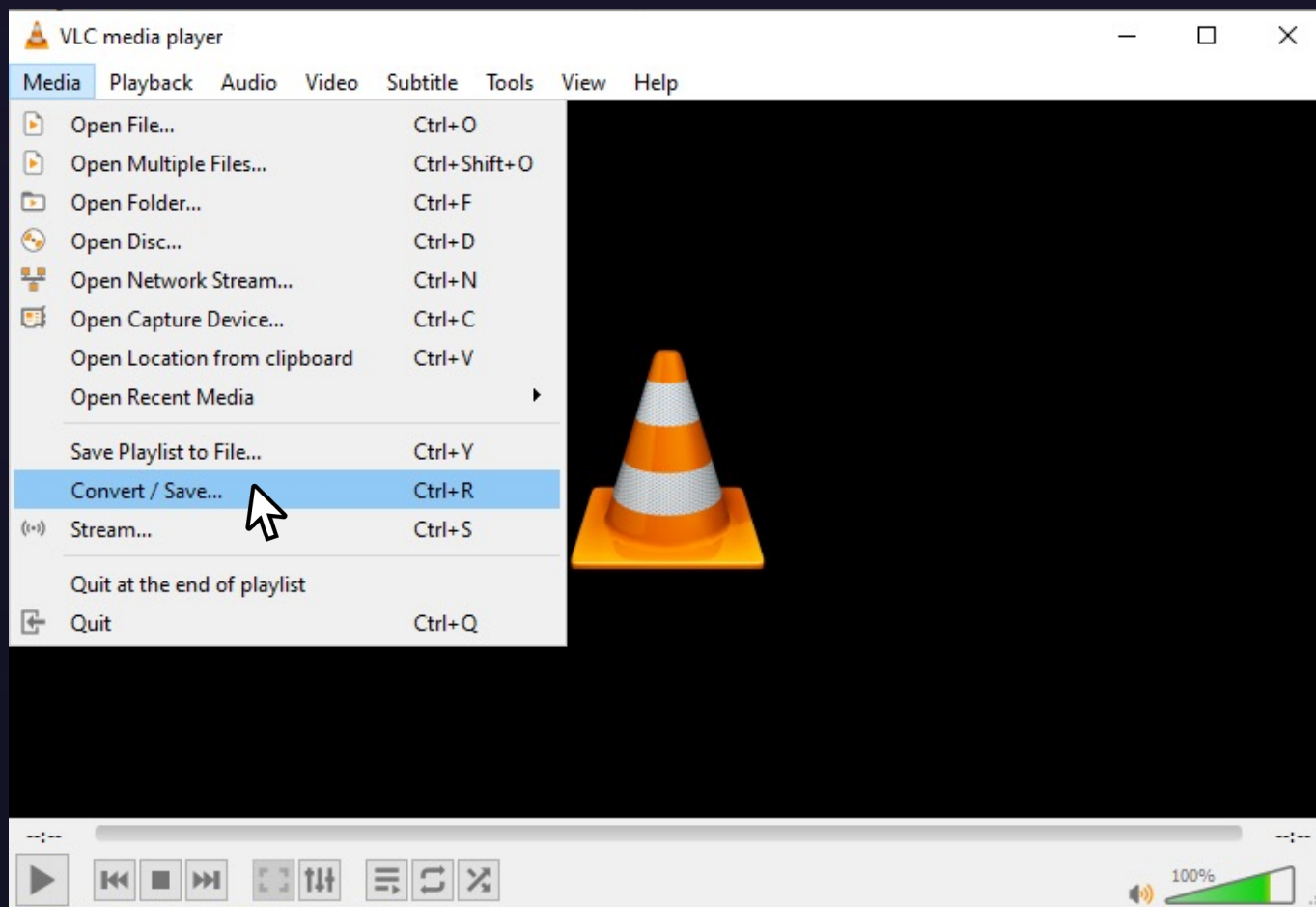
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Instructions for VLC

