

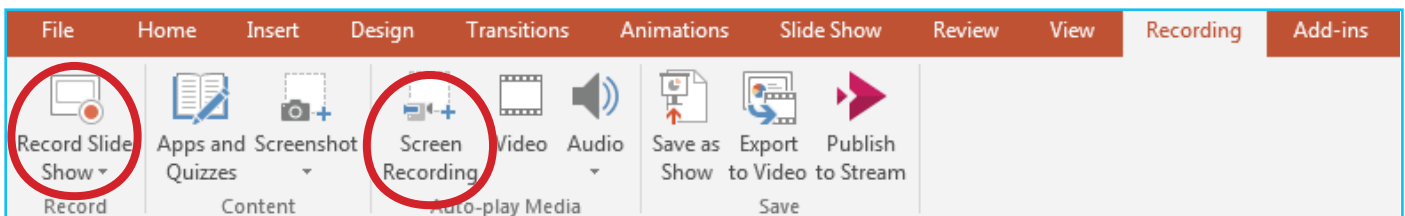
PowerPoint 2016 recording features

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1. Introduction

There are two approaches that can be used to create video recordings of your presentation using PowerPoint 2016. One is “Screen Recording” which as the name suggests will record everything that is happening on your designated computer screen along with any audio narration you wish to add. The other method is the “Record Slide Show” feature which lets you record a webcam video and/or audio commentary over your slides. This document will explain how to use both of these features.

This functionality is currently only available for users of PowerPoint 2016 on Windows.



2. Before getting started

There are a few things you need to do before getting started;

Install PowerPoint 2016 or update from an older version if you have not done so already.

Sign in to PowerPoint (required only if uploading to MS-Stream)

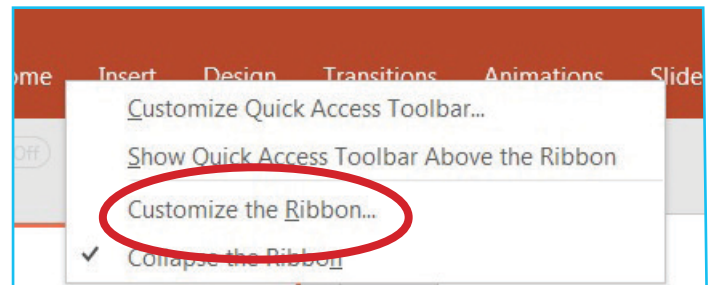
Check if the recording tab is visible. (follow the steps below if the recording tab is not visible)

If the recording tab is not visible.

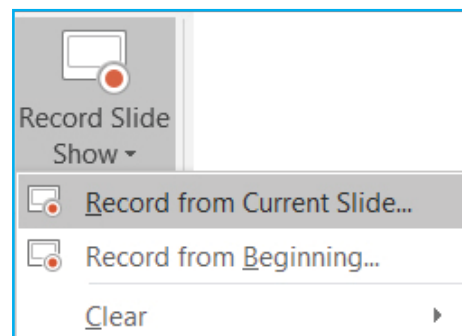
Right click on any of the menu items at the top of the screen and in the window that pops up click “customize the ribbon.”

Select recording from the main tabs window on the right and click ok.

Before going any further with your recording, it is a good idea to make sure your microphone is switched on and configured properly. Windows users can easily do this by typing “Set up a microphone” into the start Menu search window. Open the application that is shown and follow the instructions to complete the microphone calibration then return to PowerPoint.



3. Opening Record Slide Show



Open the Powerpoint file that you wish to present. Click the recording tab. Click “record slide show” from within the recording tab and from the drop-down menu that appears select “record from beginning”. A recording dashboard should now open.

