



UNIVERSITÄT
DES
SAARLANDES

Making of videos from presentations

The Digital Learning Project

Digitalisation and Sustainability Unit | HIZ | 22.05.2020

1 Problem

During the Corona pandemic the University of Saarland faces the great challenge of maintaining teaching without the necessity of physical presence. As part of the solution to this problem, lecturers and teaching staff receive a guideline how to make videos from existing presentations in PowerPoint without much technical effort.

This guideline does not replace training and only briefly outlines the making of videos with the respective programs. The availability of the videos on a media server or in a Learning Management System (LMS) is treated separately.

Contents

1 Problem.....	1
2 General information	1
3 Video making in Microsoft PowerPoint.....	2
3.1 Video recording of comments and display time	2
3.2 Manage video recordings.....	3
3.3 Remove video recordings.....	4
3.4 Save video recordings.....	5
3.5 Recordings for Mac users	6
3.6 Online tutorials	6

2 General information

The following requirements should be fulfilled for the best quality of the video recordings:

1. Ensure an undisturbed workplace.
2. Turn off your smartphone and phone.
3. Close unnecessary applications.
4. Prepare the required applications / documents (when recording parts of the screen).
5. Check where the microphone is installed on the PC or webcam so that there are no disturbing objects or the hand of the presenter between the mouth and the microphone.

6. Check the background of the webcam image to prevent disadvantageous objects or situations. The webcam should also not film directly into the sun or a bright light source.
7. If the sun or lamp light shines on your face from one side, illuminate it also from the other side to avoid drop shadows.

3 Video making in Microsoft PowerPoint

Software: Microsoft PowerPoint from version 2019

Platform: Microsoft Windows

Hardware: a microphone and a webcam

As of version 2013, Microsoft PowerPoint offers the possibility to convert presentations into videos. In version 2013, a parallel audio track to the slides can be recorded. From version 2019 – also a moving image imported via a webcam.

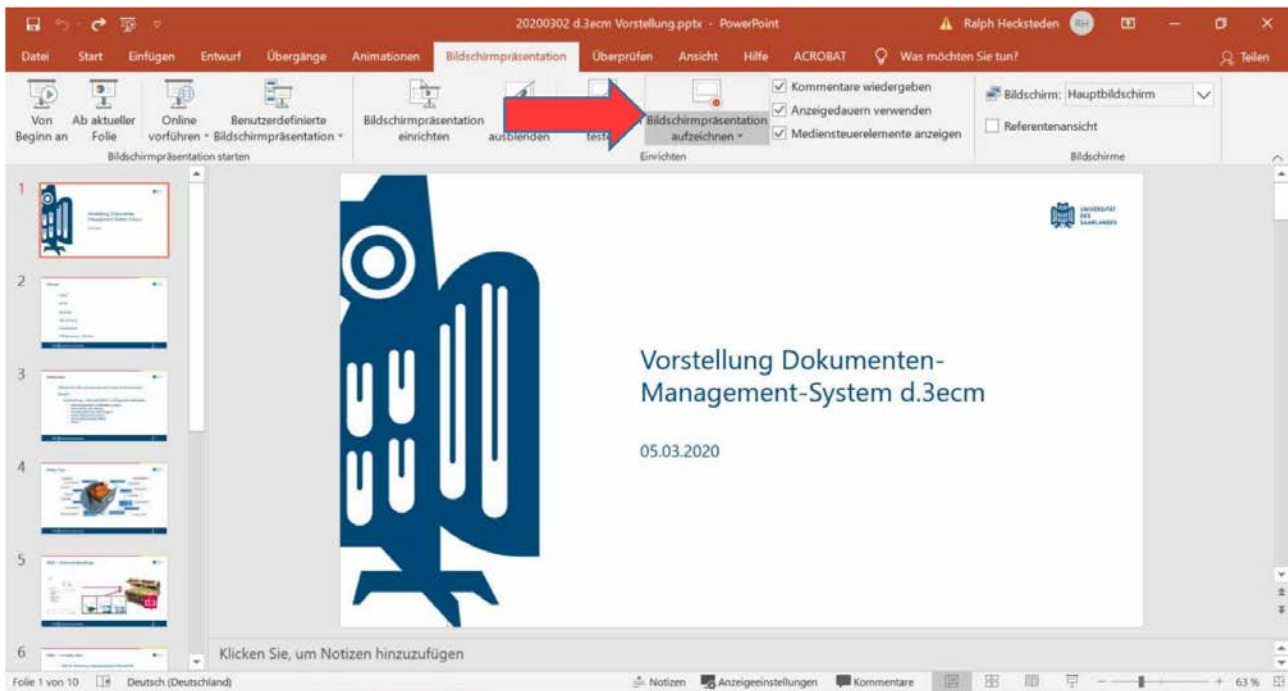
Drawing tools are available to emphasize texts or to mark the slides.

