Recording a lecture video using PowerPoint

Introduction

You can narrate the lecture slideshows and export them into videos using PowerPoint's recording feature. To do so, you should have the following equipment and application installed:

- Microsoft Office 2016 (Download: http://download.ust.hk/) or
- Microsoft Office 365 (Download: http://www.office.com/)
- Built-in or external microphone
- Web camera (Optional)

Note:

- The following instruction is based on a Windows 10 PC with Microsoft Office 365 installed. The interface will be slightly different for different versions of Windows and Microsoft Office.
- b. The recording feature is also available if you install the correct version of Microsoft Office in Macintosh.

1. Check the configuration of microphone

MI Control Panel Items			Step 1
← → ✓ ↑ 🖼 > Control Panel > All	Control Panel Items	V D Searc	
Adjust your computer's settings		View Ł	Salast "Saund" under "Cantral Danal"
Devices and Printers	Ease of Access Centre	File Explorer Options	Select "Sound" under "Control Panel"
	Flash Player (32-bit)	Fonts	
lndexing Options	Internet Options	Keyboard	
Mail (Microsoft Outlook 2016)	🥏 Mouse	Network and Sharing Centre	
Pen and Touch	🥔 Phone and Modem	Power Options	
Programs and Features	🔈 Recovery	Region	
RemoteApp and Desktop Connections	陀 Security and Maintenance	Sound	
Sound	×		
Playback Recording Sounds Com			Step 2
Select a recording device below to mo	any its settings:		Double click the connected microphone under
Headset Microphone Realtek High Definition Audio(SST)		"Recording" tab
Microphone Array			
Realtek High Definition Audio(Default Device	SST)		
Configure	Set Default Properties		
O	K Cancel Apply		

Microphone Array Properties ×	Step 3	
General Listen Levels Advanced	Adjust the volume under "Levels" tab to more than 50 out of 100 Click "OK" to proceed	
Sound X	Stop 4	
Playback Recording Sounds Communications	Step 4	
Select a recording device below to modify its settings: Headset Microphone Realtek High Definition Audio(SST) Not plugged in Microphone Aray Comparison Relatek High Definition Audio(SST) Default Device	Speak normally under "Recording" tab, make sure the green bar reaches more than half while speaking Click "OK" to proceed Repeat Steps 2-3 to adjust the volume if necessary	
Configure Set Default * Properties		
OK Cancel Apply		

2. Narrate PowerPoint slideshow

Notice Coll C D <thd< th=""> <thd< th=""> <thd< th=""> <thd<< th=""><th>Step 1</th></thd<<></thd<></thd<></thd<>	Step 1
Image: State Stat	Open the PowerPoint slideshow to be narrated You can prepare your talking scripts in "Notes" below the slide. It will show up when you start recording.
Addisser Inter.	Step 2 To ensure the best video quality, the slide size should be set as "Widescreen (16:9)" under "Design" ribbon → "Customize" → "Slide Size"
v Introduction of club house, c R ^A - Last Modified: 25 July Search Design Transitions Animations Slide Show Review View Help Ide Set Up Hide Reheare Record Slide Use Timings Monitor: Automatic Silde Show Slide Show Media Controls Show Media Controls Monitors Monitors Ide Silde Show Slide Show Gliacontrols Record from Current Slide. Monitors Ide Secord from Beginni Record from Beginni Record animation timings for playback. Hitch	Step 3 Select the slide you want to narrate, start recording under "Slide Show" ribbon → "Record Slide Show" → "Record from Current Slide…"
	Step 4 The recording screen is now shown. Click "NOTES" to view the talking script

- e x	Step 5
NOTES X CLEAR ▼ SETTINGS▼ Microphone Microphone Array (Realtek High Definition Audio(SST)) Microphone Array (Realtek High Definition Audio(SST))	Make sure the correct microphone and
nce Club House System	camera are selected under "SETTINGS"
	Step 6
1	At the lower right-hand corner, ensure the microphone is turned on
	Step 7
	You can also activate the web camera if you want to show your talking head in the video
	Step 8
Royal Residence Club House S	Press "RECORD" to start recording, the 3-2- 1 countdown appears

	Step 9 "Recording in Progress" appears after the 3-
Royal Residence (2-1 countdown and the timer at the bottom starts
<image/> <text></text>	Start recording approximately after one second
with the second seco	 Step 10 When recording a slide, click the right arrow to trigger the predefined animations and/or switch to the next slide, similar as the normal PowerPoint presentation You can also leverage the toolbar below for making annotations. To re-do annotations on a recorded slide, delete the image first before re-recording. PowerPoint records the timing of (1) triggering the animation and (2) making the annotation
	After the recording, press "Esc" and return to the main screen.

Collect, define	Step 11
vsis and analyse requirements	A speaker icon appears for the recorded slides. Do not remove the speaker icon or else the recording will be lost
2	To replay the recorded audio, put the mouse cursor on the speaker icon and click play
Alt+P)	Tip: Each slide will have its own audio attached to it. That means, if only select slide(s) have an error, you only need to re- record those select slides and it will automatically replace the old recording.
Image: State of the state	 Step 12 Check the audio is already embedded into the slide under "Animations" ribbon → "Animation Pane" The recorded audio should be Step 0 in the
Planning Grasibility analysis are well justified mplementation Analysis requirements for the format of the format place in the	"Animation Pane"
Design	Step 13 Play the slideshow to preview the slides with audio and the timing of animation and annotation.
► Notes	Tip: You can re-record select slides or redo annotations on select slides without having to re-record the whole presentation.

 ← ←	Introduction of club house Saved to this PC Save As C Recent HKUST C OneDrive - HKUST imchris@ust.hk Sites - HKUST imchris@ust.hk Cother locations C C C Add a Place C C C C C C C C C C C C C C C C C C C	Sheung Hei Chris TSE	First, save your slideshow, make sure the file type "PowerPoint Presentation (*.pptx)" is selected For slideshows with macros, choose "PowerPoint Macro- enabled Presentation (*.pptm) Note: "PowerPoint 97-2003 Presentation (*.ppt)" is NOT
Introdu		✓ ↓ Save Date modified	supported Next, export the slideshow into a video file, select the file type as "MPEG-4 Video (*.mp4) Note: Please be patient as it takes a longer time to export slideshows into video files than saving slideshows

3. Save the slideshow and export the slideshow into video

You can also refer to the video tutorial of recording videos using PowerPoint: <u>https://www.youtube.com/watch?v=uKgfVZ4aCE0</u>