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4. Configure Record Slide show

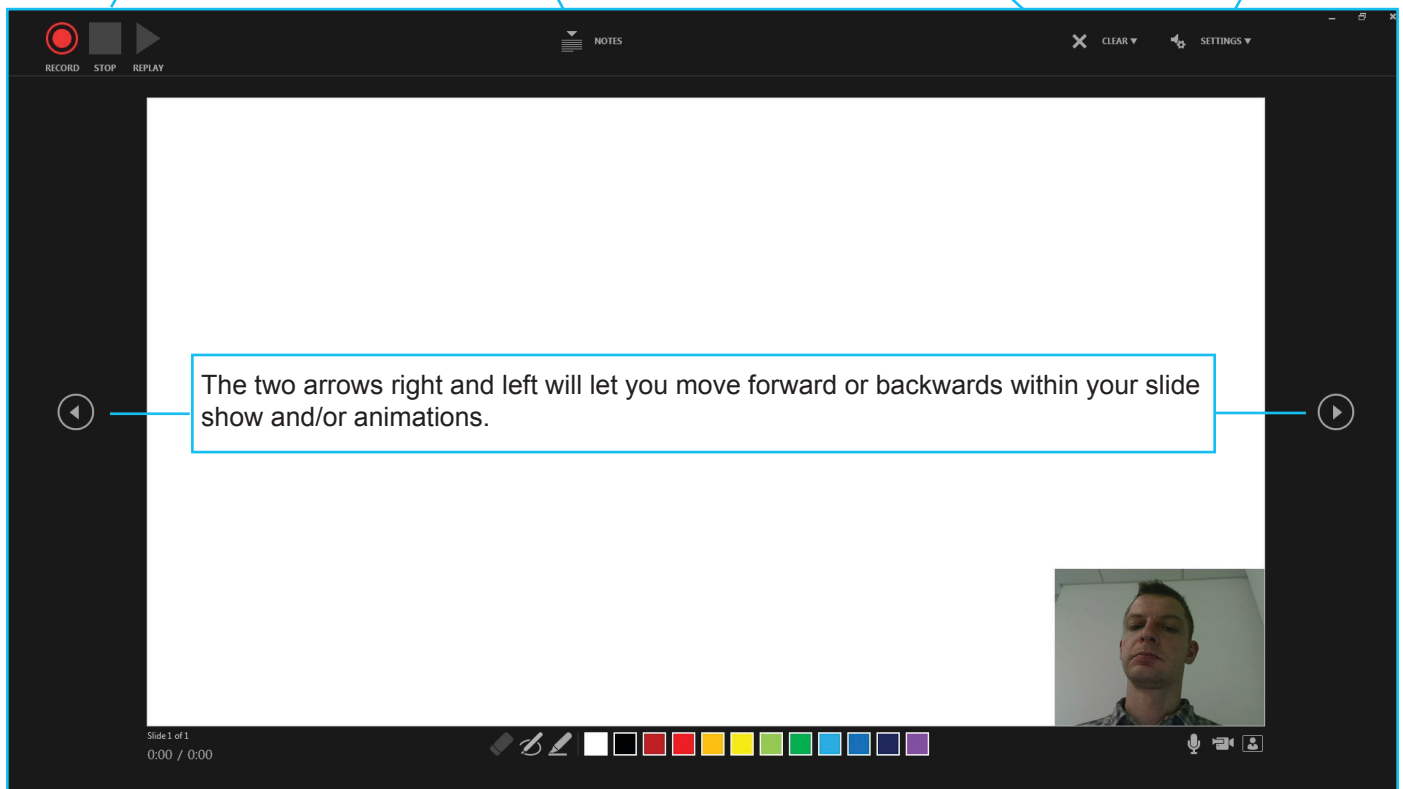
The image below shows how your recording dashboard should look when you first open it.

In the top left are the controls to start, stop and pause your recordings

This button lets you view any notes that you have made on your slides

With the clear button you can clear either; a section of your recording or your whole recording.

Settings is where you will see which microphones and cameras are connected.



The two arrows right and left will let you move forward or backwards within your slide show and/or animations.

Current slide number (top) recorded duration on the current slide (bottom left) and recorded duration total (bottom right)

These tools are for drawing and highlighting things on your slides while you are presenting.

