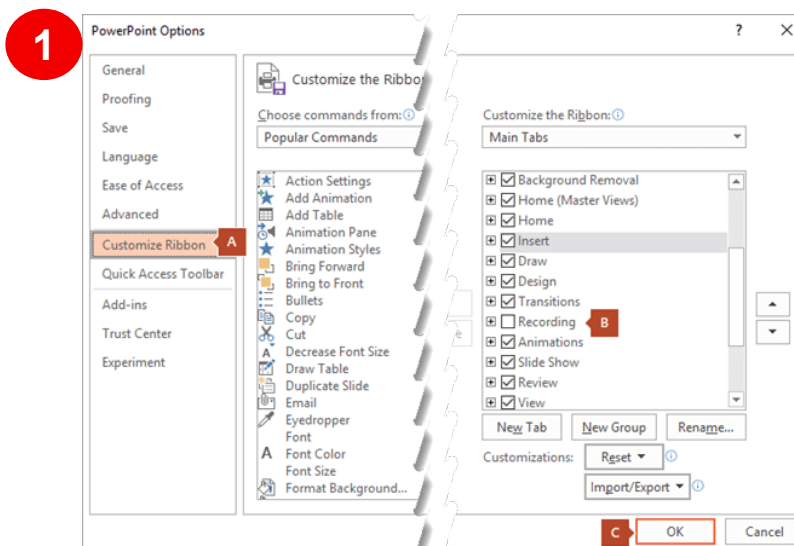


How to Record Your Video (Details)

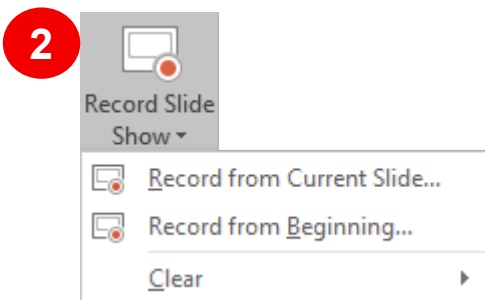
As mentioned previously, we strongly recommend that you use PowerPoint or Zoom to record your presentation.

1. Using PowerPoint/Office365

- 1 Open PowerPoint. Turn on the **Recording** tab of the ribbon as follows: On the **File** tab of the ribbon, click **Options**. In the **Options** dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**.



- 2 Select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.
 - Clicking the upper half of the button starts recording on the current slide.
 - Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



*The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is grayed out unless you have previously recorded some slides.

- 3** The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



- The current slide is shown in the main panel of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any animate text or objects steps that occur, and the use of any triggers on each slide.
- You can record audio or video narration as you run through your presentation.
- The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



If you use the pen, highlighter, or eraser, PowerPoint also records these actions for playback.

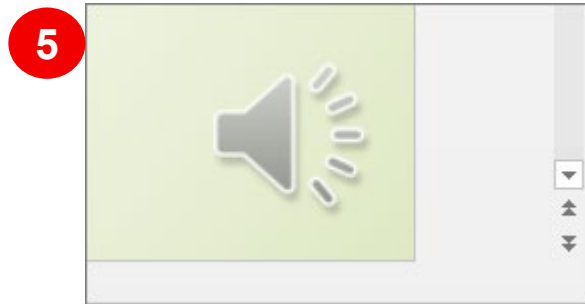


If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

You can also re-record by going to **Slide Show > Record Slide Show**.

- 4** You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. There are also color selection boxes for changing the color of the ink. (**Eraser** is grayed out unless you have previously added ink to some slides.)

- 5 To end your recording, select the square Stop button (or press S on your keyboard). When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.



The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process.

After you have created your slides and recorded the narrations, please save your file in mp4 video format (.mp4).

