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How to create a video recording of your virtual oral presentation using PowerPoint, Zoom or Open Broadcast Software (OBS)

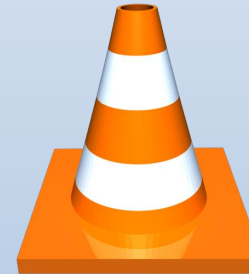
Quick Access Links



Click on the logo to access the instructions for PowerPoint (requires Office 365). Only audio recording is possible on MacOS and older Windows versions.



Click on the logo to access the instructions for Zoom



Click on the logo to Access the instructions for reducing the size of video recordings using VLC.



Click on the logo to access the instructions for Open Broadcast Studio (OBS)

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How to create a video recording of your virtual oral presentation using PowerPoint (Office 365 version).

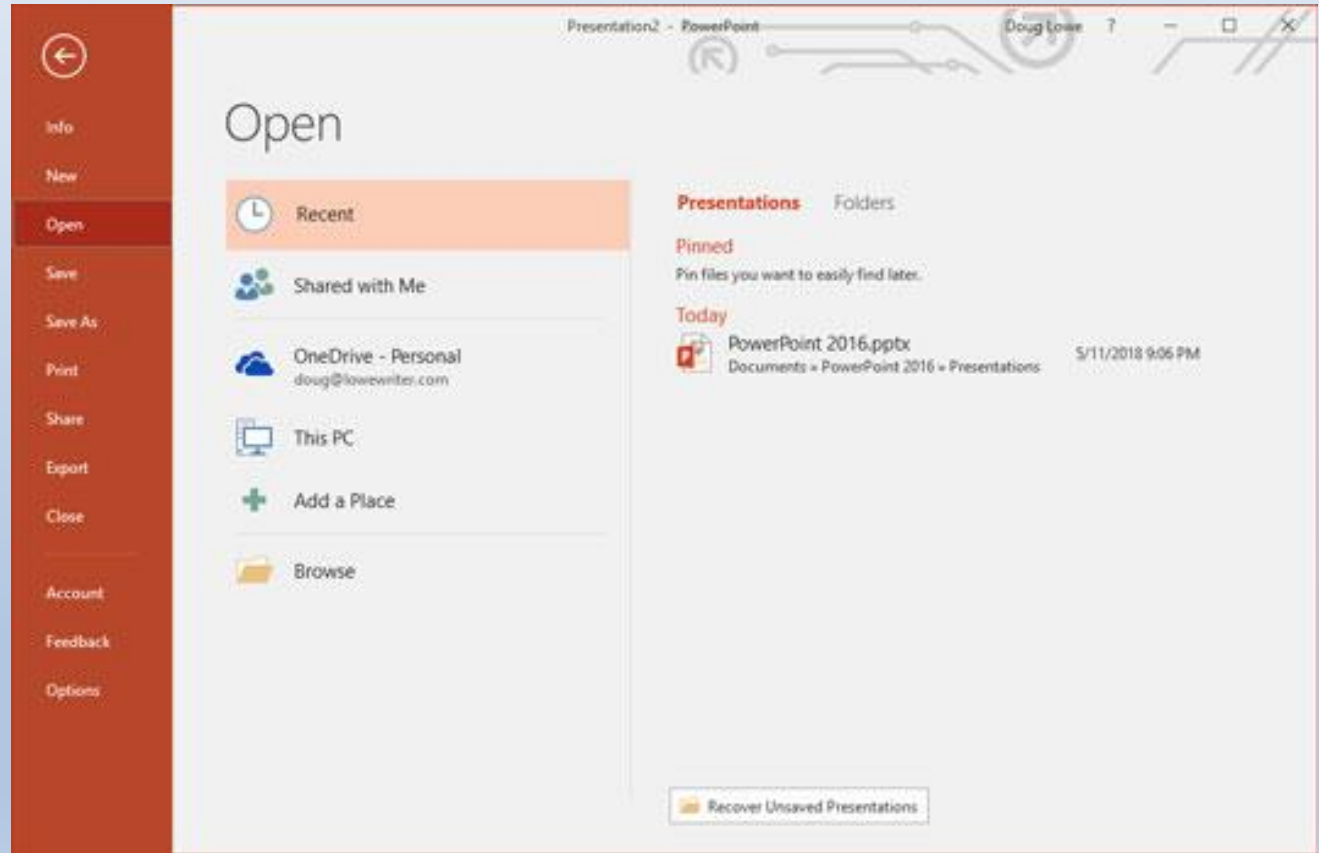
Please note that only audio recording is possible using MacOS and older Windows versions.





Instructions for PowerPoint

(1) Open your presentation in PowerPoint



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Instructions for PowerPoint

(2) Select Slide Show > Record Slide Show in the Menu



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Instructions for PowerPoint

(3) Select Record in the popup window, but make sure to activate your microphone and camera beforehand

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The screenshot shows the PowerPoint recording interface. At the top left, there are buttons for 'RECORD', 'STOP', and 'REPLAY'. A mouse cursor is pointing at the 'RECORD' button. To the right of these buttons is a 'NOTES' section. In the top right corner of the recording window, there are window control icons (close, maximize, minimize) and a settings icon. An arrow points from the text 'camera/microphone settings' to this settings icon. The main area is a large white rectangle representing the slide content. On the left and right sides of this rectangle are navigation arrows. At the bottom of the recording window, there is a toolbar with various drawing tools (eraser, highlighter, pencil) and a color palette. Below the toolbar, it says 'Slide 1 of 7' and '0:00 / 0:00'. On the right side of the recording window, there are three icons: a microphone, a camera, and a camera preview icon. Arrows point from the text 'turn microphone on/off', 'turn camera on/off', and 'turn camera preview on/off' to these respective icons.

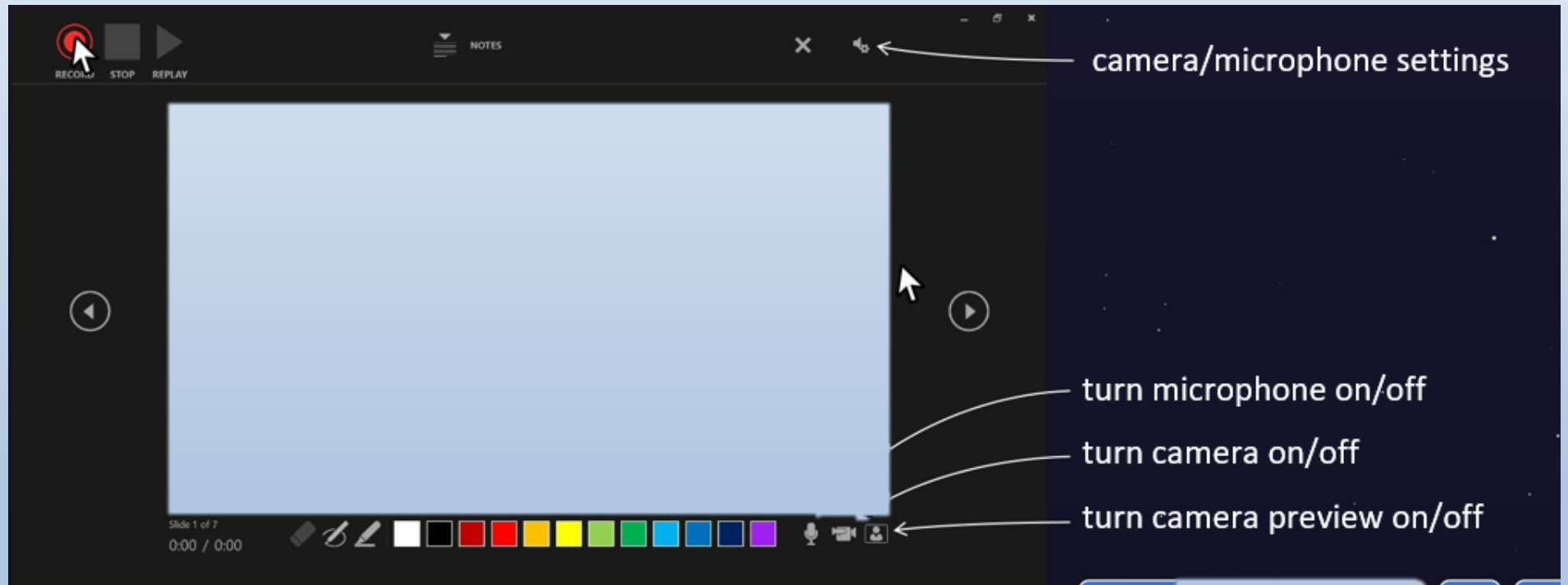
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Instructions for PowerPoint

(4) Note that audio is not recorded during slide transitions, so you will need to stop talking before changing slides.



