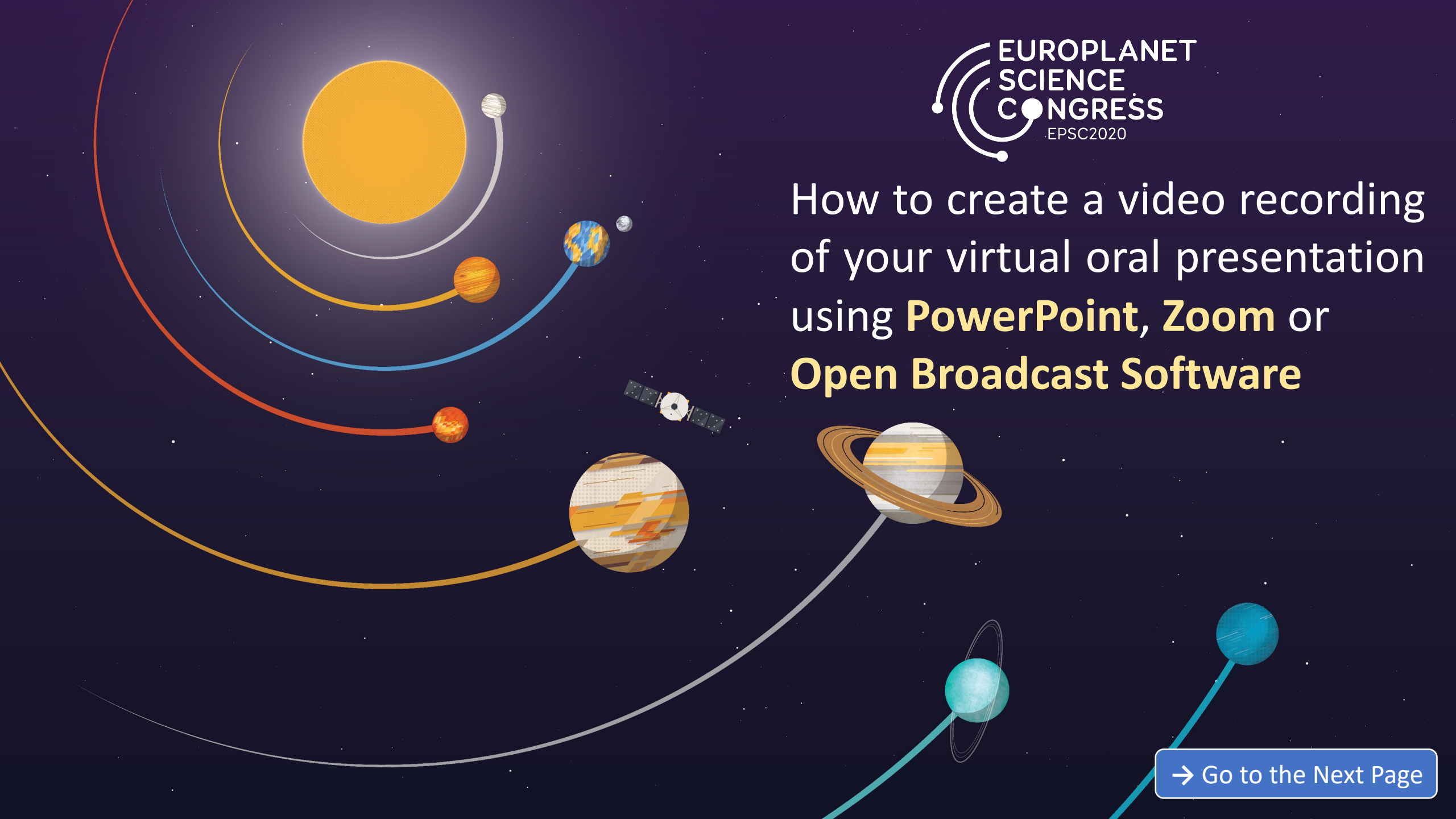
EUROPLANET SCIENCE CONGRESS
EPSC2020

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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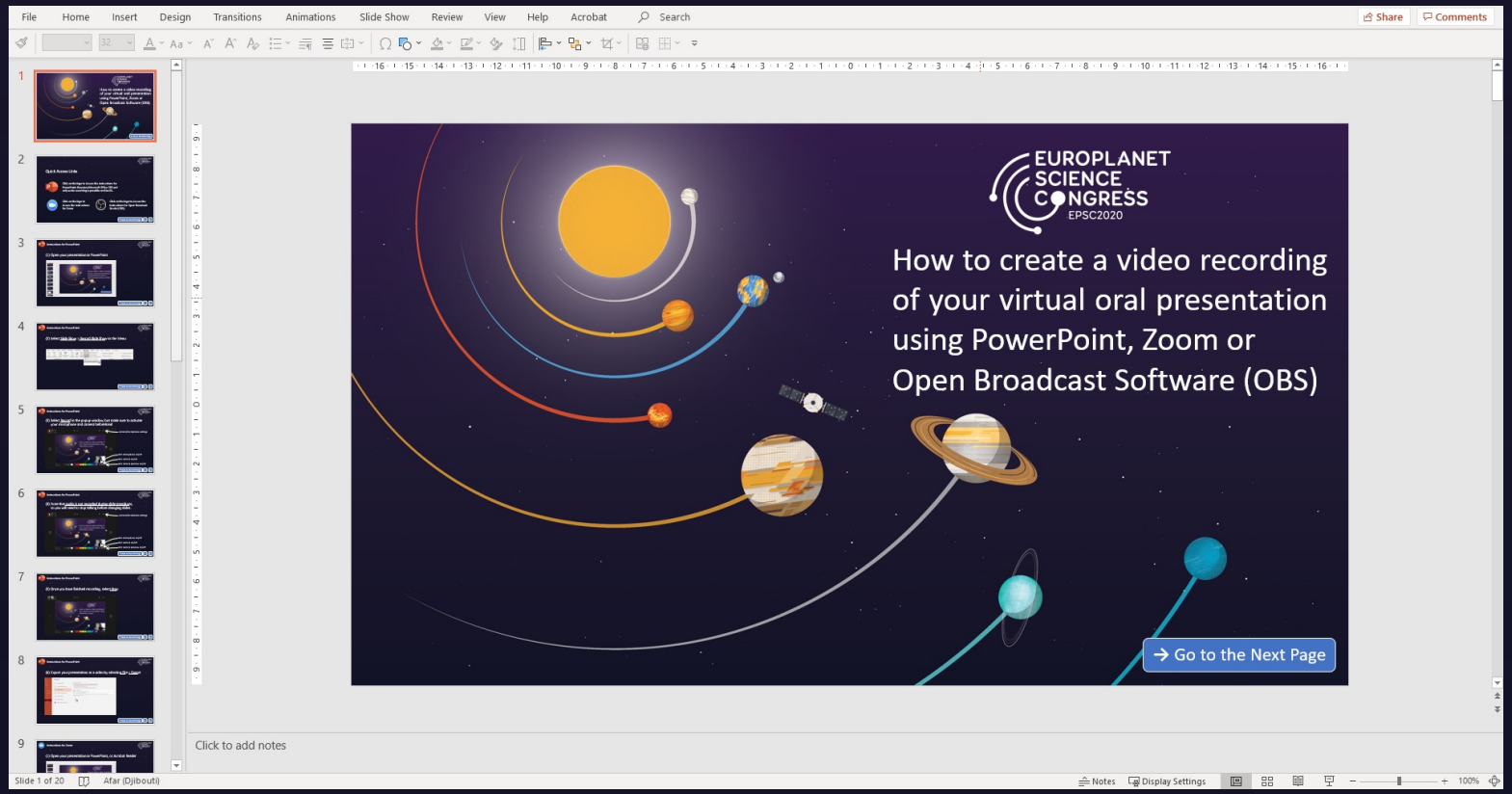
Instructions for PowerPoint

