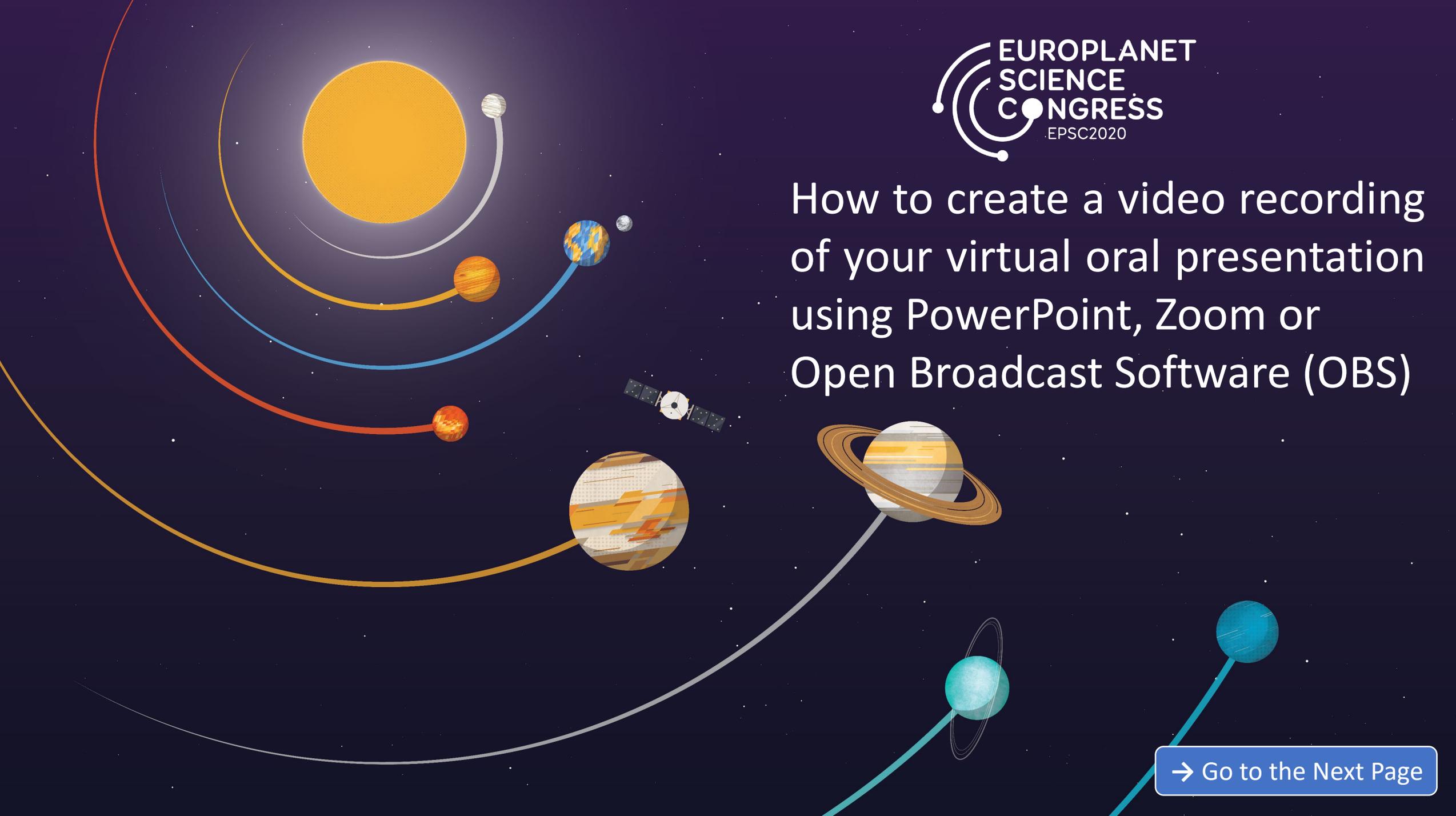


# How to create a video recording of your virtual oral presentation using PowerPoint, Zoom or Open Broadcast Software (OBS)



→ Go to the Next Page

# Quick Access Links



Click on the logo to access the instructions for PowerPoint (requires Office 365). Only audio recording is possible on MacOS and older Windows versions.



Click on the logo to access the instructions for Zoom



Click on the logo to Access the instructions for reducing the size of video recordings using VLC.



Click on the logo to access the instructions for Open Broadcast Studio (OBS)

# How to create a video recording of your virtual oral presentation using PowerPoint (Office 365 version).

Please note that only audio recording is possible using MacOS and older Windows versions.



Click on the logo to access for more information from Microsoft Support

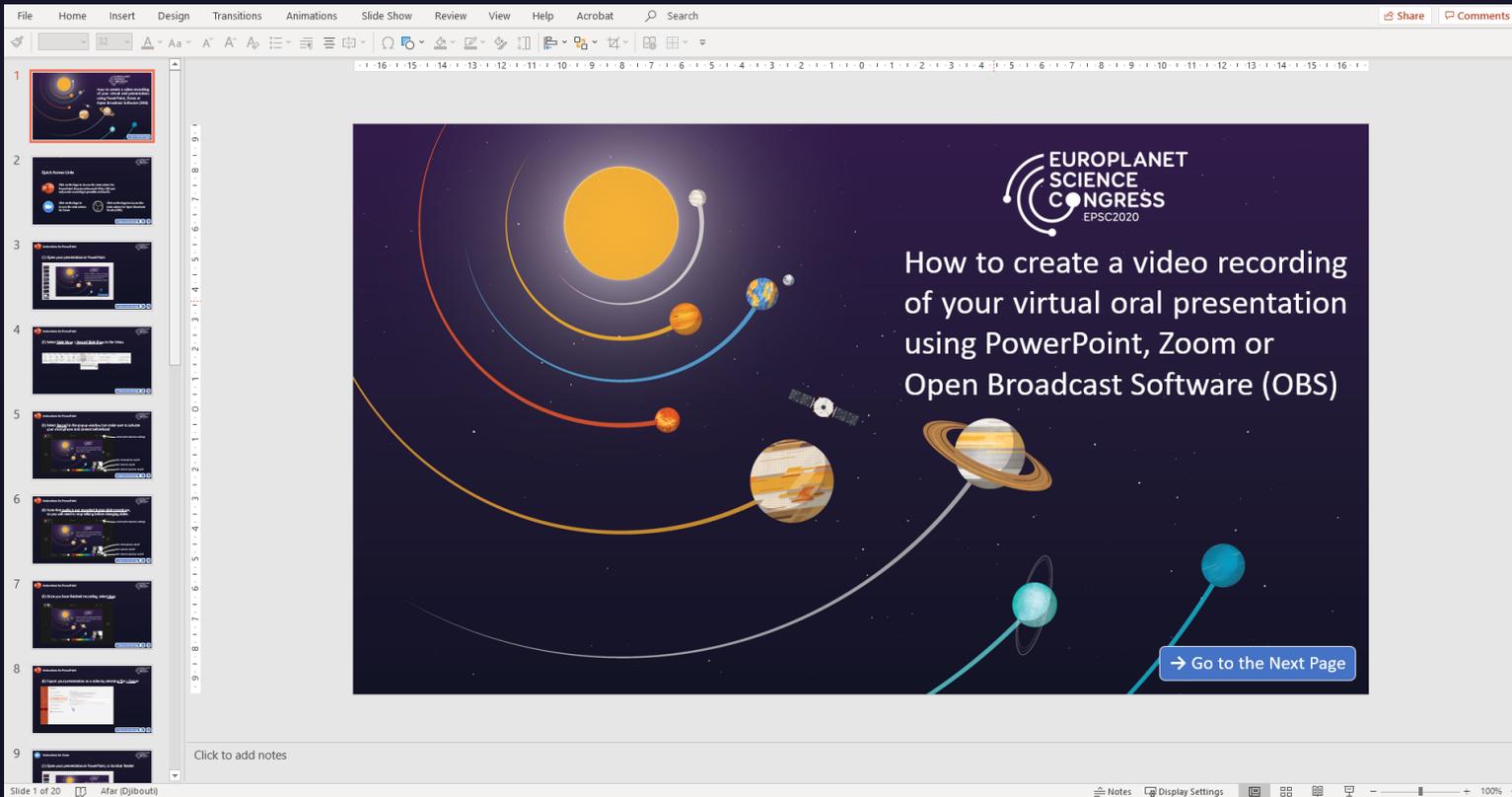
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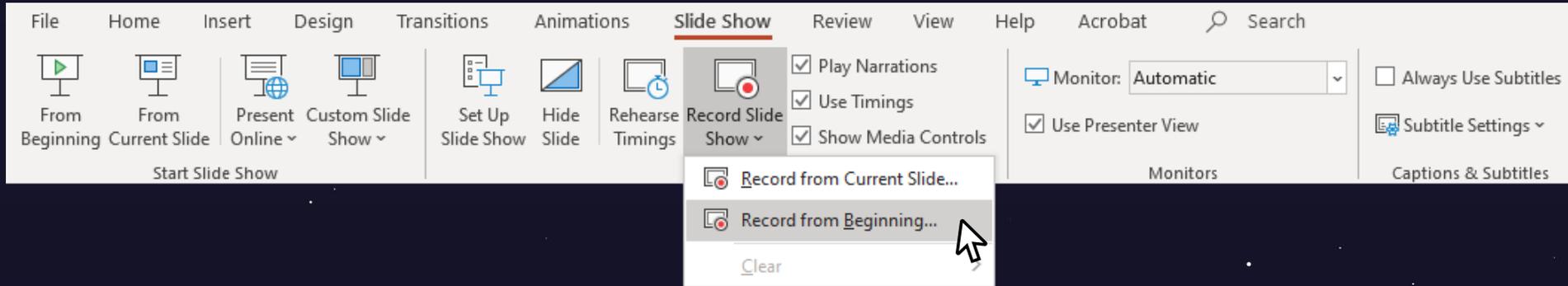
# Instructions for PowerPoint