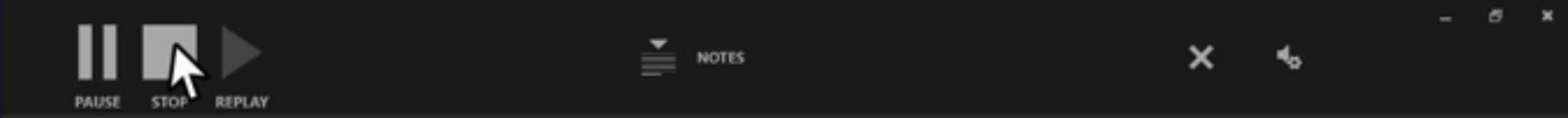
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Instructions for PowerPoint

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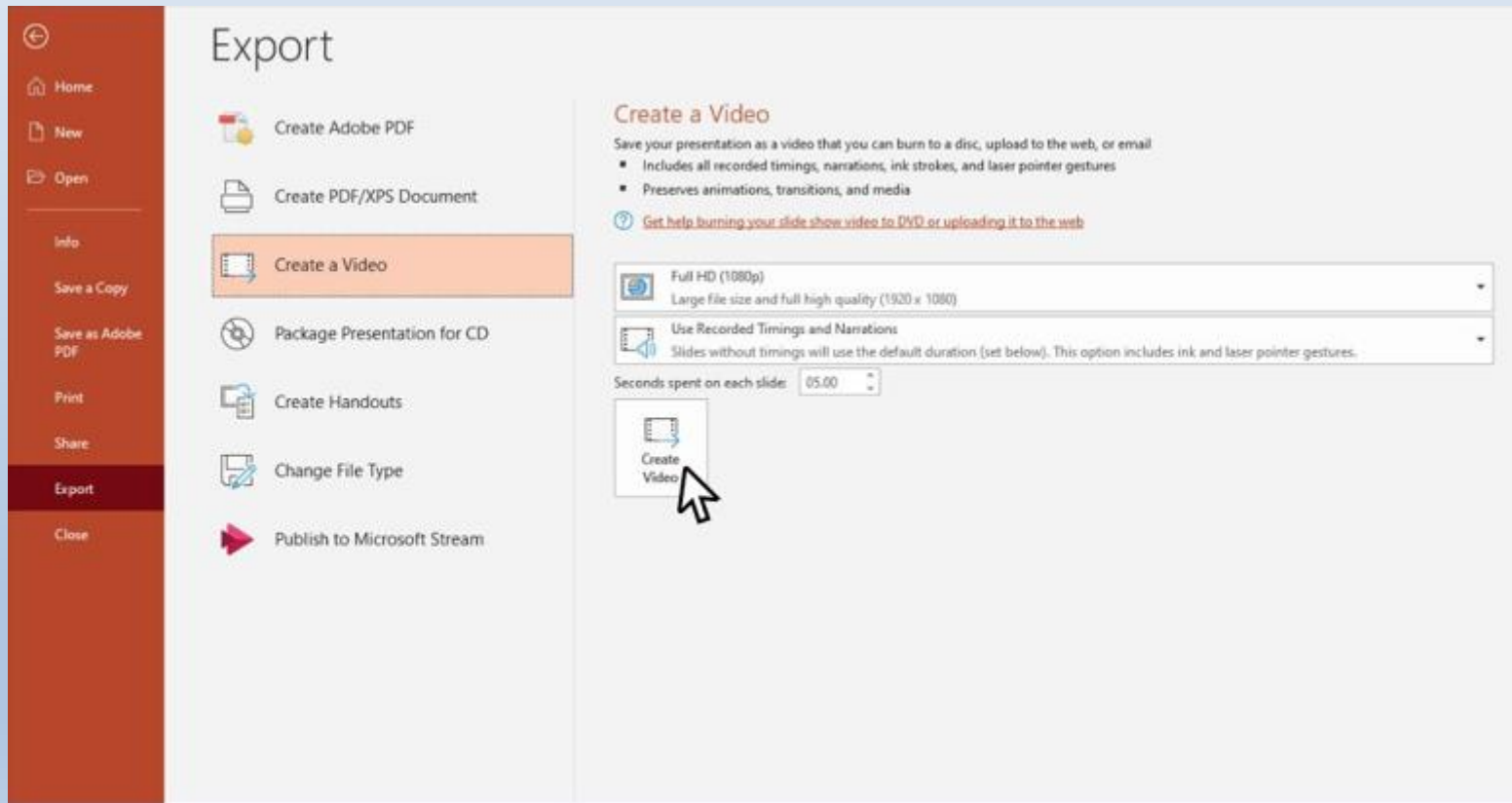
(5) Once you have finished recording, select Stop





Instructions for PowerPoint

(6) Export your presentation as a video by selecting File > Export



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How to create a video recording of your virtual oral presentation using Zoom

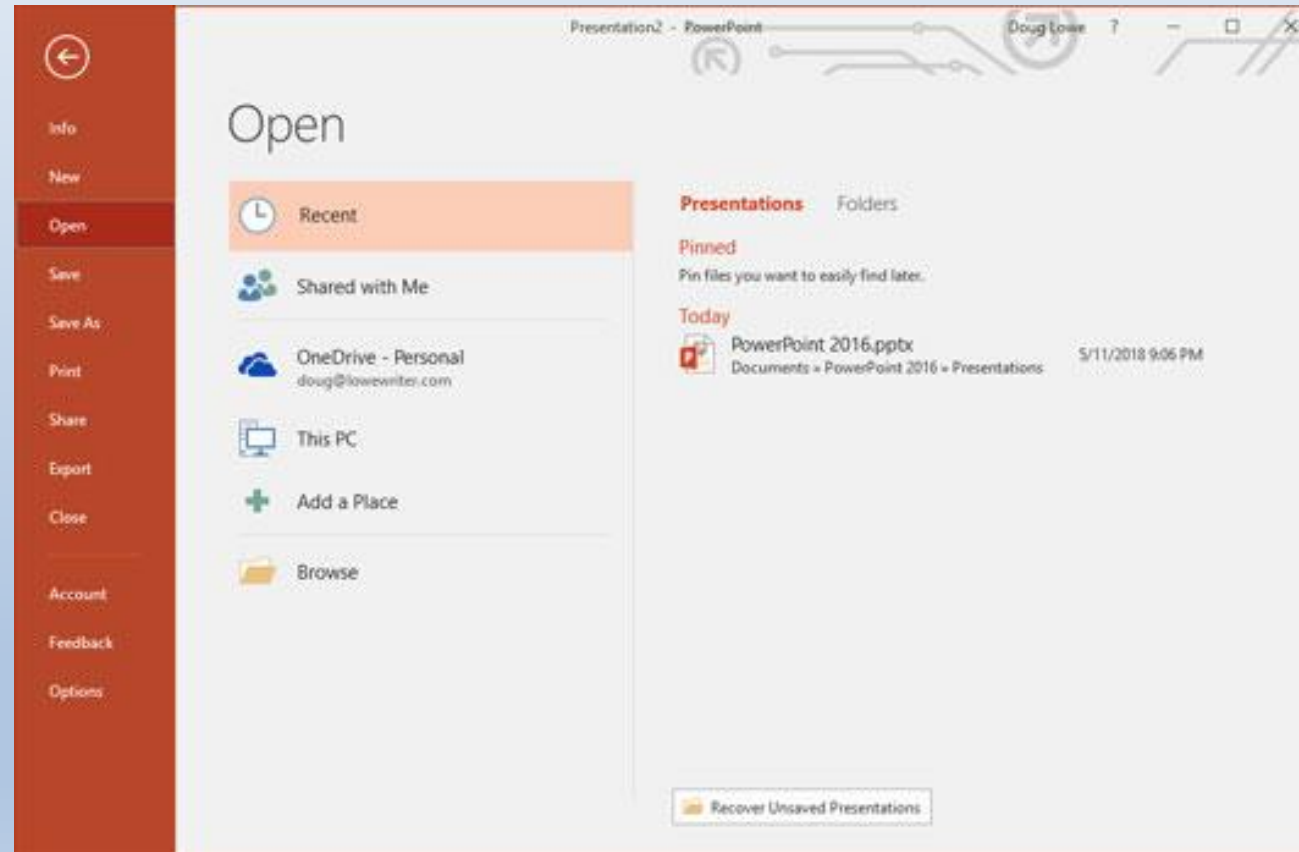
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Instructions for Zoom

(1) Open your presentation in PowerPoint, or Acrobat Reader



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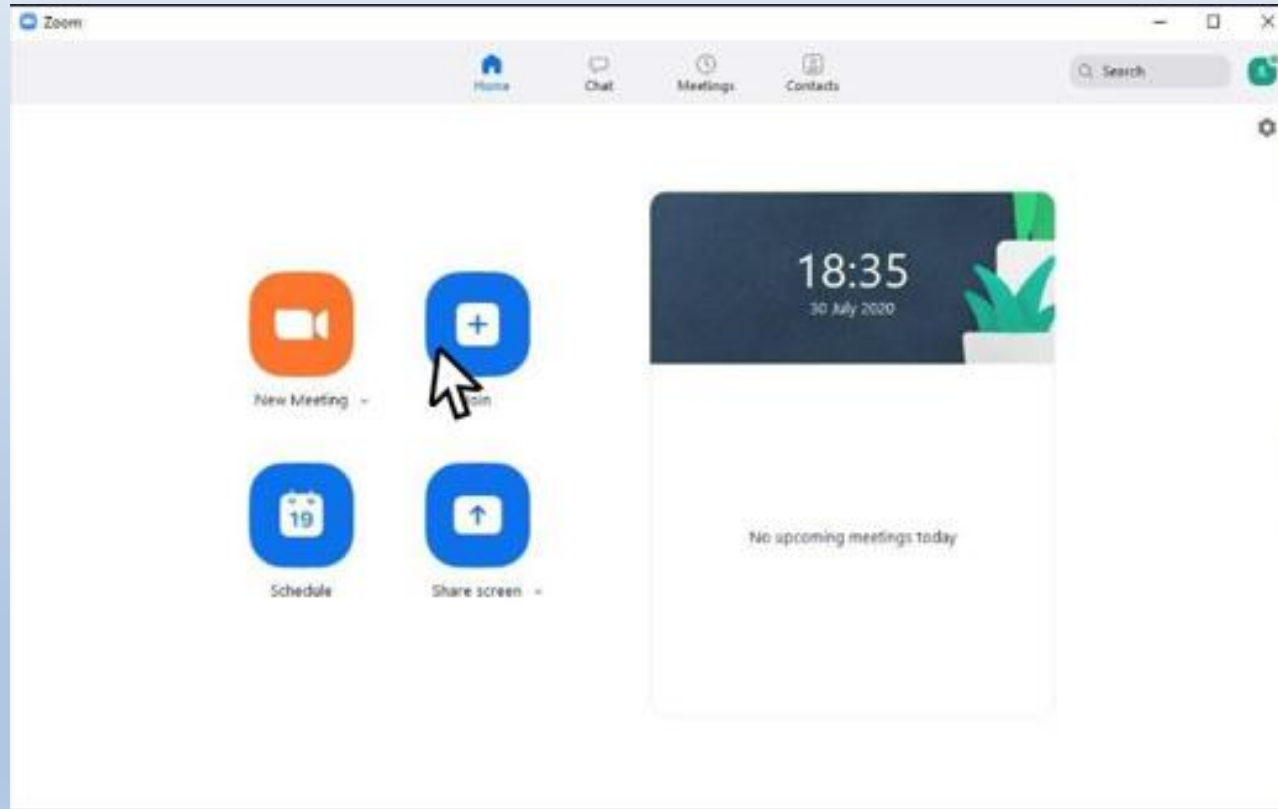
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Instructions for Zoom