(1) Open your presentation in PowerPoint



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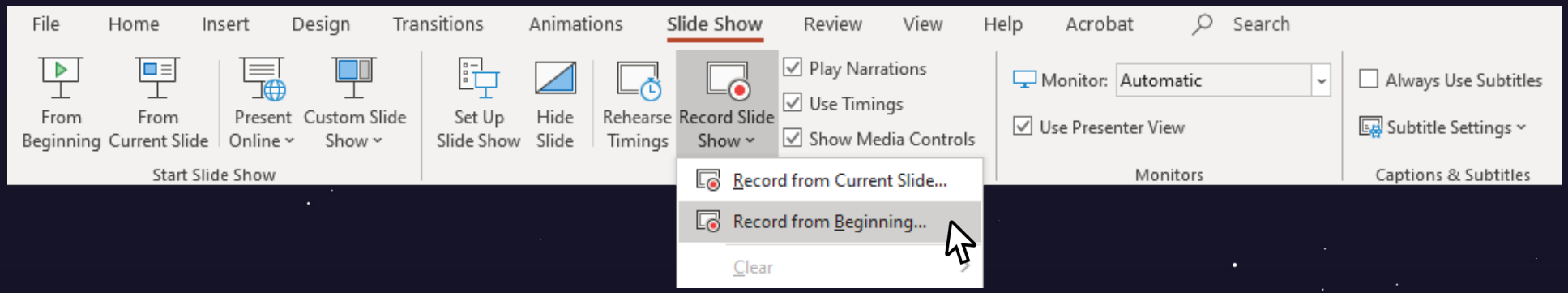
(2) Select Slide Show > Record Slide Show in the Menu



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(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.

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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Instructions for PowerPoint

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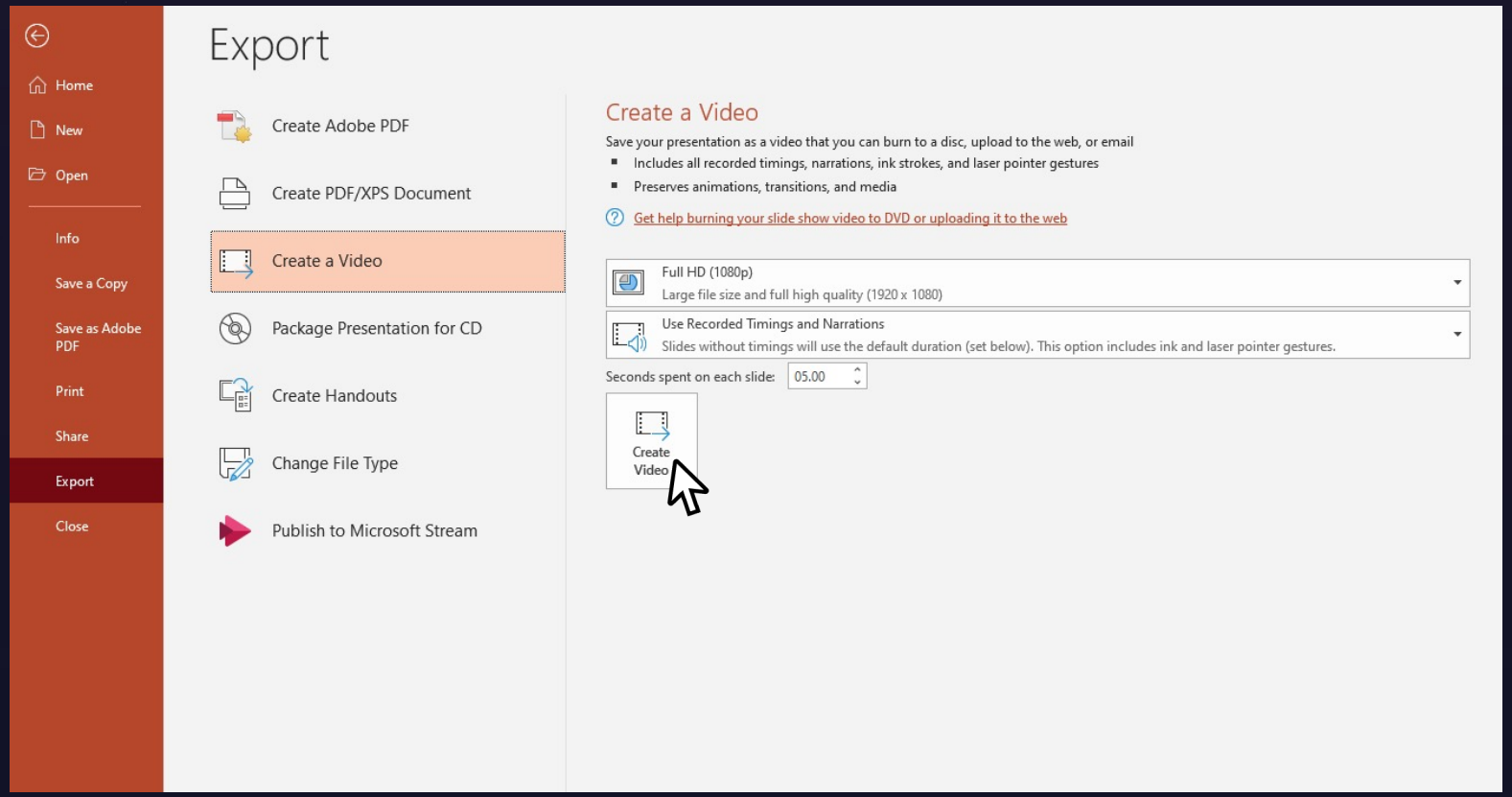
(6) Export your presentation as a video by selecting File > Export



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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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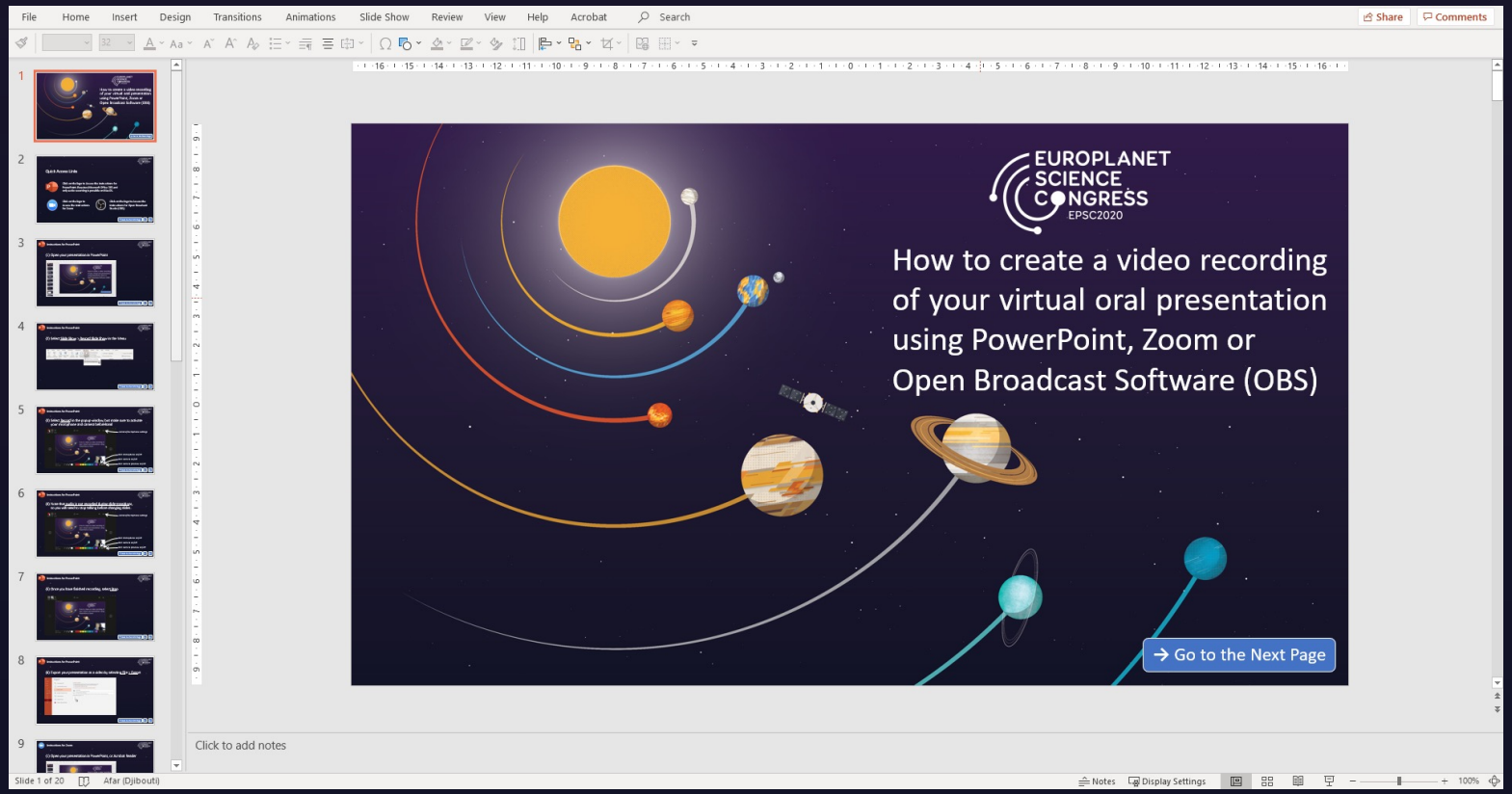
Instructions for Zoom