This method should be used to make a video content, as far as possible, since it offers the lowest entry barrier and generates fast, presentable results. The 2019 version of PowerPoint should be used because complications such as asynchronous sound can occur with the previous versions.

3.1 Video recording of comments and display time

1. Select "Slide Show" -> "Record Slide Show".
2. Choose from two options:
 - a. Record from Beginning - to record from the beginning of a presentation
 - b. Record from Current Slide - to record from a specific slide
3. In video presentation mode, you now have some tools that you should familiarize yourself with.
4. Press "Record" and start speaking, or add markers to your presentation.

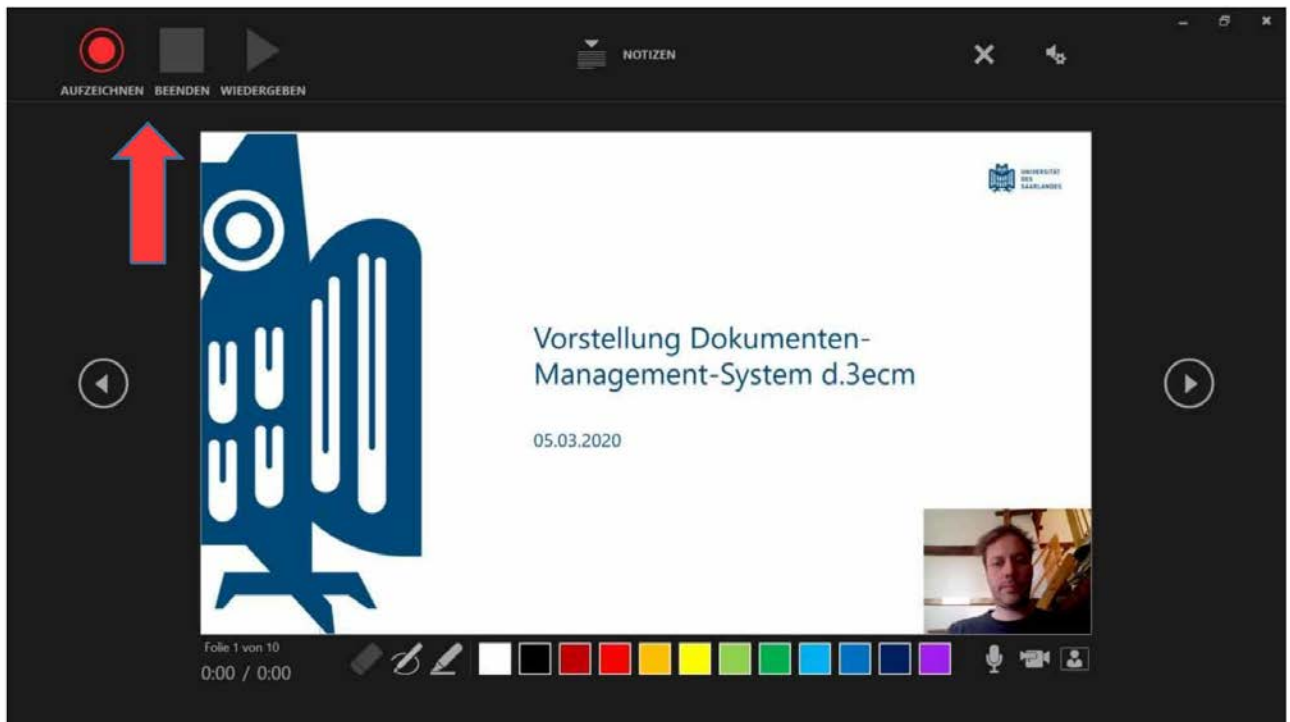
Note: Audio is not recorded while switching to the next slide, so wait to speak until the transition completes.



