

Producing Video from PowerPoint

Downloading a Pre-existing PowerPoint Template

- There are two PowerPoint templates available, each template has three different color palettes to choose from.
 - Craftsman_PPT_Templates
 - Modernize_PPT_Templates
- The templates can be found as a download link on your Sakai page.

Enable your Samson Meteor Desktop Microphone

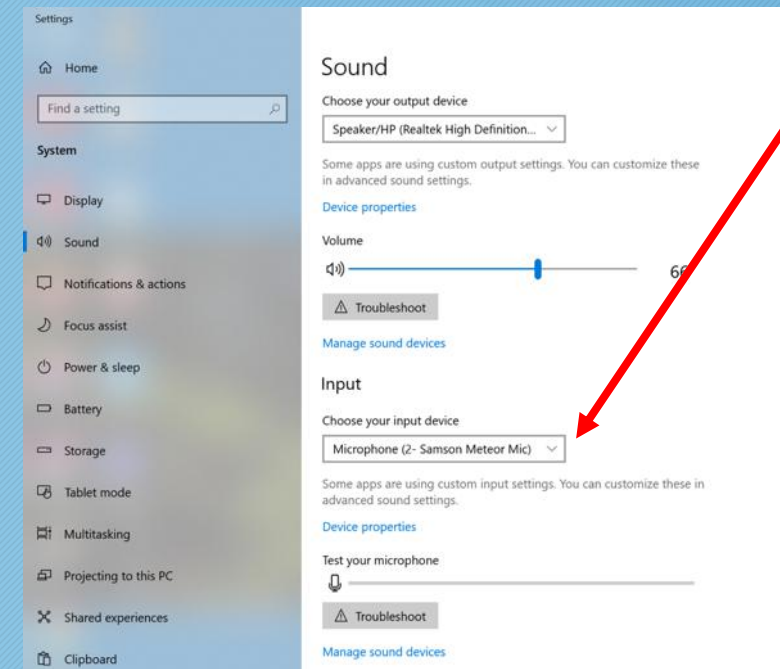
1 of 2

Before recording audio, make sure your computer sound **INPUT** settings are set to the **Samson Meteor Mic**. Your microphone should be placed toward the front your desk about 2 feet away from you. Check the voice levels in the **INPUT LEVEL** of the sound settings.

Mac



PC



Enable your Samson Meteor Desktop Microphone

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Make sure the Samson mic is enabled within the PowerPoint project by clicking on **Slide Show**, then **Subtitle Settings**, then **Microphone**.

The screenshot displays the Microsoft PowerPoint application window. The 'Slide Show' tab is selected in the ribbon. The 'Record Slide Show' button is highlighted with a red arrow. Another red arrow points to the 'Subtitle Settings' dropdown menu, which is open. The 'Microphone' option is selected, and a secondary dropdown menu shows the 'Samson Meteor Mic' as the active device. The 'System Caption Preferences...' option is also visible at the bottom of the menu. The main slide area shows a blue background with the text 'Record a Slide Show in Powerl'.

AutoSave OFF

12_PowerPoint_Recording_v5

Home Insert Draw Design Transitions Animations **Slide Show** Review View Acrobat Tell me

Play from Start Play from Current Slide Presenter View Custom Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show

Keep Slides Updated Use Timings Play Narrations Show Media Controls

Always Use Subtitles

Subtitle Settings

- Spoken Language: English (United States)
- Subtitle Language: English
- Microphone**
 - Built-in Microphone
 - ✓ Samson Meteor Mic
 - HD Pro Webcam C920
 - ZoomAudioDevice
- Bottom (Overlaid)
- Top (Overlaid)
- ✓ Below Slide
- Above Slide
- System Caption Preferences...