(2) Open Zoom, and create a New Meeting

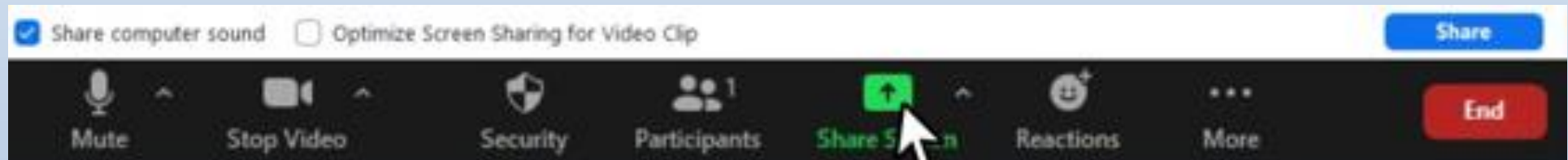


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Instructions for Zoom

(3) Click on Share Screen and select the Screen or Window you want to record. Also, select Share computer sound.



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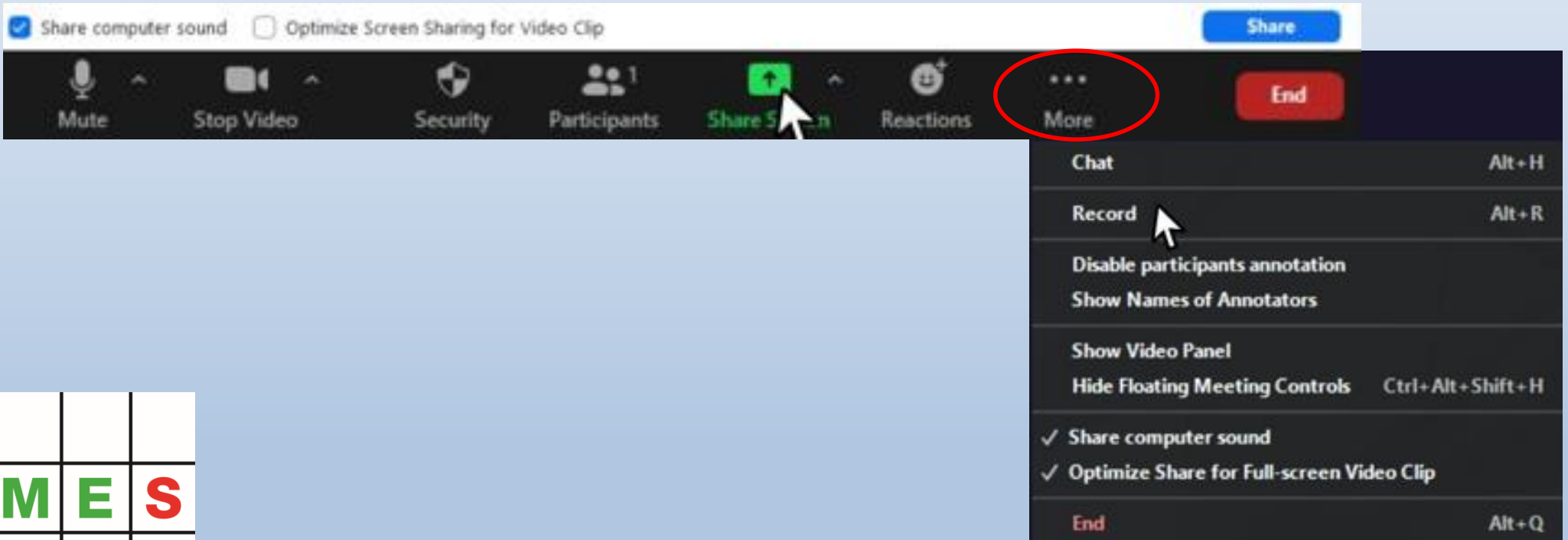
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Instructions for Zoom

(4) When ready, click on More > Record to start recording your presentation



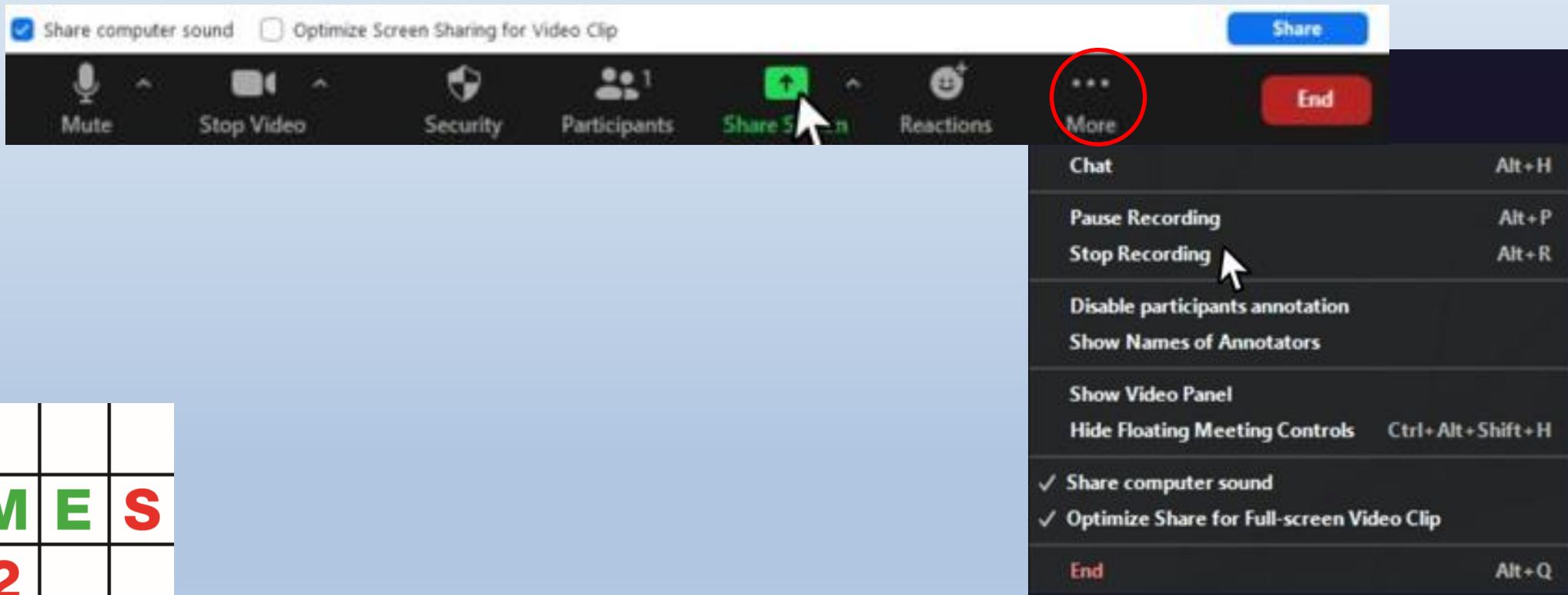
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Instructions for Zoom

