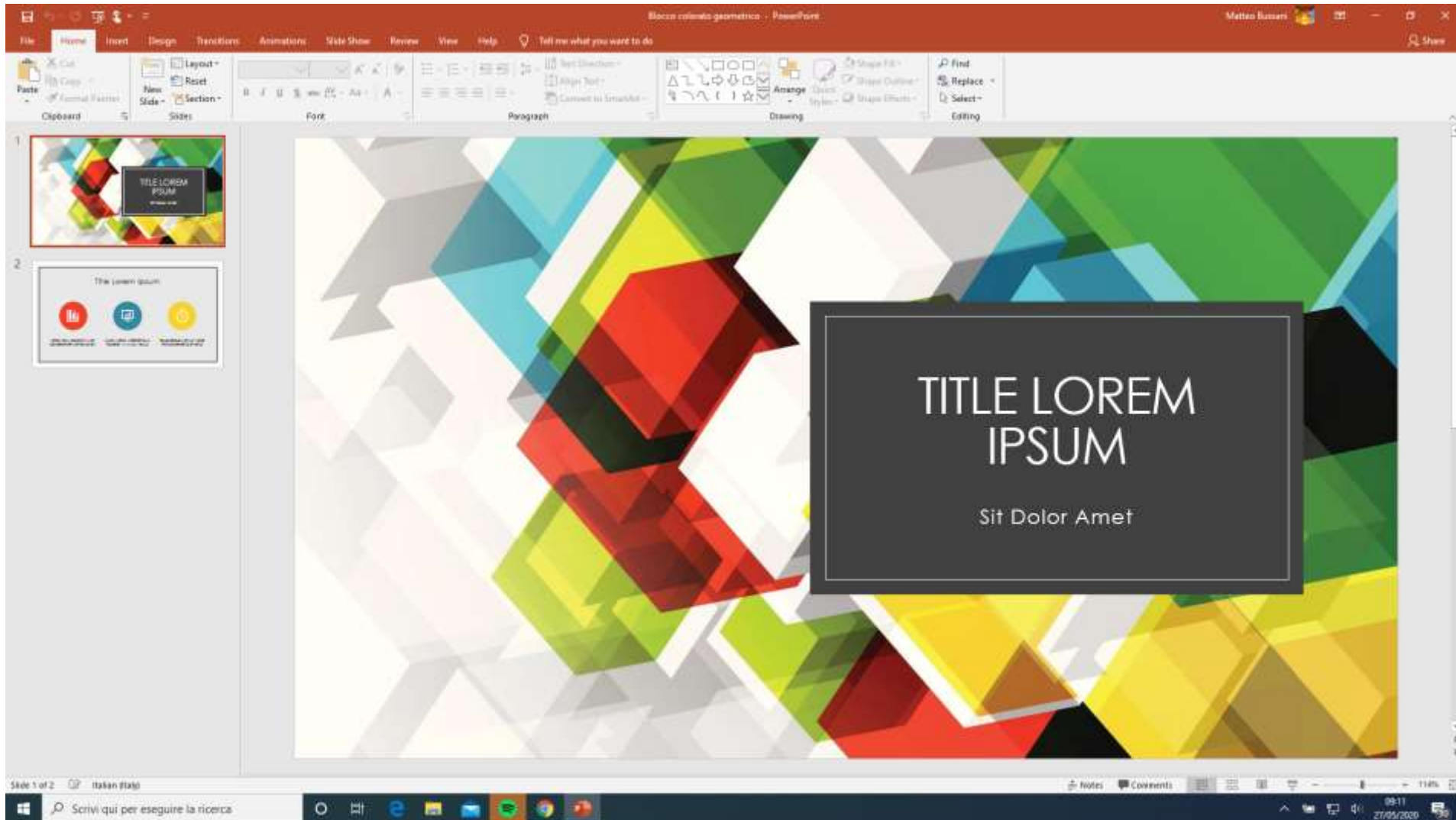


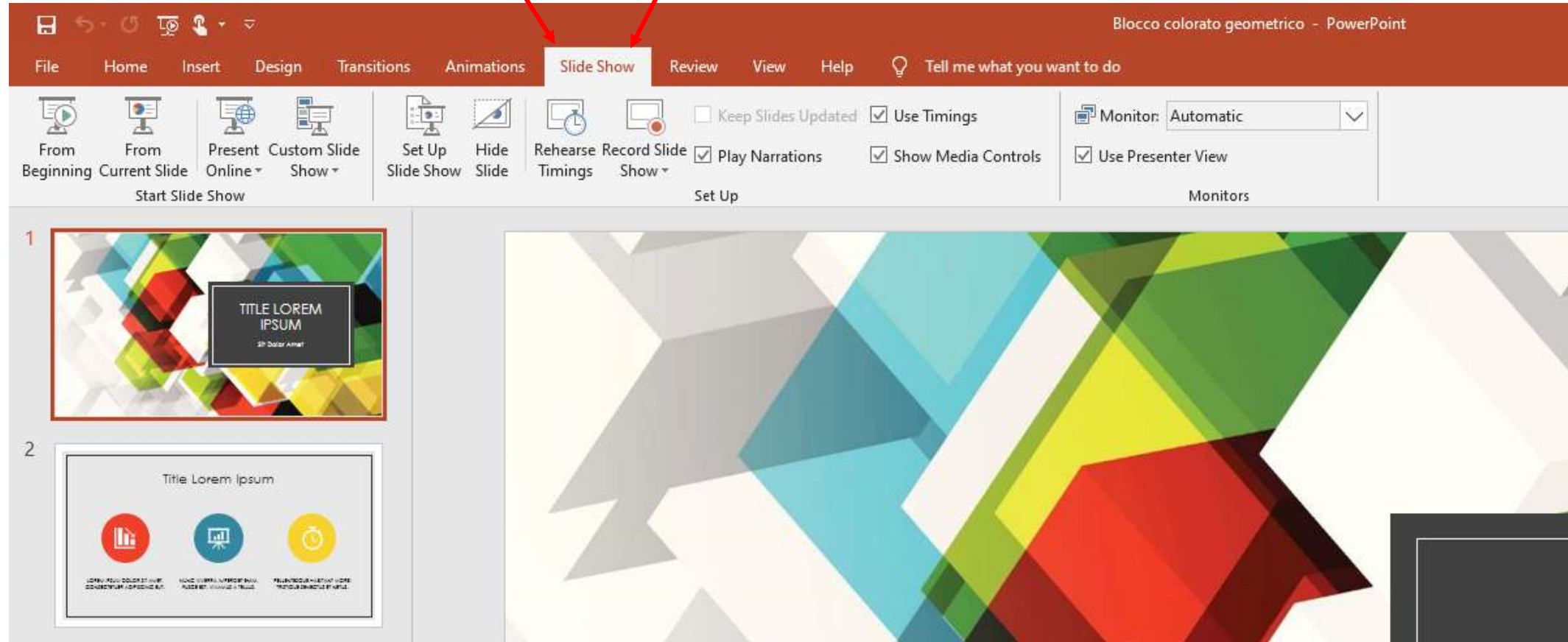
**AIDIC**

