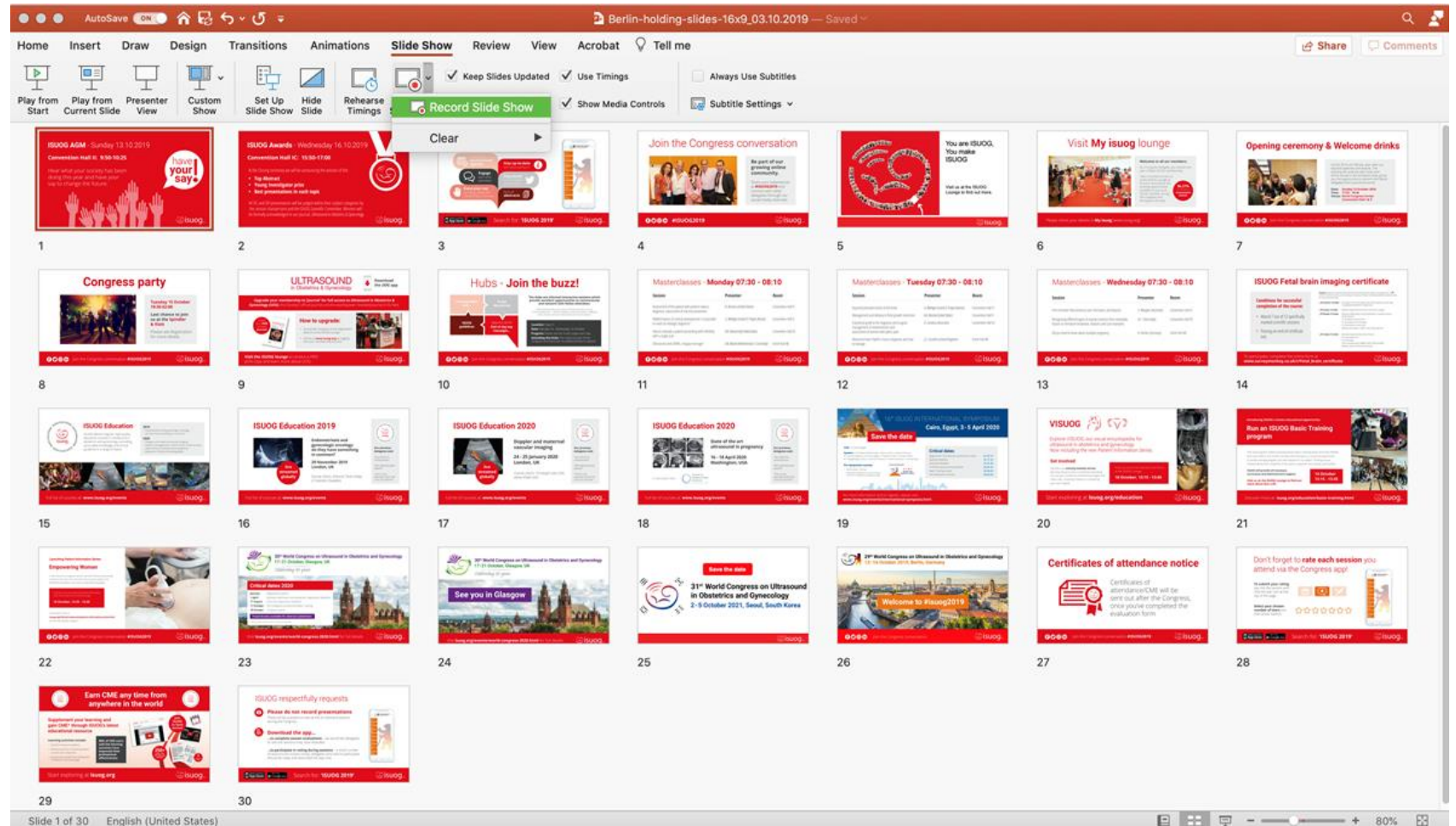


# Recording a presentation via PowerPoint

In this document you will find instructions on how to record your presentation through PowerPoint.