3.2 Manage video recordings

There are several ways to manage records in your presentation:

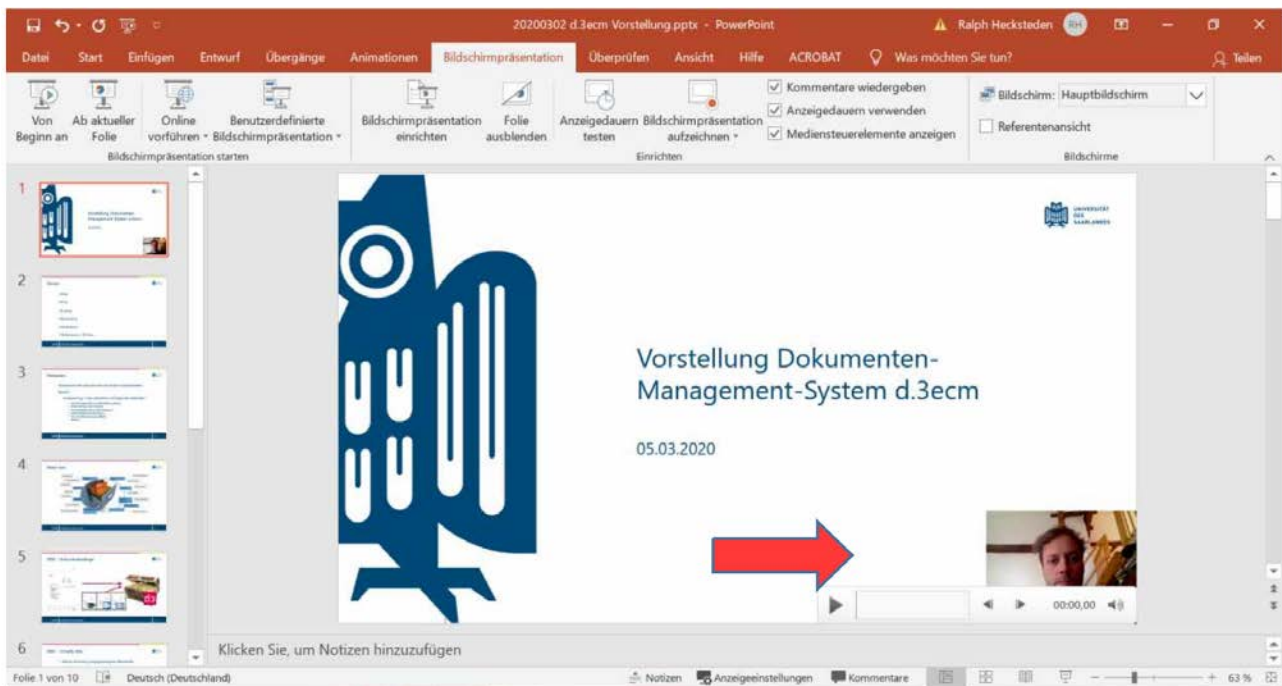
1. Pause - to pause a recording
2. Close - to end a recording
3. Notes - The slide notes can be shown using the button in the top centre. If you have extensive notes about your slides, better print them out.
4. Laser pointer, pen, highlighter or eraser - to use the corresponding tools in your recording
5. Sound and image can be activated or deactivated using the icons at the bottom right.
6. Do not forget to stop the recording with the "Close" button, otherwise the recording will be lost. You can also exit the recording mode with "ESC". The two "close" cross signs in the top right can lead to confusion.



3.3 Remove video recordings

A sound or video symbol appears on a slide to show that a recording is available. You can also remove recordings from slides.

1. Select "Record Slide Show" -> "Clear".
2. Choose from four options:
 - a. Clear Timing on Current Slide - to delete timings on the current slide.
 - b. Clear Timings on All Slides - to delete timings from all slides at once.
 - c. Clear Narration on Current Slide - to delete narration on the current slide.
 - d. Clear Narration on All Slides - to delete narration on all slides at once.