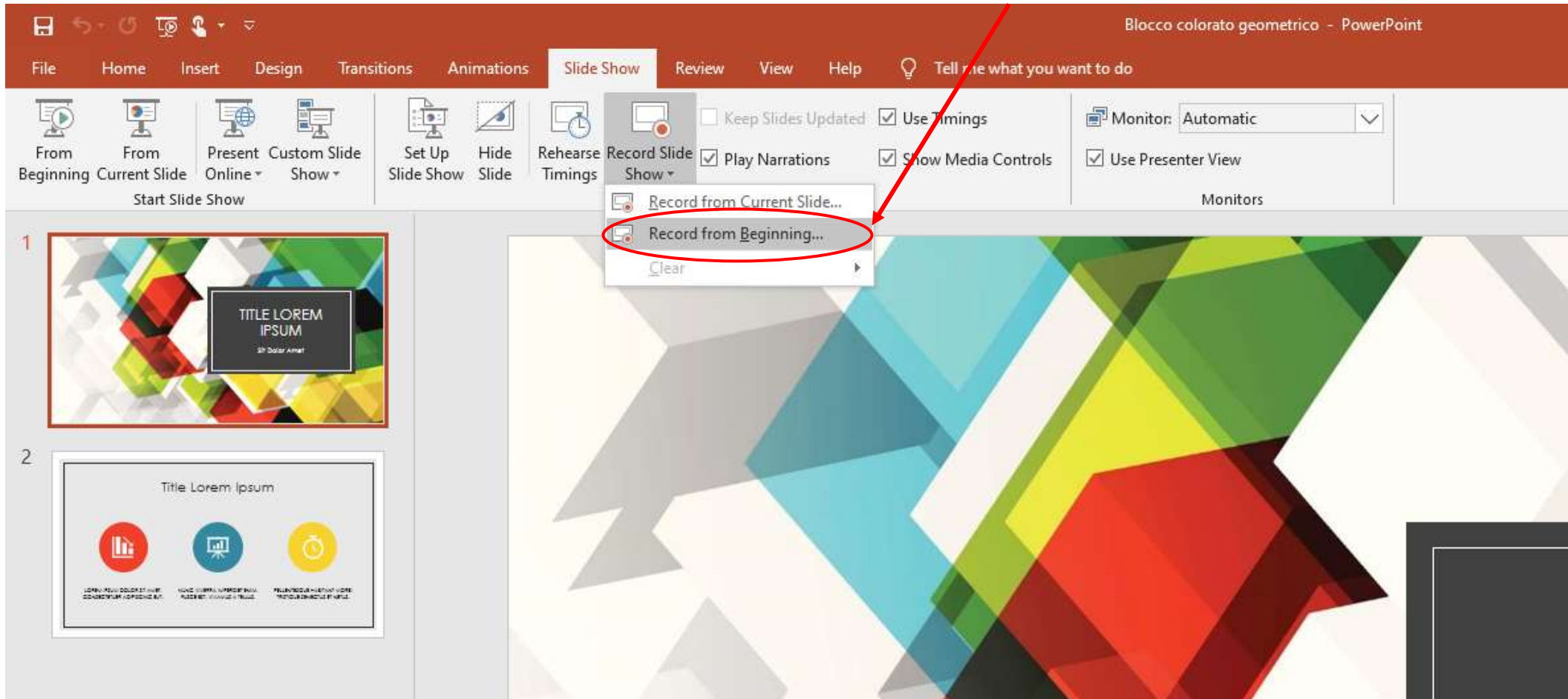
# /Presentation Recording GUIDE

How to record a presentation using Microsoft Powerpoint

