Recording a lecture video using PowerPoint
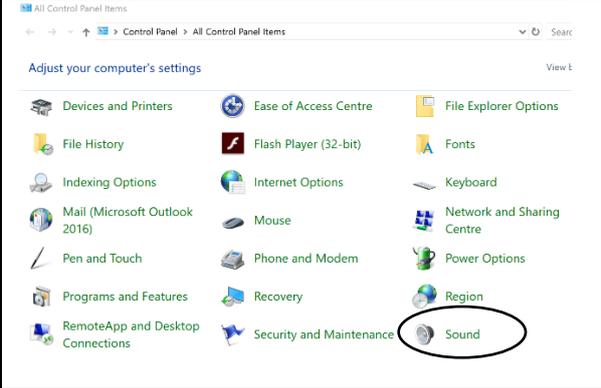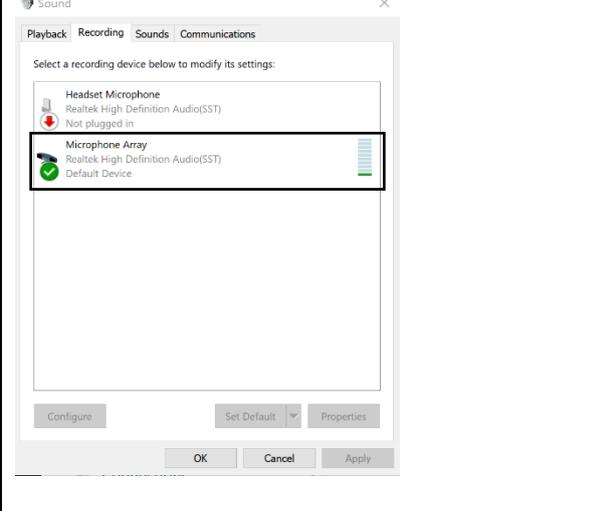
Introduction

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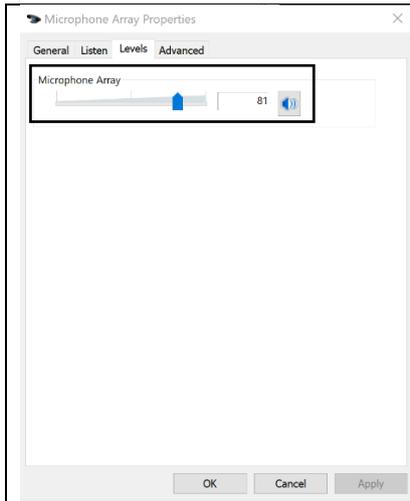
- Microsoft Office 2016 (Download: http://download.ust.hk/) or
- Microsoft Office 365 (Download: http://www.office.com/)
- Built-in or external microphone
- Web camera (Optional)

Note:

a. 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.
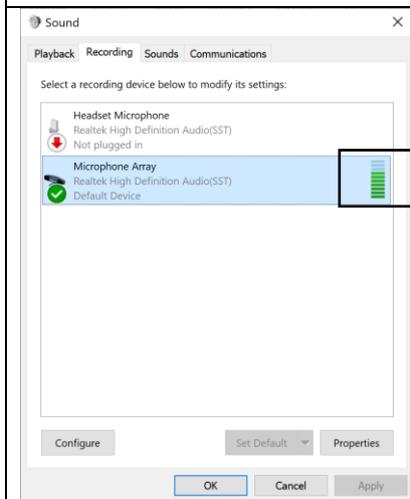
1. Check the configuration of microphone

	Step 1 Select "Sound" under "Control Panel"
	Step 2 Double click the connected microphone under "Recording" tab