Preview of the video recording

Turn microphone / camera off (no audio/video will be recorded)

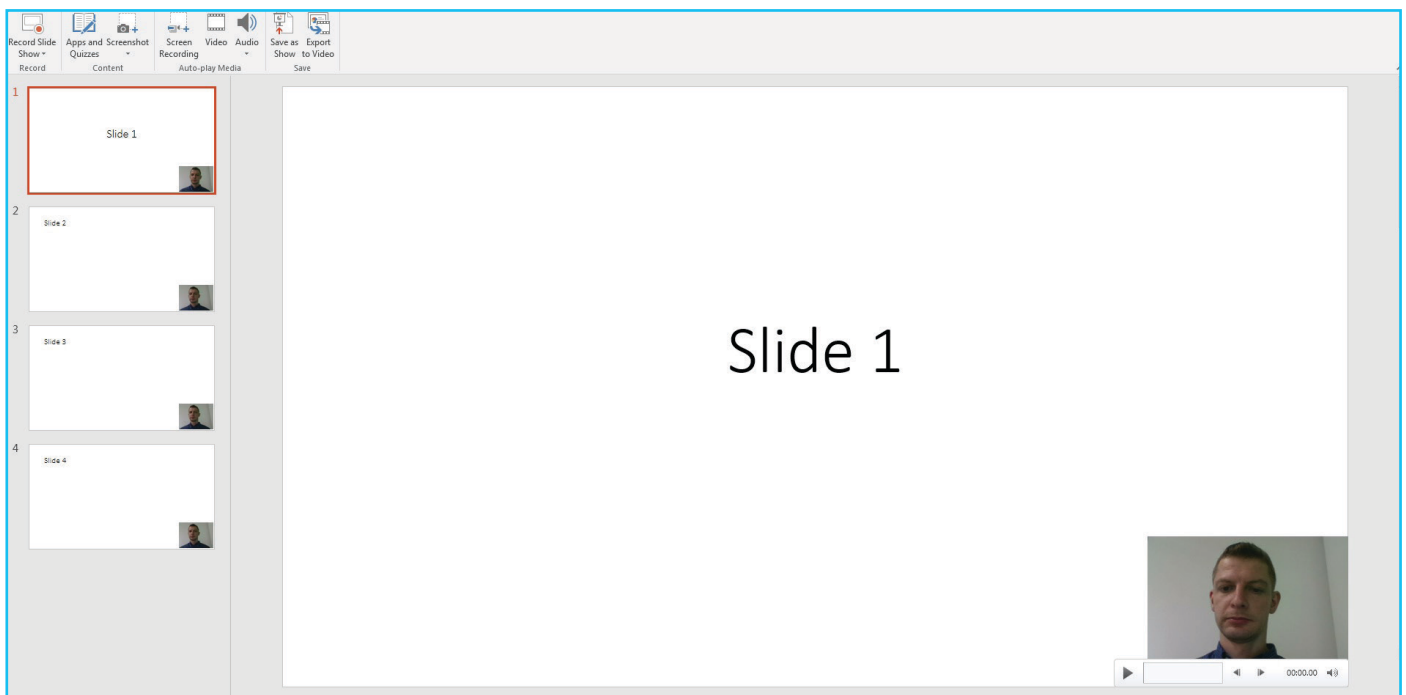
Turn the camera preview off (the video will still be recorded, but the preview window in the bottom right corner of your screen will disappear)

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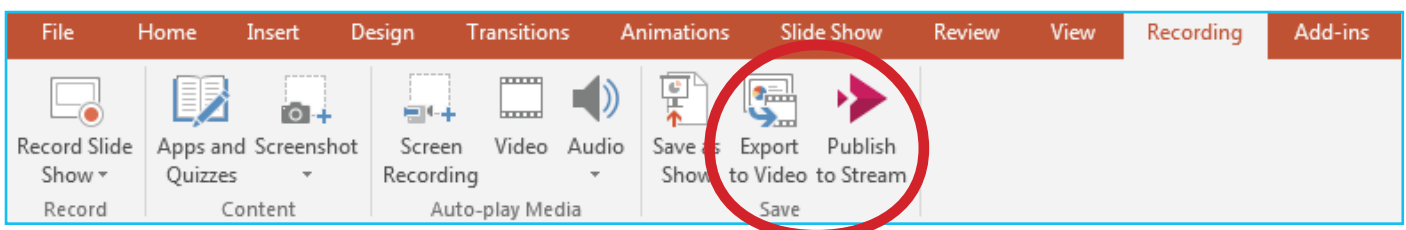
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5. Finalising and exporting your recording

After you have finished recording and have closed the record slideshow window, you should see that a video and or audio file has been embedded on each of your slides. You may now save your PowerPoint file as normal and your newly recorded content will be preserved within your PowerPoint presentation.



