

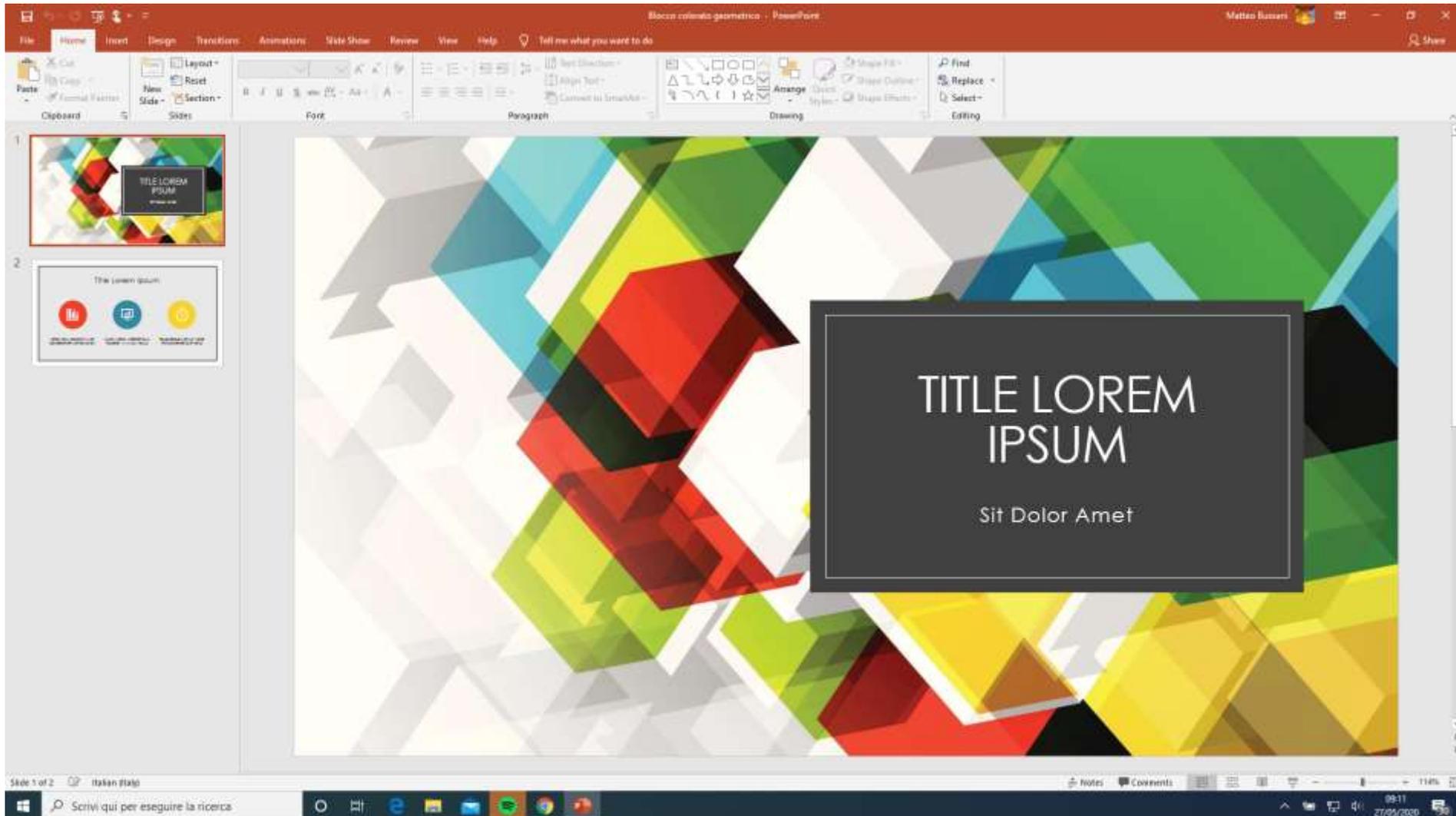
**AIDIC**

# /Presentation Recording

GUIDE – 27/05/2020

How to record a presentation using Microsoft Powerpoint

Associazione Italiana di Ingegneria Chimica



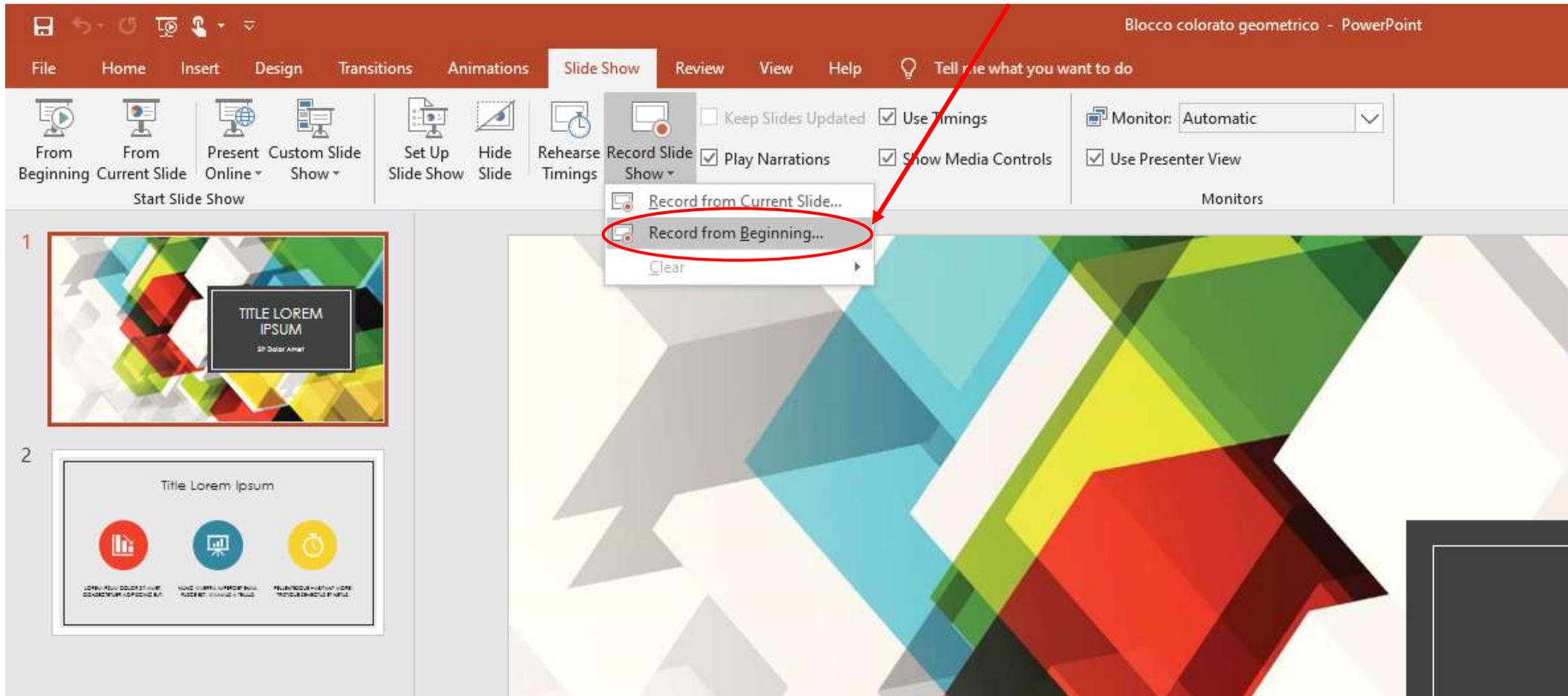
The screenshot displays the Microsoft PowerPoint 2019 interface. The ribbon is set to the **Slide Show** tab, which is highlighted with a red arrow. Two red arrows also point to the **Record Slide Show** button in the ribbon. The ribbon contains the following options:

- Start Slide Show:** From Beginning, From Current Slide, Present Online, Custom Slide Show.
- Set Up:** Set Up Slide Show, Hide Slide, Rehearse Timings, Record Slide Show.
- Options:**  Keep Slides Updated,  Use Timings,  Play Narrations,  Show Media Controls.
- Monitors:** Monitor: Automatic,  Use Presenter View.