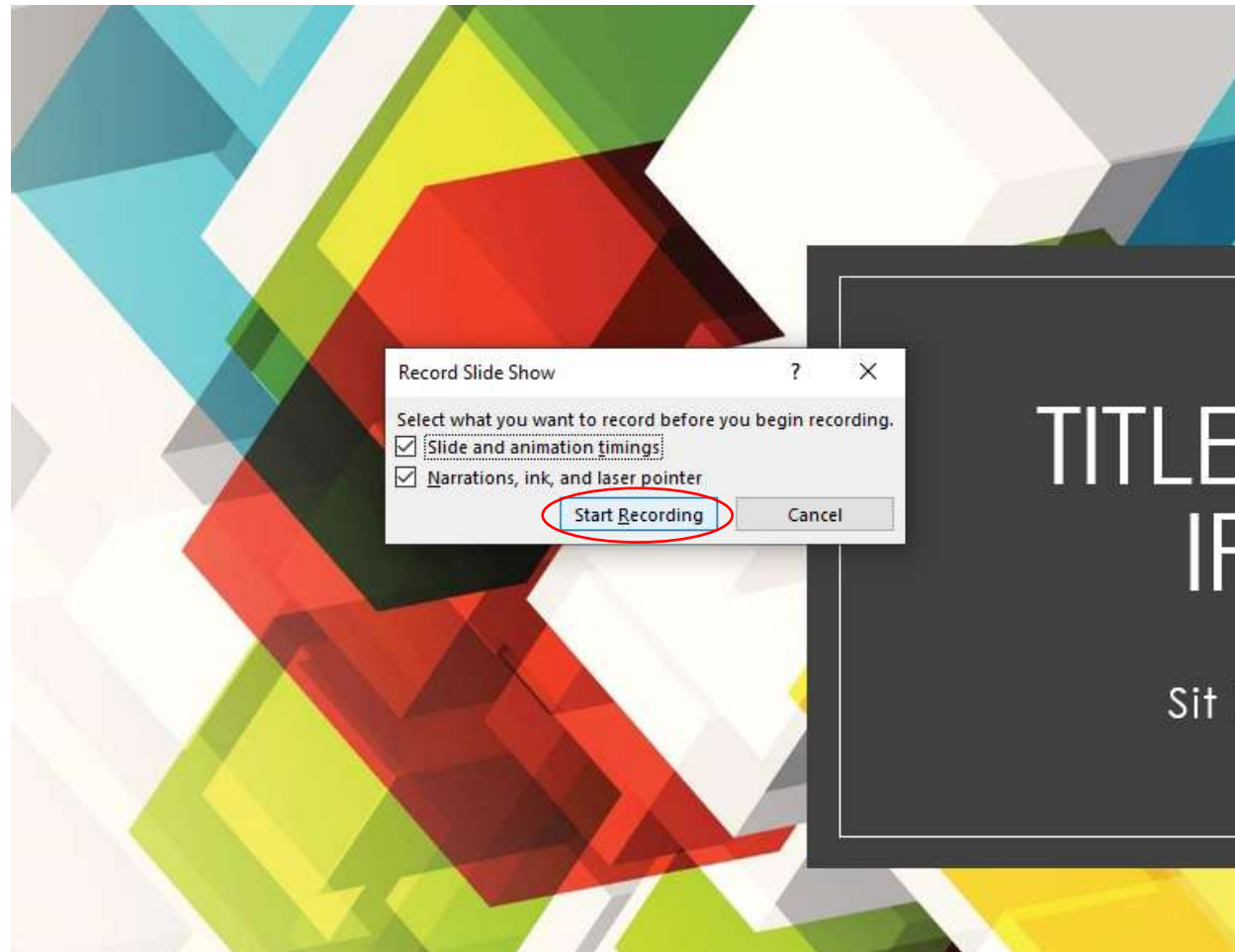
Associazione Italiana di Ingegneria Chimica