For more detailed instructions on how to record a slide show with narration please visit Microsoft support [site](#)

- Open PowerPoint on your device
- Open the **'Slide Show'** tab and select the **'Record Slide Show'** option



- Your PowerPoint will go into full screen mode and you can start speaking. Slides can be advanced using the keys such as **'space'** or **'→'**
- Your laptop microphone, or your headphones, if you have them plugged in, will pick up your voice and add it to the slides.
- Once you are finished recording, please press **'Esc'**



**ISUOG AGM** - Sunday 13.10.2019

**Convention Hall II: 9:50-10:25**

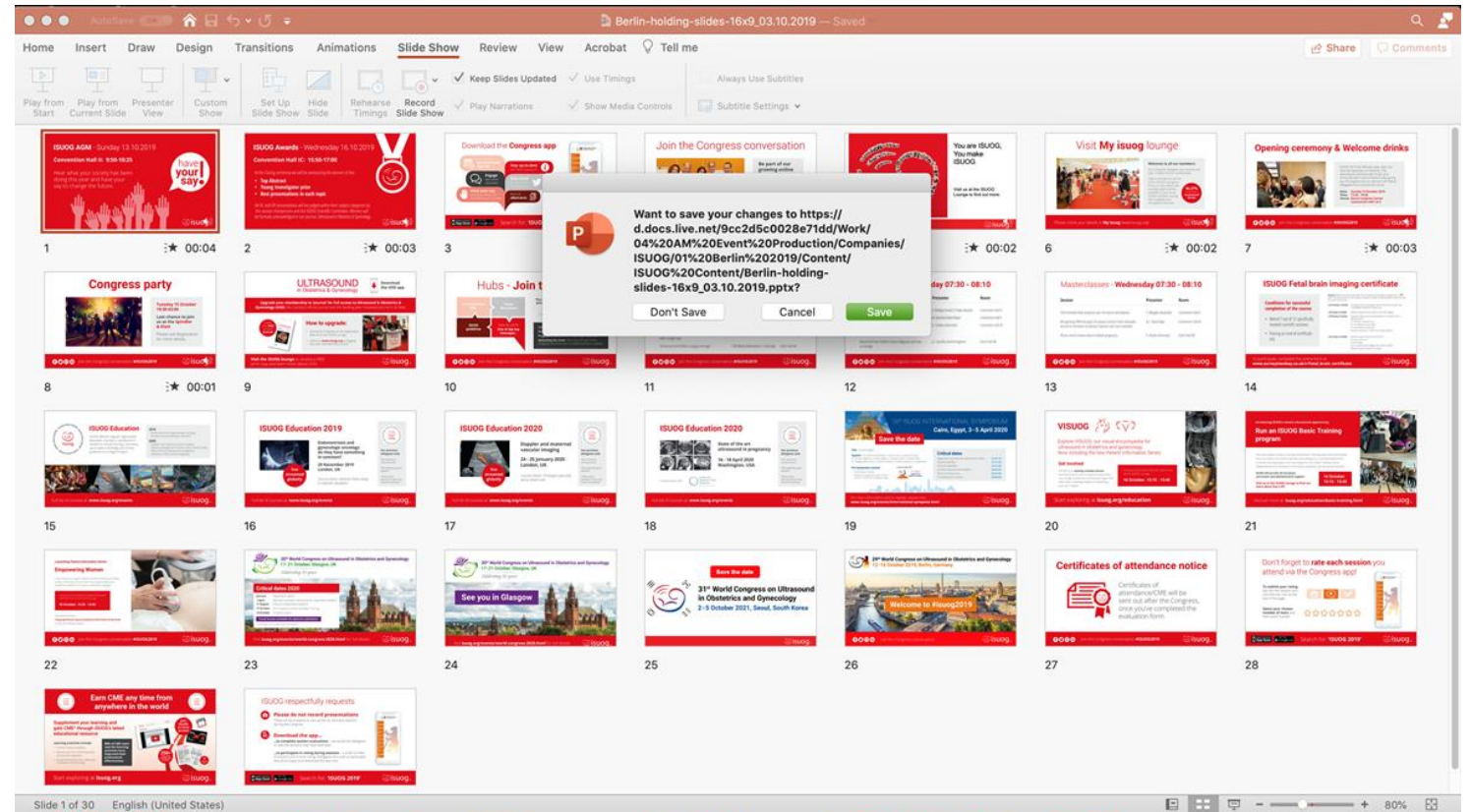
Hear what your society has been doing this year and have your say to change the future.

have  
**your** |  
**say**!