Front Matter

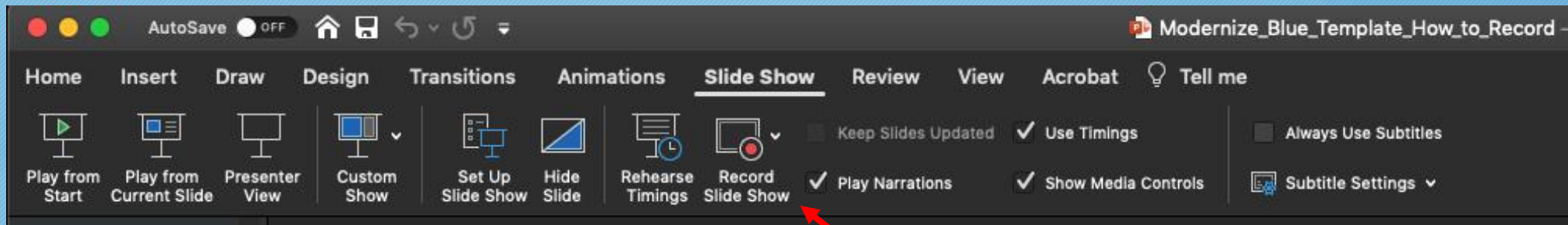
- Producing Video from PowerPoint
- Downloading a Pre-existing PowerPoint Template
- Enable your Samson Meteor Desktop Microphone

Record a Slide Show in Powerl

Record a Slide Show in PowerPoint

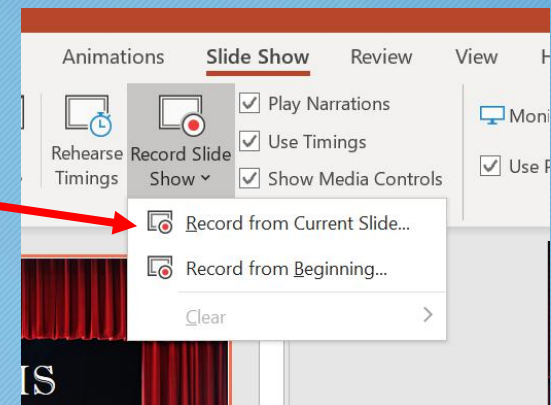
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Back in PowerPoint, make sure you have selected **Slide Show** in the top menu bar. Directly below it will be the icon **RECORD SLIDE SHOW**.



If you're using a **MAC**, make sure you are currently on your first slide. Then, select **RECORD SLIDE SHOW** in "Slideshow View," and the recording will begin. The **PC** version gives the user the option to Record from Current Slide, or Record from Beginning.

NOTE: Always do a test audio recording of the first slide to make sure the audio sounds clear and there are no unwanted noises or interference issues.



Record a Slide Show in PowerPoint

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PC recording layout



PC version gives the user the opportunity to check what mic is being used and a webcam can be used which will show in a small window in the bottom right corner.

MAC recording layout



MAC version will automatically start the recording once **RECORD SLIDESHOW** view is engaged. You can stop current recording and hit the **RESET** icon.