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



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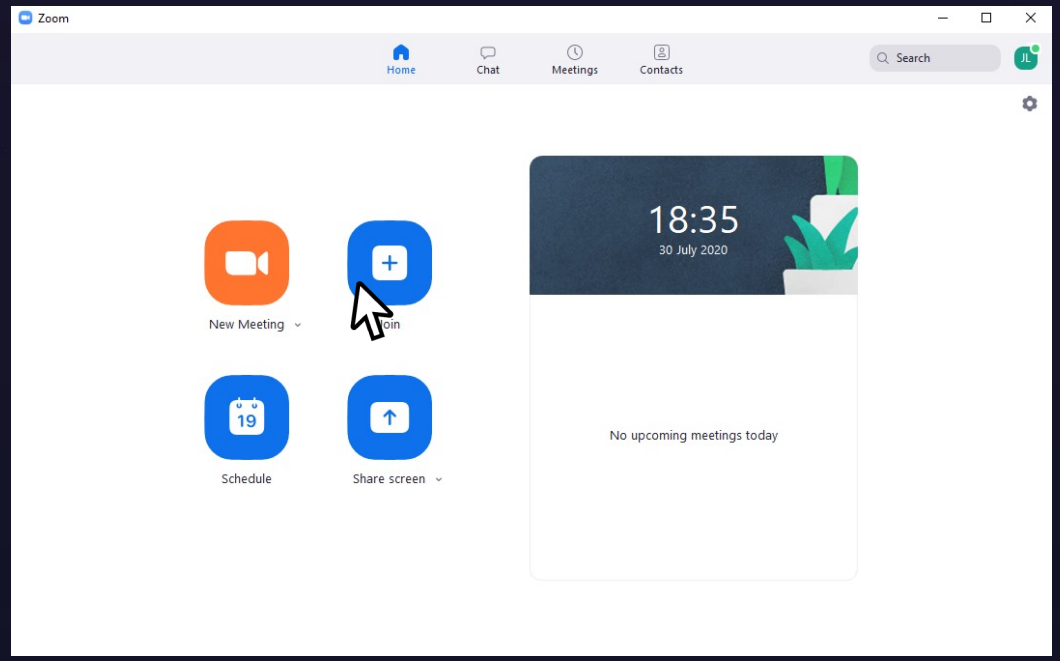
Instructions for Zoom

(2) Open Zoom, and create a New Meeting



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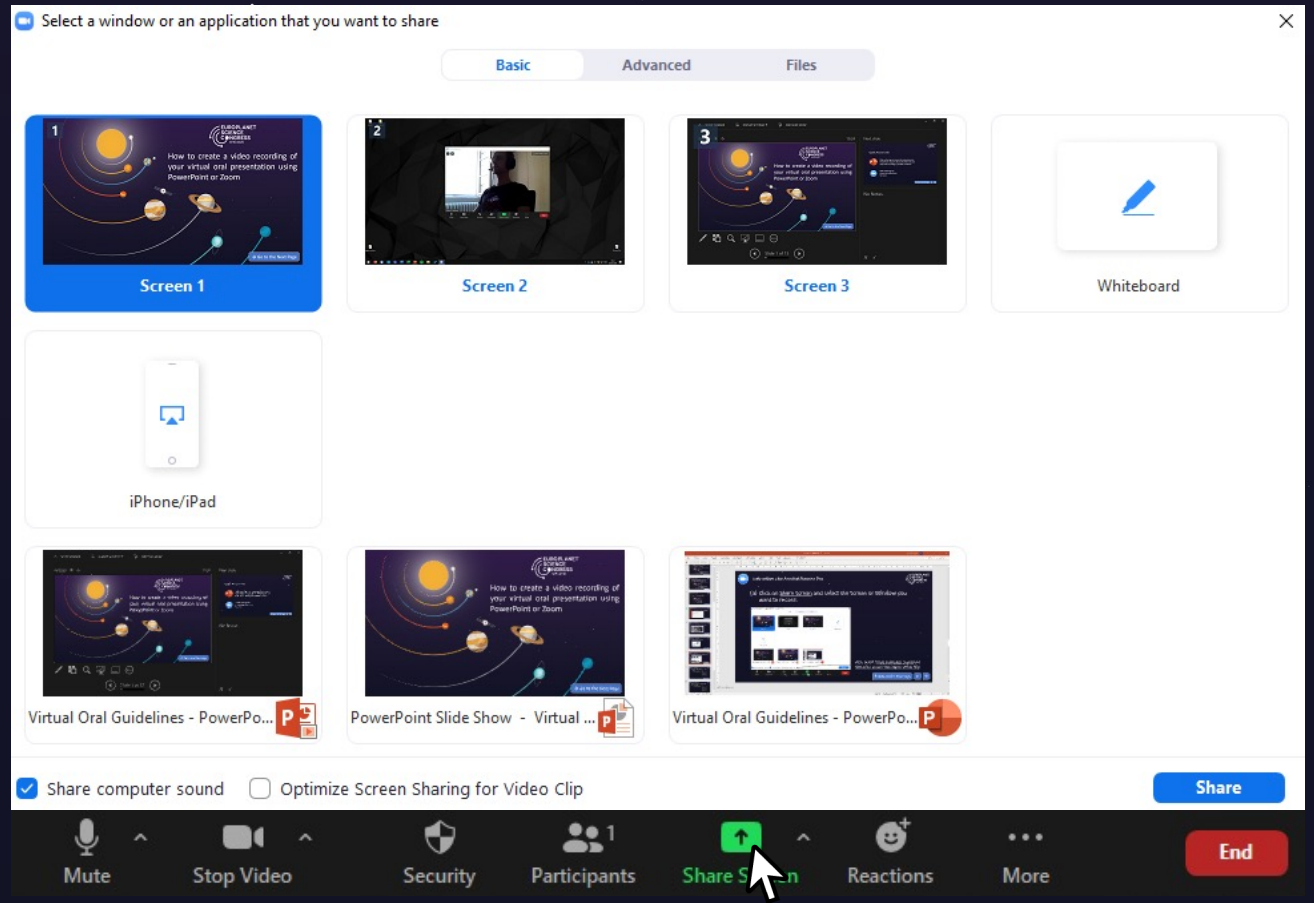
Instructions for Zoom