(5) Once your done recording your presentation, click on More > Stop Recording



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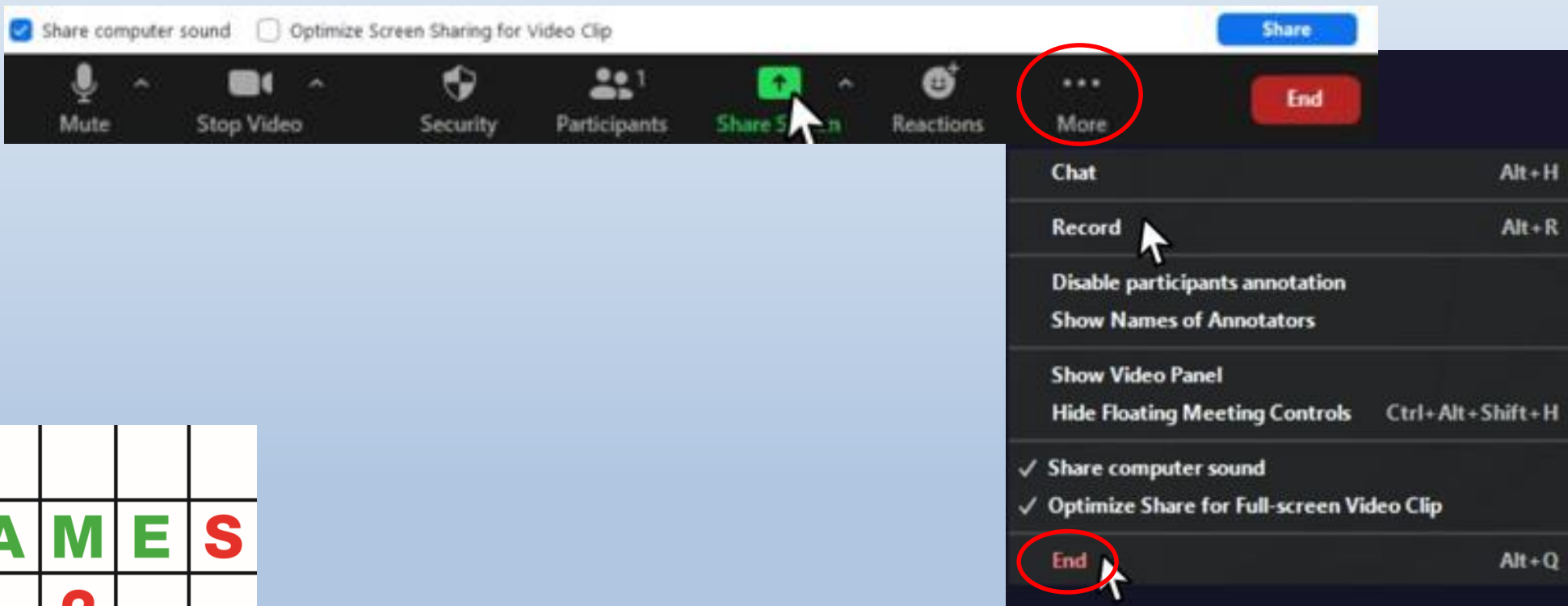
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Instructions for Zoom

(6) Finally, click on End to close the Zoom Meeting and save your recording

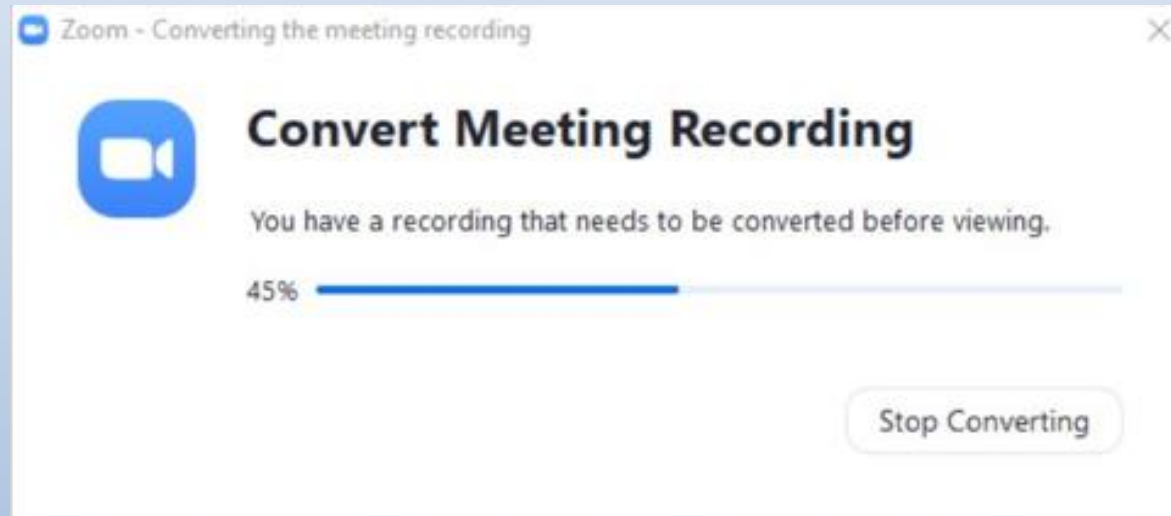


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Instructions for Zoom

(7) A window will pop up to show that your recording are being saved. The folder containing the recording will be opened.

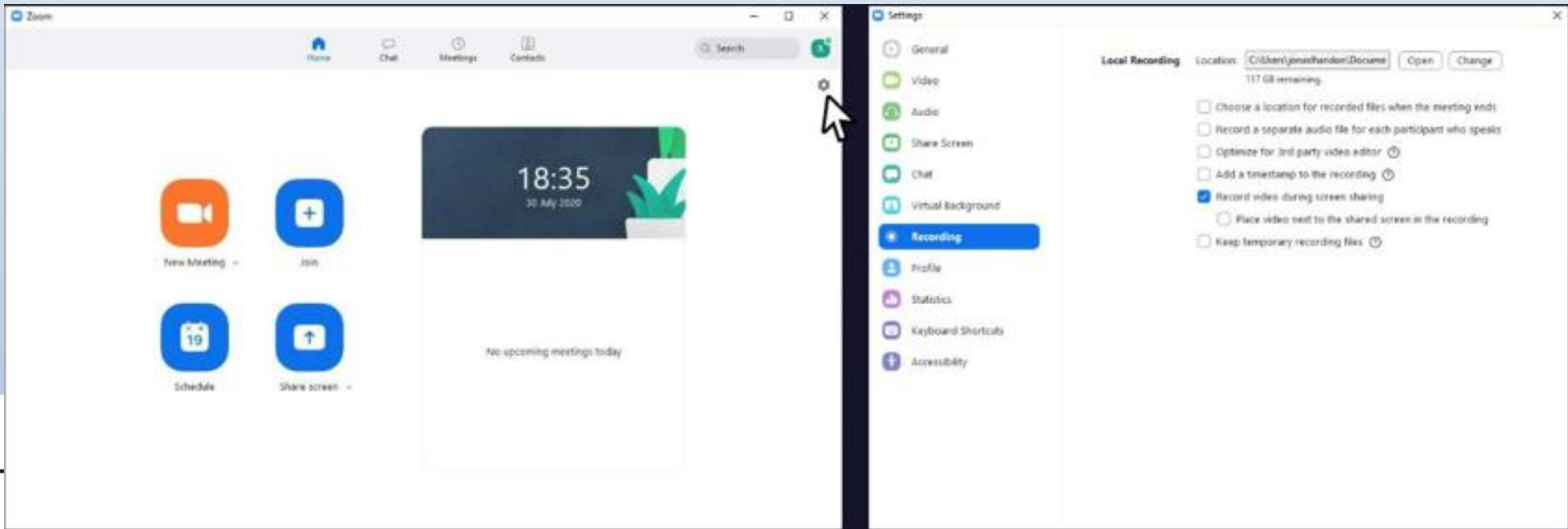


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Instructions for Zoom

(8) Note that you can check and modify the location of the recordings on your computer in Zoom Settings > Recording



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How to create a video recording of your virtual oral presentation using Open Broadcast Studio (OBS)

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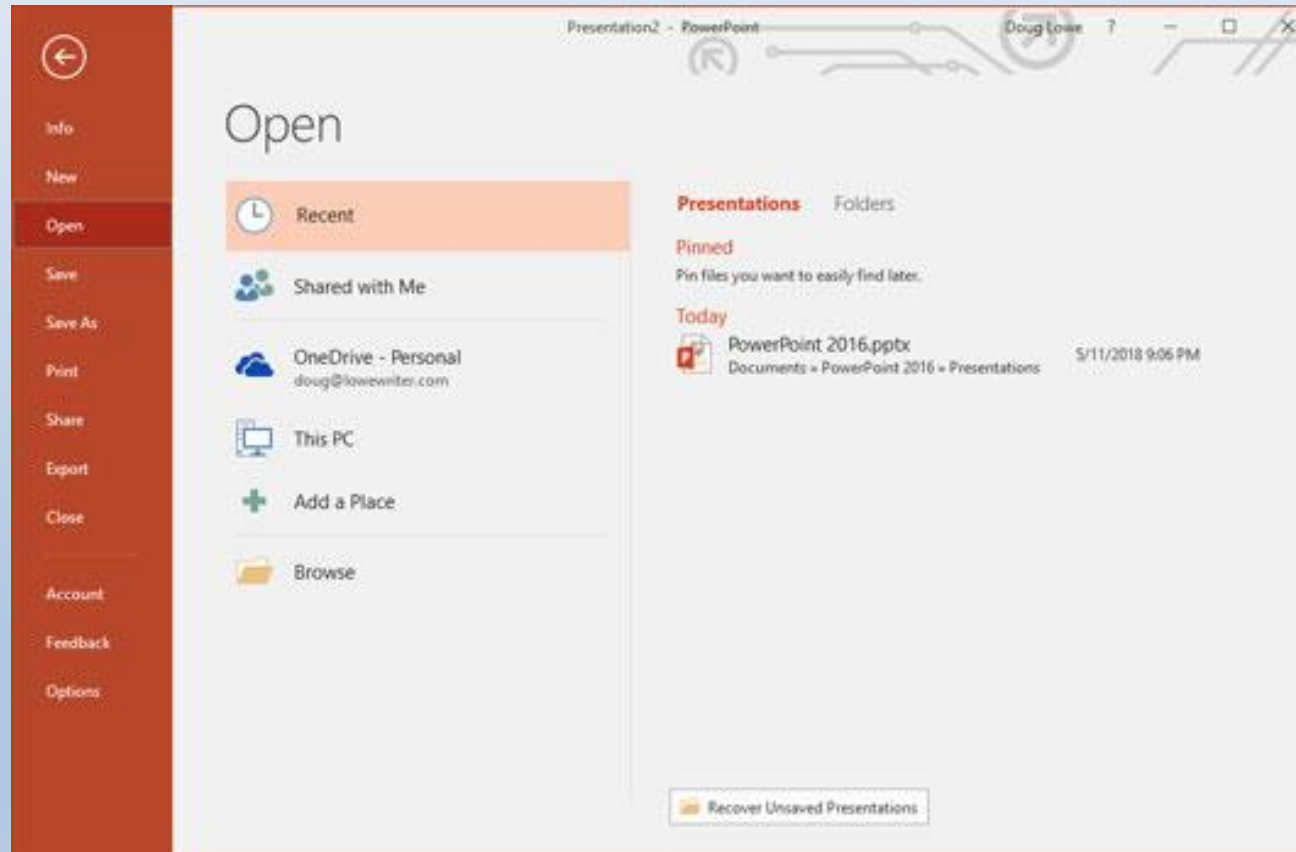
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Instructions for Open Broadcast Studio