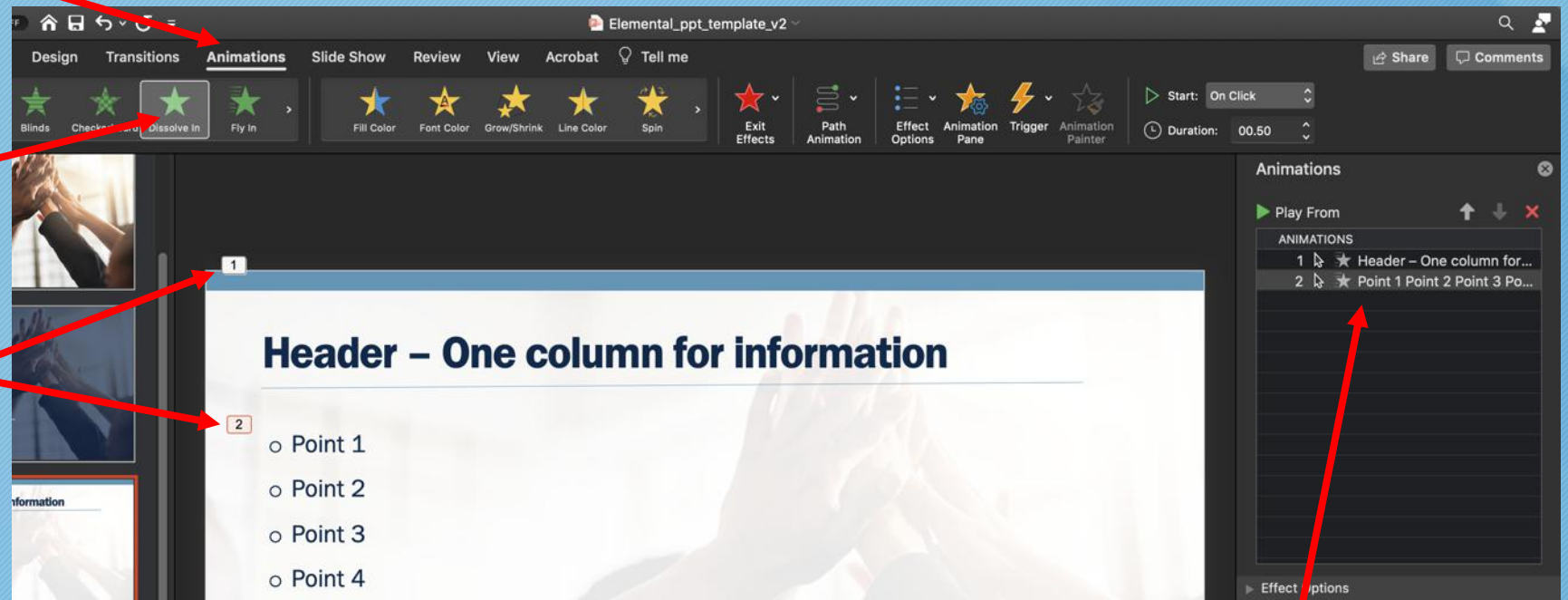
Record a Slide Show in PowerPoint

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Use the **ANIMATIONS** function to have text / images appear with each click during a recording

Once a text box is clicked on, you now will have the ability to use one of the animations / star icons.

When one of the star icons is selected, a number will appear next to text box. This indicates the order in which the text will appear once recording / slideshow has begun.



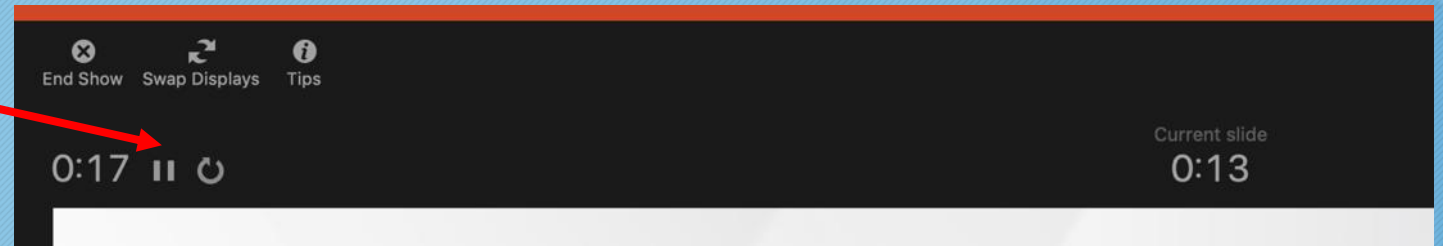
Animations for a slide can also be seen through this window and animation order can be changed by dragging to desired position in line.

Record a Slide Show in PowerPoint

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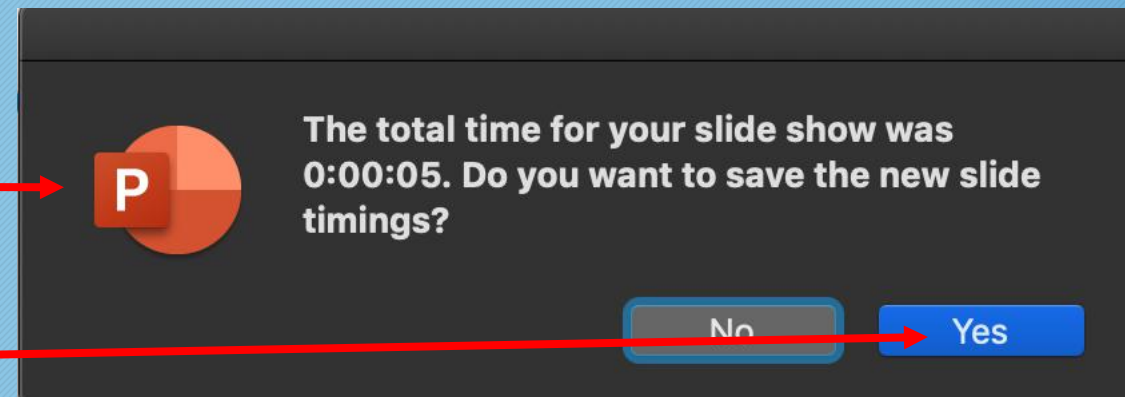
While recording, click the next slide button to stop recording for the current slide. There is a two-second delay between recording when moving to the next slide, so remember to wait a couple seconds before continuing with the given lecture.