(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

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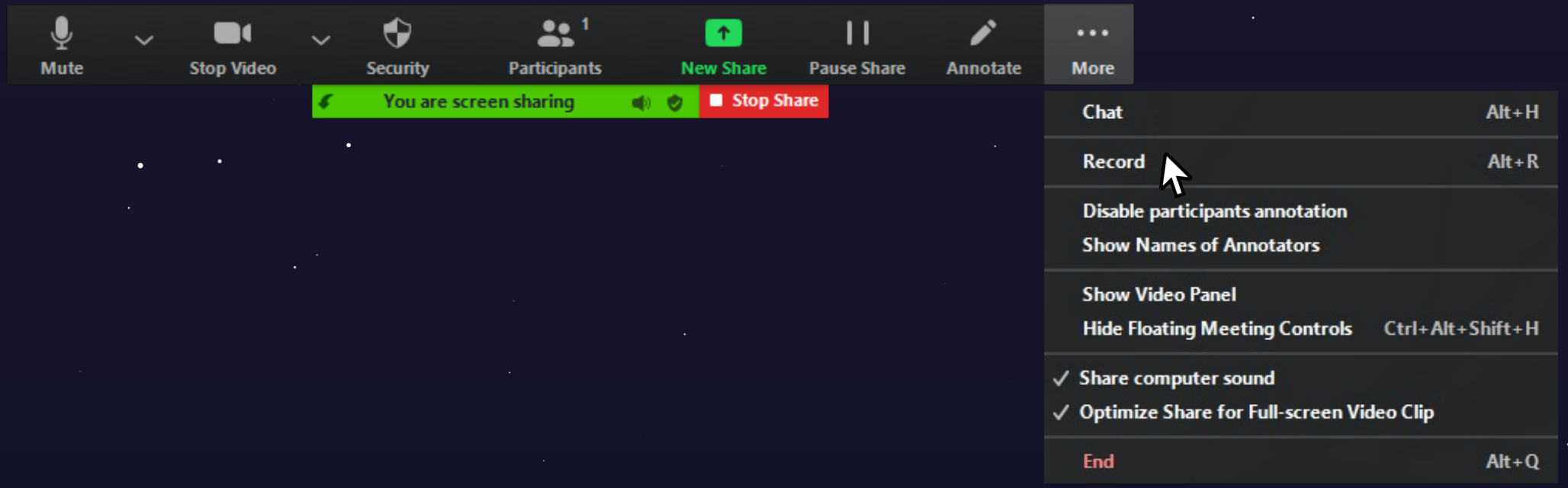
(4) When ready, click on More > Record to start recording your presentation



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Instructions for Zoom

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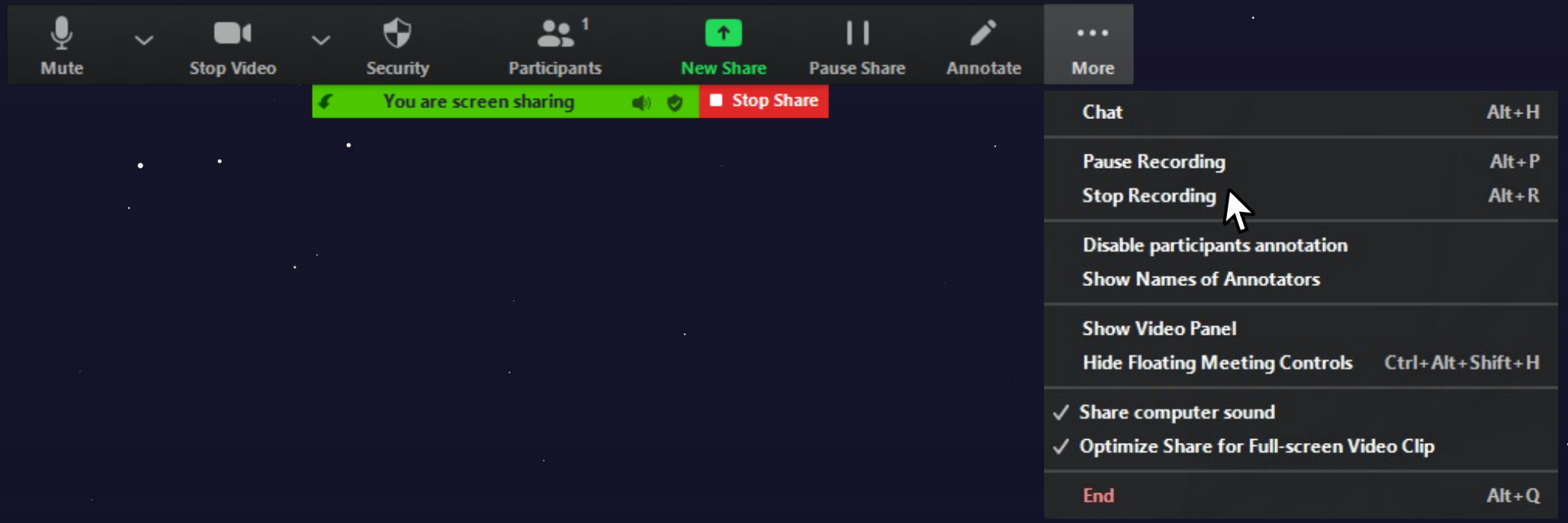
(5) Once your done recording your presentation, click on More > Stop Recording



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Instructions for Zoom

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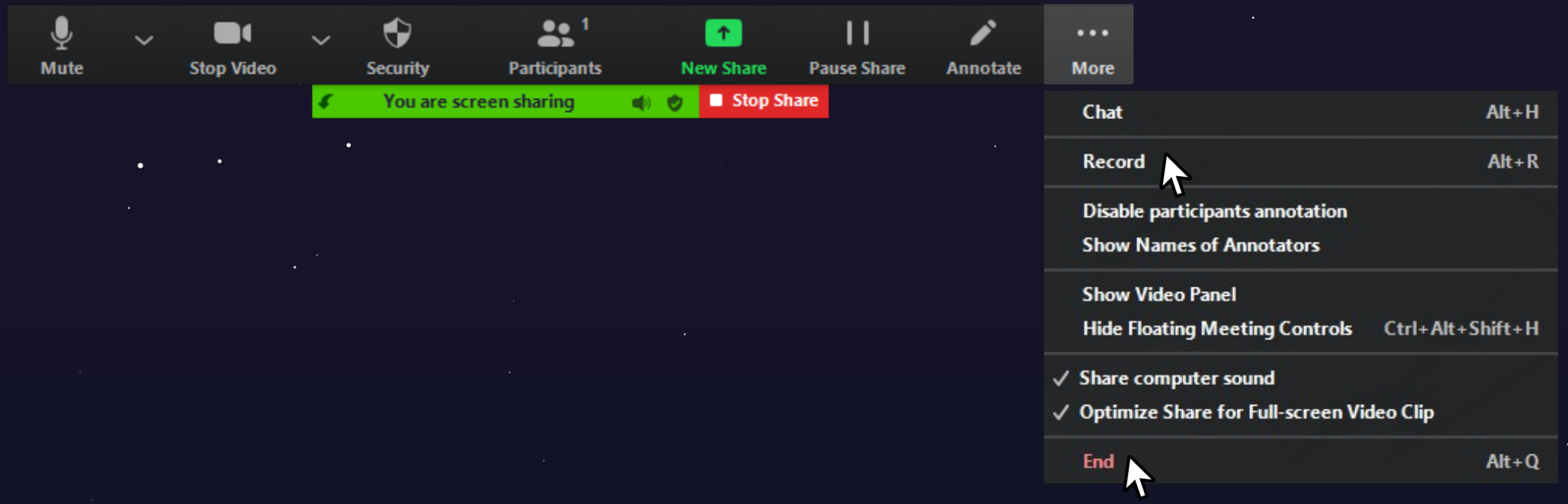
(6) Finally, click on End to close the Zoom Meeting and save your recording