## (1) Open your presentation in PowerPoint





## (2) Select Slide Show > Record Slide Show in the Menu





# Instructions for PowerPoint

(3) Select Record in the popup window, but make sure to activate your microphone and camera beforehand

The screenshot shows the PowerPoint recording interface. At the top left, there are three buttons: 'RECORD' (with a red circle and a white arrow pointing to it), 'STOP', and 'REPLAY'. To the right of these is a 'NOTES' icon. In the top right corner of the window, there are window control icons (close, maximize, minimize) and a speaker icon with a white arrow pointing to it, labeled 'camera/microphone settings'. The main slide area displays a solar system diagram with the text 'EUROPLANET SCIENCE CONGRESS EPSC2020' and 'How to create an video recording of your virtual oral presentation using PowerPoint or Zoom'. Below the slide, there is a navigation bar with a left arrow, a right arrow, and a 'Slide 1 of 7' indicator. At the bottom, there is a toolbar with various drawing tools, a color palette, and three icons: a microphone, a camera, and a person icon. White arrows point from these icons to labels on the right: 'turn microphone on/off', 'turn camera on/off', and 'turn camera preview on/off'. At the bottom right, there are three blue buttons: 'Back to the First Page', a left arrow, and a right arrow.



# Instructions for PowerPoint

(4) Note that audio is not recorded during slide transitions, so you will need to stop talking before changing slides.

RECORD STOP REPLAY

NOTES

camera/microphone settings

EUROPLANET SCIENCE CONGRESS EPSC2020

How to create an video recording of your virtual oral presentation using PowerPoint or Zoom

turn microphone on/off

turn camera on/off

turn camera preview on/off



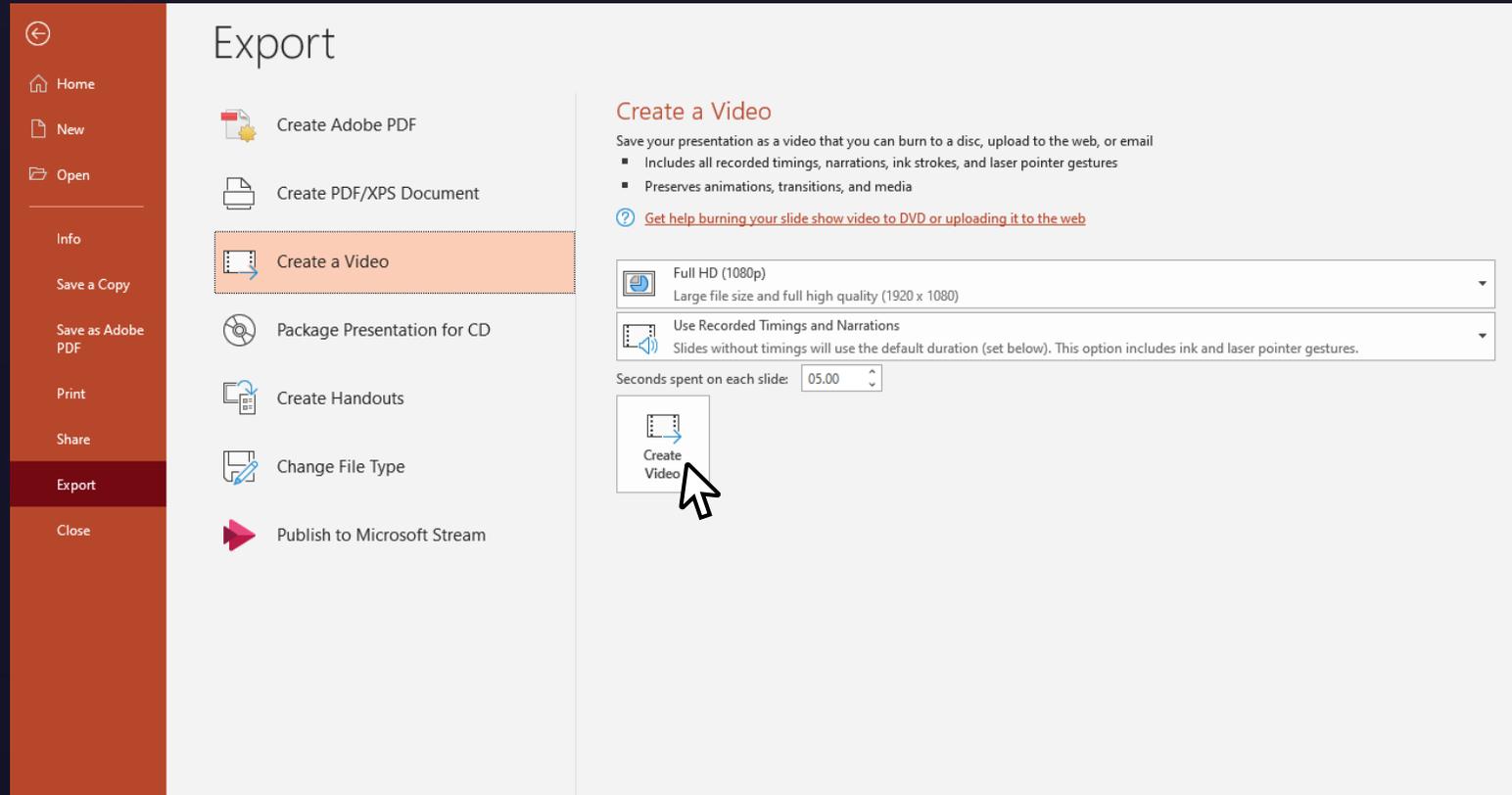
# Instructions for PowerPoint

(5) Once you have finished recording, select Stop

The screenshot shows a Zoom recording window. At the top left, there are controls for PAUSE, STOP (with a mouse cursor over it), and REPLAY. To the right are icons for NOTES, a close button (X), and a volume icon. The main content area displays a slide titled "Recording in Progress" with the text "How to create an video recording of your virtual oral presentation using PowerPoint or Zoom". The slide features a solar system diagram with the sun, planets, and a satellite. The Zoom logo and "EUROPLANET SCIENCE CONGRESS EPSC2020" are visible in the top right of the slide. A small video thumbnail of the presenter is in the bottom right corner. At the bottom of the Zoom window, there is a toolbar with drawing tools, a color palette, and icons for microphone, video, and user profile. The status bar at the bottom left shows "Slide 1 of 7" and "0:04 / 0:04".



## (6) Export your presentation as a video by selecting File > Export



# How to create a video recording of your virtual oral presentation using Zoom



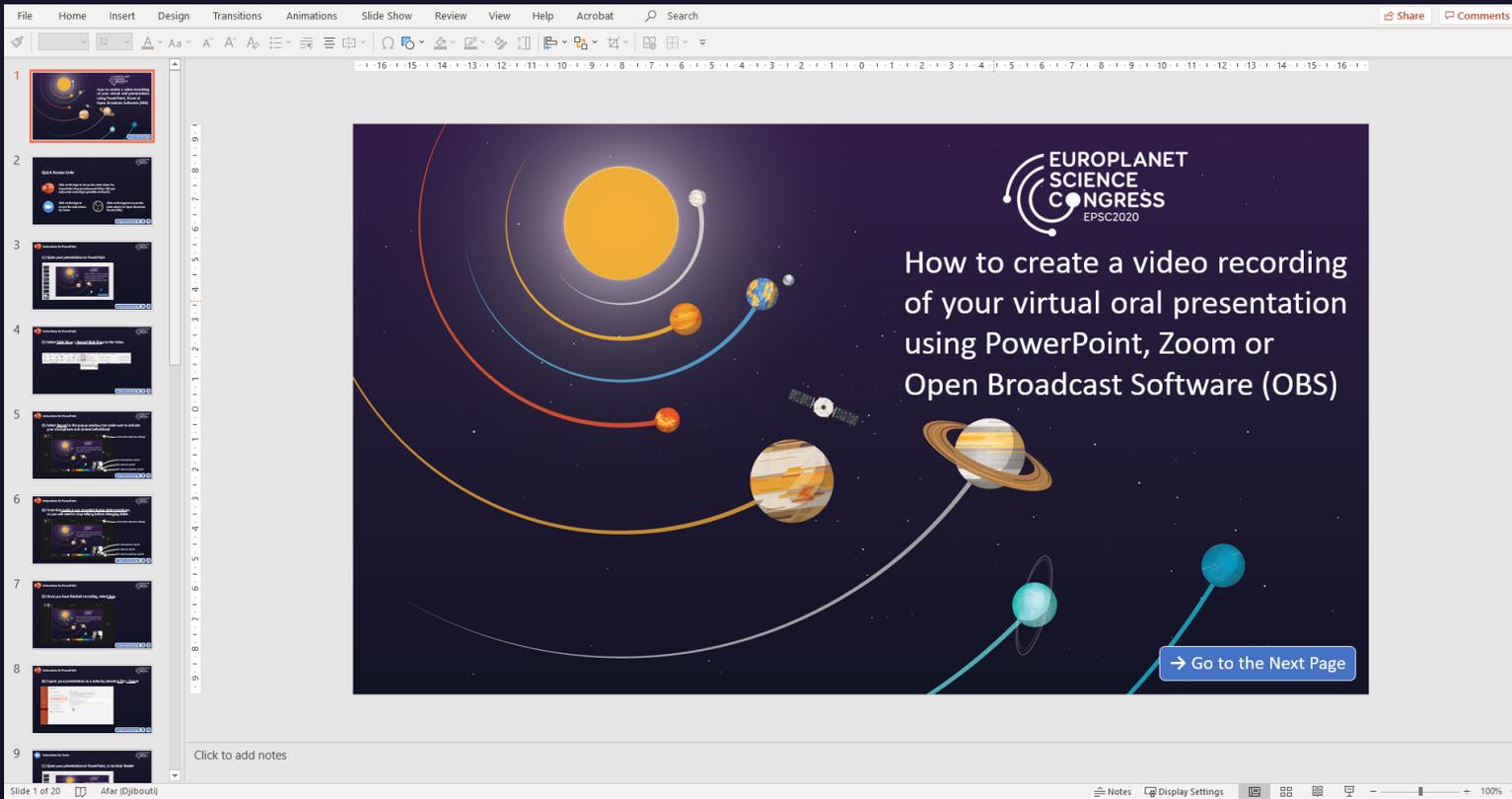
Click on the logo for more information about Zoom