Recording can be paused by hitting the **PAUSE** button.



And once finished, the **END SHOW** button icon can be clicked.

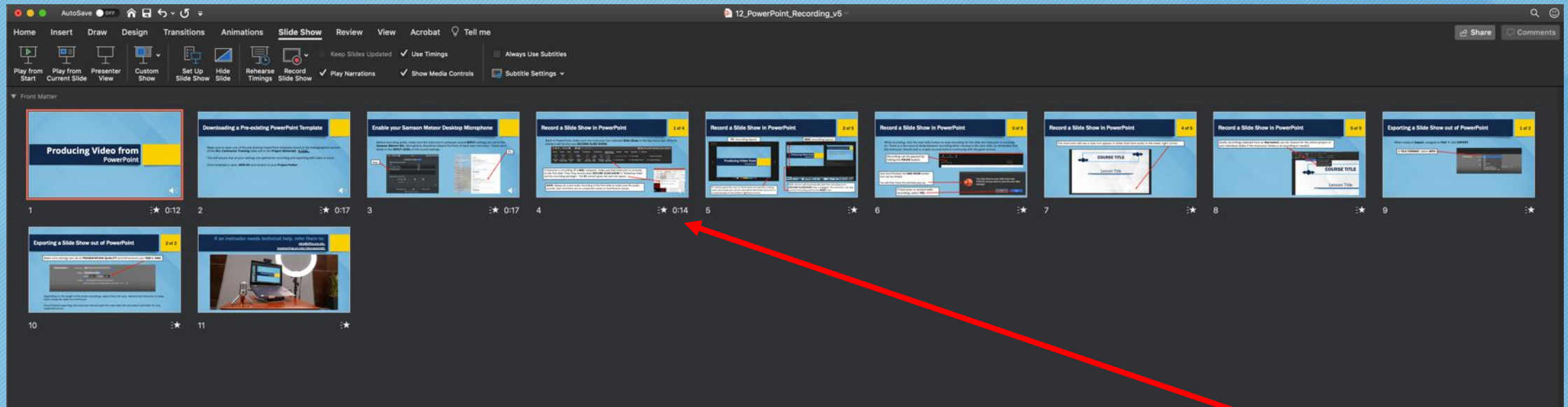
You will then have this window pop-up.



If you're happy with the recording, select **YES**.

Record a Slide Show in PowerPoint

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On a MAC, after **END SHOW** has been clicked on, you will be taken to this window view. The slides with Audio (**Narration**) will have a number underneath them. This indicates how long the narration is for a given slide is. No number means no narration exists for a given slide. (ex. slides 5-11)

Record a Slide Show in PowerPoint

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On a **PC**, the most efficient way to double check if slide each slide was properly recorded is to **REPLAY** the slideshow that was just recorded before leaving the **RECORD SLIDESHOW** view.

You'll be able to view the recording narration length for each slide.

The screenshot displays the PowerPoint recording interface. At the top, there are controls for RECORD (red circle), STOP (square), and REPLAY (blue triangle). The main slide content is titled "Enable your Samson Meteor Desktop Microphone" and includes instructions: "Before recording audio, make sure the instructor's computer sound INPUT settings are set to the Samson Meteor Mic. Microphone should be toward the front of desk near instructor. Check voice levels in the INPUT LEVEL of the sound settings." Below the text are two screenshots of sound settings: one for a Mac (labeled "Mac") showing the "Sound" system preferences with "Samson Meteor Mic" selected as the input device, and one for a PC (labeled "PC") showing the Windows "Sound" control panel with "Samson Meteor Mic" selected as the input device. At the bottom of the recording interface, there is a progress bar showing "Slide 3 of 10" and "0:09 / 0:31".