/leave the two options selected

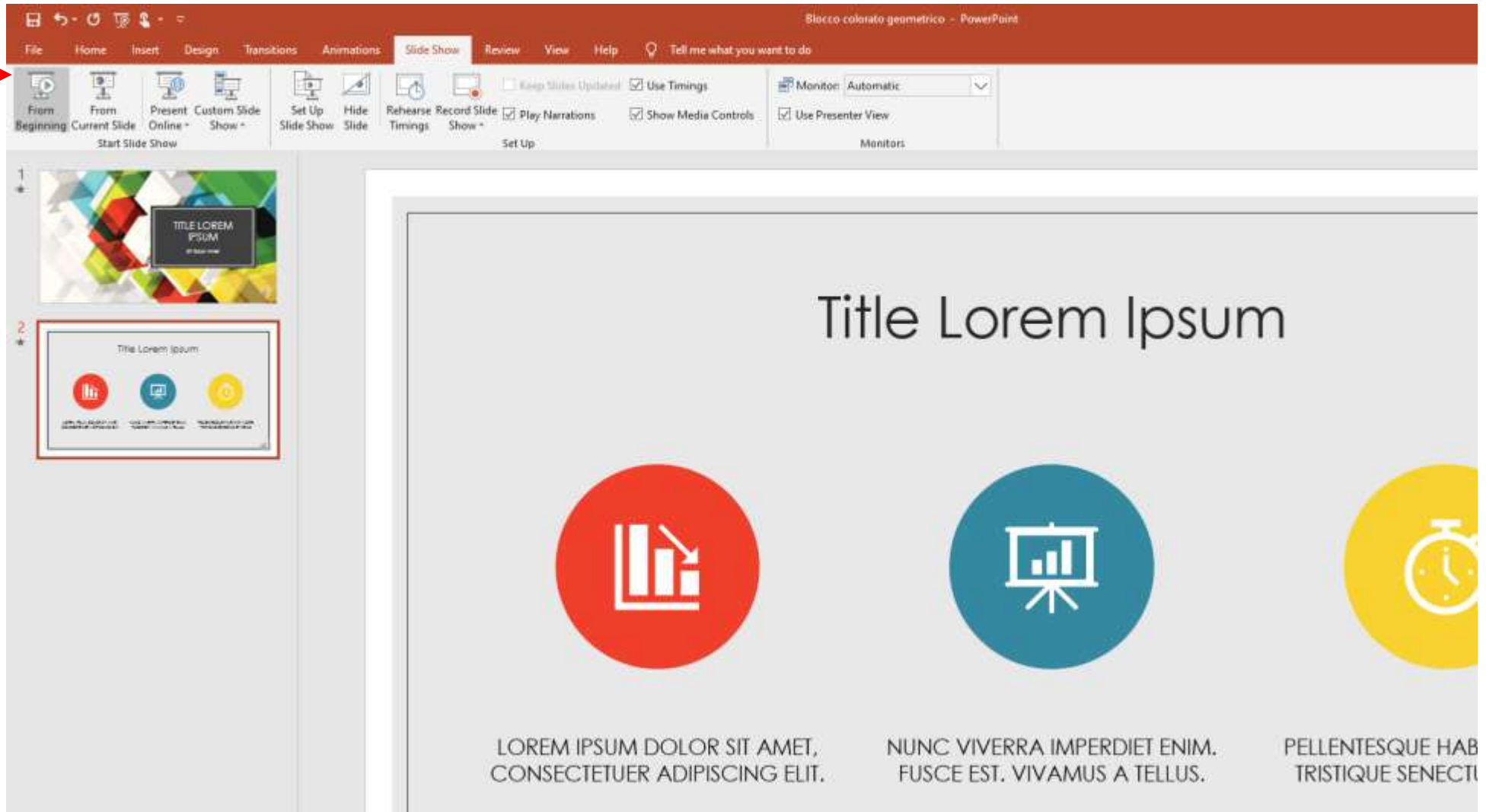




Record yourself while you present the ppt.  
Timings and voice have being recorded as well