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## (1) Open your presentation in PowerPoint, or Acrobat Reader



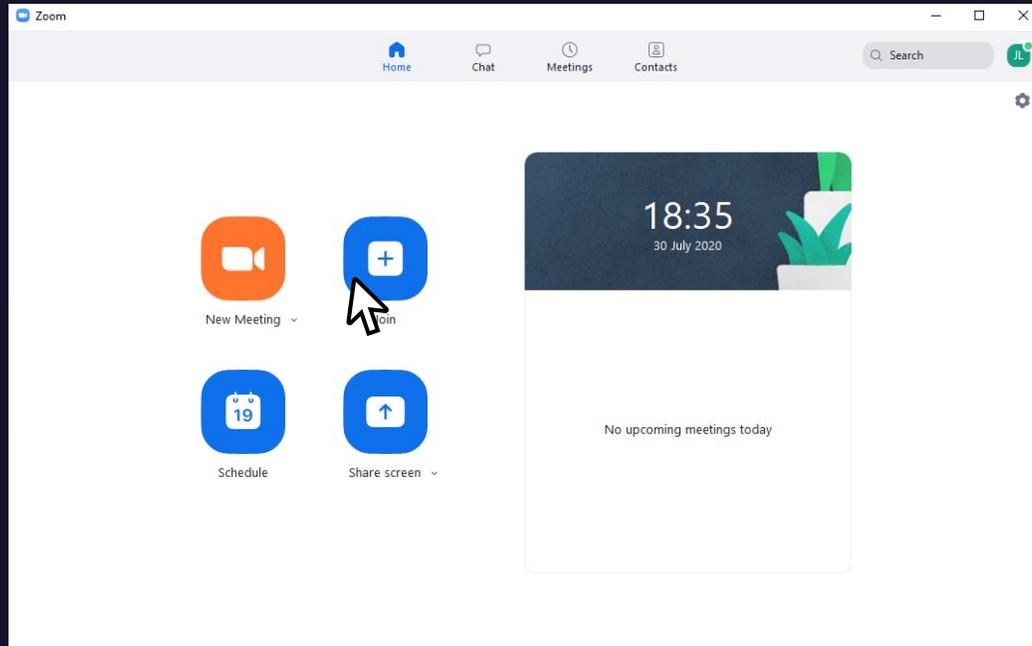
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# Instructions for Zoom

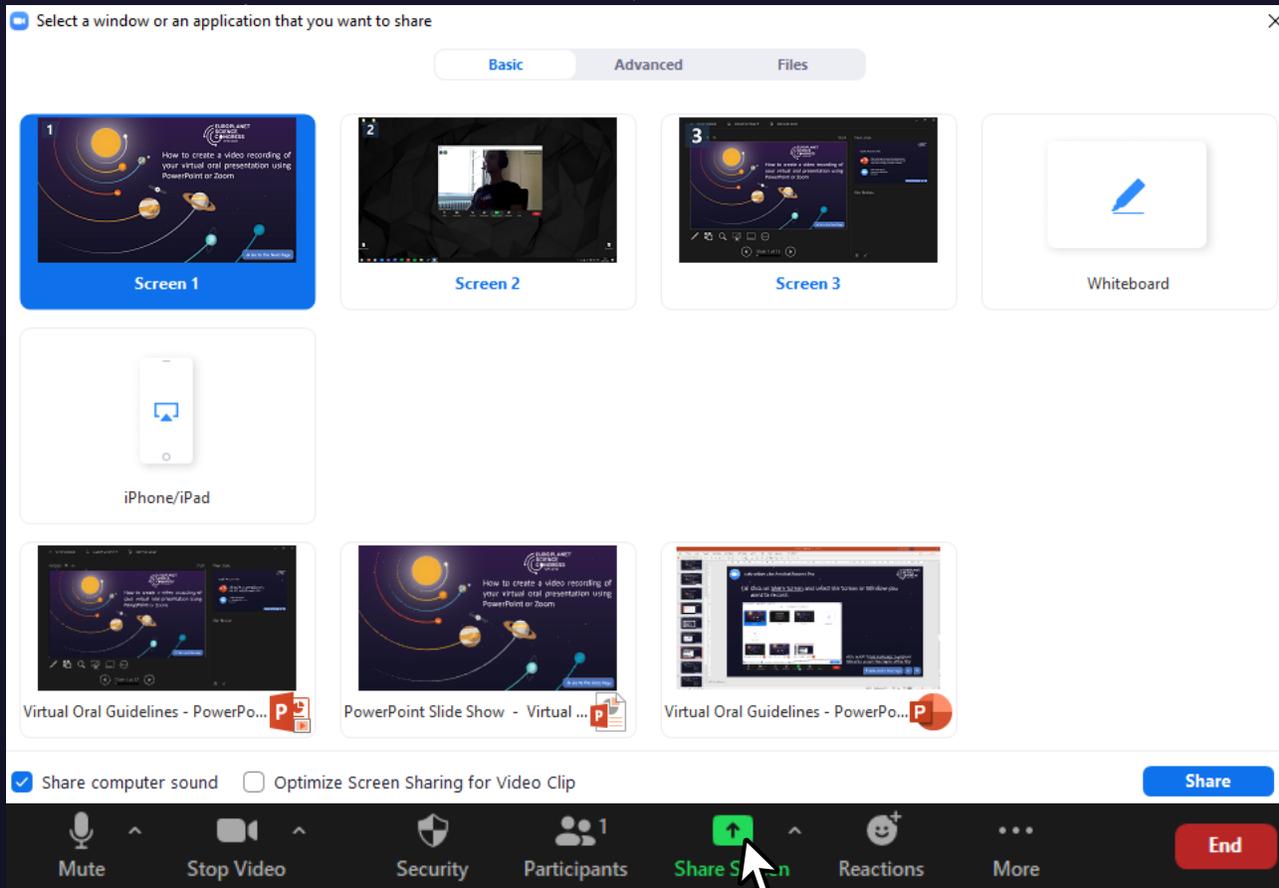
## (2) Open Zoom, and create a New Meeting





# Instructions for Zoom

(3) Click on Share Screen and select the Screen or Window you want to record. Also, select Share computer sound.





(4) When ready, click on More > Record to start recording your presentation

The screenshot shows the Zoom meeting control bar. From left to right, the buttons are: Mute, Stop Video, Security, Participants (with a '1' icon), New Share (highlighted in green), Pause Share, and Annotate. A 'More' button (three dots) is on the far right. Below the 'New Share' button, a green bar says 'You are screen sharing' and a red bar says 'Stop Share'. The 'More' menu is open, showing the following options: Chat (Alt+H), Record (Alt+R, with a mouse cursor pointing to it), Disable participants annotation, Show Names of Annotators, Show Video Panel, Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Share computer sound (checked), Optimize Share for Full-screen Video Clip (checked), and End (Alt+Q).



(5) Once your done recording your presentation, click on More > Stop Recording

The screenshot shows the Zoom meeting toolbar with the 'More' menu open. The toolbar includes icons for Mute, Stop Video, Security, Participants (1), New Share, Pause Share, and Annotate. A green notification bar indicates 'You are screen sharing' with a 'Stop Share' button. The 'More' menu is expanded, showing options: Chat (Alt+H), Pause Recording (Alt+P), Stop Recording (Alt+R), Disable participants annotation, Show Names of Annotators, Show Video Panel, Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Share computer sound (checked), Optimize Share for Full-screen Video Clip (checked), and End (Alt+Q). A mouse cursor is pointing at 'Stop Recording'.