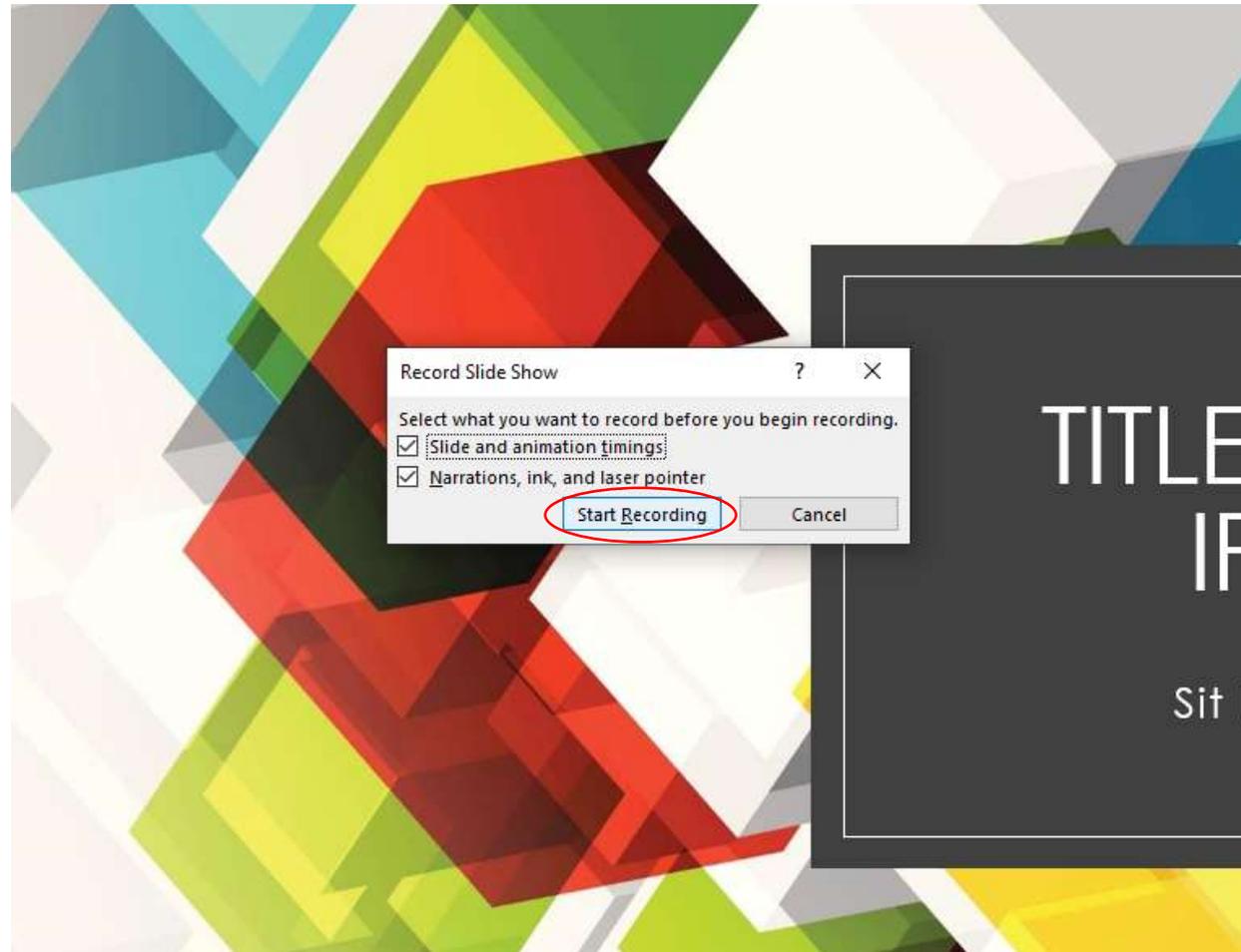
The slide thumbnail pane on the left shows two slides:

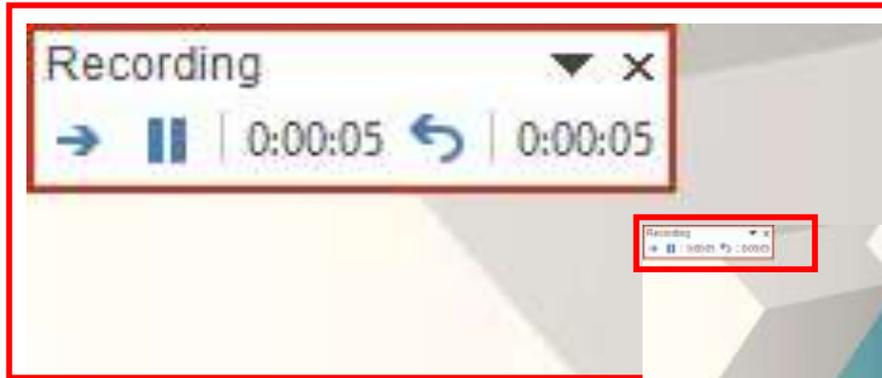
- Slide 1: A slide with a colorful geometric background and a text box containing "TITLE LOREM IPSUM".
- Slide 2: A slide with a white background and a title "Title Lorem Ipsum". It features three icons: a red bar chart, a blue presentation screen, and a yellow clock.