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



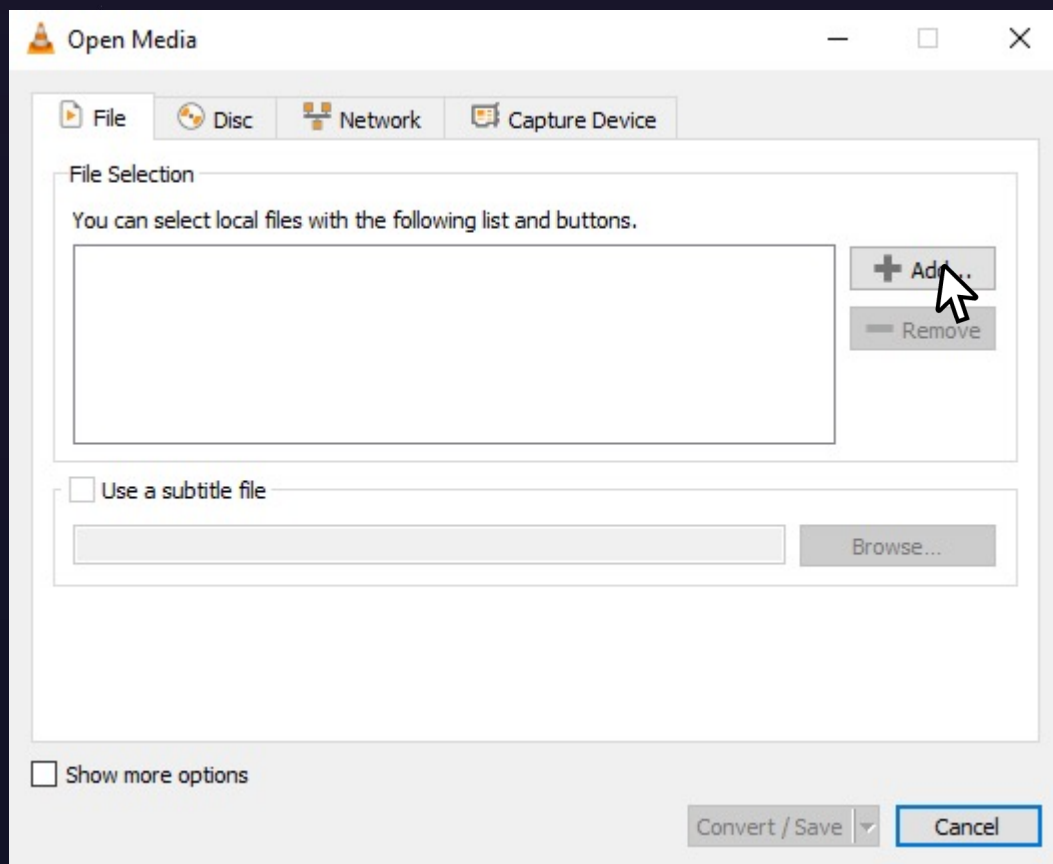
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Instructions for VLC

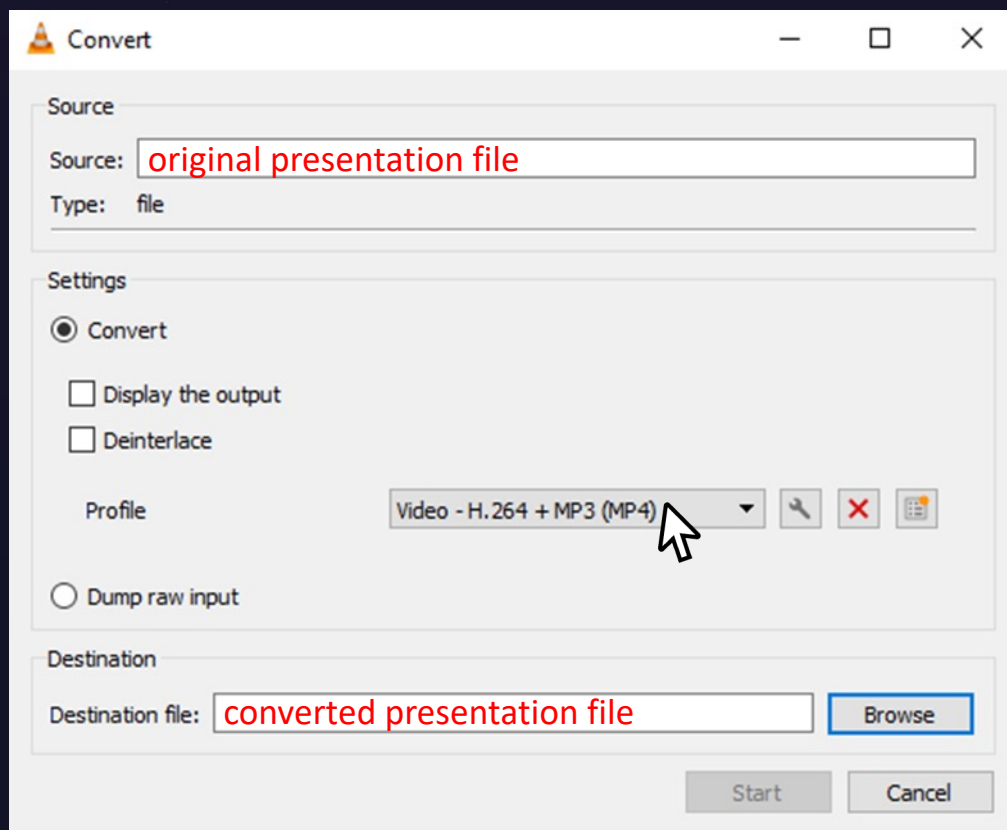
(2) Add your video presentation and click on Convert / Save