(6) Finally, click on End to close the Zoom Meeting and save your recording

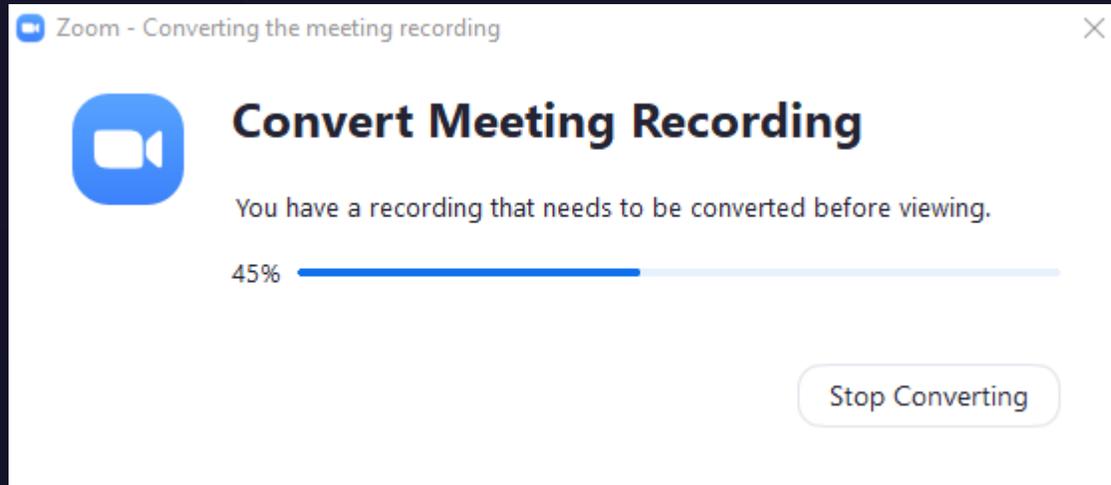
The screenshot shows the Zoom meeting control bar. The 'More' menu is open, displaying the following options:

- Chat (Alt+H)
- Record (Alt+R)
- Disable participants annotation
- Show Names of Annotators
- Show Video Panel
- Hide Floating Meeting Controls (Ctrl+Alt+Shift+H)
- ✓ Share computer sound
- ✓ Optimize Share for Full-screen Video Clip
- End** (Alt+Q)

The 'End' option is highlighted with a red background and a white mouse cursor. The control bar also shows 'Mute', 'Stop Video', 'Security', 'Participants', 'New Share', 'Pause Share', and 'Annotate'. A green bar indicates 'You are screen sharing' and a red bar indicates 'Stop Share'.

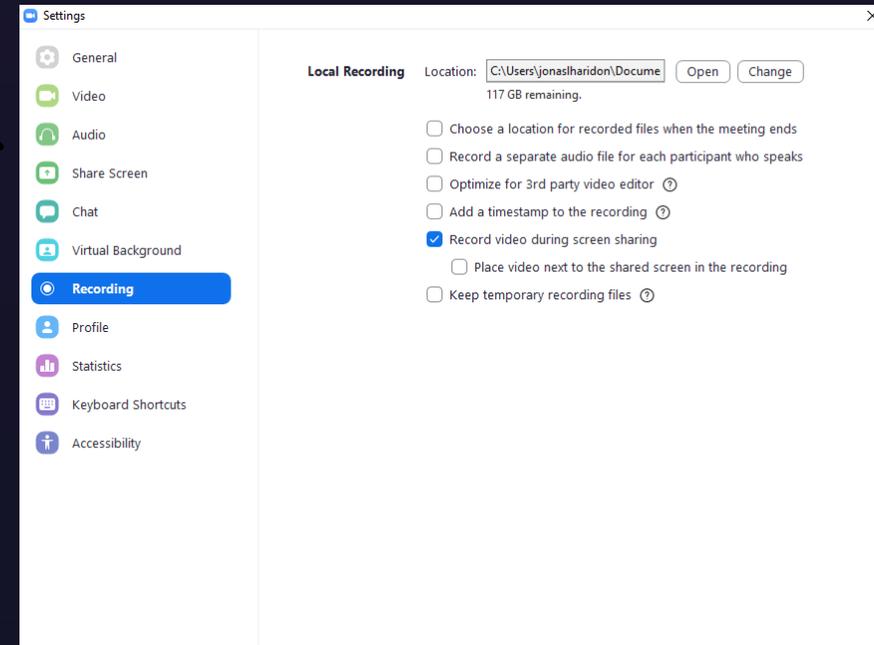
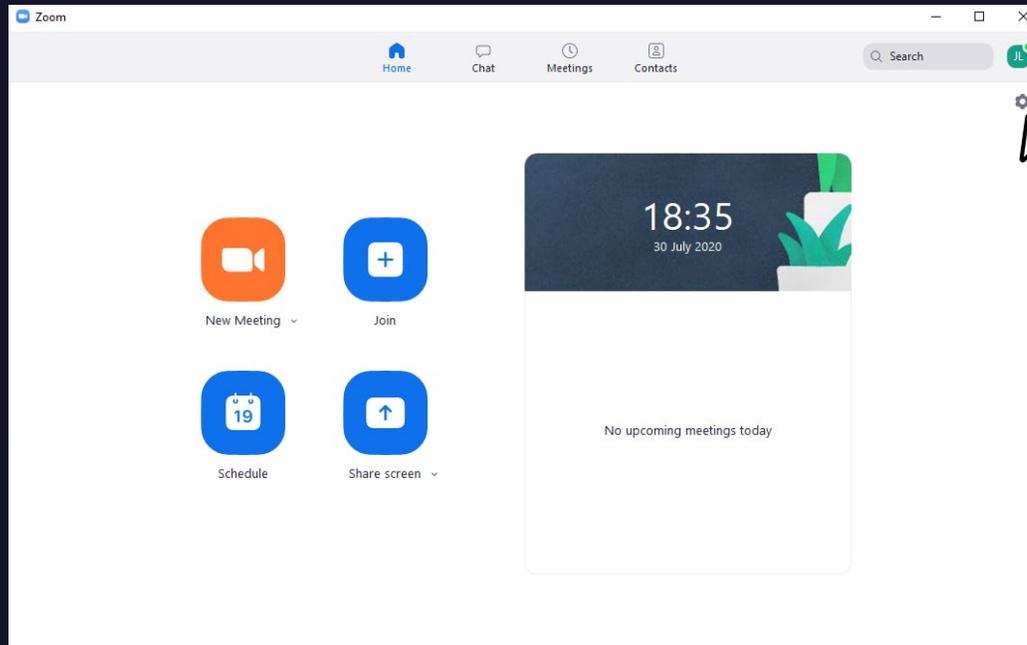


(7) A window will pop up to show that your recording are being saved. The folder containing the recording will be opened.





(8) Note that you can check and modify the location of the recordings on your computer in Zoom Settings > Recording



# How to create a video recording of your virtual oral presentation using Open Broadcast Studio (OBS)



Click on the logo for more information about Open Broadcast Studio (OBS)