(1) Open your presentation in PowerPoint or Acrobat Reader



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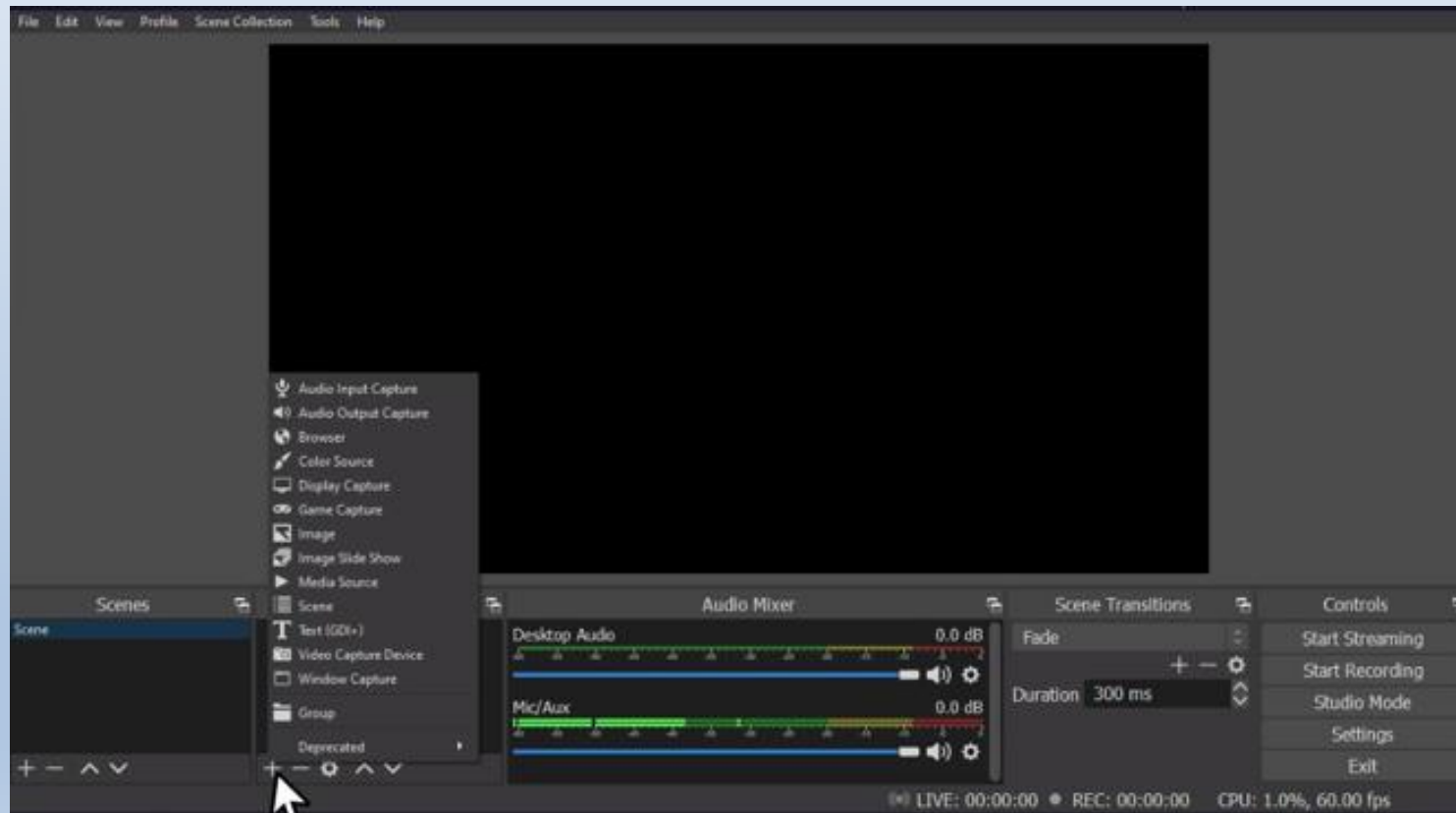




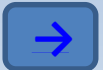
Instructions for Open Broadcast Studio

(2) Open OBS and click on the + icon to add Audio Input Capture and Video Capture Device

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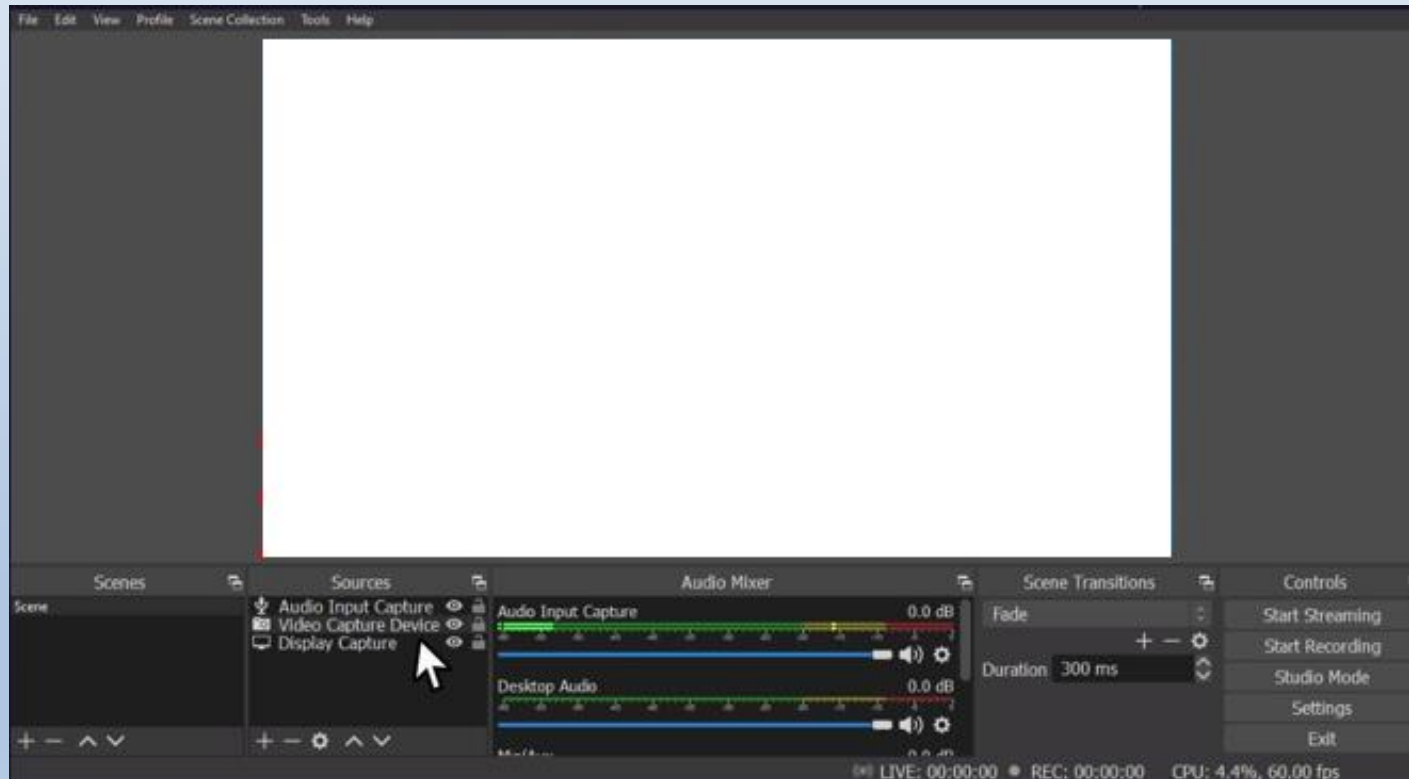
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Instructions for Open Broadcast Studio

(3) Also add Display Capture and select your presentation. Then, place it below the Video Capture Device in Sources.