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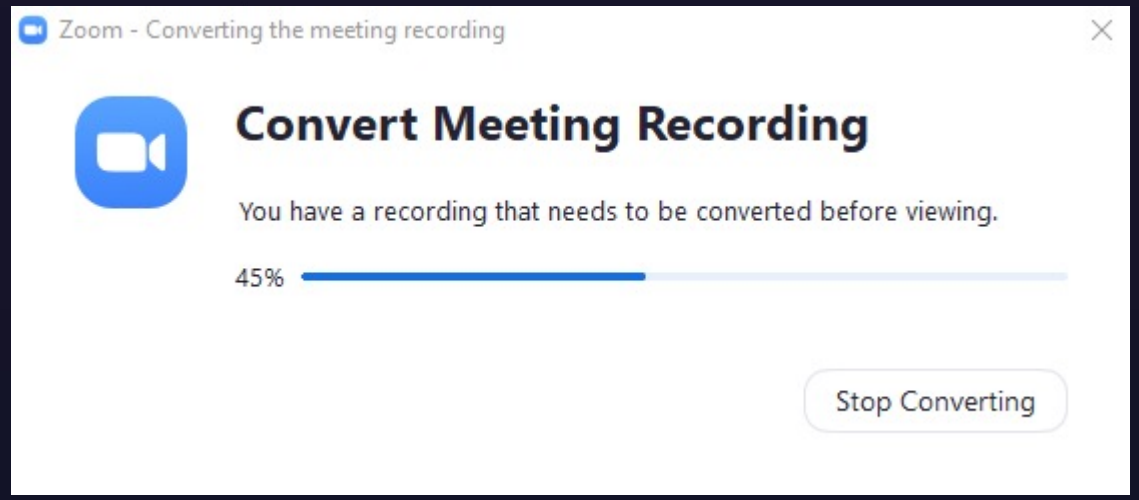
Instructions for Zoom

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



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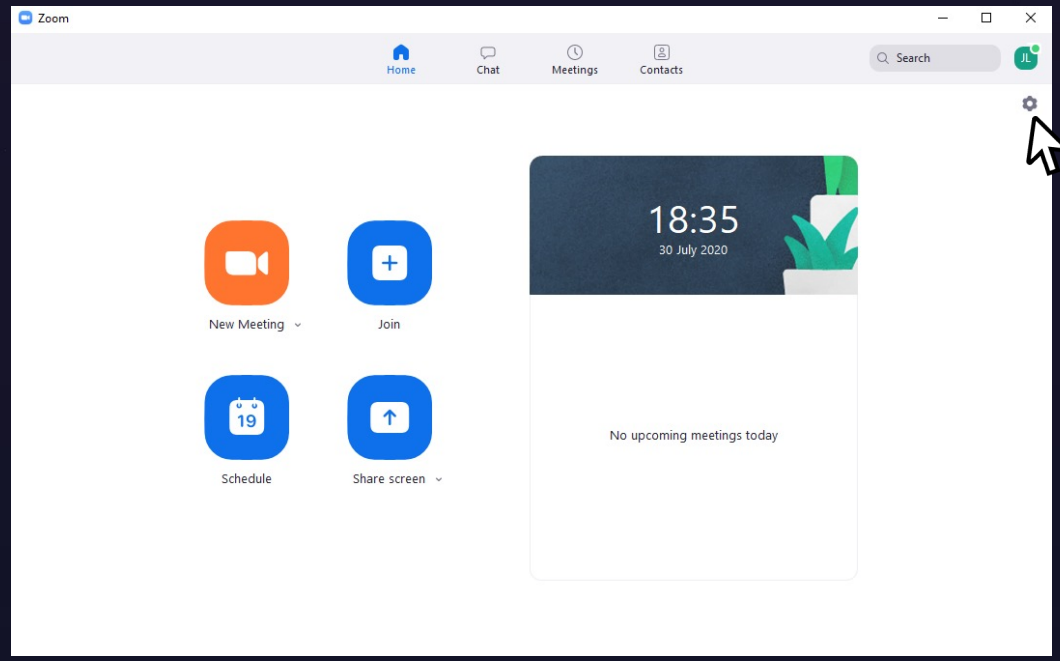
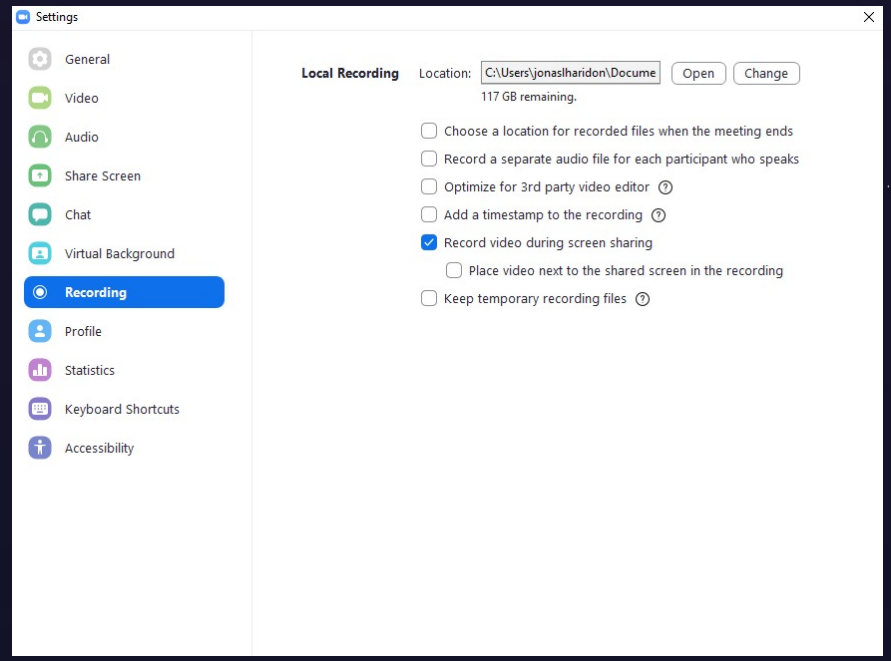
Instructions for Zoom