You can now either; export an mp4 video file to store on your computer and upload to a hosting platform of your choice (Youtube for example) or upload your video directly to Stream (Microsoft's video distribution platform).

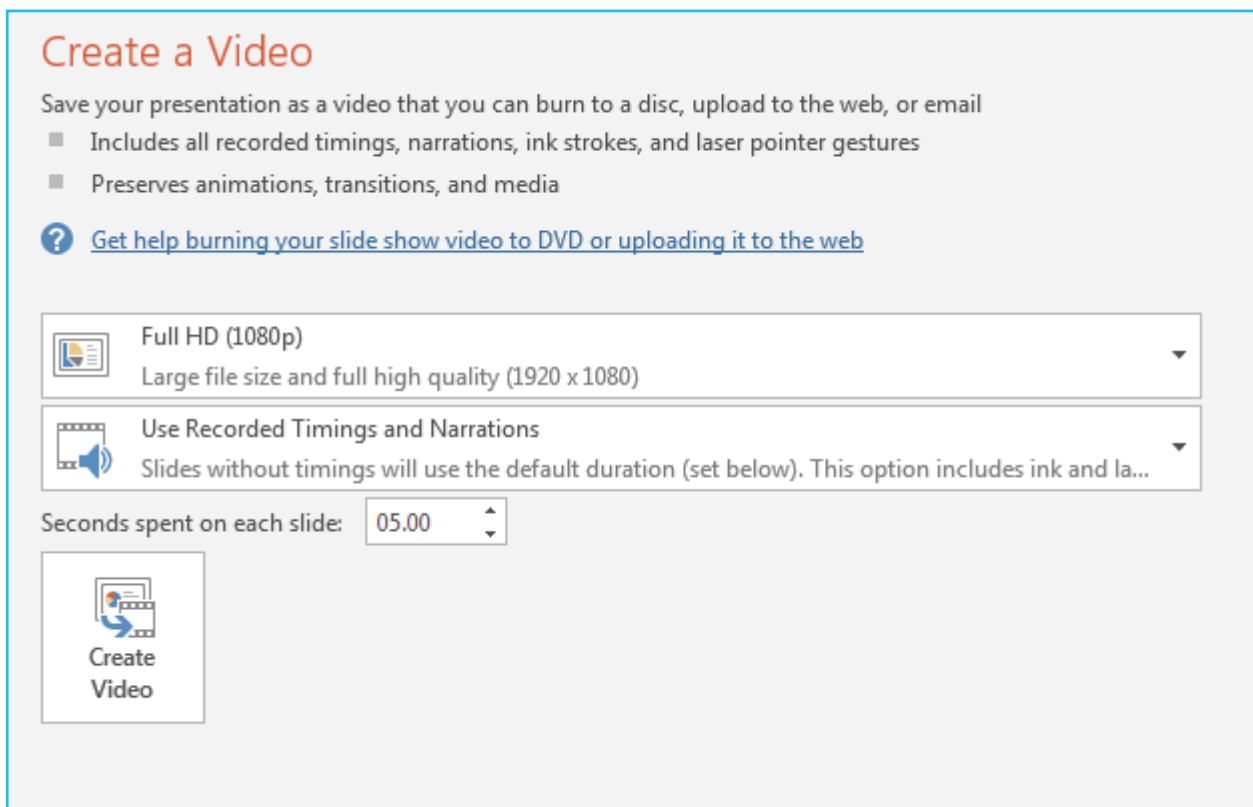


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5. Finalising and exporting your recording. Create a video

If you want to create a video file on your computer the “Export to video button” within the recording tab will take you to the export options screen as pictured below.

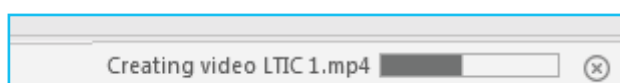


You can adjust the resolution if you wish (it is Full HD 1920 x 1080 by default), lowering this will reduce the quality but improve processing times.

The “Use Recorded Timings and Narrations” option is selected by default and there is no need to change this.

