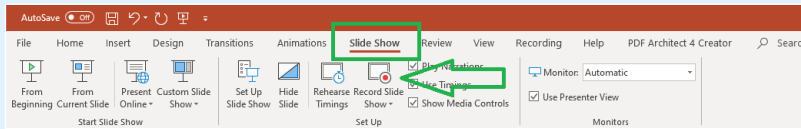


Adding Video to Power Point

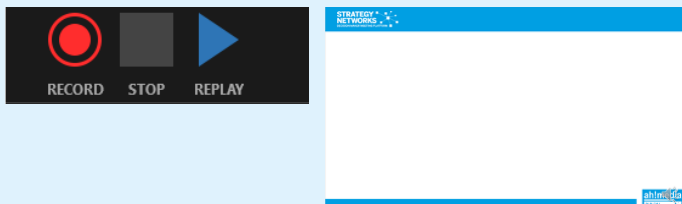
You will need

- WEBCAM WITH MICROPHONE OR
- IPHONE OR ANDROID DEVICE WITH SUITABLE WEBCAM APP

1. Start at the beginning of your power point presentation slides.
From the top menu bar select 'Slide show' and then click 'record slide show'



2. Your Powerpoint will be displayed with a record, stop and replay button in the top left corner, when you are ready start recording



Speak into the camera clearly as if you are addressing a group in front of you.

The tool will record your video and voice in real time as you transition through the slides.

Remember it will also record where your mouse is pointing, animations, inks and highlights, essentially what you see is what you get.

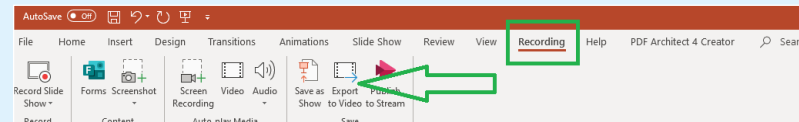
3. Once finished hit the stop button and then clicking x in the top right will take you back tour power point



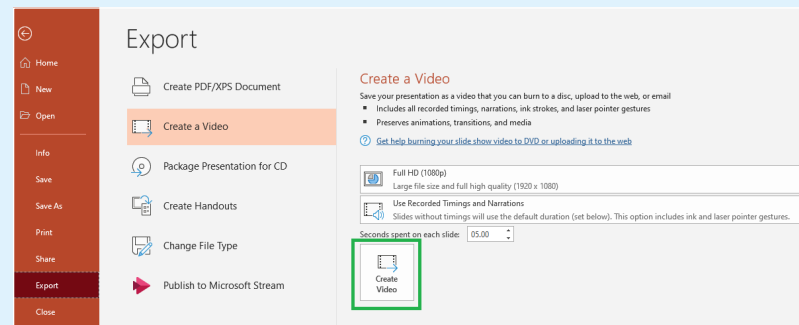
You can hover in the bottom right hand corner to play black the recording and inputs on each slide, remember this only plays back single slides, it wont play the entire sequence until you save the file to a view

4. We need you to then export the video as follows:

Go to the top menu bar and select 'recording' and click 'Export to video'



5. Finally select 'Create Video' and save as an MPEG-4 video and upload it to us



TOP TIPS

For Industry keynotes the max allocated time is 10 minutes for solutions vendors its 5 minutes. Please ensure you stick to these exact timeframes

When recording a video we recommend a neutral colour plain background

We recommend recording your video in a quite room away from background noise