

Lecture recording with Office 2016

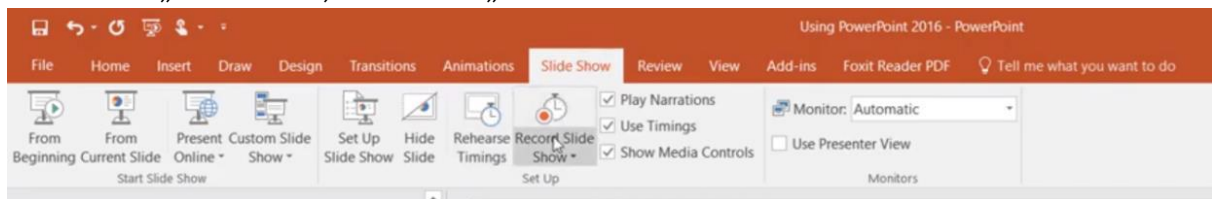
This guideline is a translation of the following website of Hamburg University:

<https://www.uni-hamburg.de/elearning/werkzeuge/autorenwerkzeuge/powerpoint-2019.html>

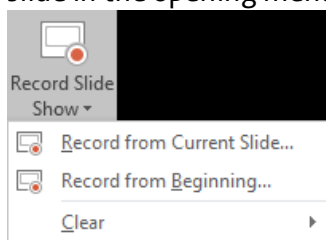
The translation was prepared with courtesy of Marcel Schäfer of DKFZ Heidelberg. Thank you very much!

General information: You can go to presentation view with the F5 key and leave it through pressing ESC.

1. In the tab „Slide Show”, click on the „Record Slide Show” button with the small arrow.

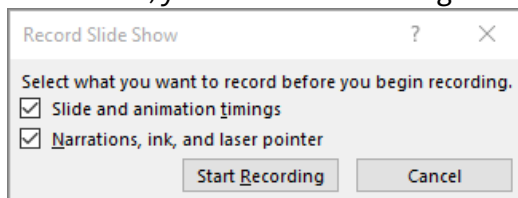


2. Choose whether the presentation should be recorded from the beginning or from another slide in the opening menu:

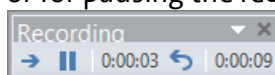


If you choose to record from another slide, select the corresponding slide in the left preview window and click on record.

3. Now a little window opens where you can choose what you want to record before you begin recording. Please tick the option “Slide and animation timings” (if not already selected). Afterwards, you start the recording with a click on the button „Star Recording”.



4. Now, your presentation is displayed in full screen mode. From now, the audio of the standard microphone will be recorded. In the top left corner there are options for going to the next slide or for pausing the recording.

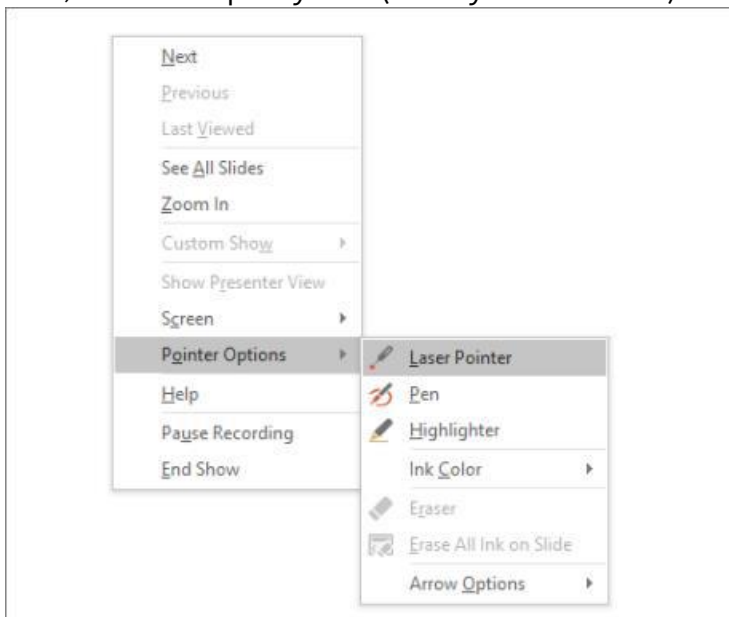


Additionally, the display duration of the respective slide is shown.