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





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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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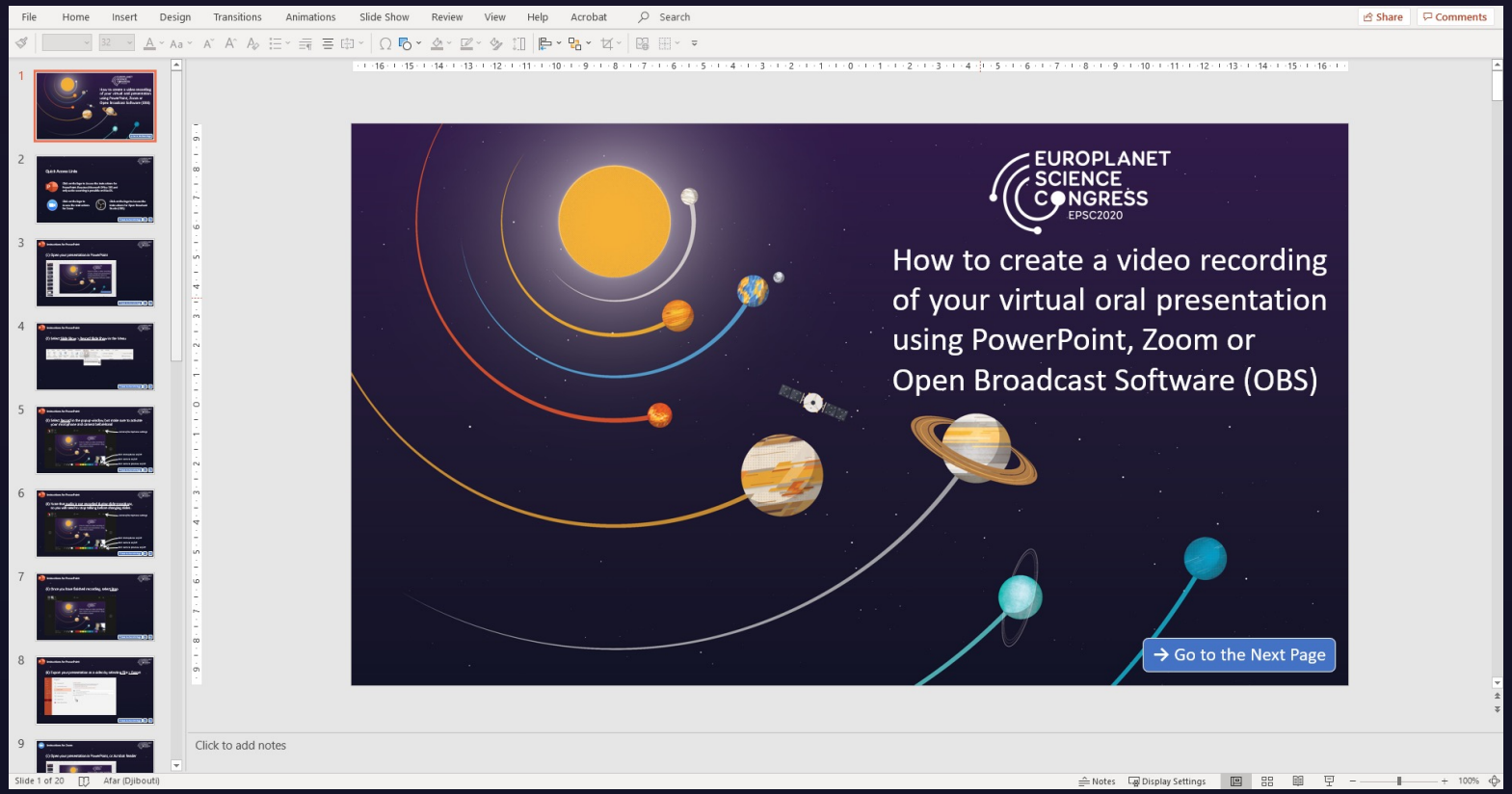
Instructions for Open Broadcast Studio

(1) Open your presentation in PowerPoint or Acrobat Reader



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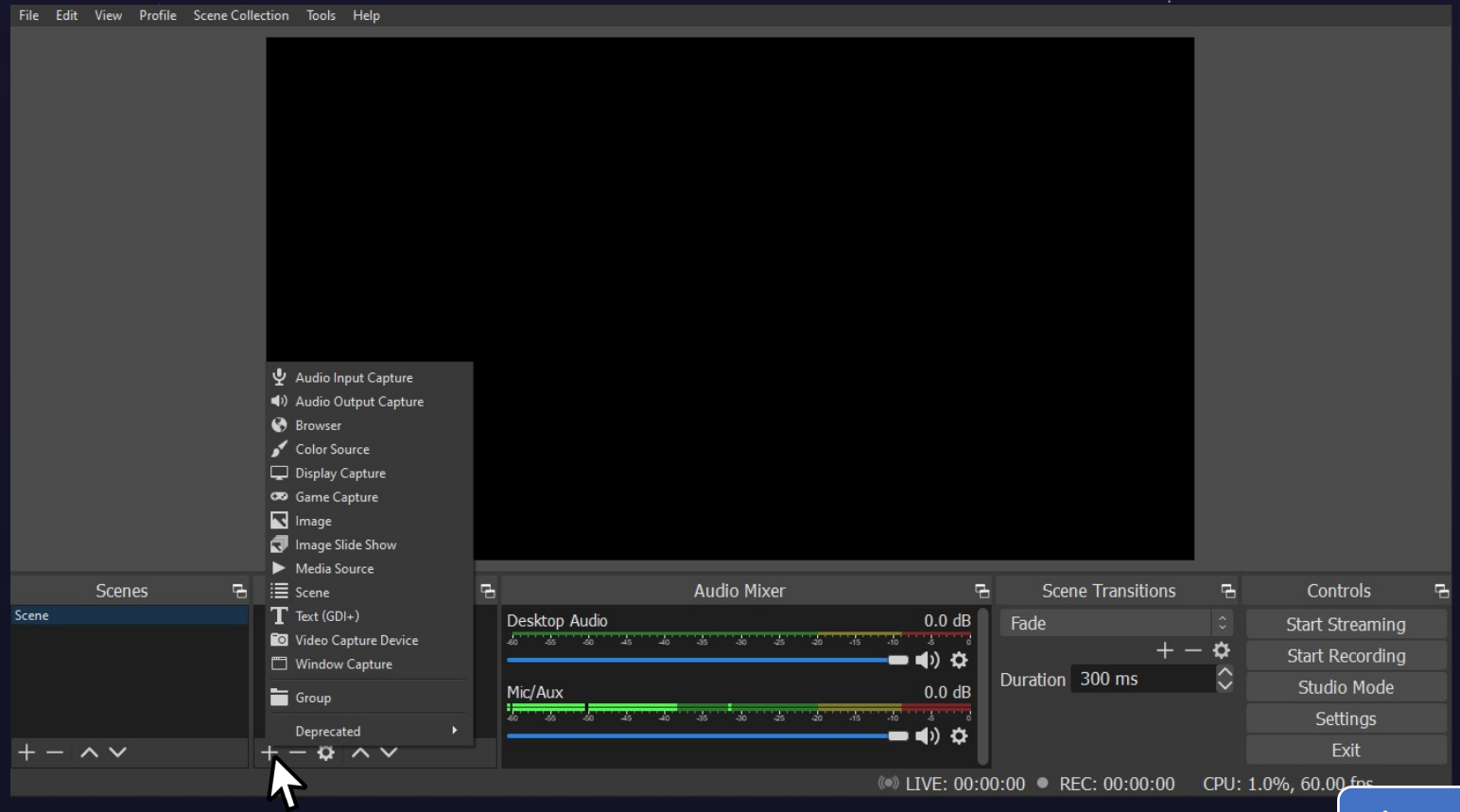
Instructions for Open Broadcast Studio