		Step 3
Microphone Array Properties		Adjust the volume under "Levels" tab to **more than 50** out of 100
General Listen **Levels** Advanced		
Microphone Array		Click "OK" to proceed
81		
OK Cancel Apply		
Sound		Step 4
Playback **Recording** Sounds Communications		
Select a recording device below to modify its settings:		Speak normally under "Recording" tab, make sure the green bar reaches more than half while speaking
Headset Microphone Realtek High Definition Audio(SST) Not plugged in		
Microphone Array Realtek High Definition Audio(SST) Default Device		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
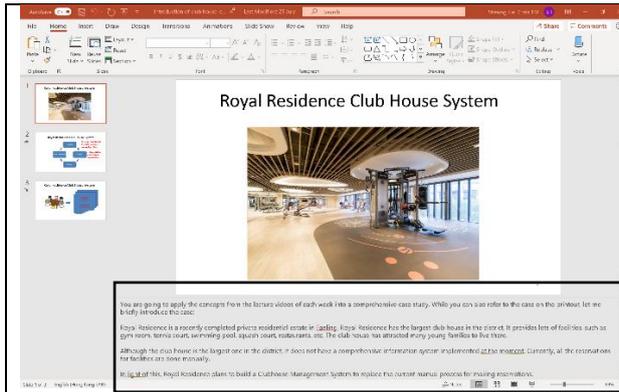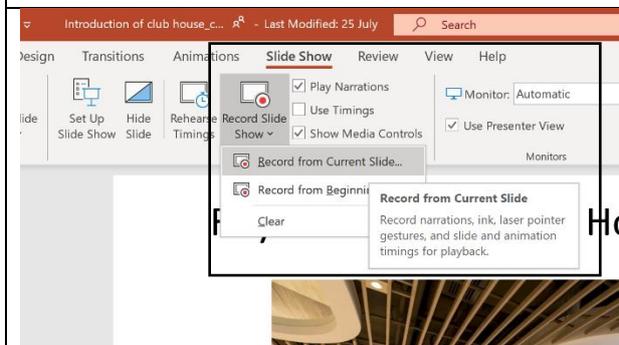
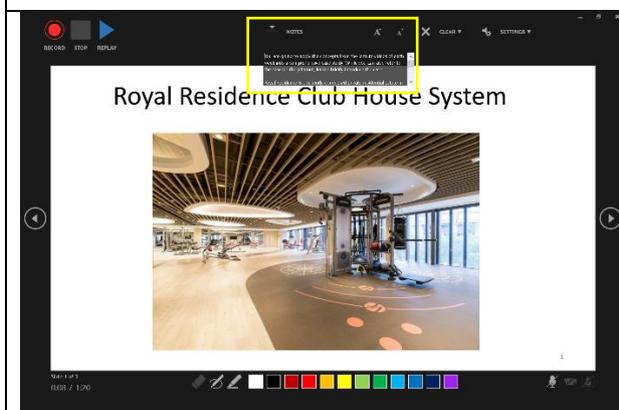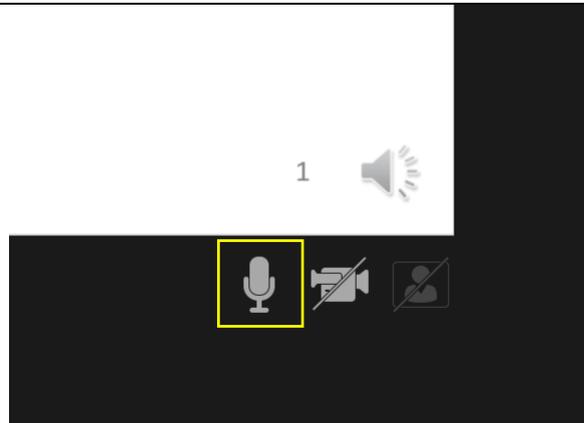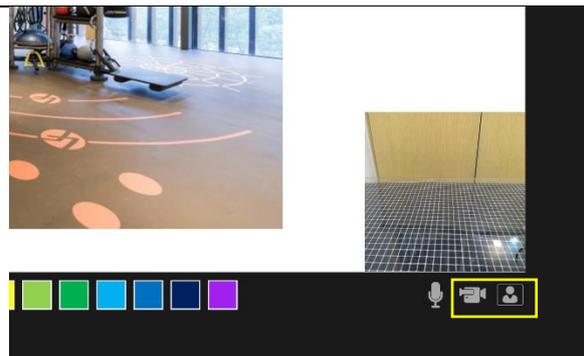|	