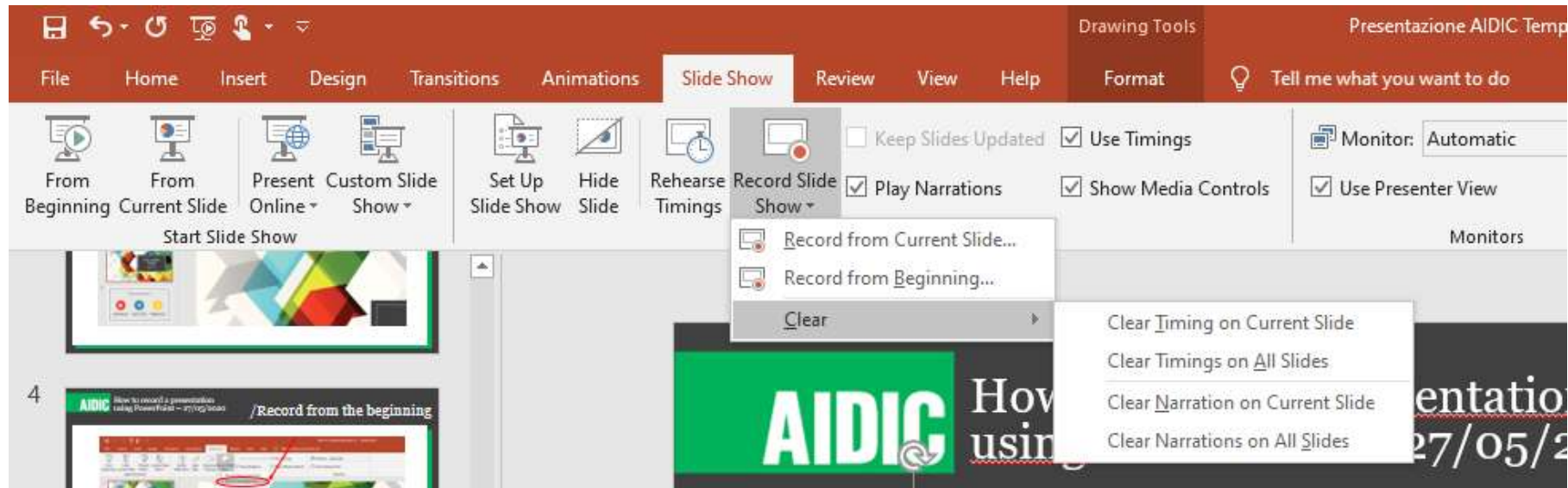


Click here to check  
the recording and  
the sound quality.

**TIPS:**

1 - Keep the microphone close to the mouth.