(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

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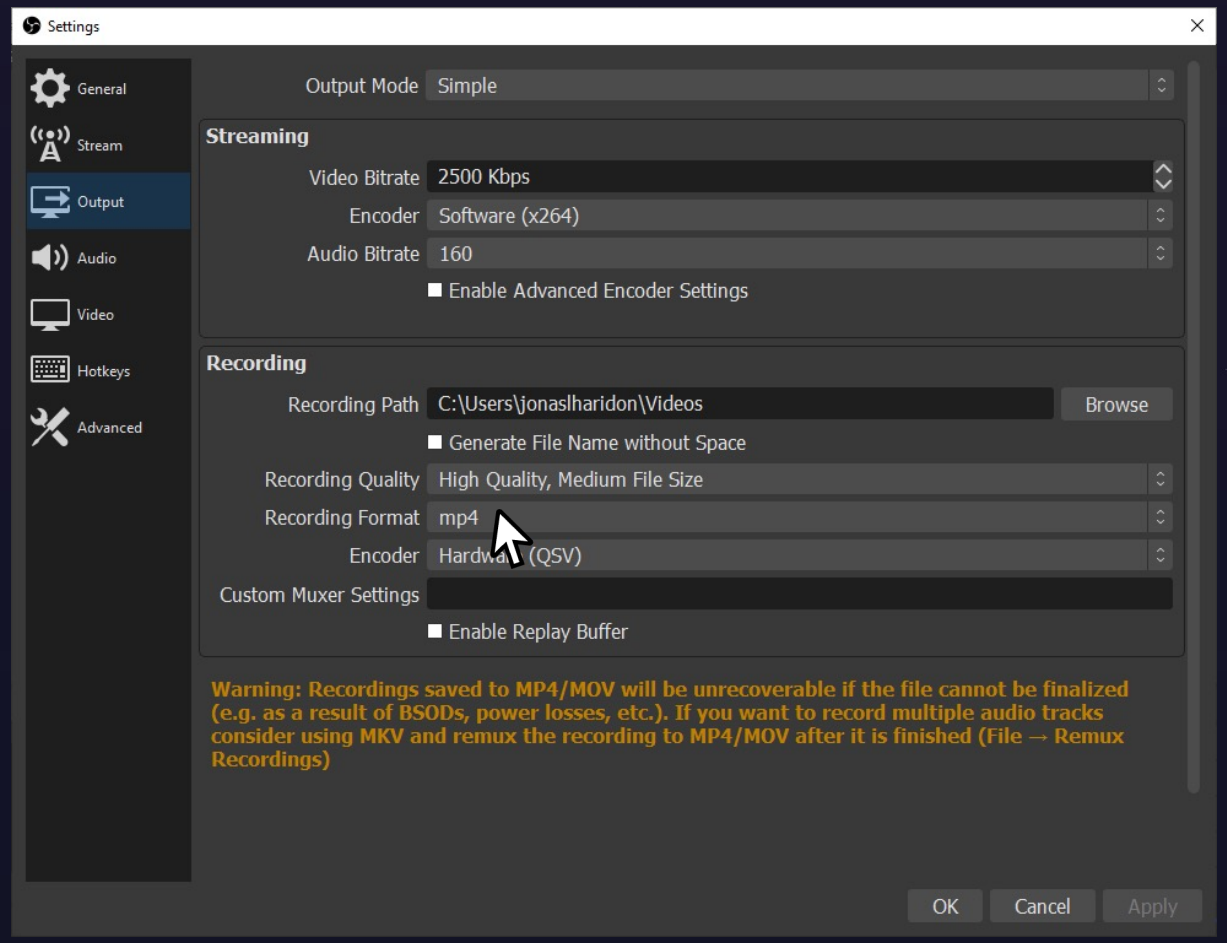
(5) In File > Settings > Output, change the Recording Format to mp4 and click on Apply



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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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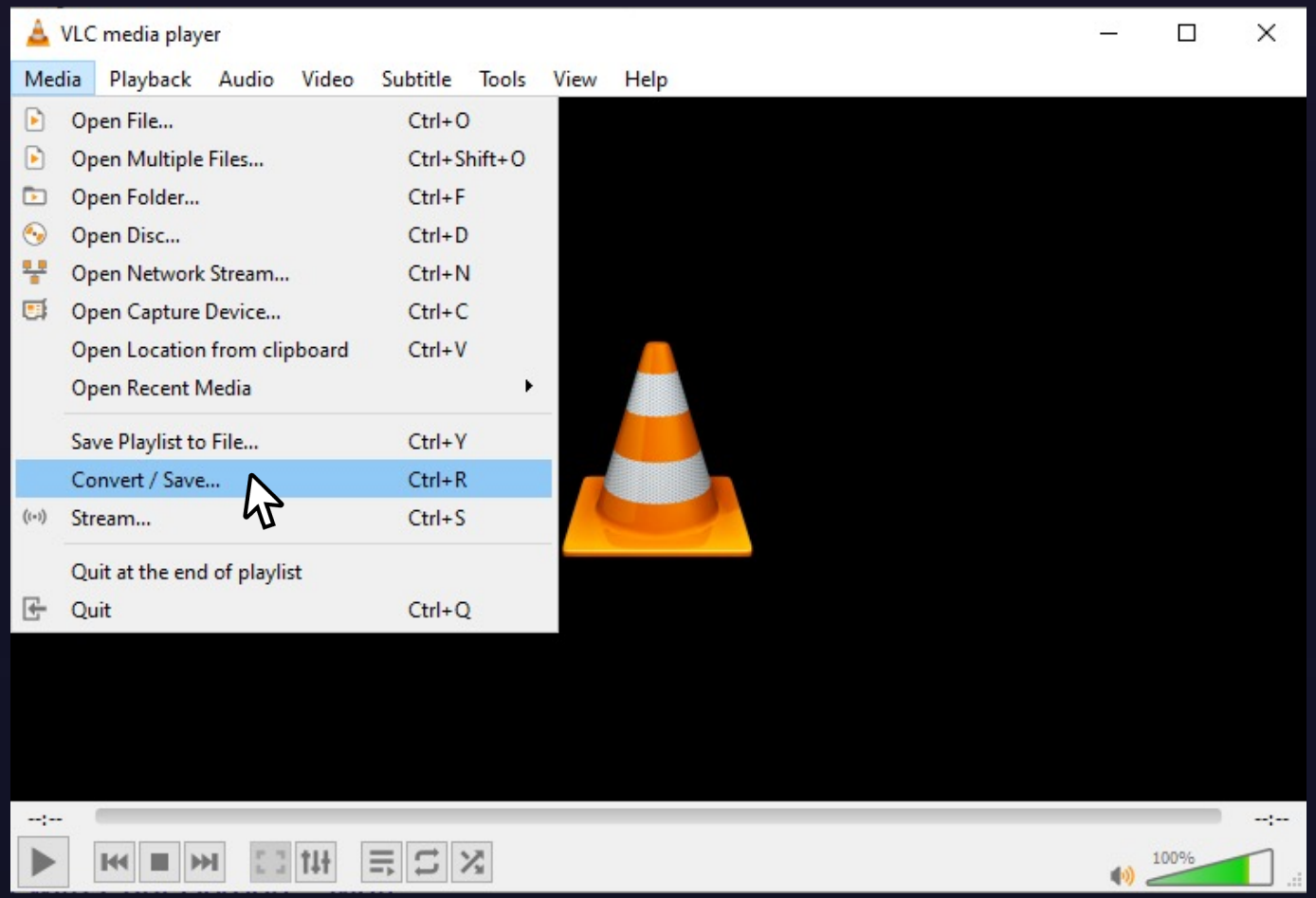
Instructions for VLC

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



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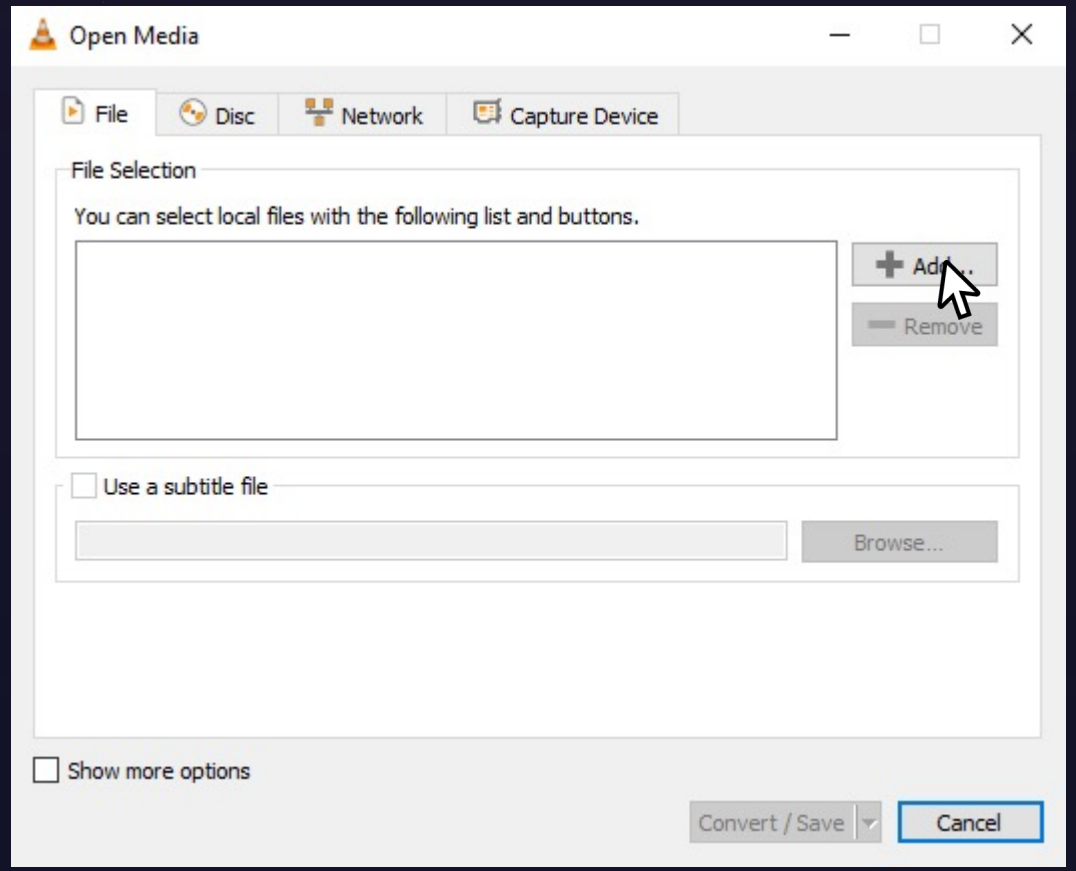
Instructions for VLC