For more details, please refer to the official Microsoft support page.

https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365

2. Using Zoom

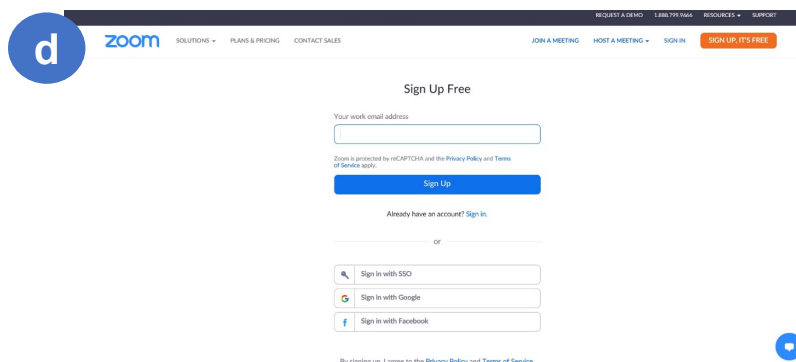
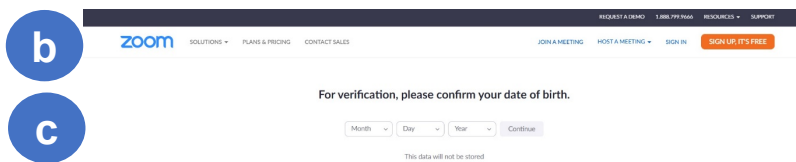
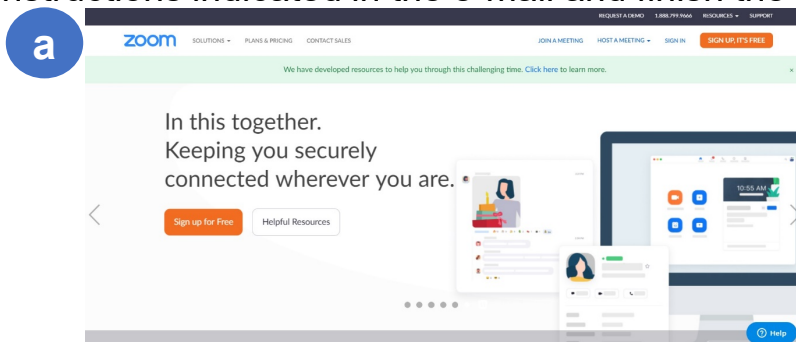
*Recent uploads have shown that presentations created with Zoom by Mac users fail to maintain the Audio after embedding the self-recorded video in the PowerPoint presentation. Due to this problem, we recommend that Mac users record their video using PowerPoint.

If you do not already have a Zoom account, you need to create one.

Please refer to the following steps.

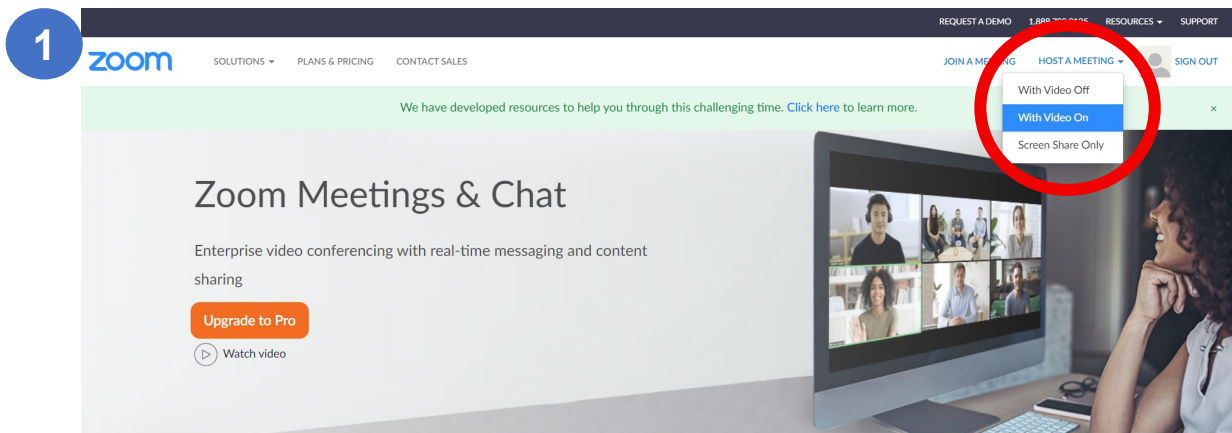
- Type zoom.us in your web browser.
- Click on the orange button in the top right, labelled “Sign Up, It’s Free”.
- Confirm your date of birth and click “Continue”.
- Provide an email address or sign up using your Google or Facebook account.