2 - Keep monitoring the time. The presentation must be around 15-18 minutes (total max 20 minutes incl. Q&A)

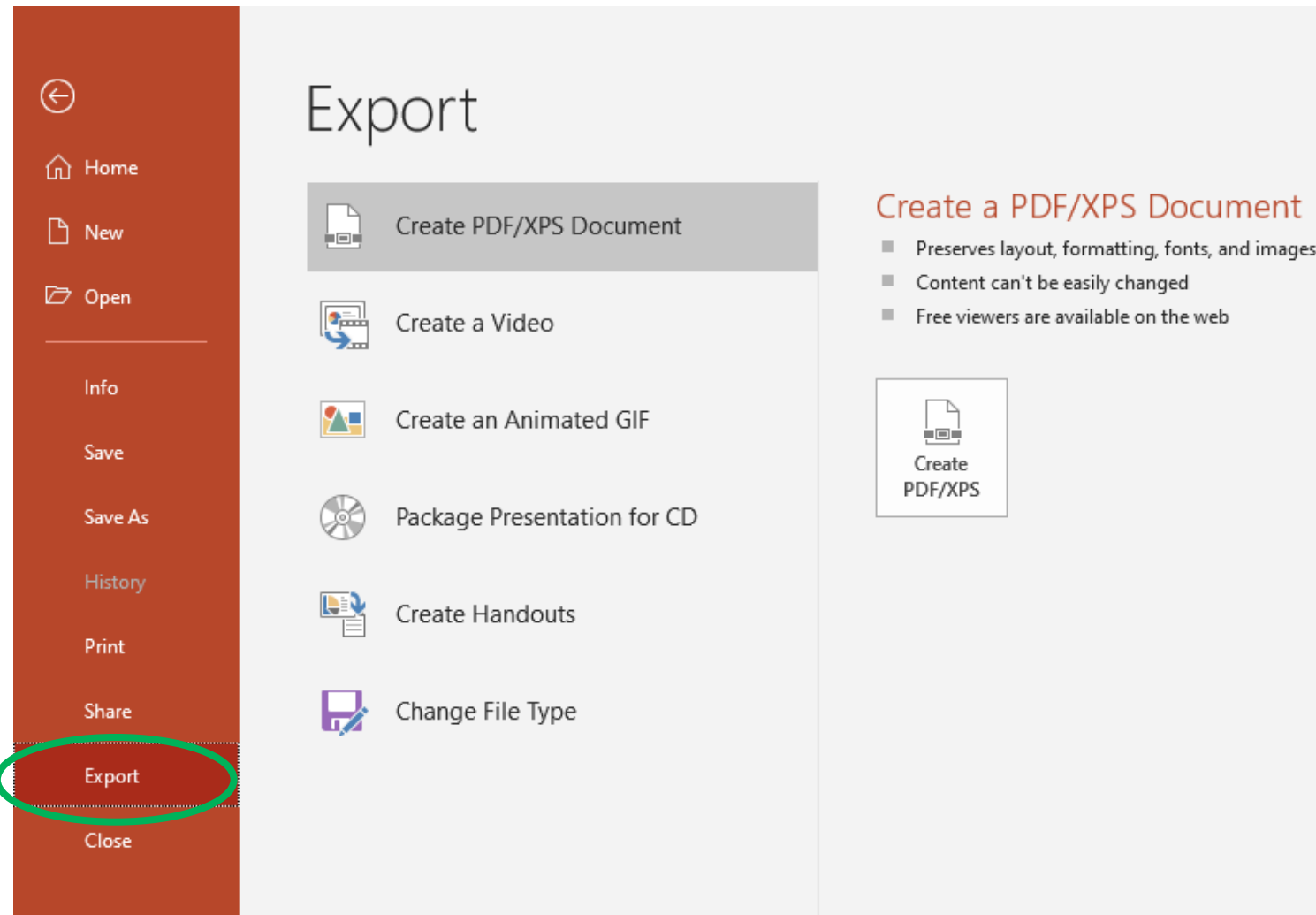


*Only if you have problems with the recordings and want to try again.*

- 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







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## Export

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

### 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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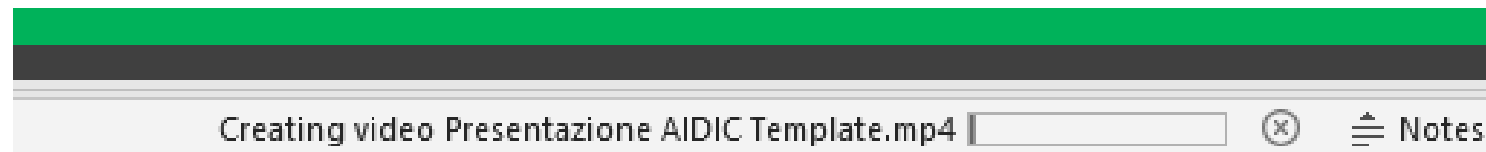
Seconds spent on each slide: 05,00

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.