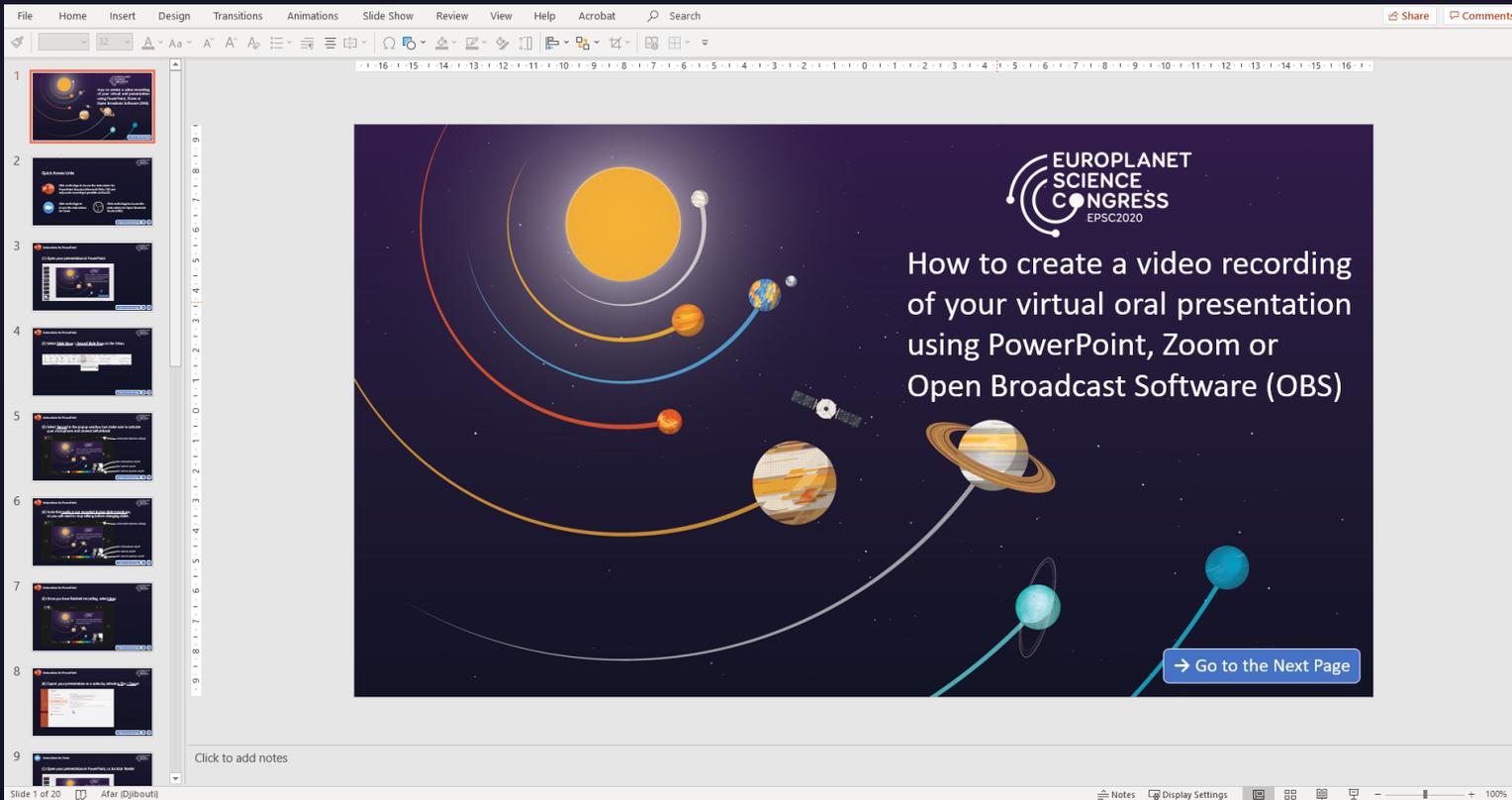
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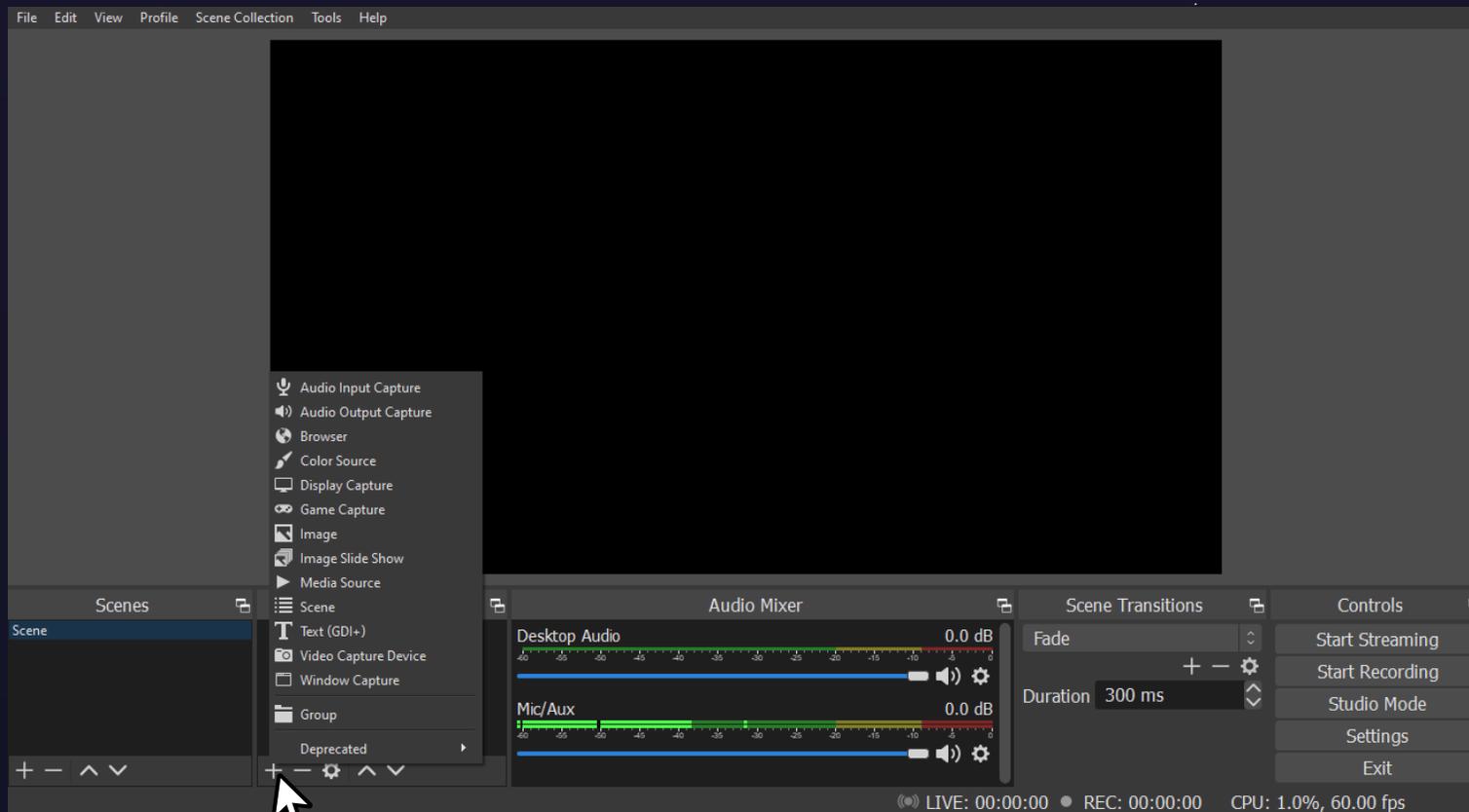
# Instructions for Open Broadcast Studio

## (1) Open your presentation in PowerPoint or Acrobat Reader





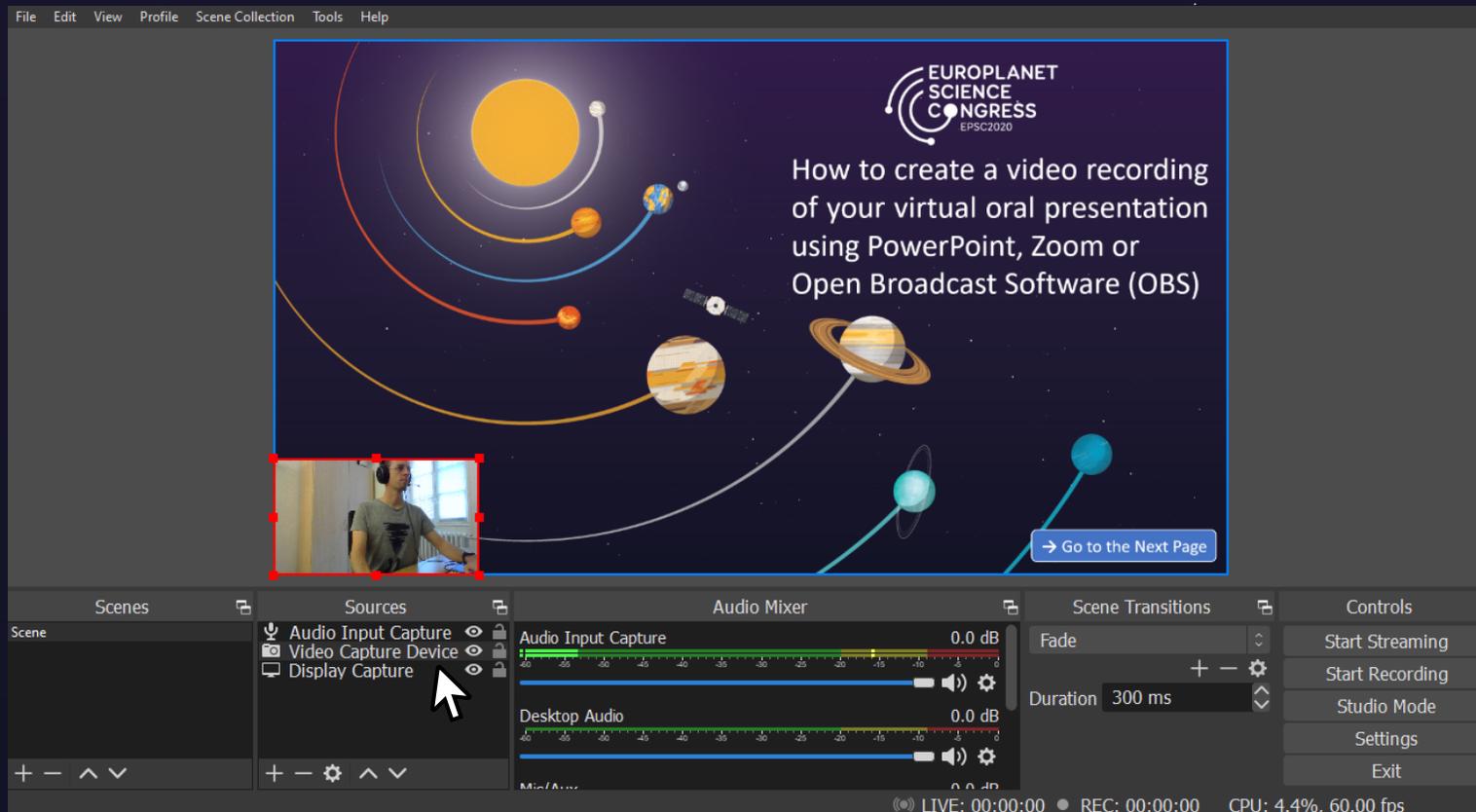
## (2) Open OBS and click on the + icon to add Audio Input Capture and Video Capture Device





# Instructions for Open Broadcast Studio

(3) Also add Display Capture and select your presentation. Then, place it below the Video Capture Device in Sources.



