



International Scientific&Business Quality Congress

Effective Education & Quality Management
- Key Factor for Success -

June 29-30, 2021, Belgrade, Serbia

INSTRUCTIONS FOR CREATING A NARRATED POWERPOINT PRESENTATION

These instructions were developed for PowerPoint 2013 and above on Windows 10 - older versions of Windows and PowerPoint follow the similar steps

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Content

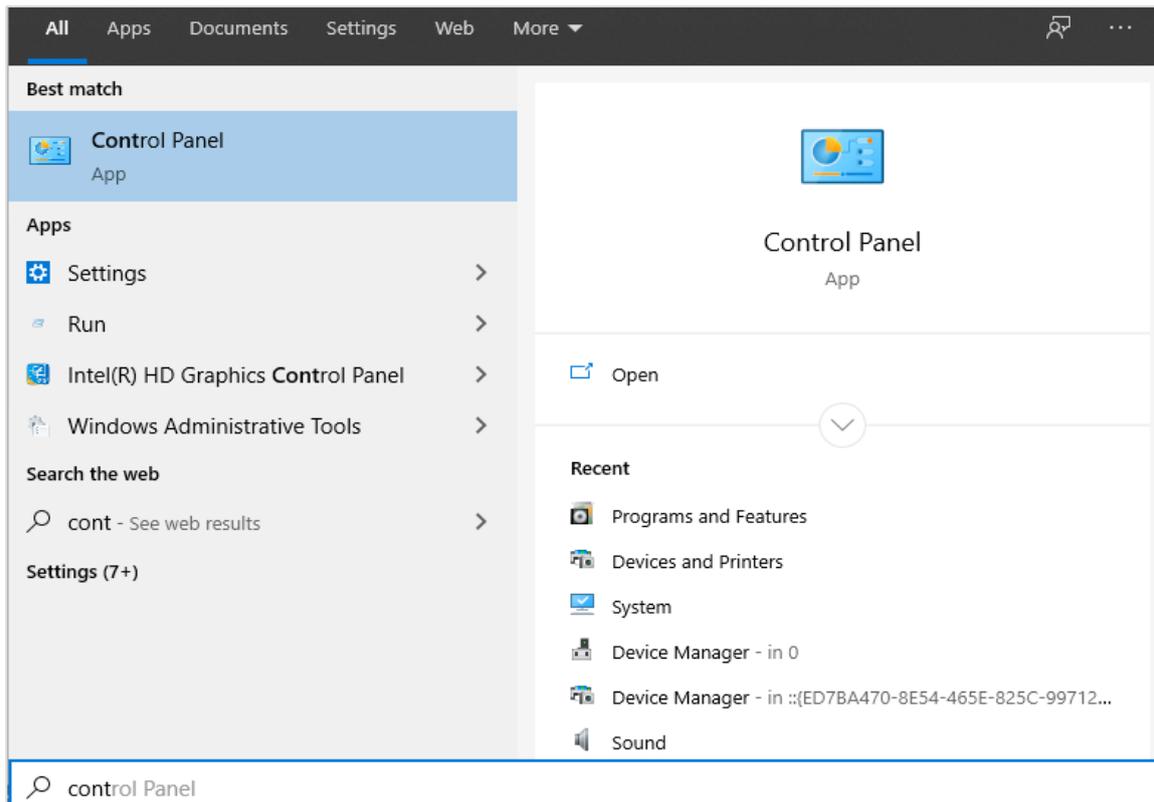
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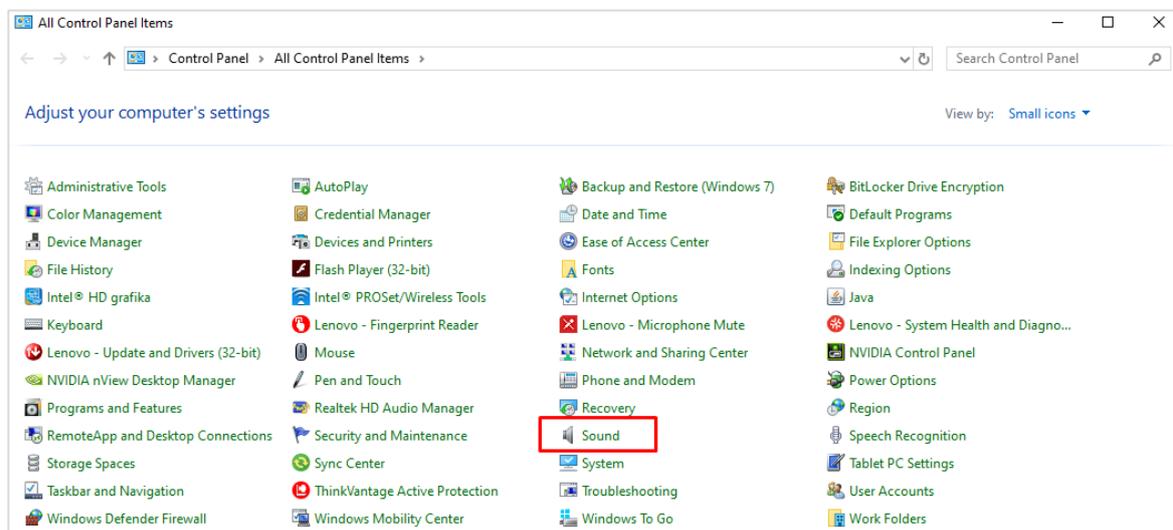
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Check your microphone