Instructions for VLC

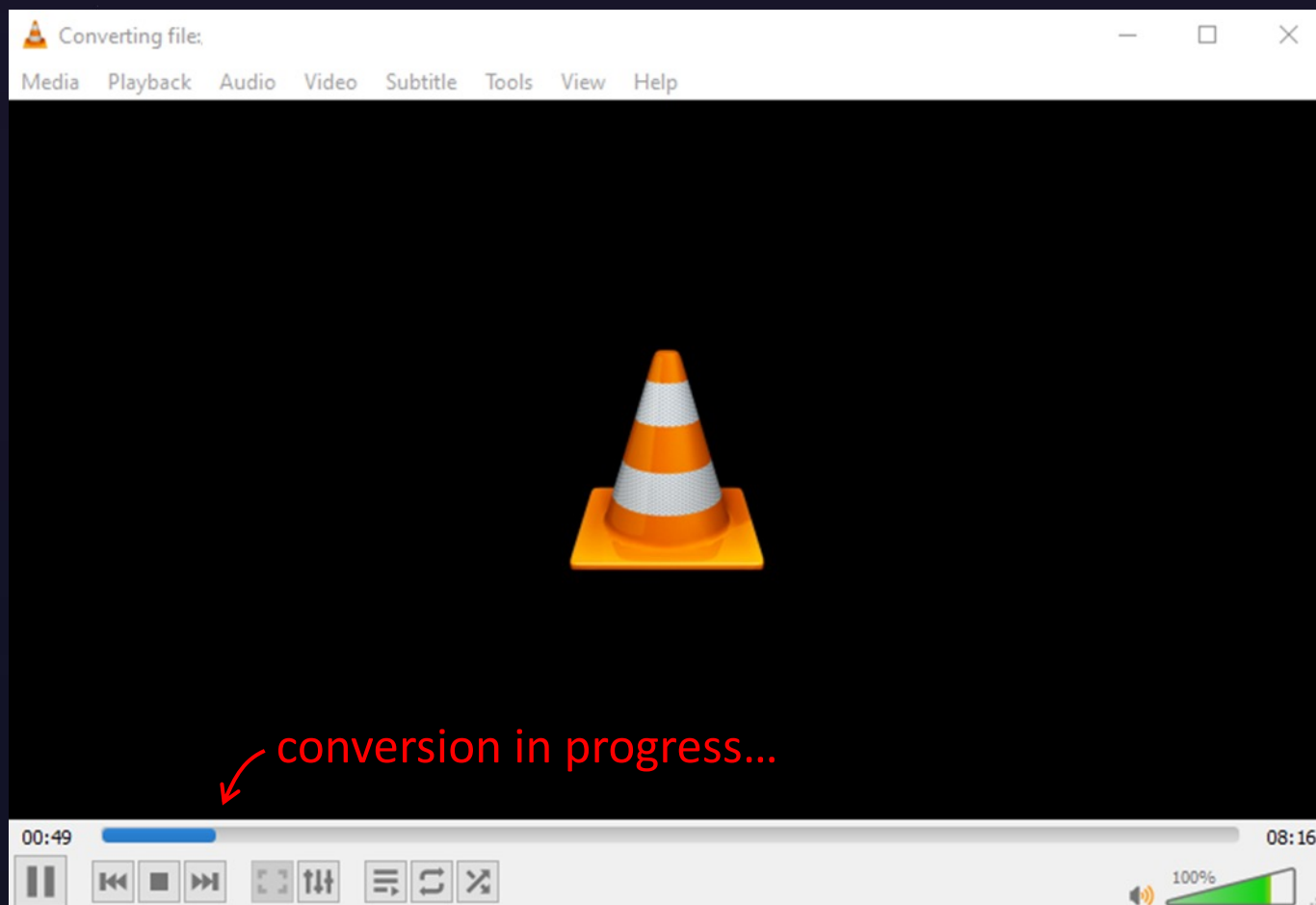
(3) Select Video – H.264 + MP3 (MP4) next to Profile, and enter the location for the converted Destination File.





Instructions for VLC

(4) Click on Start and wait for the conversion to complete.



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