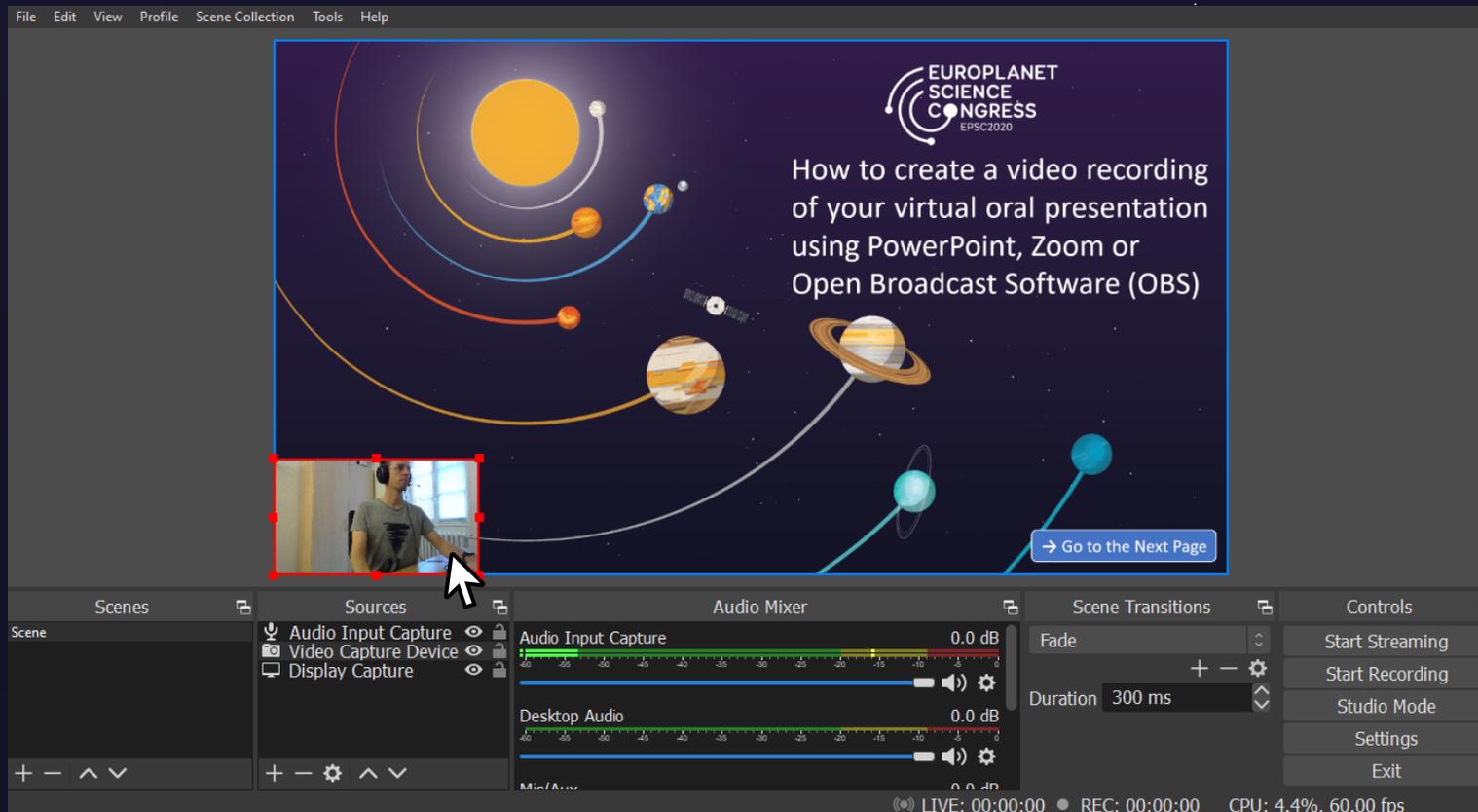
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# Instructions for Open Broadcast Studio

(4) Edit the size and position of the Window and Video sources. The boxes can be moved and resized.



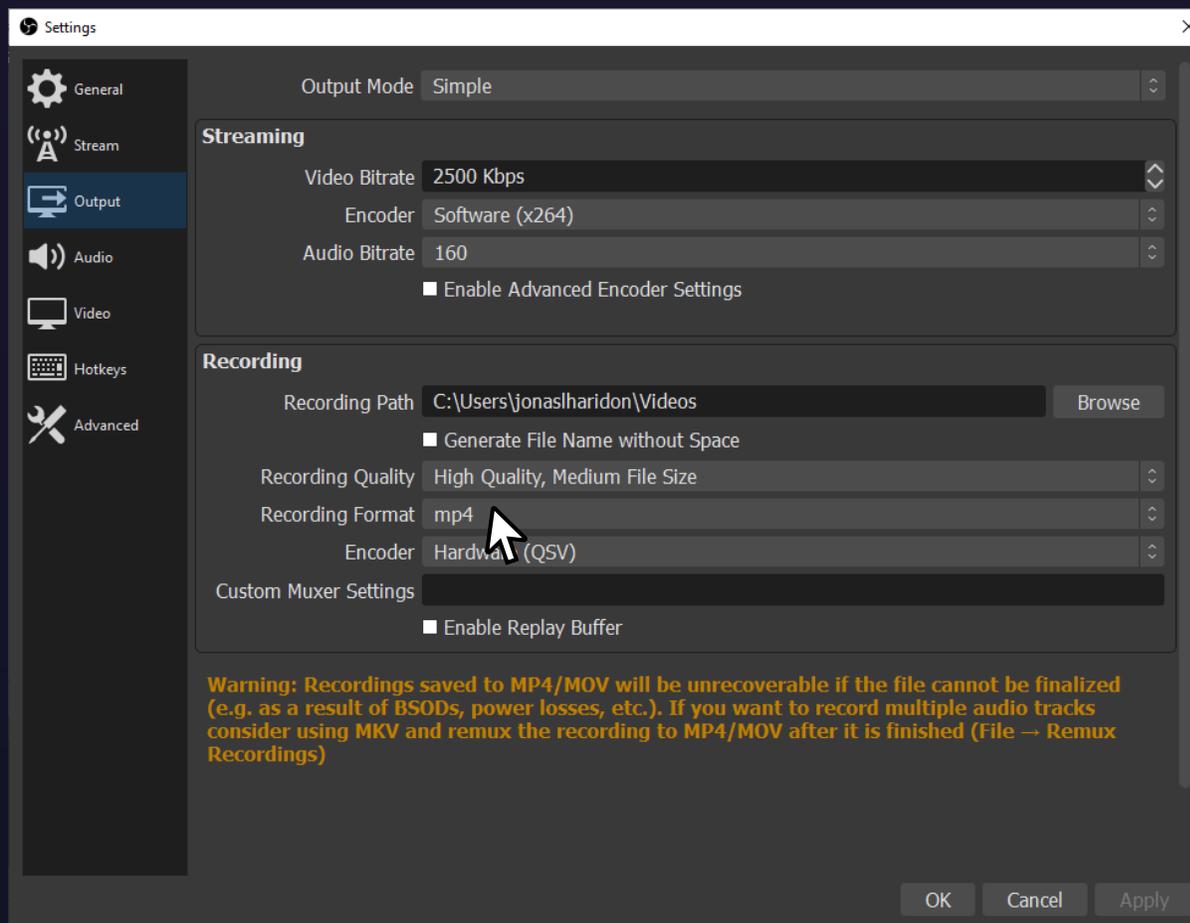
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# Instructions for Open Broadcast Studio

(5) In File > Settings > Output, change the Recording Format to mp4 and click on Apply