	Step 1 Open the PowerPoint slideshow to be narrated You can prepare your talking scripts in "Notes" below the slide. It will show up when you start recording.
	Step 2 To ensure the best video quality, the slide size should be set as "Widescreen (16:9)" under "Design" ribbon → "Customize" → "Slide Size"
	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
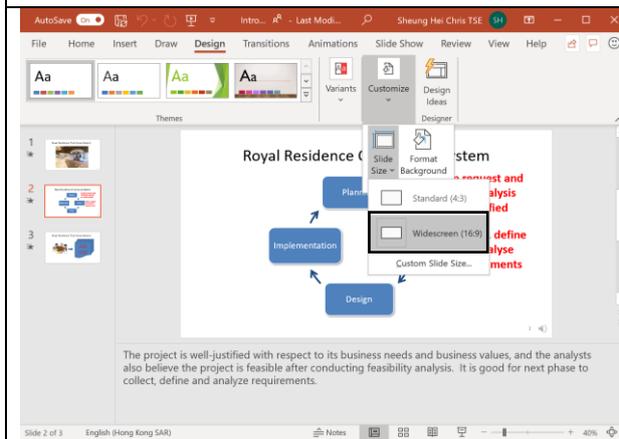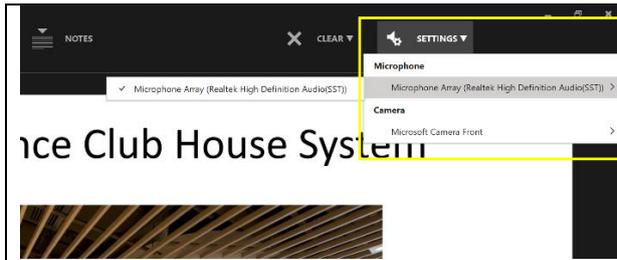
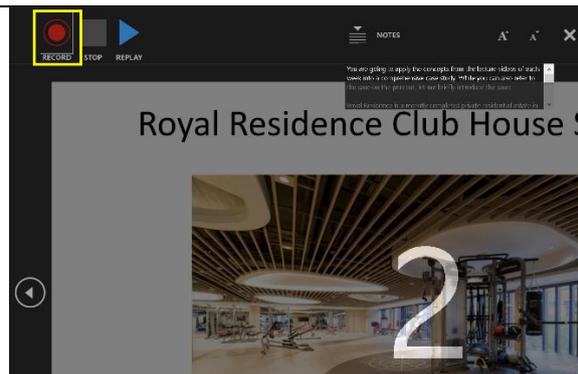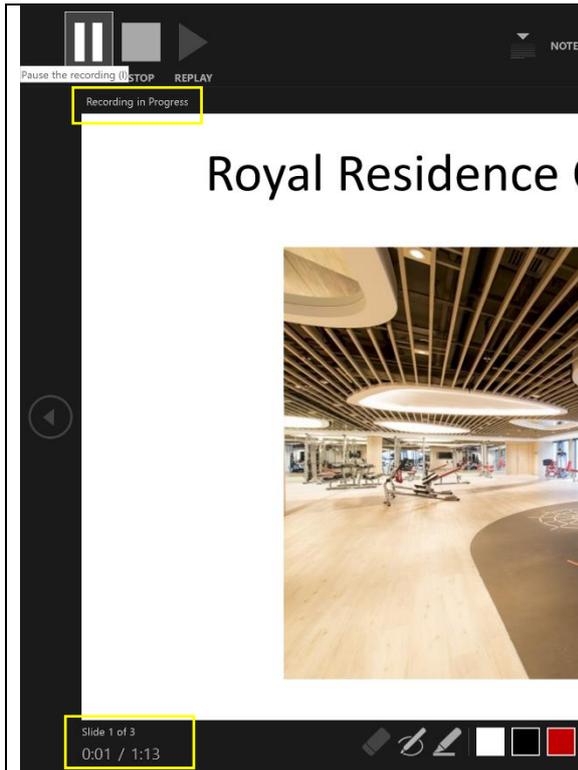|	
	Step 5 Make sure the correct microphone and camera are selected under "SETTINGS"
	Step 6 At the lower right-hand corner, ensure the microphone is turned on
	Step 7 You can also activate the web camera if you want to show your talking head in the video
	Step 8 Press "RECORD" to start recording, the 3-2-1 countdown appears