Record a Slide Show in PowerPoint

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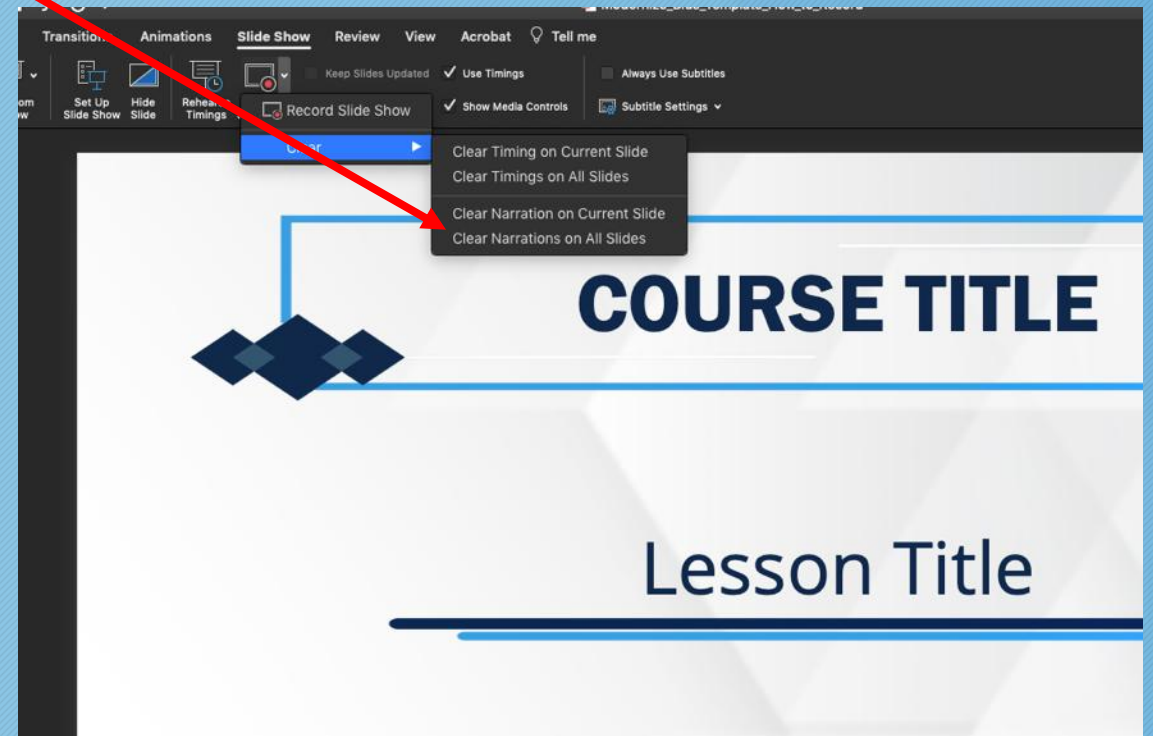
A new icon appears in the slides that have audio in the lower right corner.



Record a Slide Show in PowerPoint

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Audio recordings (labeled here as **Narration**) can be cleared for the entire project or just individual slides a re-recording is needed.

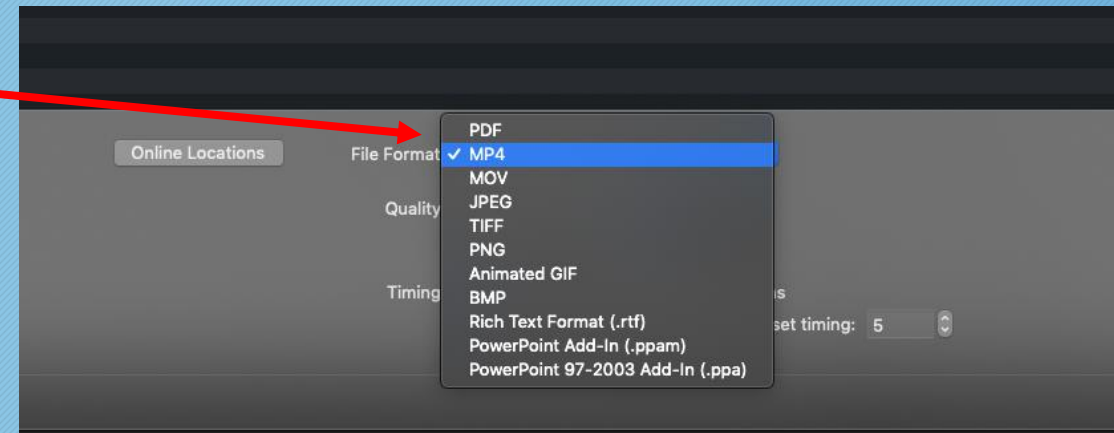


Exporting a Slide Show out of PowerPoint (MAC)