The main slide area displays a large, colorful geometric pattern.



/leave the two options selected

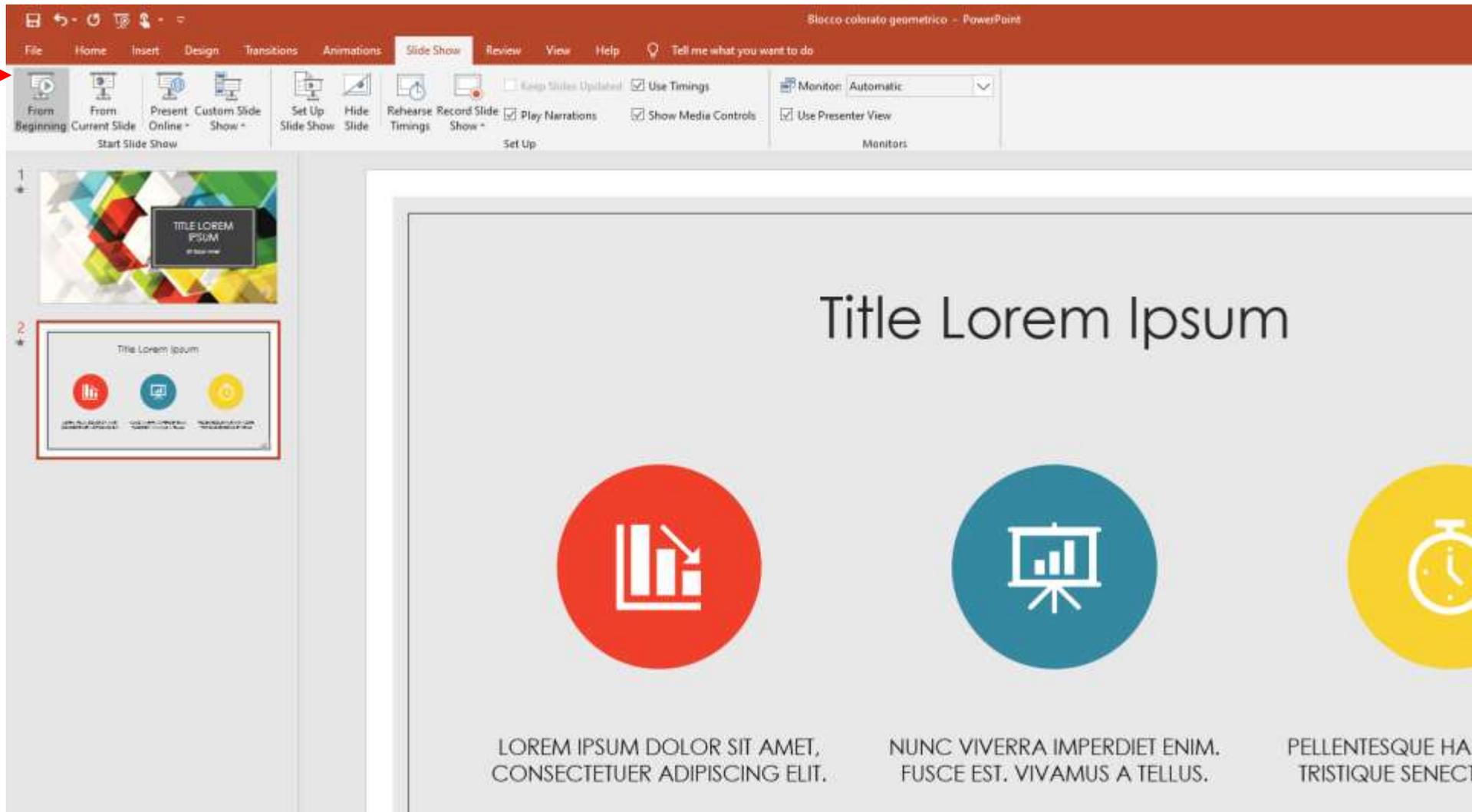




Record yourself while you present the ppt.  
Timings and voice have being recorded as well