You will then receive a confirmation e-mail from Zoom. Please follow the instructions indicated in the e-mail and finish the set up of your account.



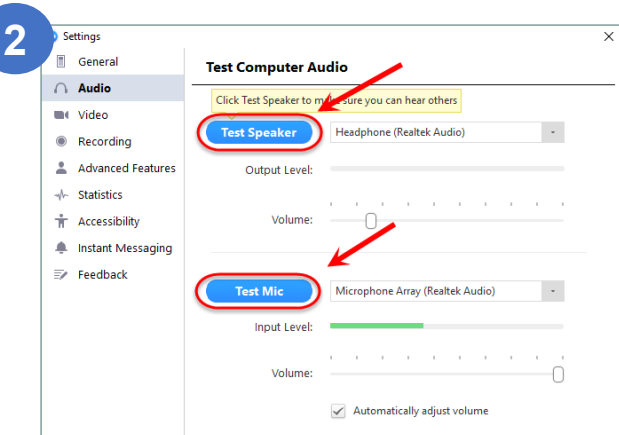
Once you have set a Zoom account, please refer to the following steps to record your presentation.

- 1 Log into Zoom with your account information and click 'Host a meeting' at the top right top of the page. Choose the setting 'With Video on'.



Simplified video conferencing and messaging across any device

- 2 Check your Audio and Video settings in 'Settings'.



