

Interactive Symposium 2021

GAM(BL)ING: Commodification of Leisure in the Digital Era

PRESENTATION RECORDING INSTRUCTIONS

This document contains instructions and tips for creating a video recording of your presentation directly in PowerPoint. Two options are available, you may either record all slides in your presentation at once or record/re-record each individual slide.

RECORDING PRESENTATION - ALL SLIDES AT ONCE

STEP 1 OPEN FILE	Open the final version of your PowerPoint slide that you wish to record. Click on "SLIDE SHOW" in the top tab of the menu. Be prepared to give your presentation as soon as you complete the next step.
STEP 2 START RECORDING	When you are ready to begin recording, click "RECORD SLIDE SHOW" . Your PowerPoint will open up in what looks like speaker view and PowerPoint will immediately begin recording audio.
STEP 3 PRESENT ALL SLIDES	Give your entire presentation as if you were presenting from the podium. Just be careful to PAUSE SPEAKING while changing slides as the audio cannot be recorded while slides are changing or during animations.
STEP 4 END/SAVE RECORDING	Once you are done with your entire presentation and are on the last slide, click on "END SHOW" in the top left corner of your screen and click "YES" that you wish to save your slide timings. After you click YES, you will be taken back to the editing state of PowerPoint.
STEP 5 PREVIEW RECORDING	Preview your recording by clicking "PLAY FROM START" making sure that you have both the "PLAY NARATIONS" and "USE TIMINGS" options selected in the Slide Show toolbar. If you need to re-record any slides, follow the instructions below for individual slide recording before exporting.
STEP 6 EXPORT AS VIDEO	Export a copy of your presentation from Powerpoint using the FILE -> EXPORT option. When exporting, please select either the .mov or .mp4 file format. Exporting may take a while. VERY IMPORTANT! Please be sure to listing to your video recording after export. If you did not pause while changing slides, audio may be cut off or missing.

RECORDING PRESENTATION - ONE SLIDE AT A TIME OR RE-RECORDING A SLIDE

STEP 1 OPEN FILE	Open the final version of your PowerPoint slide that you wish to record. Click on "SLIDE SHOW" in the top tab of the menu. Using the slide sorter, select the slide that you wish to record/re-record.
STEP 2 START RECORDING	When you are ready to begin recording, click "RECORD SLIDE SHOW" . Your PowerPoint will open up in what looks like speaker view and PowerPoint will immediately begin recording audio.
STEP 3 PRESENT SINGLE SLIDE	Give your presentation FOR THIS SLIDE as if you were presenting from the podium. Do not advance to the next slide. You will be able to re-record the slide if you make a mistake.
STEP 4 END/SAVE RECORDING	Once you are done recording the slide, click on "END SHOW" in the top left corner of your screen and click "yes" that you wish to save your slide timings. After you click YES, you will be taken back to the editing state of PowerPoint. Repeat these steps for each slide that you need to record.
STEP 5 PREVIEW RECORDING	Preview your recording by clicking "PLAY FROM CURRENT SLIDE" making sure that you have both the "PLAY NARRATIONS" and "USE TIMINGS" options selected in the Slide Show toolbar. If you need to re-record any slides, repeat the above steps for those slides before exporting.
STEP 6 EXPORT AS VIDEO	Export a copy of your presentation from Powerpoint using the FILE -> EXPORT option. When exporting, please select either the .mov or .mp4 file format. Exporting may take a while. VERY IMPORTANT! Please be sure to listing to your video recording after export. If you did not pause while changing slides, audio may be cut off or missing.

RECORDING TIPS

- PowerPoint MAY record your pointer (depending on your OS/Version), so be sure to clearly explain the slides without the use of a pointer.
- We recommend using headphones with a microphone while recording, but if you do not have an external microphone, your laptop or desktop internal microphone should suffice.
- **MAC USERS:** If you do not hear audio during the presentation playback, please make sure that you have granted PowerPoint access to your microphone in the Security & Privacy settings.
- Be sure to sit in a quiet room with as little background noise as possible.
- Talk slowly and clearly for each slide. You are probably talking faster than you realize.
- After exporting your presentation as a video, it is critical that you play the .mov/.mp4 files and review the following:
 - ⇒ Audio quality and level are adequate.
 - ⇒ All slides have an audio recording and are not cut-off during slide transitions.
 - ⇒ Your presentation is not over any stated limits on length.