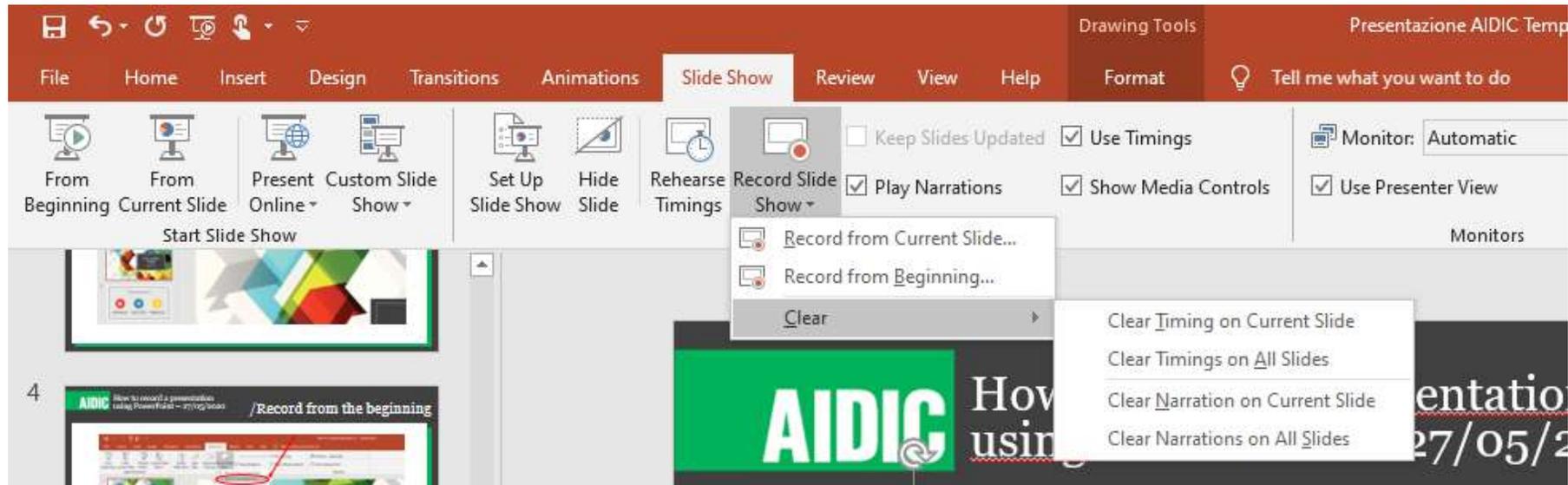
Click here to check the recording and the sound quality.



### TIPS:

1 - Keep the microphone close to the mouth.

2 – Keep monitoring the time. The presentation must be around 18 minutes.



*Only if you have problems with the recordings and want to try again.*

- 1 - Slide Show > Record Slide Show > Clear > Clear Timings on all Slides
- 2 - Slide Show > Record Slide Show > Clear > Clear Narrations on all Slides
- 3 - Start again



Export

- Create PDF/XPS Document
- Create a Video
- Create an Animated GIF
- Package Presentation for CD
- Create Handouts
- Change File Type

**Create a PDF/XPS Document**

- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

Create PDF/XPS



Blocco colorato geometrico - PowerPoint

## Export

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### Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Full HD (1080p)  
Large file size and full high quality (1920 x 1080)

Use Recorded Timings and Narrations  
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

Seconds spent on each slide: 05,00

Create Video



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- Full HD (1080p)**  
Large file size and full high quality (1920 x 1080)
- Ultra HD (4K)  
Largest file size and ultra-high quality (3840 x 2160)
- Full HD (1080p)**  
Large file size and full high quality (1920 x 1080)
- HD (720p)  
Medium file size and moderate quality (1280 x 720)
- Standard (480p)  
Smallest file size and lowest quality (852 x 480)



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## Export

- ←
- Home
- New
- Open
- Info
- Save
- Save As
- History
- Print
- Share
- Export**
- Close

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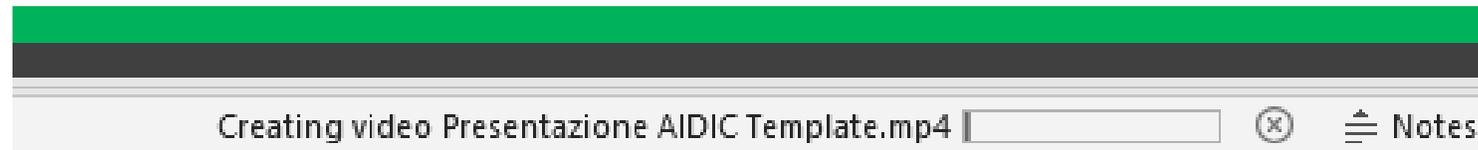
Seconds spent on each slide: 05,00

Create Video



Save the file choosing the name for it.

Wait that the exportation ends correctly, you can see the status in the bar at the bottom of the presentation



Open the video in a Media Player for the last check.