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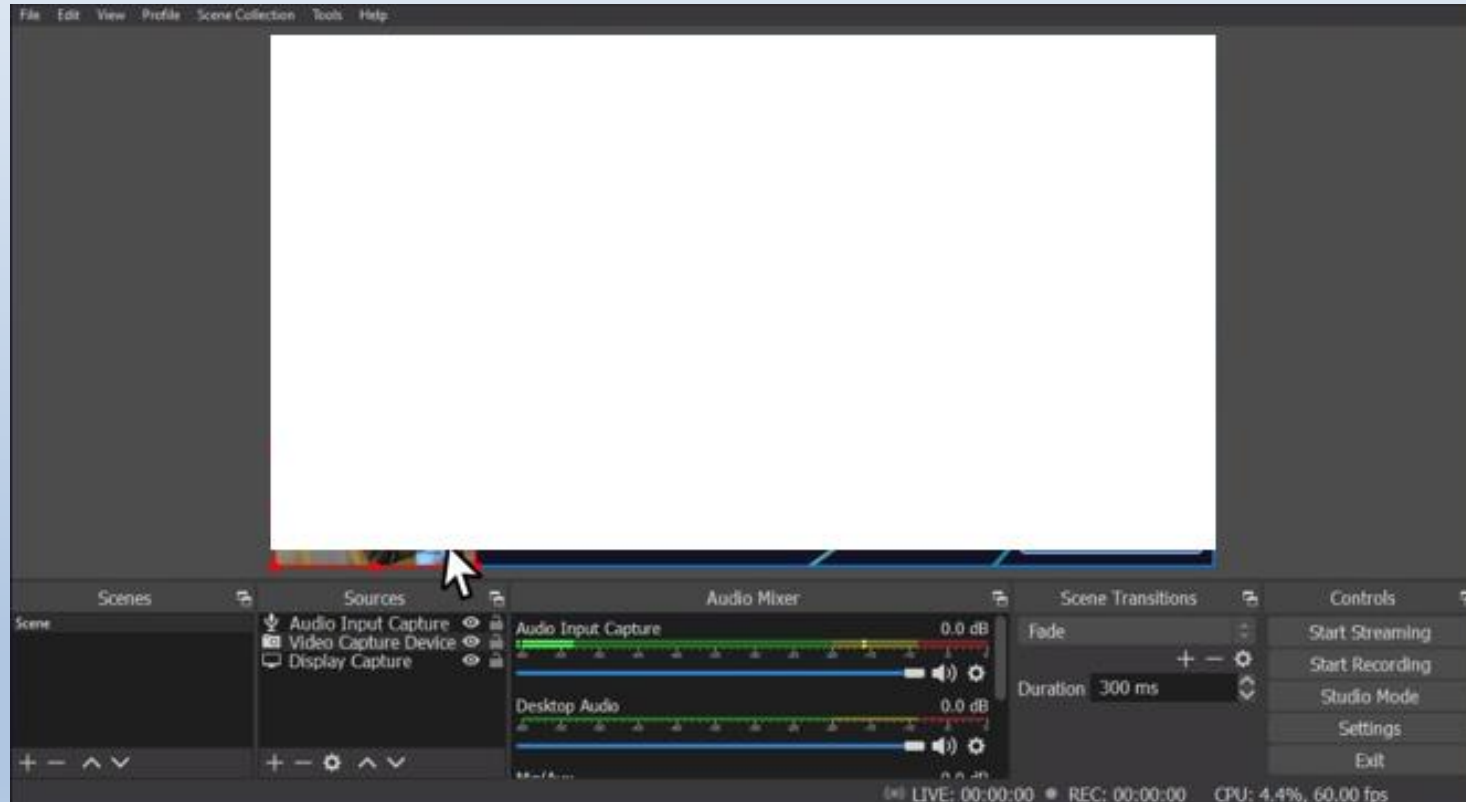
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Instructions for Open Broadcast Studio

(4) Edit the size and position of the Window and Video sources. The boxes can be moved and resized.

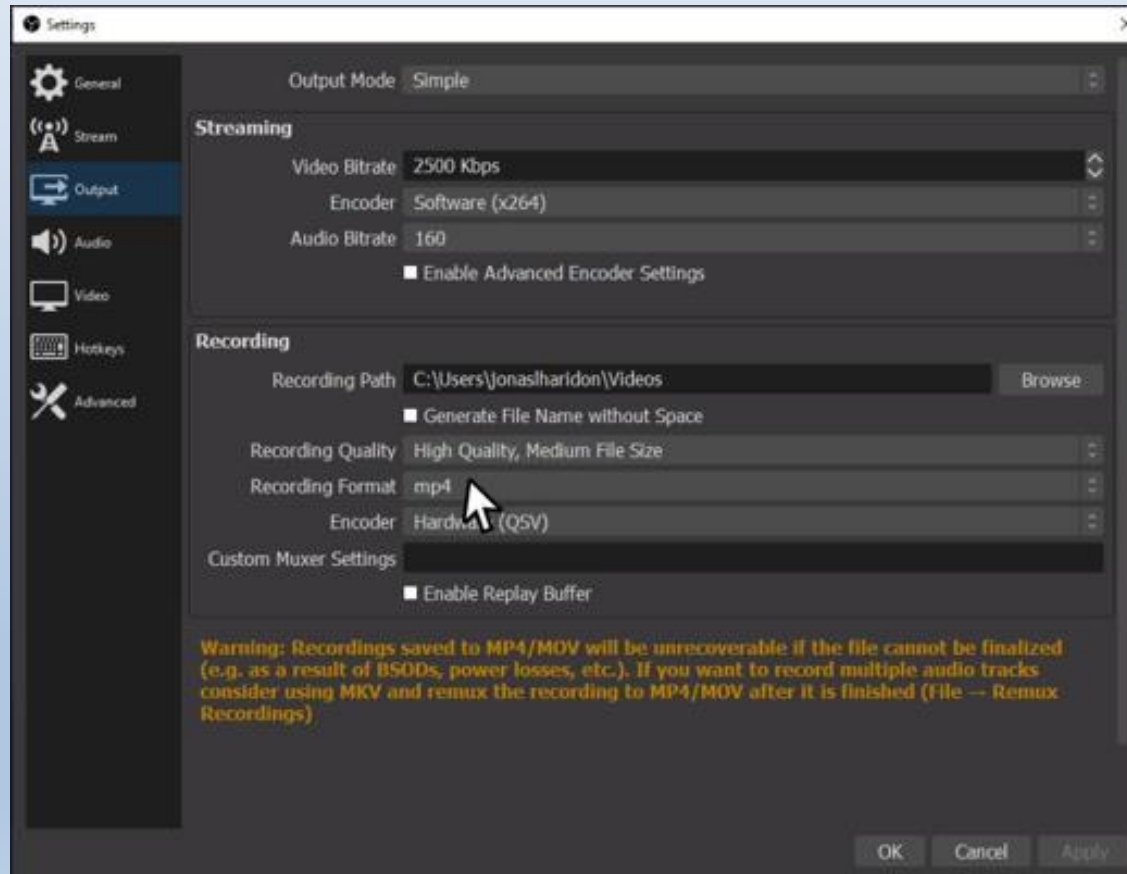


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Instructions for Open Broadcast Studio

(5) In File > Settings > Output, change the Recording Format to mp4 and click on Apply



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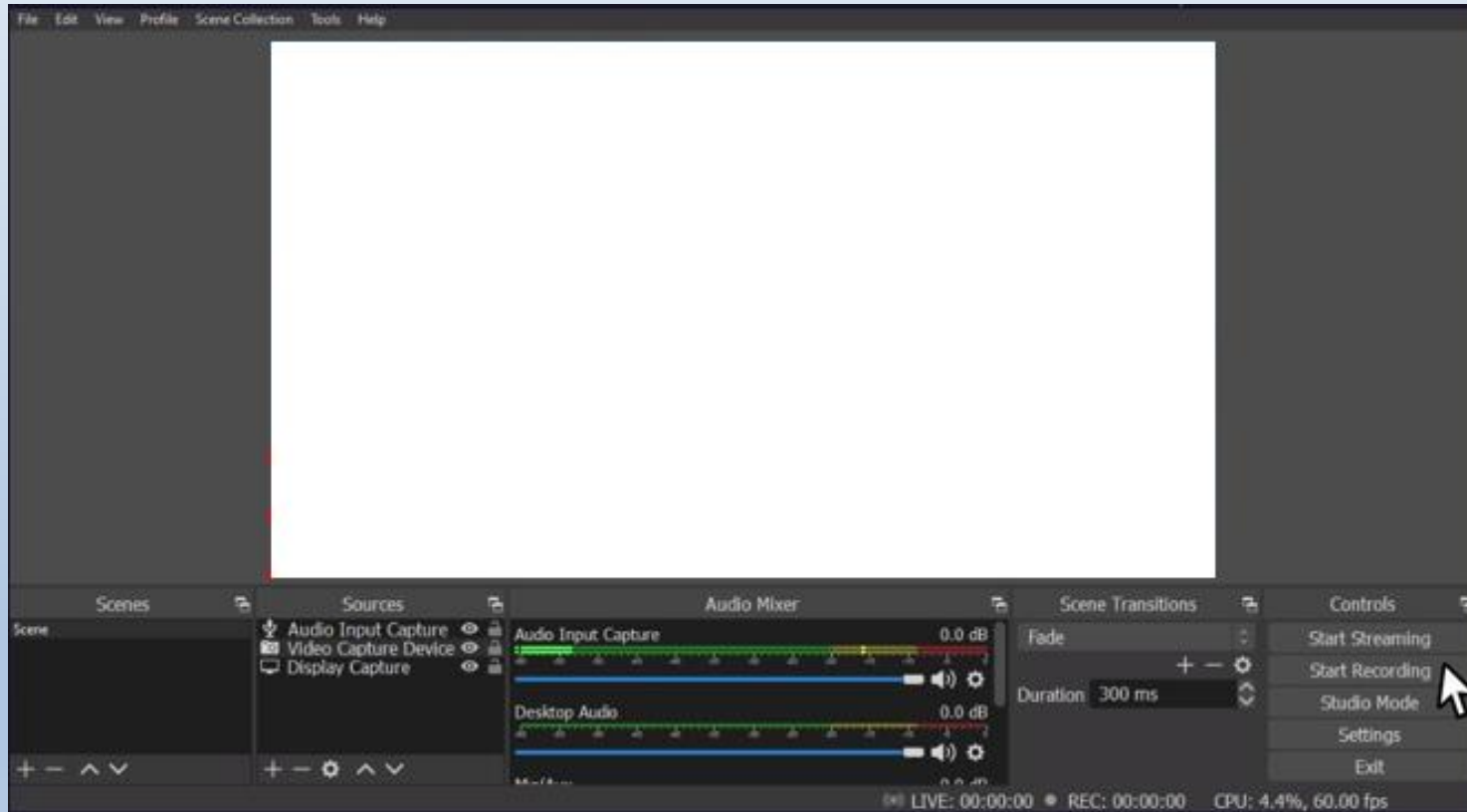