1 of 2

When ready to **Export**, navigate to **FILE** → click **EXPORT**

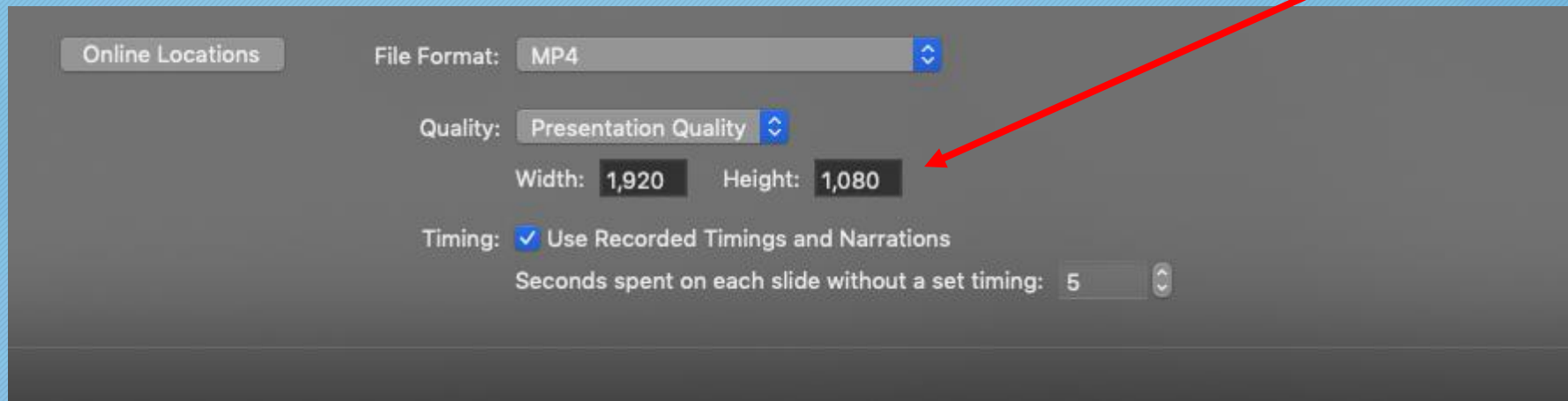
In **FILE FORMAT**, select **MP4**



Exporting a Slide Show out of PowerPoint (MAC)

2 of 2

Make sure settings are set to **PRESENTATION QUALITY** and dimensions are **1920 x 1080**



Depending on the length of the audio recordings, export time can vary. Keep other computer tasks to a minimum.

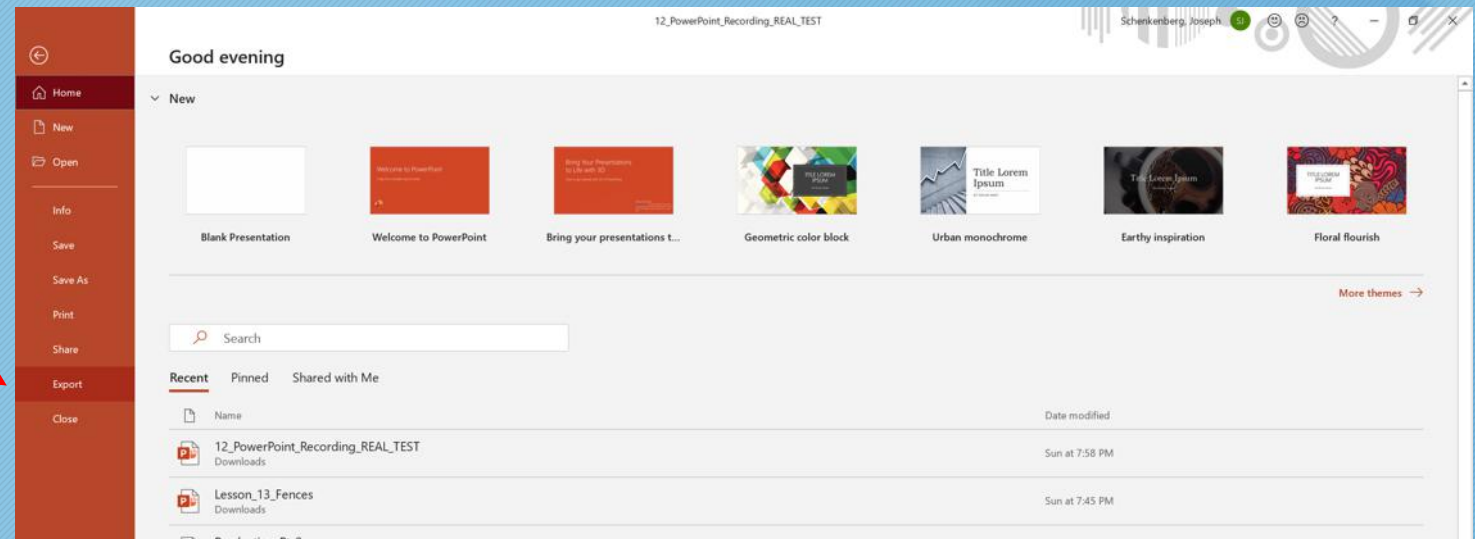
Once finished exporting, open the new video file and watch and listen for any unwanted errors.