The “seconds to spend on each slide” is only applicable if recorded timings and narrations are not in use (so not applicable if you have been using the record slideshow feature) . After you hit create video you will be asked where you want to save the MP4 file that will be created for you.

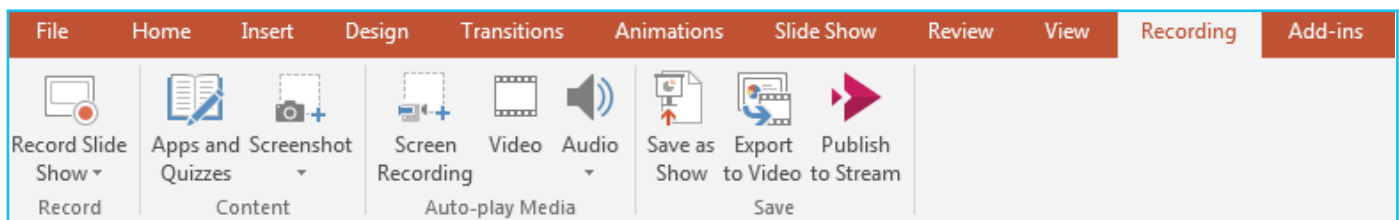
You will then see a progress bar at the bottom of the PowerPoint window, which indicates the completion status of creating your video. This can sometimes take a while for long presentations or on slower computers. **You will need to leave the PowerPoint software running until this has finished.**



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6. Finalising and exporting your recording. Publish to Stream



At this stage you are also able to upload, archive and/or share content via the Microsoft Stream website. (Be aware that content on Stream is only viewable to other Office 365 users, however this includes all UH staff and students)

You will need to be logged into PowerPoint to see the “Publish to Stream Button”

After selecting publish to Stream you will see the options screen pictured below

Microsoft Stream


Share your presentation as video on Microsoft Stream. Videos will include animations, transitions, and narrations.

Title

Description

Allow everyone in the organization to view this video

Upload the PowerPoint file with the video


Publish

Go to Microsoft Stream to add automatic closed captions, to modify permissions and set other content preferences for the video.

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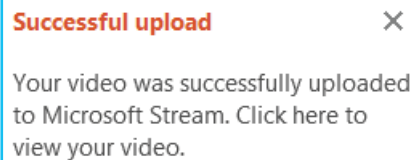
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6. Finalising and exporting your recording. Publish to Stream

You can select “allow everyone in the organisation to see the recording” if you wish (you can also go to the Stream website and add more specific viewing rights after your video has been uploaded)

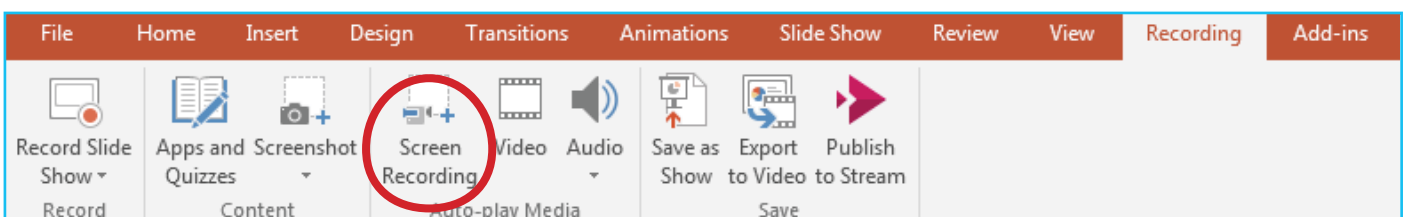
- Allow everyone in the organization to view this video
- Upload the PowerPoint file with the video

When you are ready click publish, it can sometimes take a while to upload your presentation depending on factors such as your internet speed and the duration of your presentation. **You will need to keep the PowerPoint software open while this is taking place.** When you are done you will see a message as pictured below and you should also receive an email to the account you have associated with Office 365 telling you that your video is ready.



7. Screen recording, an alternative method of creating videos.

You should now understand the process of using “Record slideshow” to create videos from your presentations in PowerPoint 2016. Screen recording is the other method you may use to create videos in PowerPoint.