1. Make sure your headset or external microphone is plugged into the computer.
2. Click the Windows "Start" button and type "Control Panel" and open the it as shown below



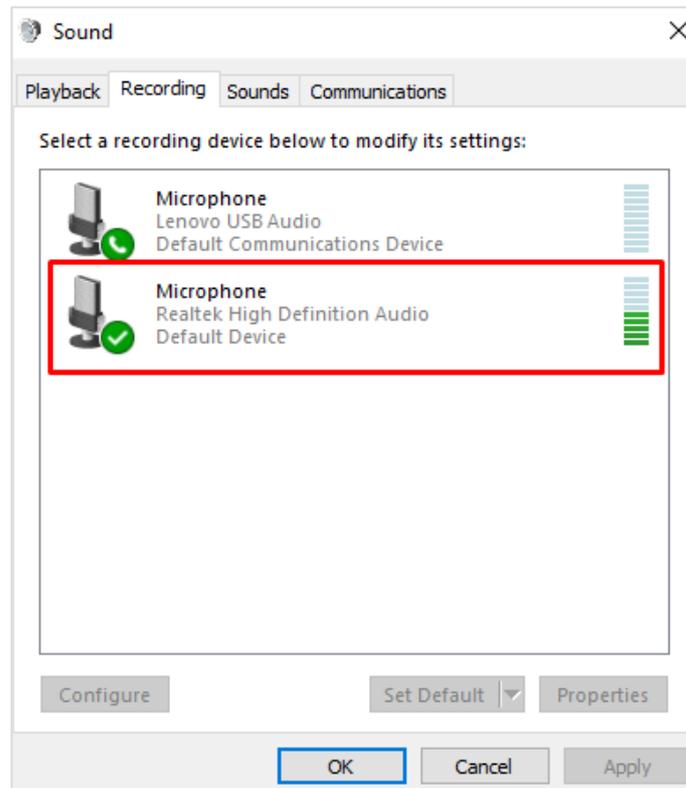
3. Click Sound icon to open the Sound options.



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- Click the "Recording" tab and select the headset or microphone you wish to use, (see figure) – make sure that the microphone with the active level bar on the right side is selected.



- If there are other devices listed in the "Recording" tab, right click and disable them temporarily.

Prepare your presentation

If you don't plan to use the camera capture, please include your picture on the title and the last slide.

In order to help automate slide timing extraction, please do not use animated transitions (especially fading) between slides.

Set up to Record Your Narration

PowerPoint is perfectly capable of recording the narrated presentation. If you have the new version of MS Office, your webcam will also be captured. If you have an older version of the software, only sound will be captured (as explained in the following text).

To allow the processing of videos as described in the previous section, if you plan to capture also the video from your webcam, make sure that the video is in the lower right part of the frame (not overwriting the rectangles as described above).