Exporting a Slide Show out of PowerPoint (PC)

1 of 2

When ready to **Export**, click on **FILE** at the top

From the home screen, click **EXPORT**

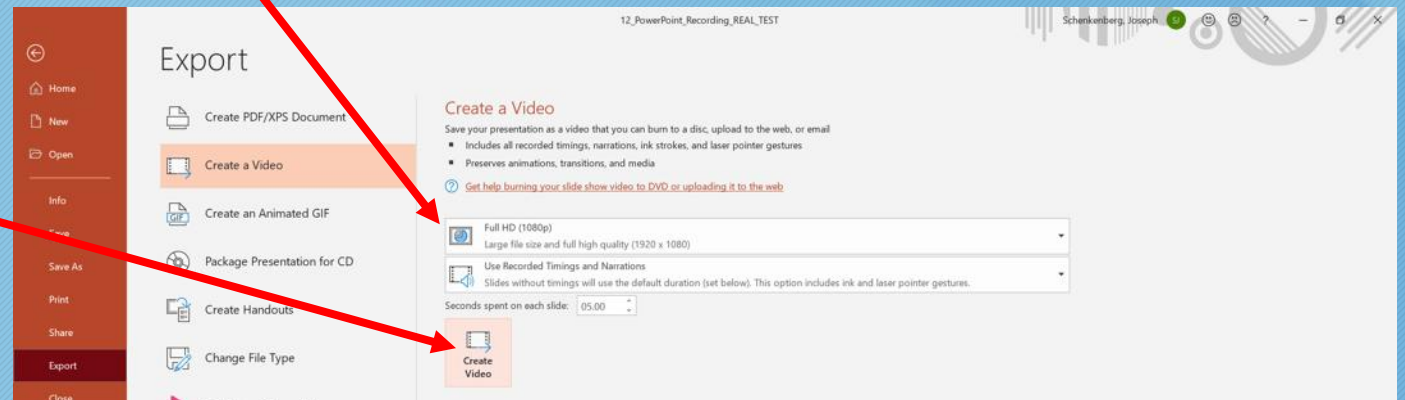


Exporting a Slide Show out of PowerPoint (PC)

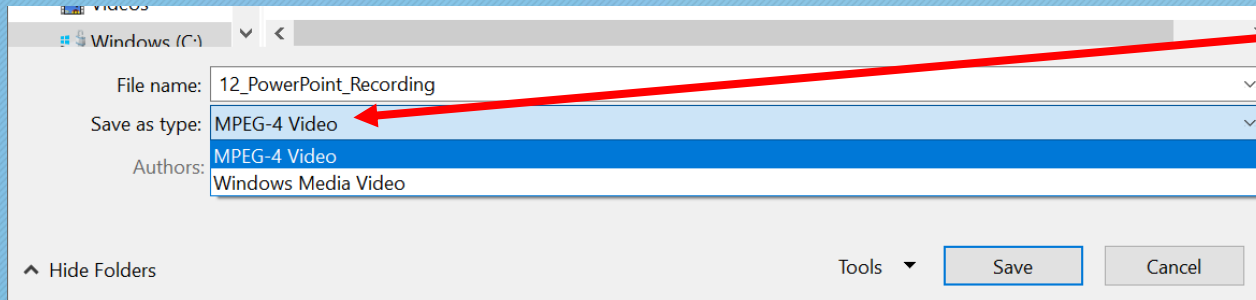
2 of 2

Make sure settings are set to **Full HD (1080p)** and dimensions are **1920 x 1080**

Click the **Create Video** tab



Make sure **MPEG-4 Video** is selected



Depending on the length of the audio recordings, export time can vary. Keep other computer tasks to a minimum.

Once finished exporting, open the new video file and watch and listen for any unwanted errors.

Need technical help?

video@office.unc.edu

keepteaching.unc.edu/videocapturekit