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



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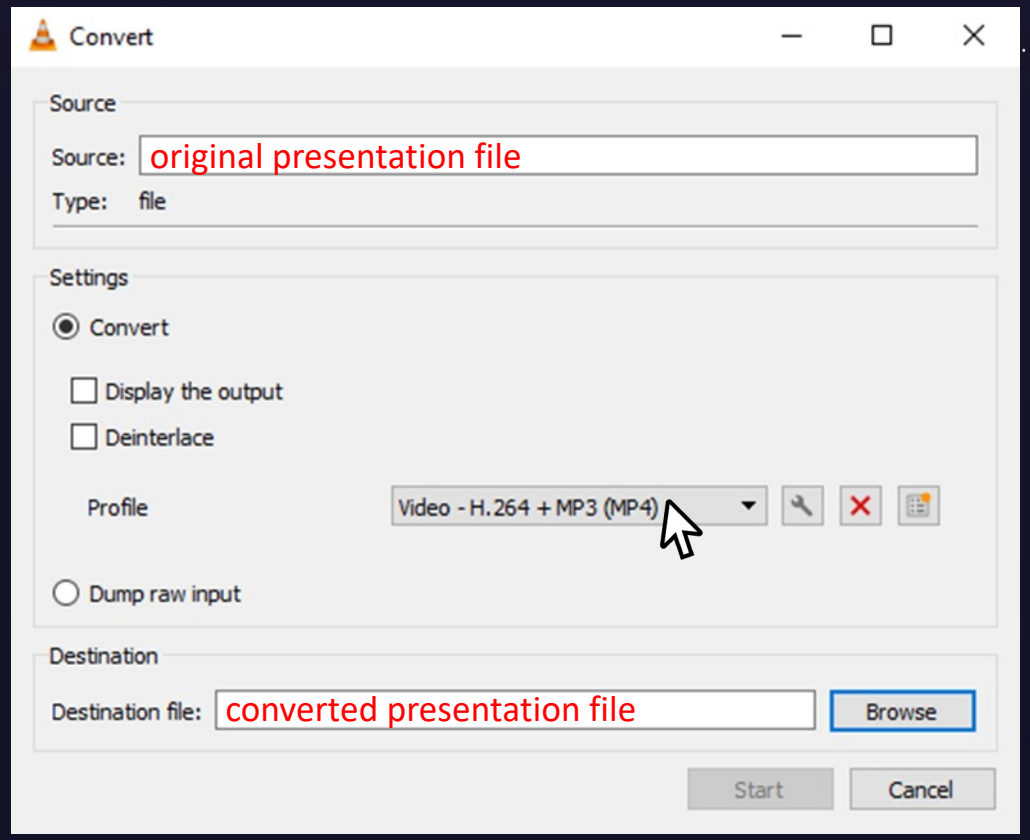
Instructions for VLC

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



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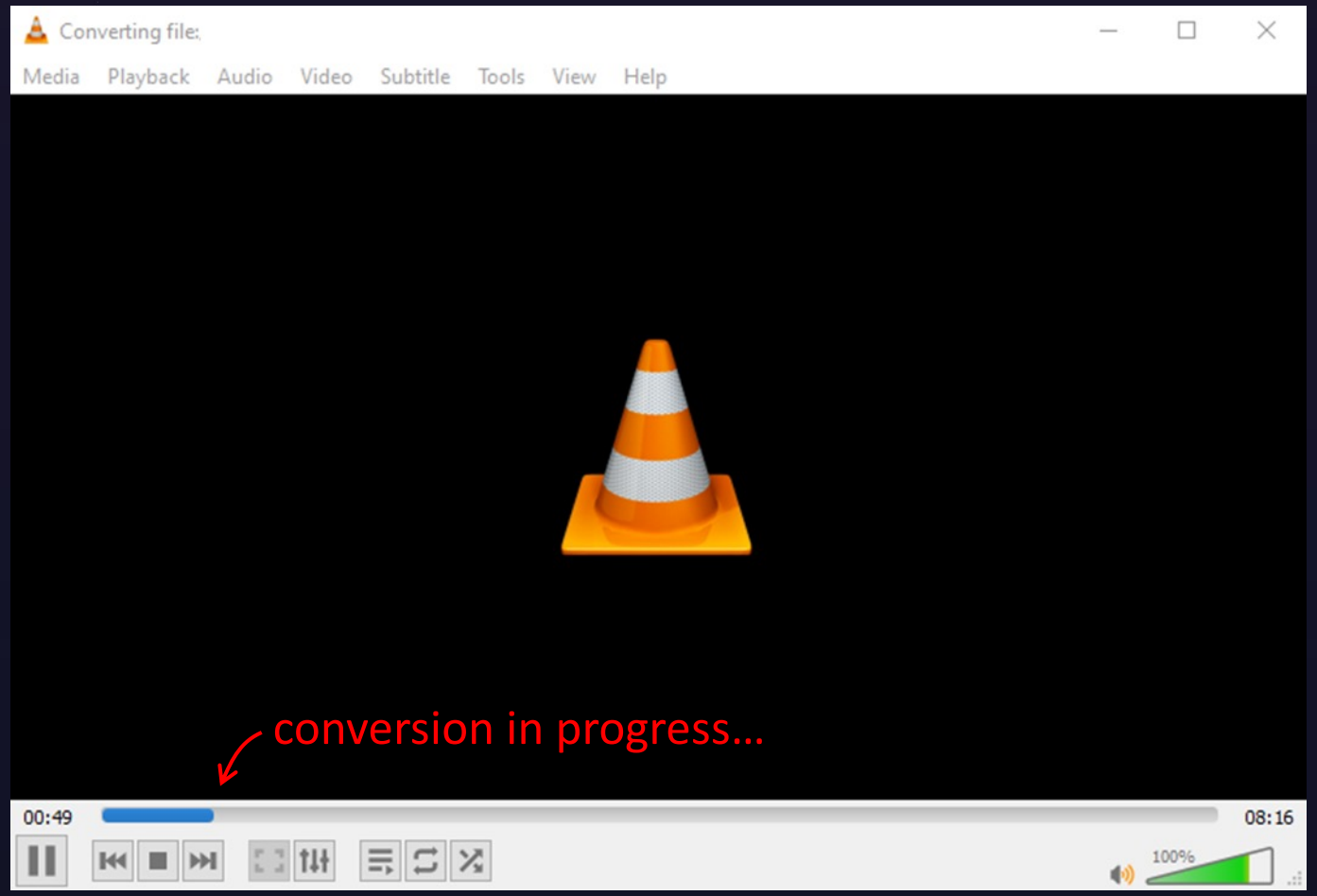
Instructions for VLC

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



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