isuog.org

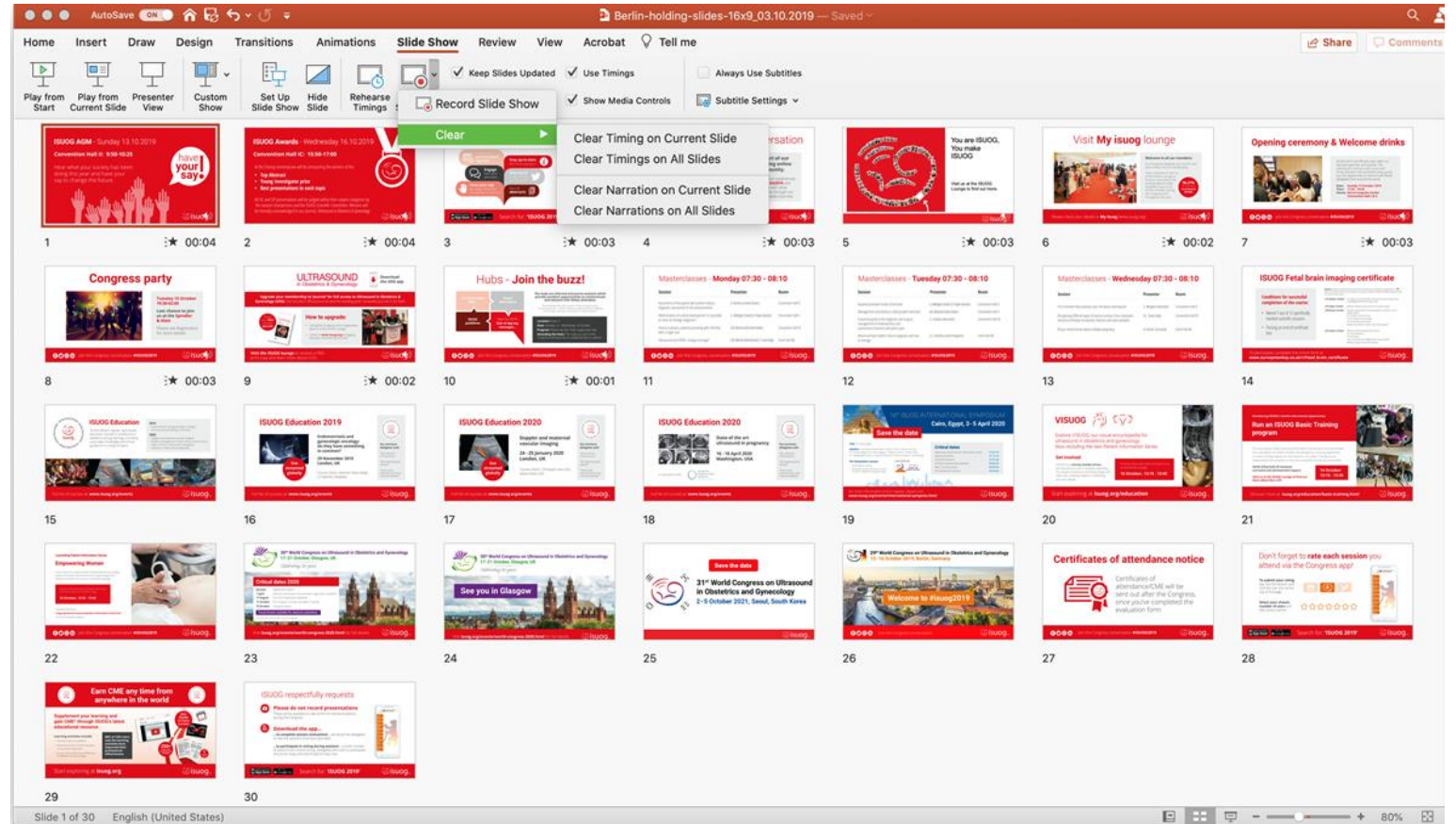
The slide features a red background with white text. At the bottom, there are several white hand icons raised, symbolizing participation. A white speech bubble on the right contains the text 'have your say!'. The ISUOG logo and website address are in the bottom right corner. A small navigation bar with icons is visible in the bottom left corner of the slide.