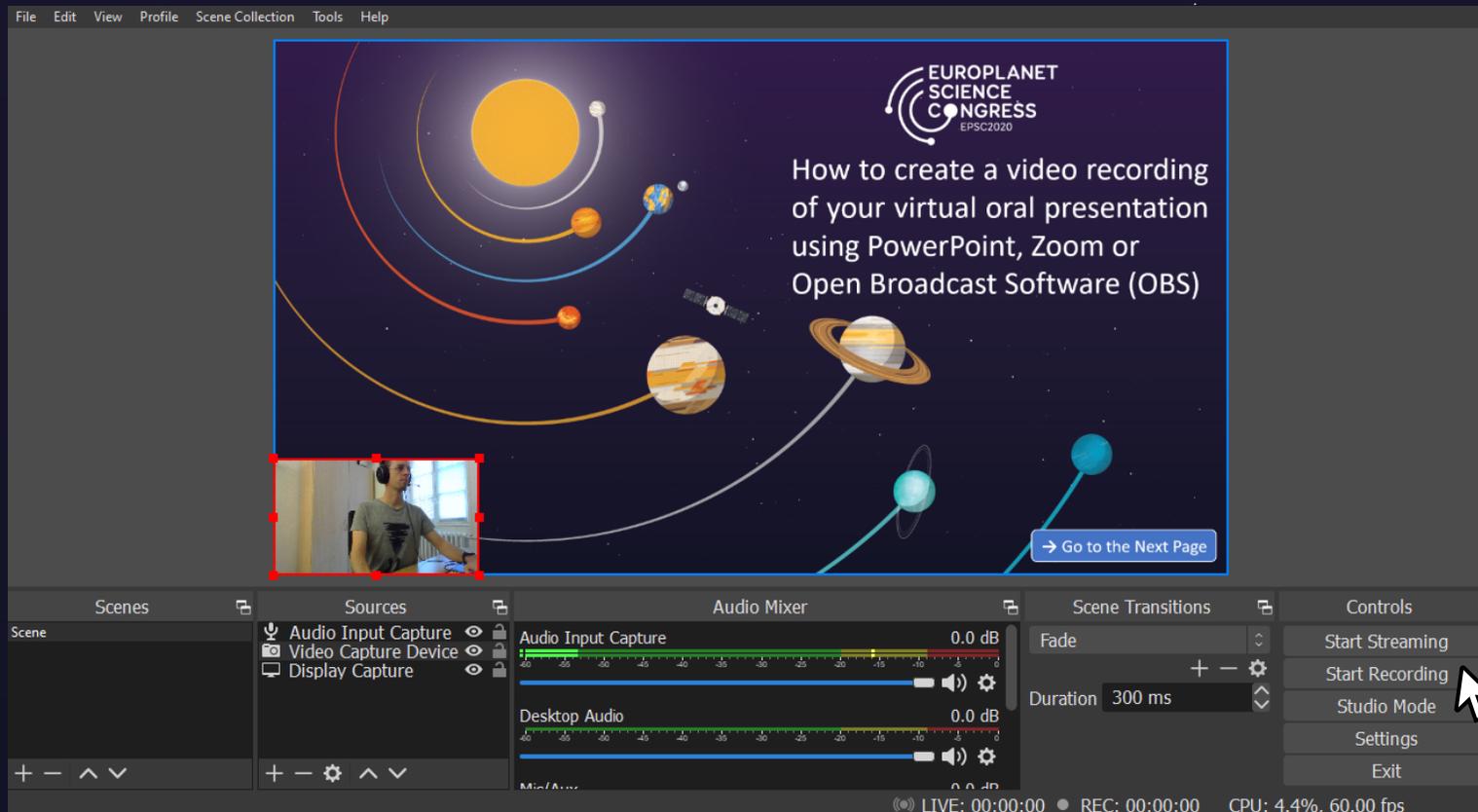
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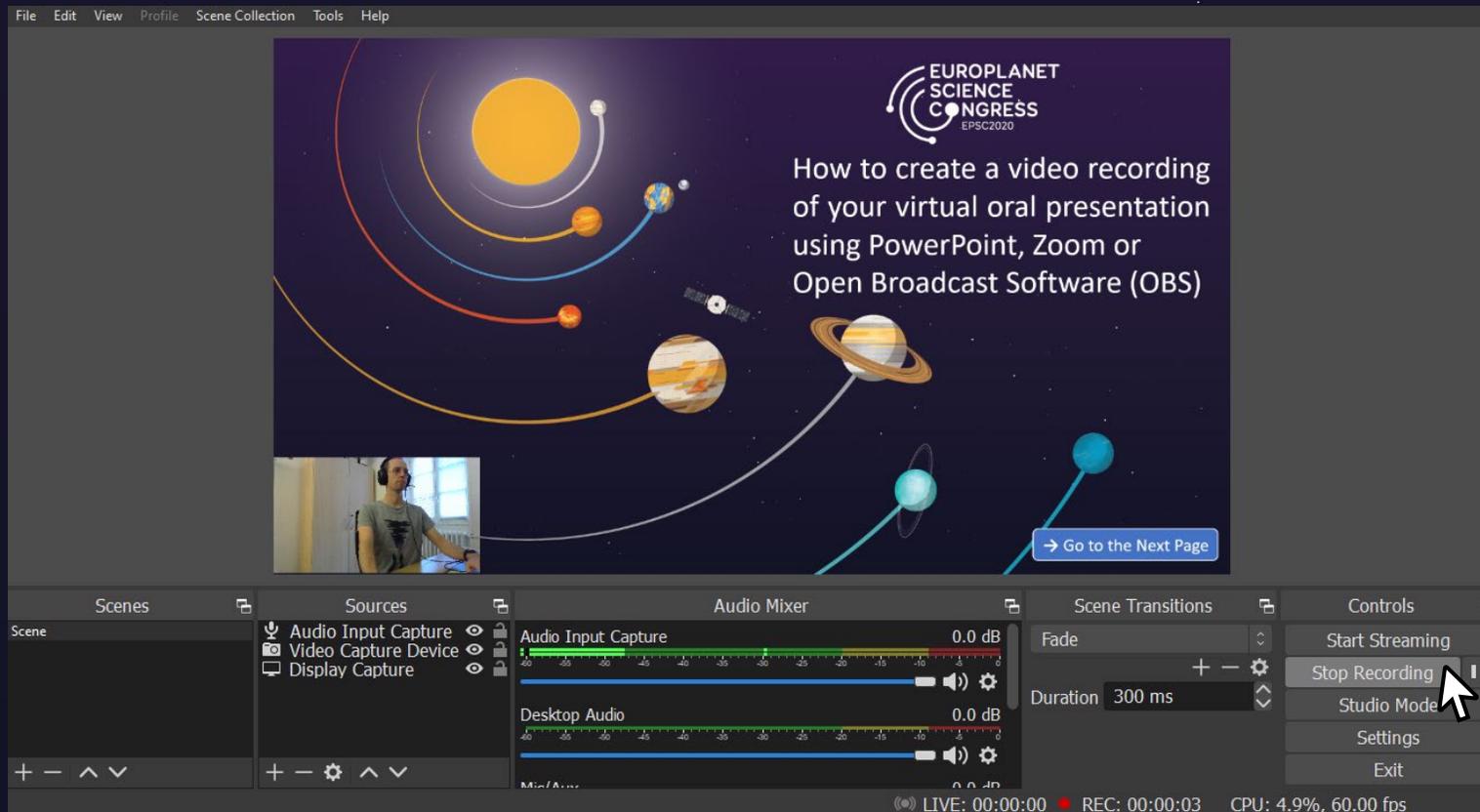
# Instructions for Open Broadcast Studio

(6) Once everything is set up, click on Start Recording





## (7) After your done recording, click on Stop Recording



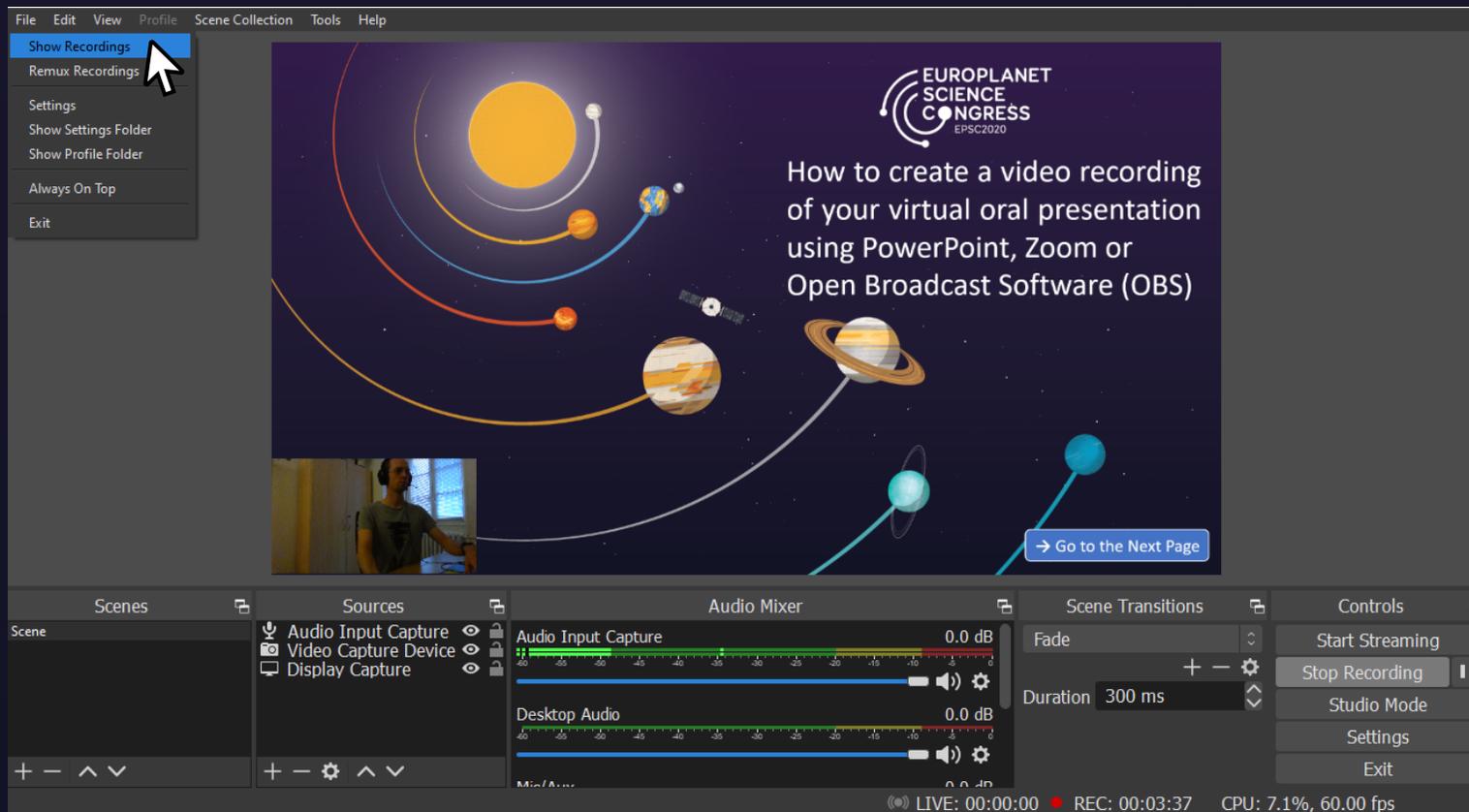
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# Instructions for Open Broadcast Studio

(8) Retrieve your mp4 video recording in File > Show Recordings



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# How to reduce the size of a video recording using VLC