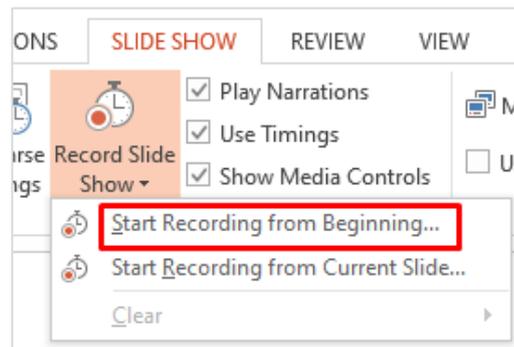
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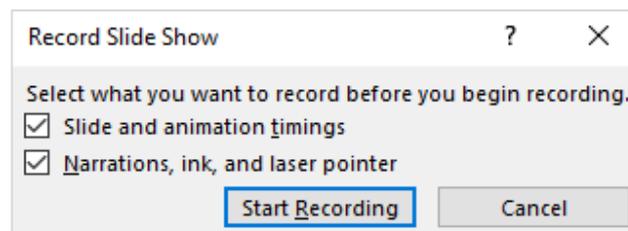
6. In PowerPoint, open the finished presentation you would like to narrate.
7. Click on the "Slide Show" tab and check "Play Narrations, Use Timings and Show Media Controls," (see figure).



8. Click on the down arrow in the "Record Slide Show" tool. A dropdown list should appear. Choose "Start Recording from Beginning."



9. A pop-up window will ask "what do you want to record," (see figure).



10. Check both "Slide and animation timings" and "Narrations and laser pointer" (If the "Narrations and laser pointer" option is greyed out, it is most likely because your microphone is not plugged in or not set up properly. Choose "Cancel" and see the "Check the Microphone" section at the beginning of this guide.)

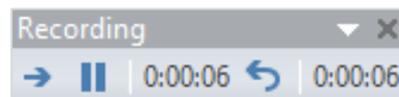
Start Recording

11. Click "Start Recording" in the pop-up window, (see figure above).
12. **Make sure that the total length of the presentation is no longer than allowed 12 to 15 minutes!**

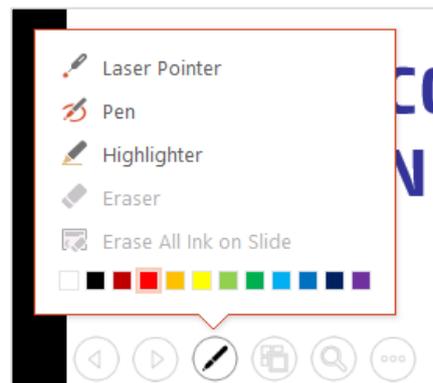
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13. The presentation will open in full screen slide show mode and recording will begin immediately.
14. There should be a small "Recording" toolbar in the upper left-hand corner where you can pause recording at any time, (see figure).



15. You can use the arrow in this tool bar to move to the next slide (or you can use the keyboard arrows to advance). The timing of this slide advance is recorded in time with the narration.
16. To use a laser pointer to highlight parts of the presentation use the toolbar appearing at the bottom left of the slide.



17. When you are finished recording the slide or the entire presentation, press the Esc button on your keyboard to stop.
18. Each slide with an audio recording should now have an audio icon on it. 

Re-Recording a Slide

19. While recording, if you need to re-record the audio for a slide:
 - ✓ Click on the "Repeat" arrow in the recording toolbar, (see figure above).
 - ✓ The recording will pause and the timer will return to "00:00."
 - ✓ Click "Resume Recording" to re-record the audio for the current slide.
 - ✓ Press the Esc button on your keyboard to stop, or,
 - ✓ You can continue to the next slide by clicking the arrow, if you need to.
20. If you are done recording the narration for the entire presentation and wish to go back and re-record a slide:
 - ✓ Select the slide, and in the "Slide Show" tab, click the arrow next to "Record Slide Show."
 - ✓ Click "Start Recording from Current Slide"
 - ✓ When you are finished re-recording the audio for that slide, press the Esc button on your keyboard
 - ✓ to stop.