3.4 Save video recordings

When you finish recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when you open the presentation.

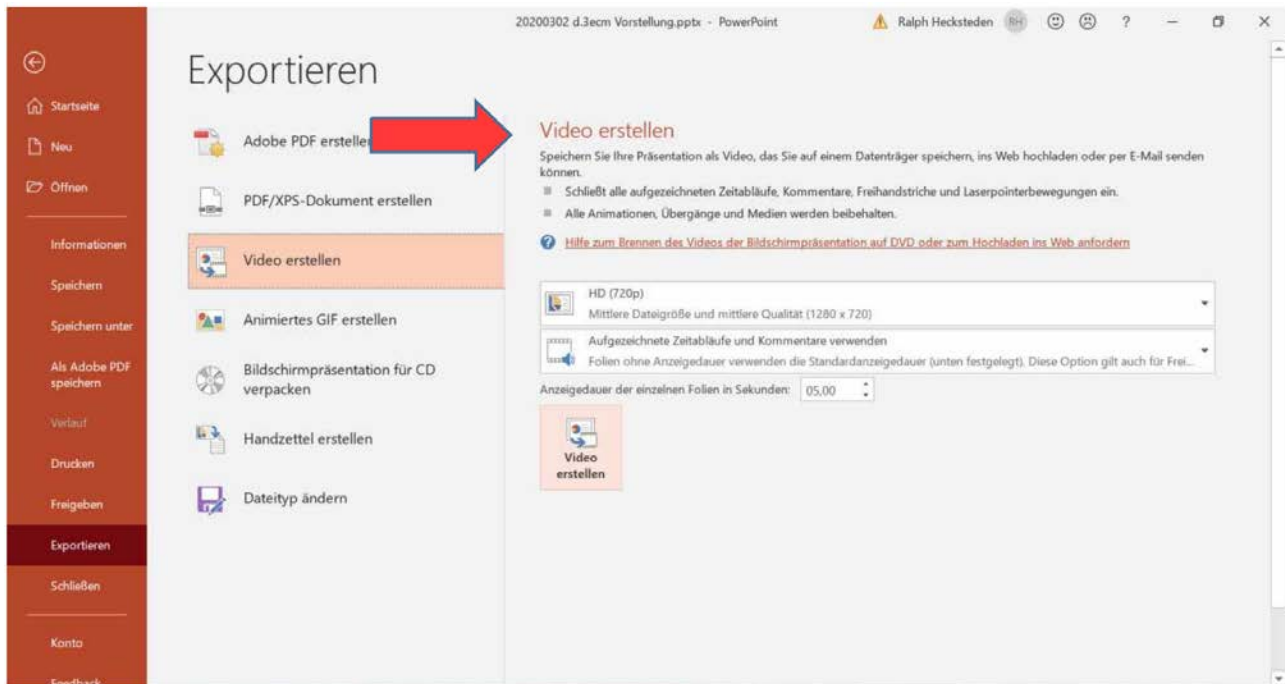
1. Select File > Save As.
2. Select where you'd like to save your presentation to.
3. Under Save as type, select the dropdown arrow and then select PowerPoint Show (*.ppsx).
4. Select Save.

You can also create a mp4 video:

1. Choose File -> Export -> Create Video.
2. Check "Use recorded timings and narration".
3. Select "Create Video".

You should wait until the presentation is converted to mp4 – you can see that in the lower right corner of the status bar. Saving as mp4 can take a long time depending on the performance of the computer or the length of the presentation.

The video size should be limited to 480p or 720p as this is sufficient for presentations without small details. The generated video files have a size of approx. 12MB / min. at 720p or approx. 6MB / min. at 480p.



3.5 Recordings for Mac users

The functionality is also available on a Mac (tested with version 2016), but with a few restrictions and differences:

- No integration of a video signal (webcam), only sound
- Recording only from the beginning (if necessary, adjust the slide selection beforehand under "Set up slide show")
- With "File / Save as", only the file type "PowerPointShow", extension *.ppsx, is available as a special format.
- The created ppsx file can then be exported in a further step under File / Export as video in mp4 format.

3.6 Online tutorials

- Source: <https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>