Click on the logo for more information about VLC

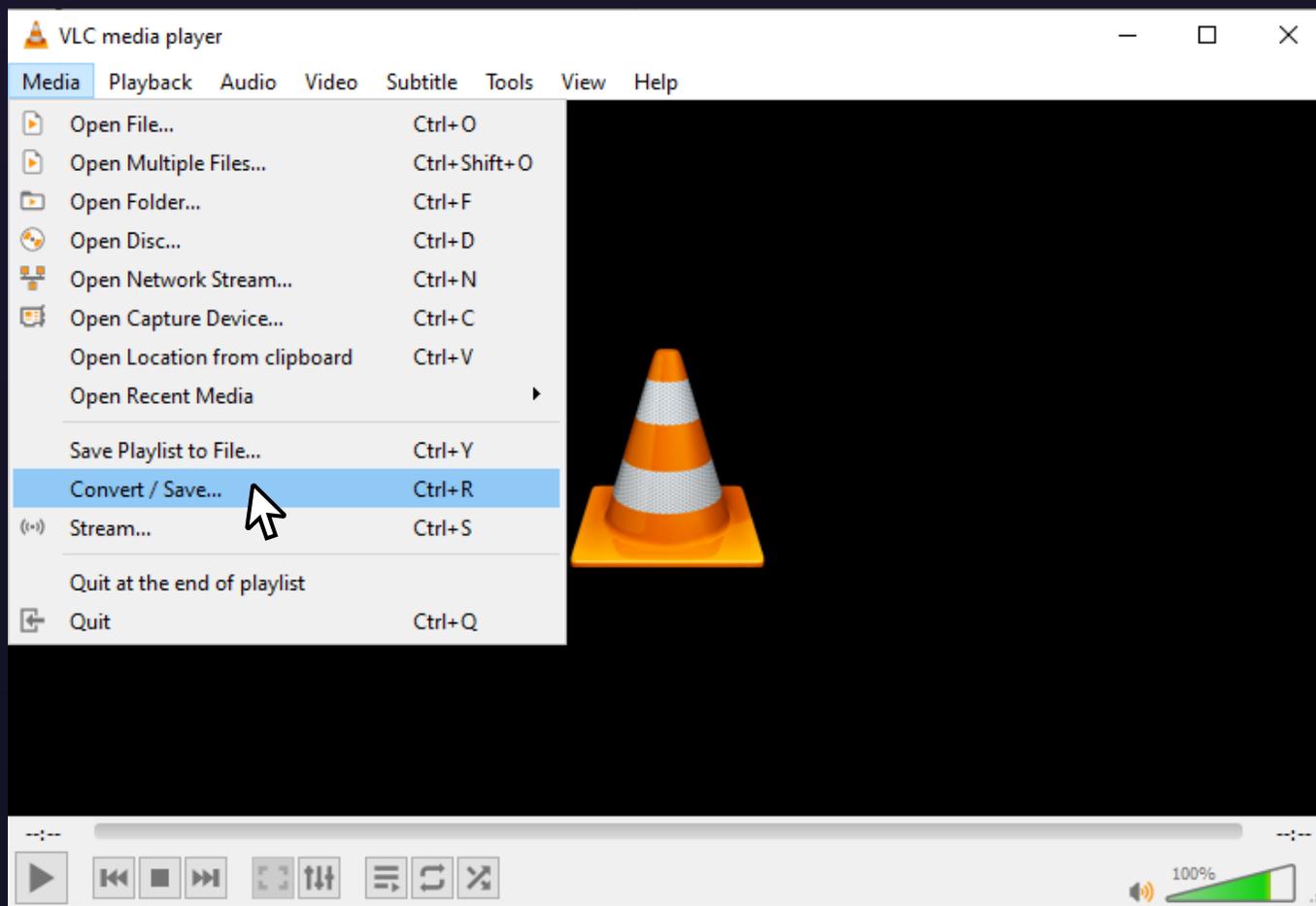
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# Instructions for VLC

(1) Open VLC and click on File > Convert / Save



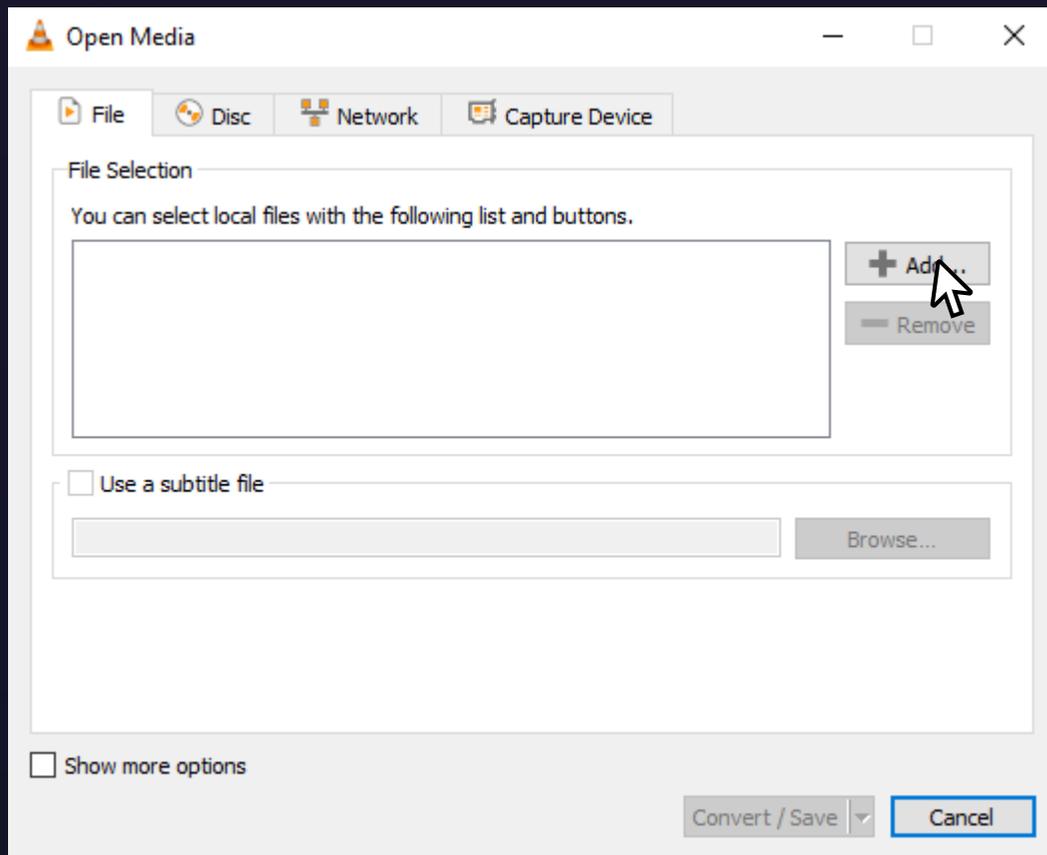
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# Instructions for VLC

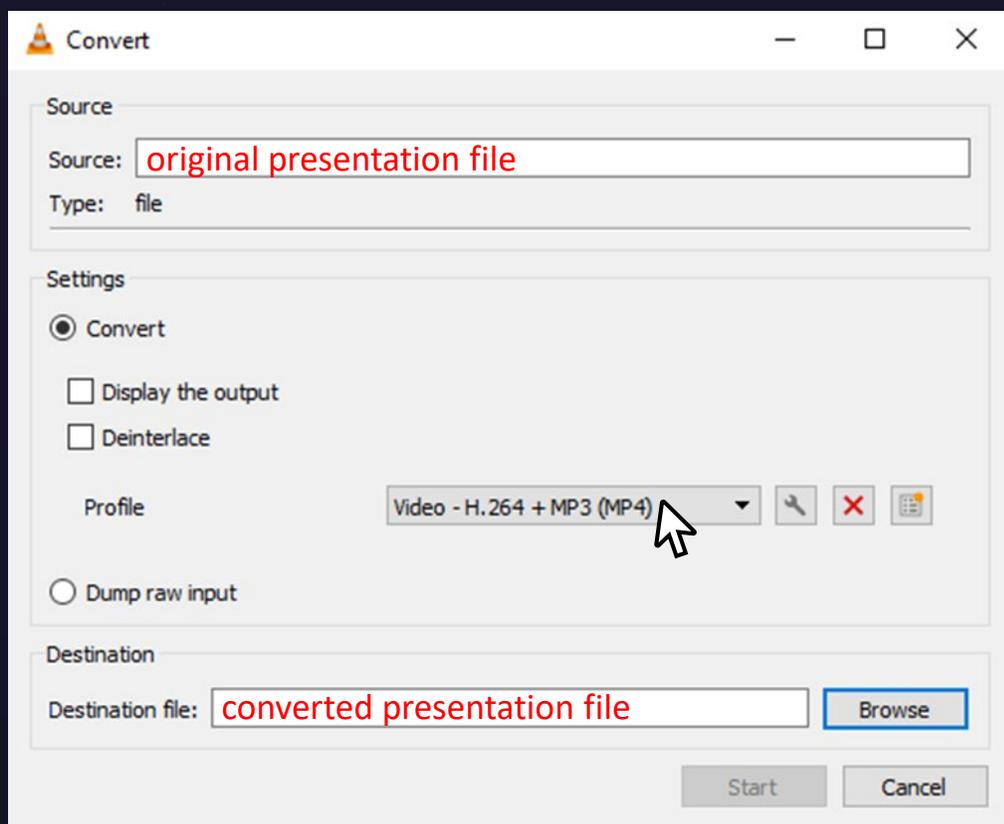
(2) Add your video presentation and click on Convert / Save





# Instructions for VLC

(3) Select Video – H.264 + MP3 (MP4) next to Profile, and enter the location for the converted Destination File.





# Instructions for VLC

(4) Click on Start and wait for the conversion to complete.