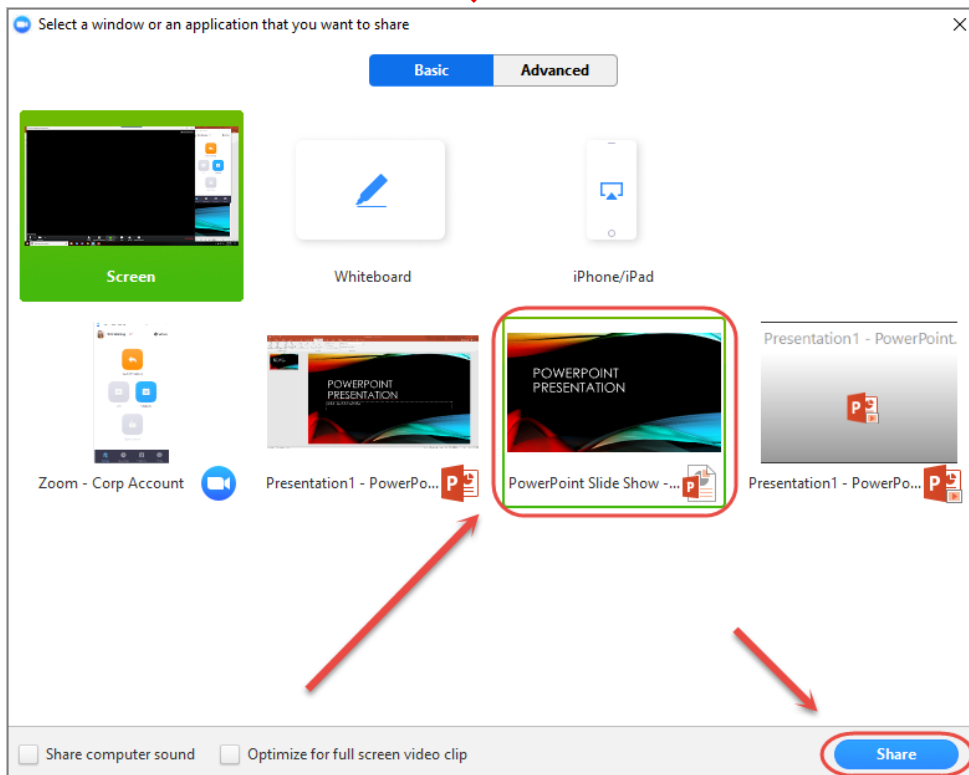
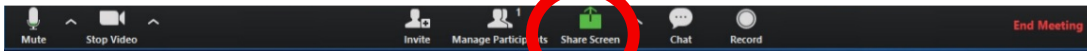
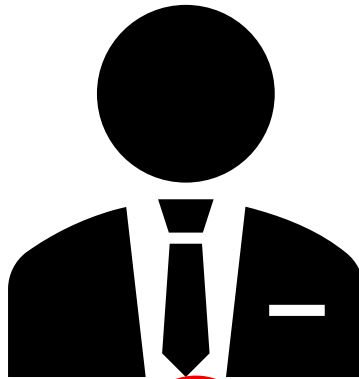
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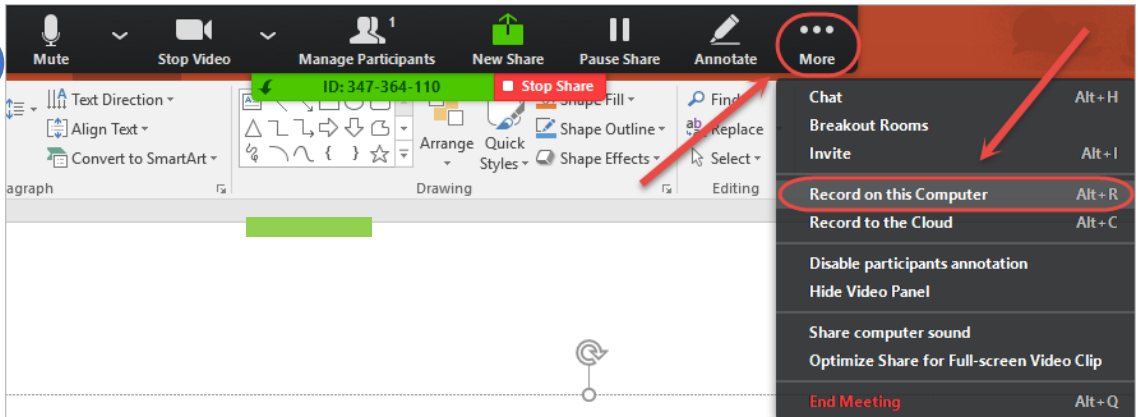
- 3 To share your PowerPoint presentation, click on 'Share Screen', choose your designated file and click 'Share'.

3

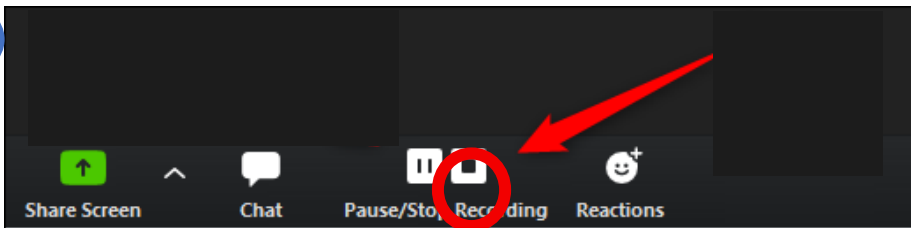
Zoom Meeting ID: 905-926-363



- 4 Start your recording by clicking 'More' and choose 'Record on this computer'.



- 5 Once you have finished the recording, click on the Stop Recording button.



- 6 To save your recording, click on the 'End Meeting' button at the bottom right of the screen. Once the video file has finished converting, it will be saved automatically as a MP4 file on your computer.