Step 9

"Recording in Progress" appears after the 3-2-1 countdown and the timer at the bottom starts

Start recording approximately after <u>one second</u>
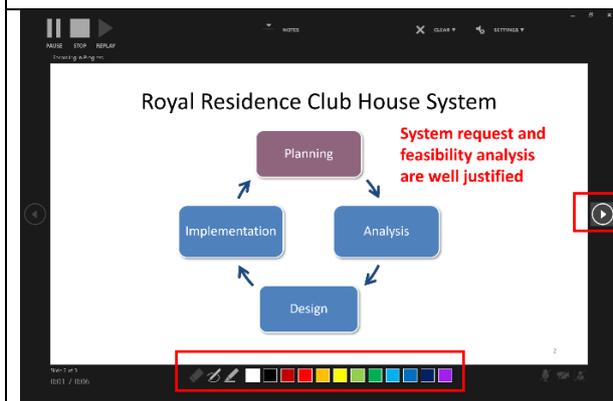
Step 10

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.
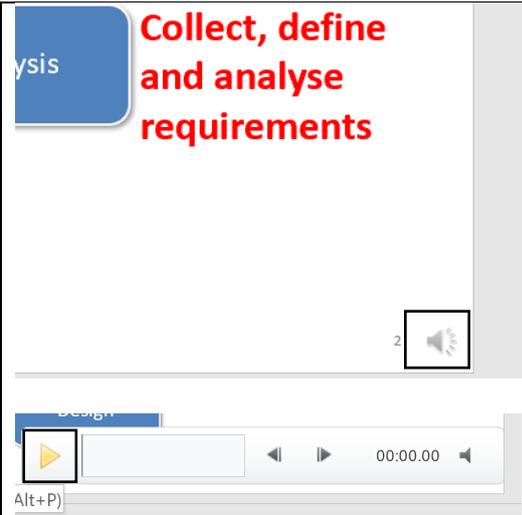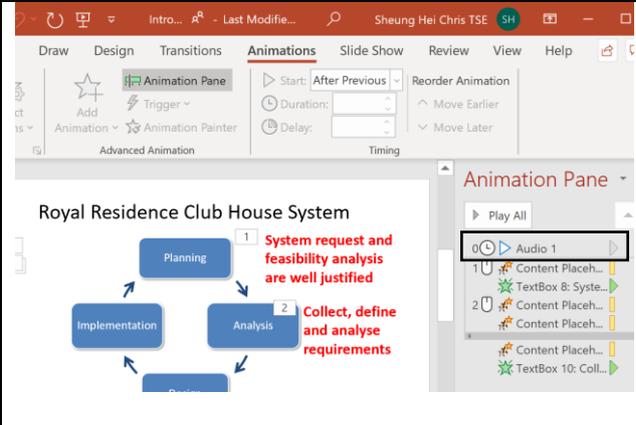
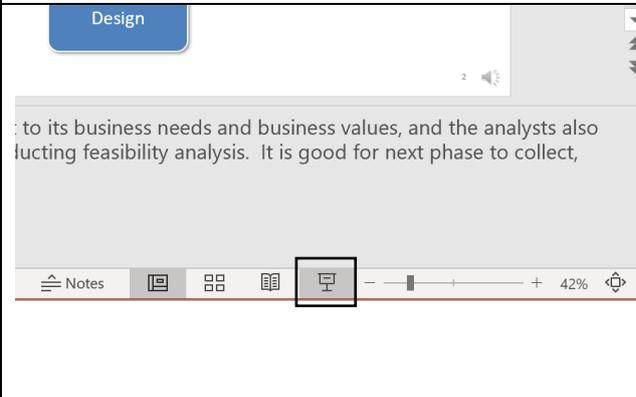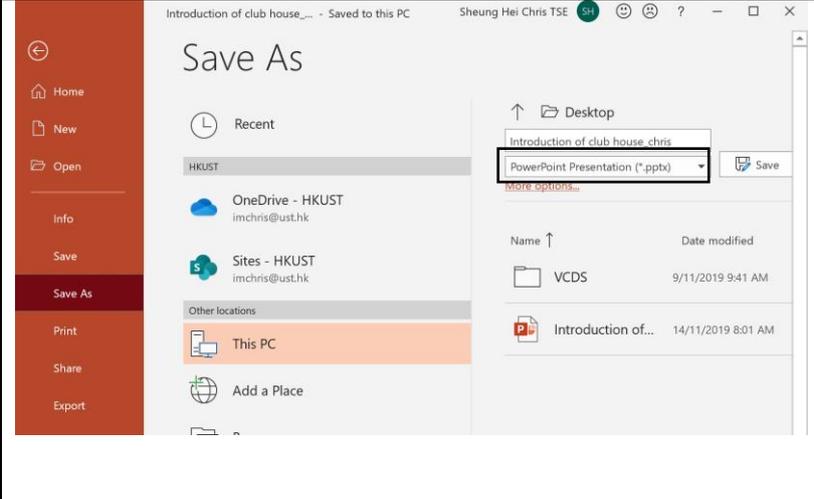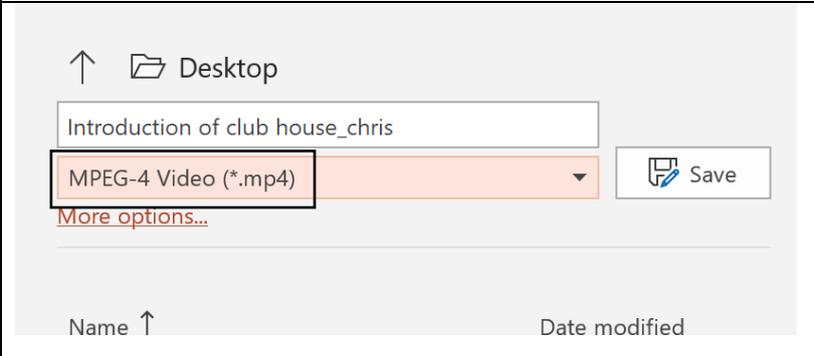|	
	Step 11 A speaker icon appears for the recorded slides. Do not remove the speaker icon or else the recording will be lost To replay the recorded audio, put the mouse cursor on the speaker icon and click play **Tip:** Each slide will have its own audio attached to it. That means, if only select slide(s) have an error, you only need to re-record those select slides and it will automatically replace the old recording.
	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 "Animation Pane"
	Step 13 Play the slideshow to preview the slides with audio and the timing of animation and annotation. **Tip:** You can re-record select slides or redo annotations on select slides without having to re-record the whole presentation.

3. Save the slideshow and export the slideshow into video

	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 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

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