Instructions for Open Broadcast Studio

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(6) Once everything is set up, click on Start Recording

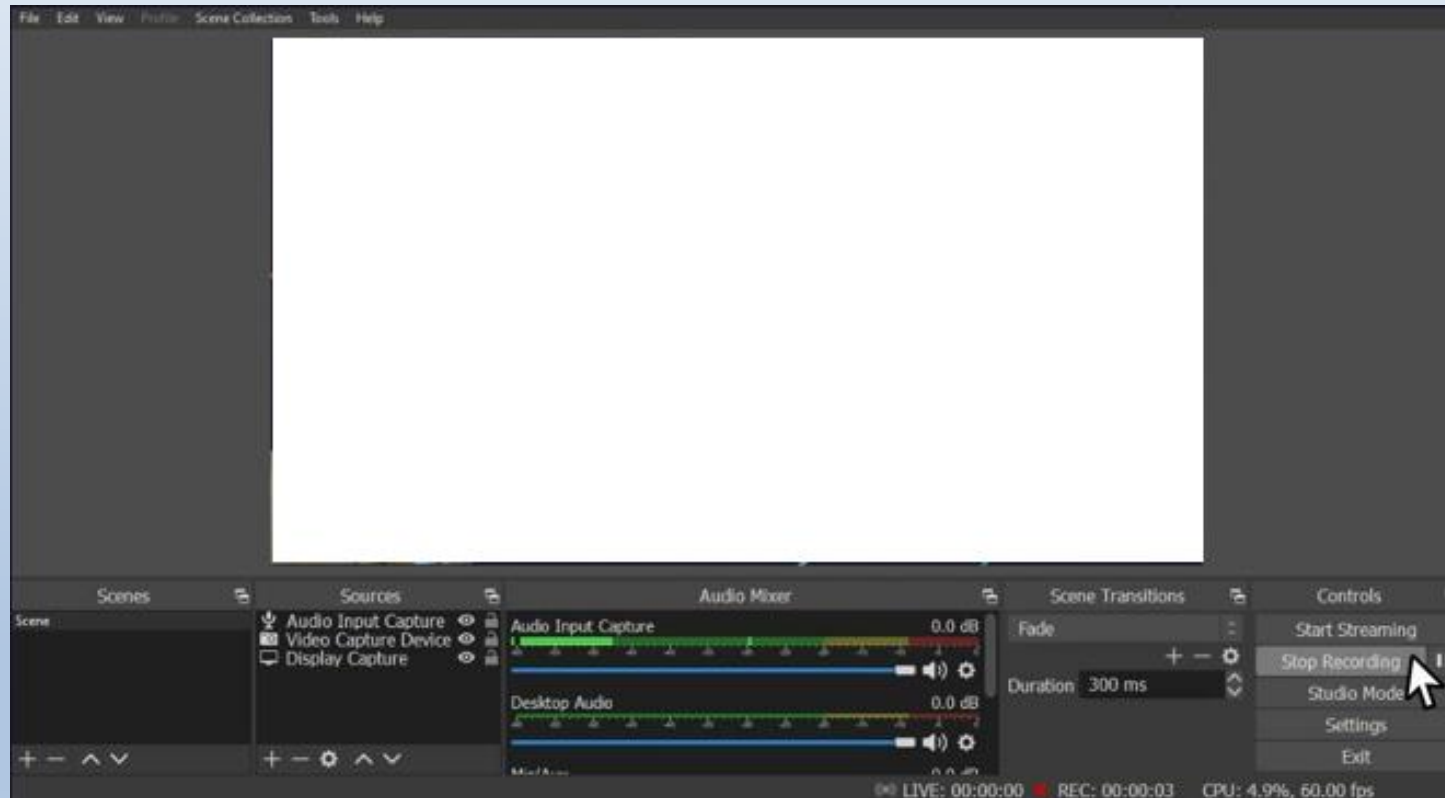




Instructions for Open Broadcast Studio

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(7) After your done recording, click on Stop Recording



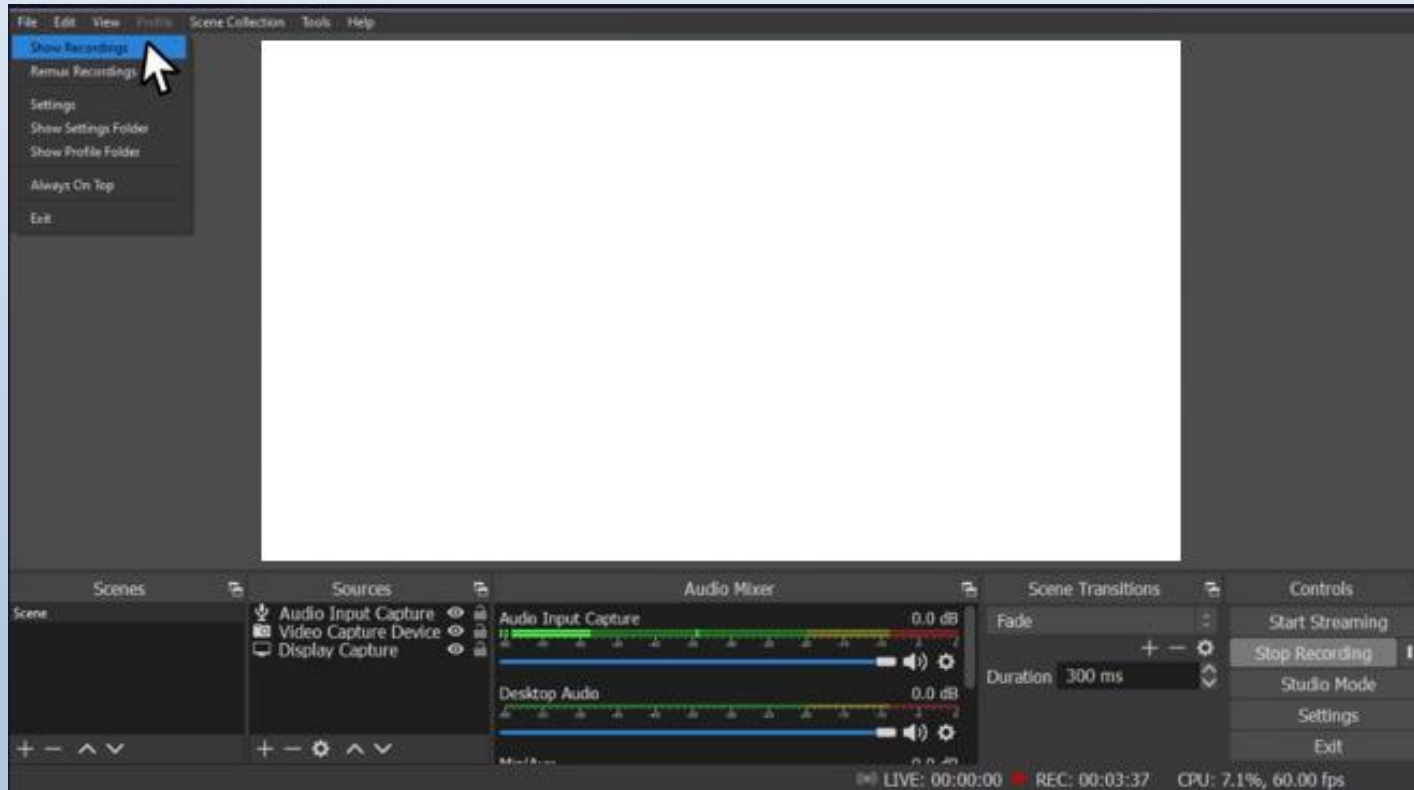
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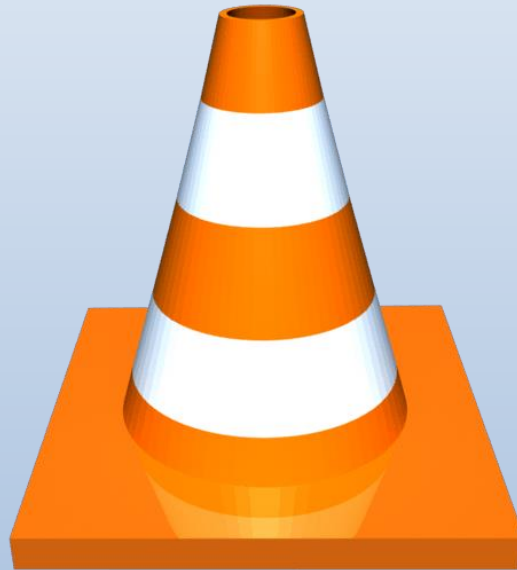
Instructions for Open Broadcast Studio

(8) Retrieve your mp4 video recording in File > Show Recordings



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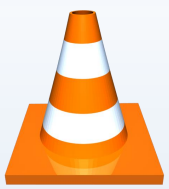
How to reduce the size of a video recording using VLC