To start select the screen recording button in the recording tab (if you don't see the recording tab revisit section 2 of this guide “before getting started”.)

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7. Screen recording, an alternative method of creating videos.

Pressing the screen recording button will bring up a recording tab as detailed below. This tab will remain present even if you minimise PowerPoint and open another application.

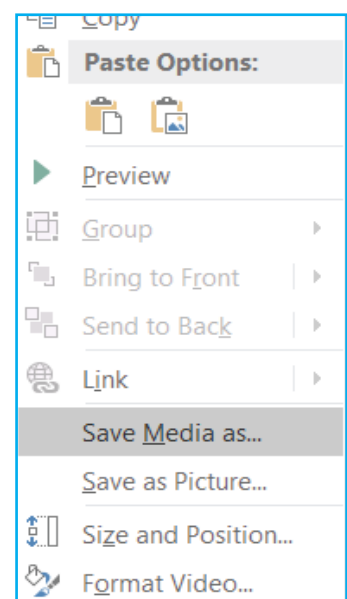
The screenshot shows the recording dashboard in PowerPoint 2016. The dashboard includes a 'Record' button (red circle), a timer (00:00:00), a 'Select Area' button (dashed box), an 'Audio' button (microphone icon), and a 'Record Pointer' button (mouse pointer icon). A 'Pin' button is also visible. Five callout boxes provide instructions:

- You will get a three second count in once you hit record.**
- Use this tool to select the region of the screen that you want to record.**
- If you want to record an audio commentary make sure this is selected. (type setup a microphone into the windows start menu search bar to test your microphone before you start.)**
- If you want the mouse pointer to be recorded turn this on.**
- This recording dashboard will vanish from view once you start recording, use the pin button here to prevent this.**

When you start recording this dashboard will disappear from view. When you want to stop recording, hover your cursor at the top of your screen and the dashboard will re-appear.

Screen recording will record everything you do on your computer both in PowerPoint and outside, one limitation however is that system audio will not be recorded, the only audio on your video will be the audio from your microphone (if you are using one).

Once you hit stop your screen recording will appear as a video on your current slide, to save the video right click on the video itself and select save media as.

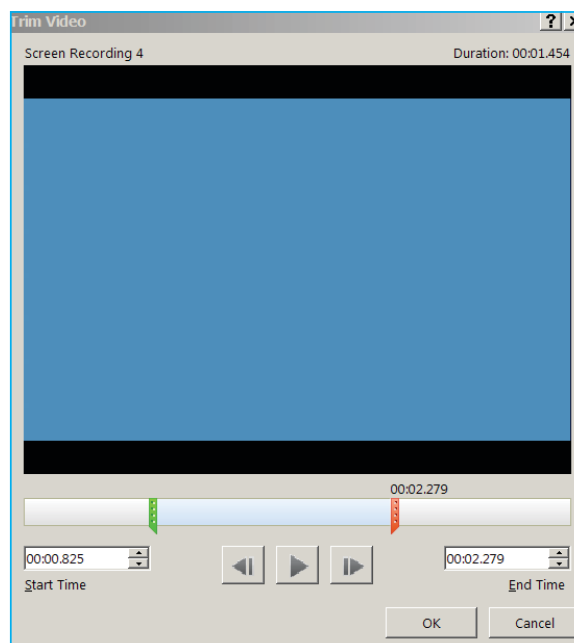
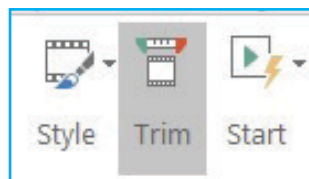


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7. Screen recording, an alternative method of creating videos.

You can also trim your video if you want to remove anything from the start or end. To do this, right click on the video and select the trim option that appears.



Move the green and red bars across the time-line, the green bar is where your video will start, and the red bar is where your video will end. (these edits are non-destructive, meaning you can adjust or remove them later) press ok when you are done, right click the video and select save media as.

Your video will now be saved to your computer as an MP4 from where you will be able to upload it through your web browser either to Stream or a hosting platform of your choice.

Hopefully you found this tutorial helpful, a video demonstration is also available. To watch this go to the following link or use the Q.R code. vimeo.com/246421116