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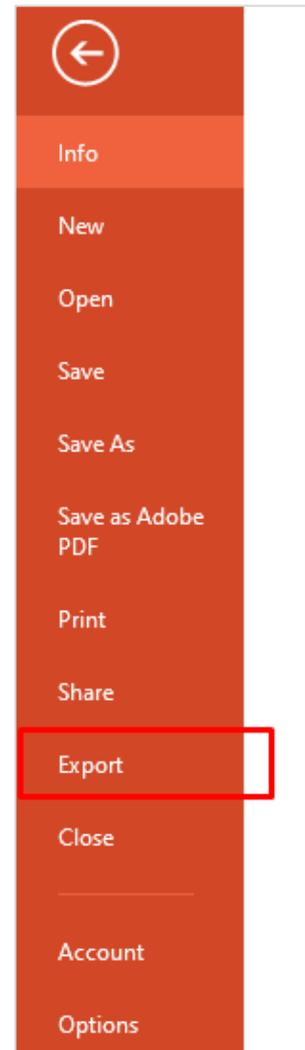
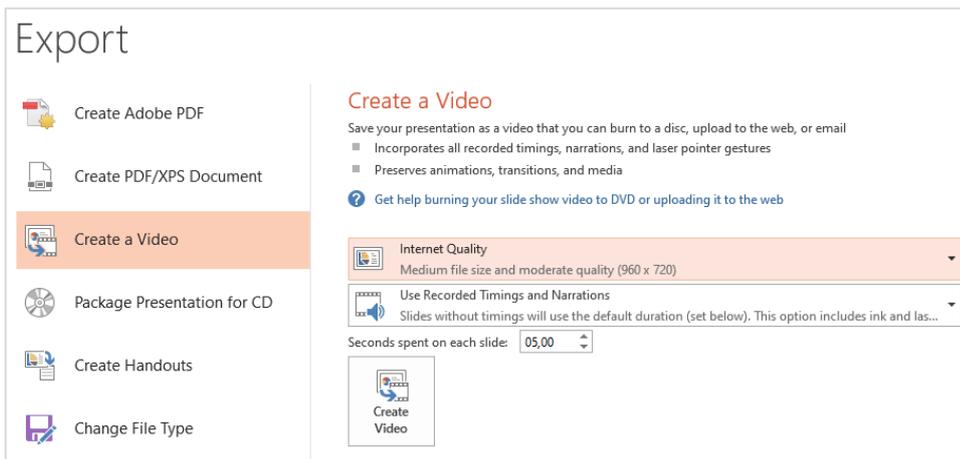
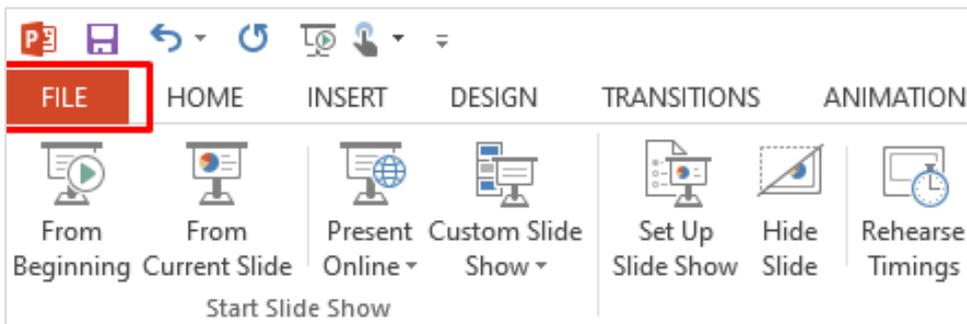
- If you want to keep re-recording a number of slides in a row, continue advancing with the right arrow and stop when you are finished. You will record over the original narration for those slides.

Deleting Audio

- In the Slide Show tab, click the down arrow next to "Record Slide Show" and choose "Clear" to delete the narration from one slide or the entire presentation.

Save the Presentation as a Video in PPT

- Go to the "File" tab and click "Export."
- Then click "Create a Video."

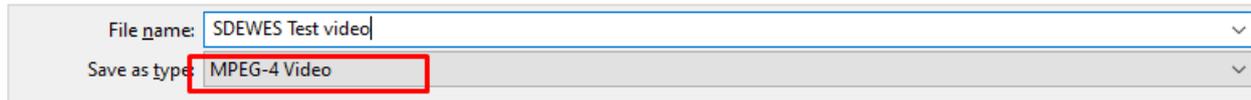


- Select "Internet Quality" for optimal file size/quality ratio.

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26. Make sure that "Use Recorded Timings and Narrations" is selected.
27. Click "Create Video" and select MPEG-4 Video as type



File name: SDEWES Test video

Save as type: MPEG-4 Video

28. Name the file as your name, e.g. Your_Name.mp4

Submitting the presentation to the organizer

You should upload your presentation to the following location: [PRESENTATIONS CLOUD FOLDER](#)

Alternatively, you can use any type of large file sharing service which you would normally use and send the link for download via email to the organizers (few suggestions given below):

- ✓ [WeTransfer](#)
- ✓ [Google Drive](#)
- ✓ [Dropbox](#)
- ✓ [Box](#)