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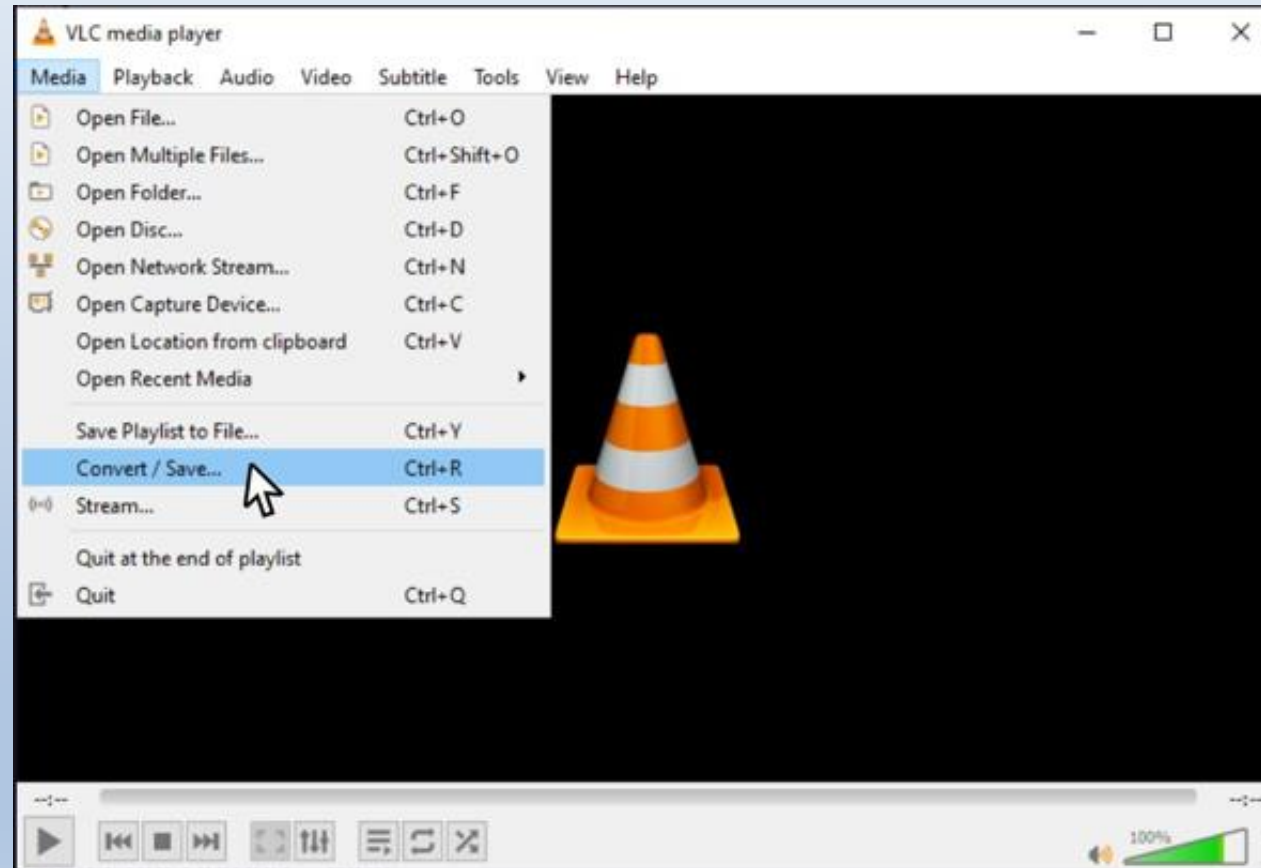


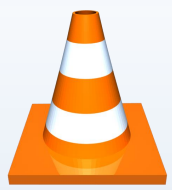


Instructions for VLC

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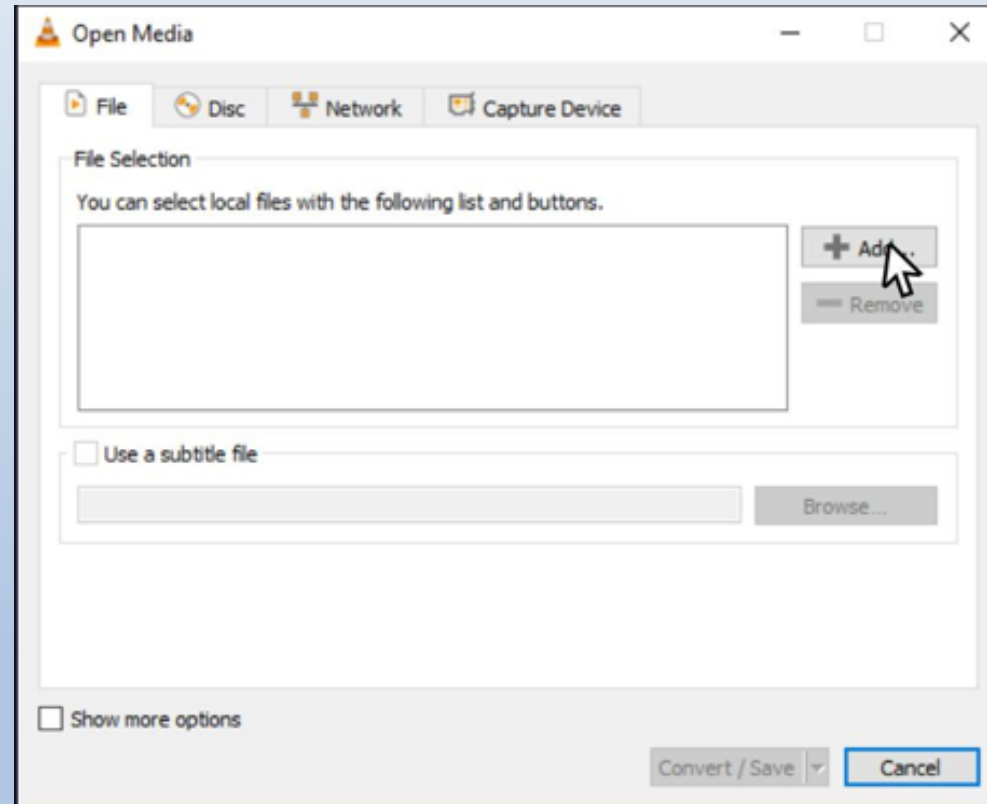
(1) Open VLC and click on File > Convert / Save



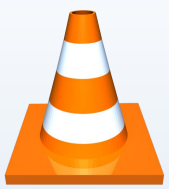


Instructions for VLC

(2) Add your video presentation and click on Convert / Save



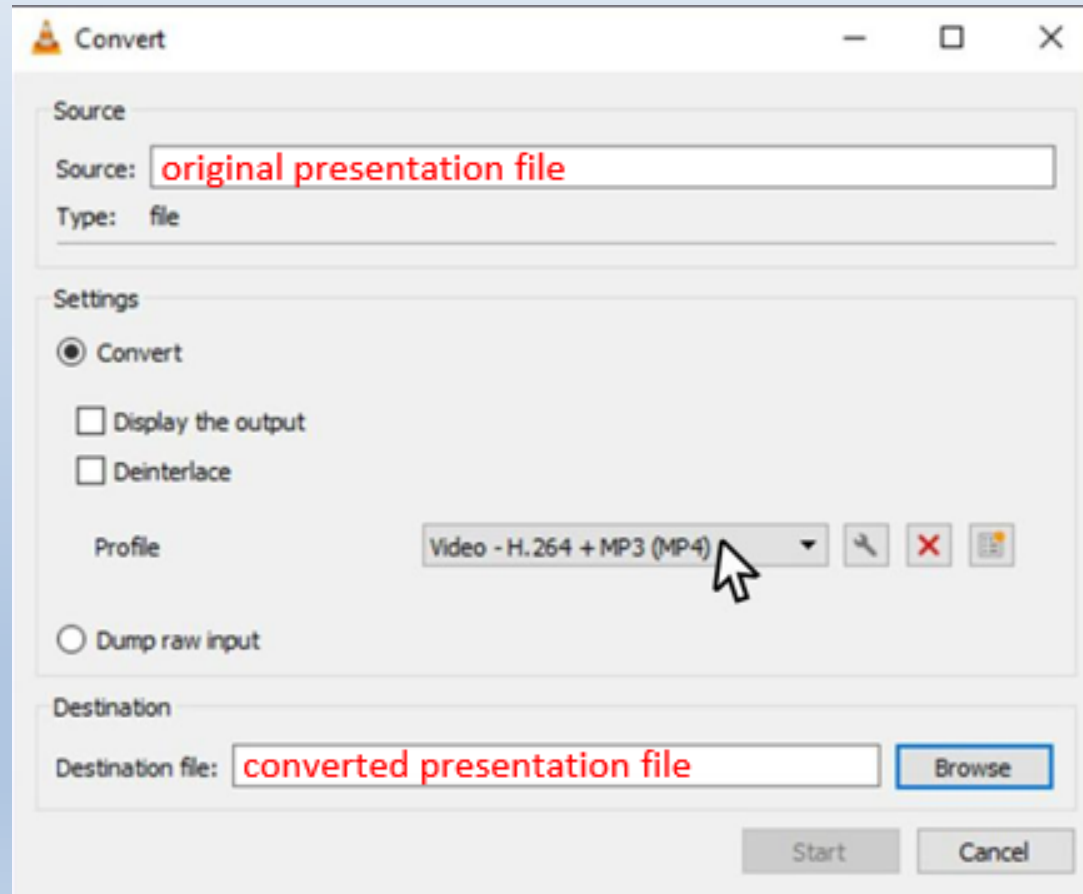
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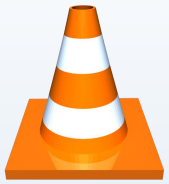


Instructions for VLC

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(3) Select Video – H.264 + MP3 (MP4) next to Profile, and enter the location for the converted Destination File.





Instructions for VLC

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(4) Click on Start and wait for the conversion to complete.