- You will be taken out of the presentation mode
- Press **'Save'** to save your recording

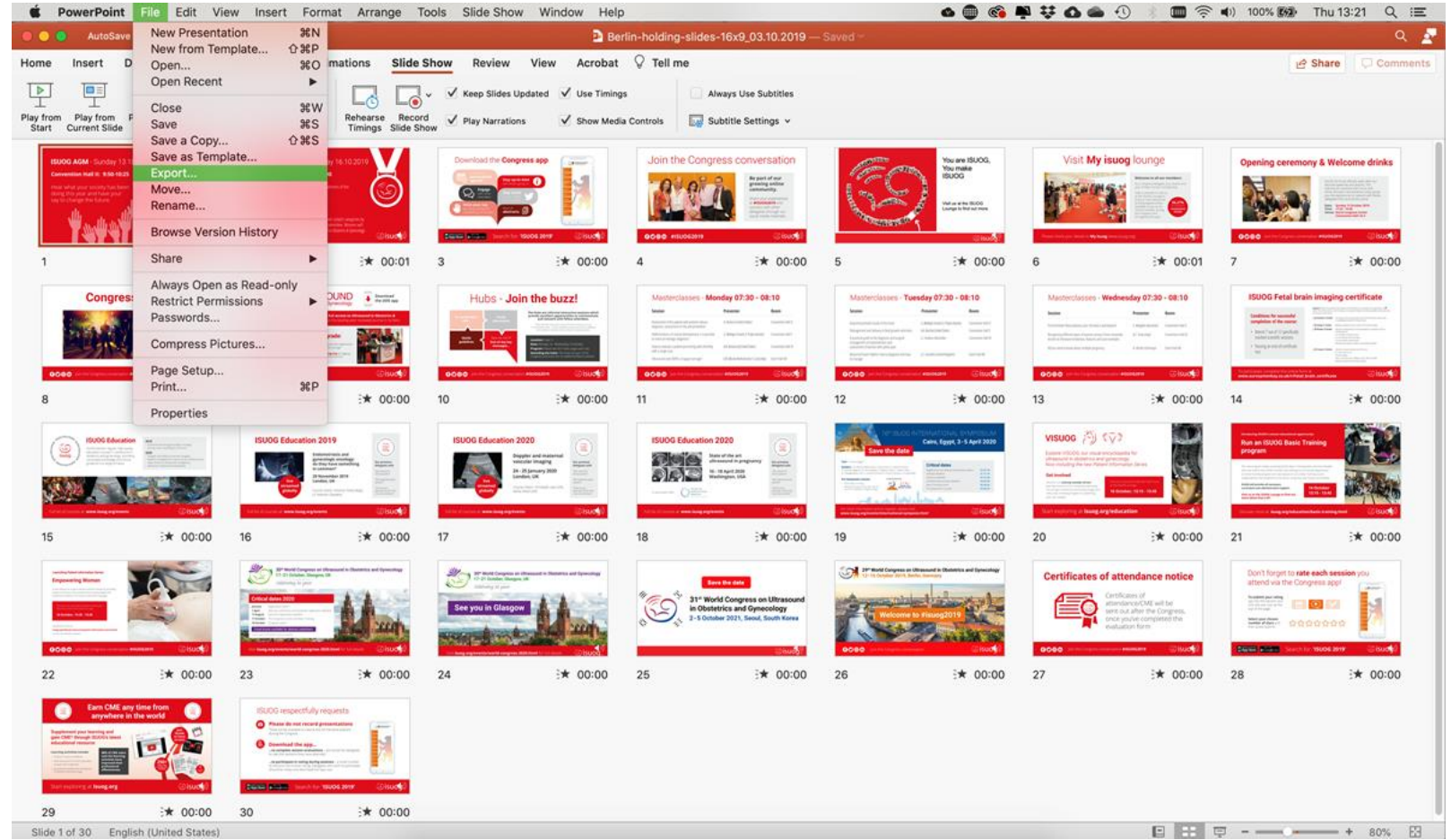


- If you need to edit your recording, there will be options available on the **'Slide Show'**

- Clear Timing on Current Slide
- Clear Timings on All Slides
- Clear Narration on Current Slide
- Clear Narration on All Slides



- Once you are ready to save your fully narrated presentation, you will need to save it as an .mp4 video file (OCs and Invited talks only) or a .pptx file (Virtual Posters only).
- To do this select **'Save as'** and select the correct file type from the dropdown menu
- Windows will automatically save your file with default settings. Mac users, please see next slide for detailed settings



## Mac Users Only:

- Name the file
- File Format select MP4 (OCs and Invited talks ONLY)
- Quality select Presentation Quality
  - Width should be set to 1920
  - Height should be set to 1080
- Make sure the box next to **‘Use Recorded Timings and Narration’** is ticked
- Seconds spent on each slide without a set timing should be set to **5sec**
- Press **‘Export’**
- Your presentation will be then converted to a video file and save it in your chosen location.

