

# How to record your presentation with PowerPoint (Windows)

## General Guidelines:

- Presentations should be no longer than the given time of your actual presentation timeslot.
  - **Length of your presentation: 10 minutes**
- Please save your file as an **mp4 video file** and review your final recording for length before uploading.
  - All videos files must be named using the following format (no spaces):  
BPA\_PRS\_<your\_company\_name>.mp4
- Please introduce yourself at the start of your presentation and recording.
- If you are recording with webcam switched on, please have your camera window in the lower left or lower right corner of your screen.
- Upload your digital content onto the partneringONE<sup>®</sup> platform by August 26<sup>th</sup>.

## Tips & Tricks:

- You will get best audio results using a headset.
- Don't position your microphone directly in front of your mouth.
- Prepare notes, if possible.
- Switch off your computer and phone notifications and avoid background noise.
- Webcam should be positioned at eye level.
- Set up soft lighting to frame your face coming from the direction of the camera.

## Contact EBD Team:

- For questions about recording your presentation contact: [oguiliana@ebdgroup.com](mailto:oguiliana@ebdgroup.com)

## Check your microphone and your recording setting:

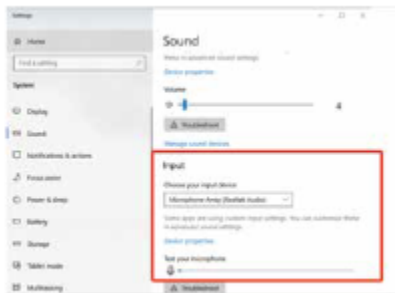
- Connect your headset or external microphone into your computer. This will give the best sound.



- At the bottom-right of your computer screen (in your taskbar) select the icon that resembles a speaker. You may need to click on the icon that looks like an up arrow, which will show you icons that have been hidden from your taskbar.
- Right-click the speaker icon and select **'Open Sound Settings'**.



- Scroll down to **'Input'**.
- Windows will show you which microphone is currently your default. This should be set to the microphone device you are using now.
- The blue bar shows your volume levels. Try talking into your microphone. If the blue bar jumps/moves around as you raise and lower your voice, your microphone is working correctly.



- If your computer is using the wrong microphone, you can change it by clicking on the drop-down menu and selecting a new option — make sure the right microphone is plugged in correctly, or it won't appear in the drop-down menu.

### Recording WITH webcam:

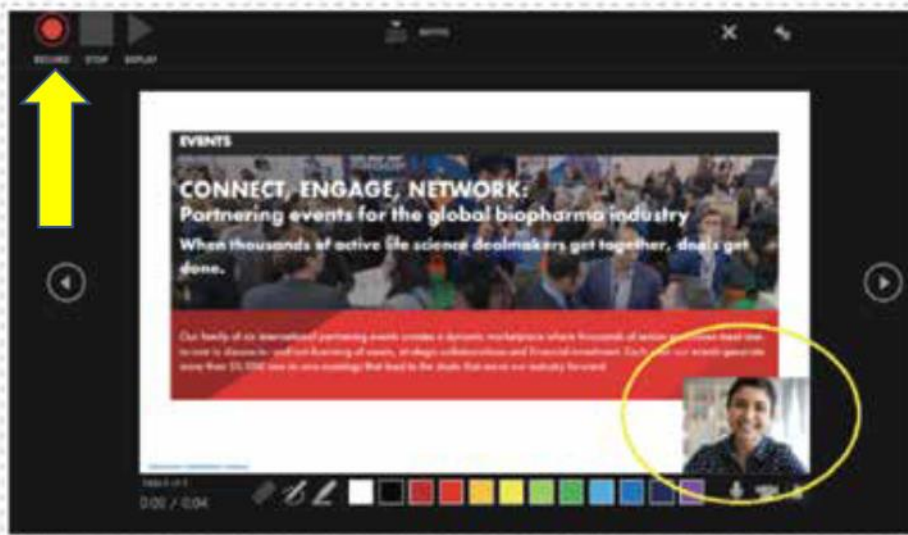
- In PowerPoint, open the presentation you would like to record.
- Go to the **'Slide Show'** tab.
- Select **'Record slideshow'** and choose the **'Recording from Beginning'** option.



- Once you select '**Record from the Beginning**', the PowerPoint will automatically display presentation mode.
- Please ensure your camera is clicked, ON. You can turn on the camera at the bottom right of the record screen.



- To begin recording, select the red '**Record**' button on the upper left-hand corner of screen. Start speaking and click through your slide deck. If you have a video, it will automatically play as you click through.

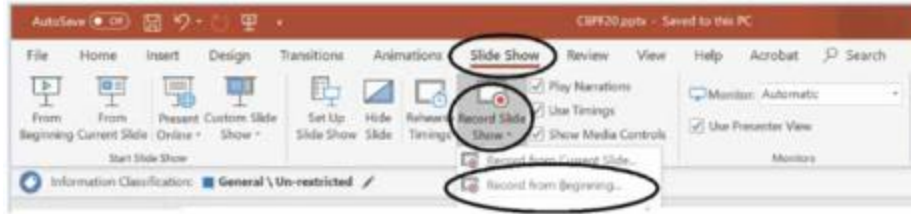


- Please be aware when you are using the camera function, there will be an area of the slide which will be covered by your camera window. Please format slides so your camera view is not covering material you wish to show.

### Recording **WITHOUT** Webcam

- In PowerPoint, open the presentation you would like to record.
- Go to the '**Slide Show**' tab.

- Select **'Record Slideshow'** and choose the **'Recording from Beginning'** option.



- Once you select **'Record from Beginning'**, the PowerPoint will automatically display presentation mode.
- Only sound needs to be recorded, so please ensure your camera is turned off. You can turn off the camera at the bottom right of the record screen.



- To begin audio recording, select the red **'Record'** button on the upper left-hand corner of screen. Start speaking and click through your slide deck. If you have a video, it will automatically play as you click through.



### **Saving the recorded PowerPoint Presentation:**

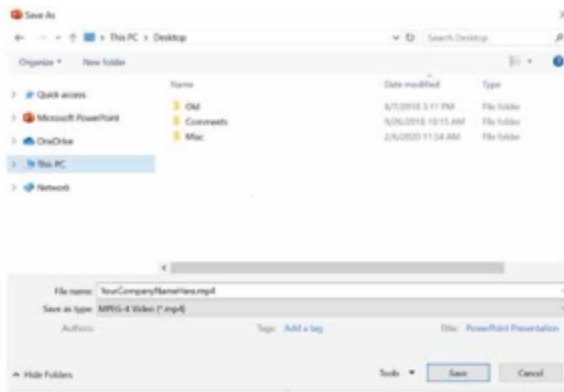
- Once finished recording the PowerPoint Presentation select **'File'** on upper left-hand corner of screen.



- Select **'Export' > 'Create a Video' > 'Full HD (1080p)' > 'Use Recorded Timings and Narrations' > 'Create Video'**.



- Select a location and give your file your Company Name.
- Select File Format **MP4** and click on **'Save'**



- Video might take some time to save, do not try to close PowerPoint until the file is saved completely.