To set the display duration of the current slide, change to the next slide with the button „Continue”. Furthermore, you can click on a slide to go on the next slide.

Please make a clear speaking pause when changing slides. The audio information will be saved for every single slides. If you speak during changing slides, as it may be often the case in the lecture hall, you will lose a part of your words you said. Best is to give a try on how long the pauses should be by recording a test with changing slides and listening to how it sounds afterwards.

5. In the bottom left corner, there are additional useful presentation functions available. You can change slides here by clicking the arrows as well. If you want to add notes to the current slide, click on the pen symbol (third symbol from left) and choose one of the functions:

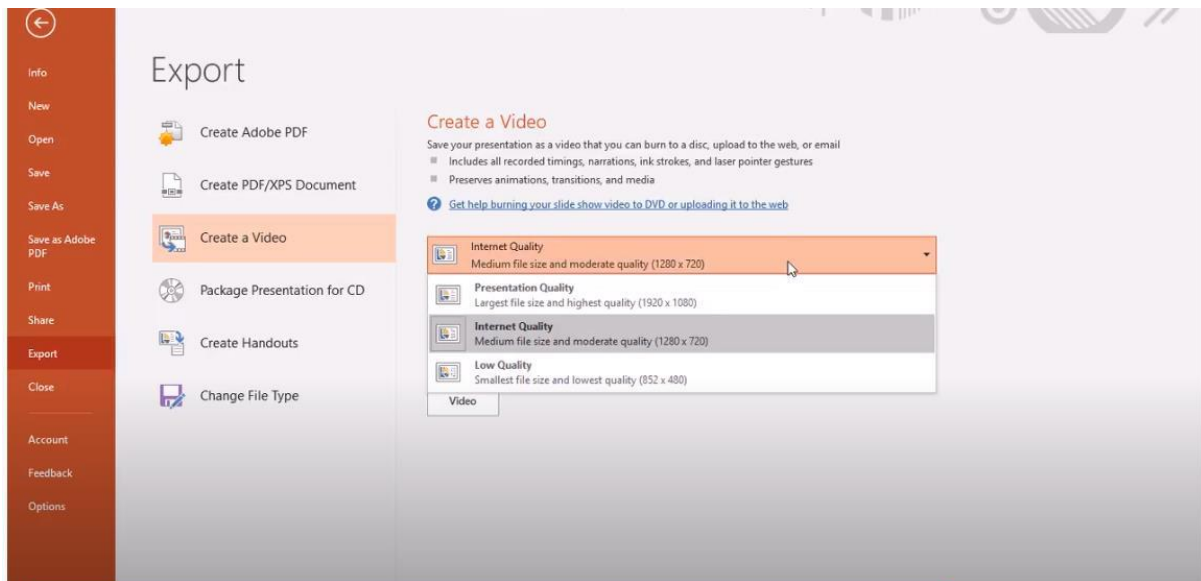


6. If you want to temporarily hide the slide, click on the symbol with three dots in the tool bar in the bottom left side section, move the cursor to the option „Screen” and choose one of the available functions.

7. Once you ended the last slide, the presentation will end automatically and PowerPoint returns to the main screen from presentation view.

8. If you want to make changes in the recording, repeat steps from step 2.

9. To export automatically the running presentation as a video file, select the "File" tab, click the "Export" button and select "Create video". Here you can choose internet quality (1280x720px). Higher quality uses more memory space. The lowest quality matches a DVD quality approximately. Low quality uses up to 4 MB storage per minute.



Please choose the video resolution (Internet Quality, medium file size and moderate quality (1280 x 720)) before exporting and decide whether notes and comments (markers, pens, laser pointer) should be exported as well (Default: „Use recorded time lapse and comments”). For standard quality the used memory is up to 4 MB per minute. Before closing the program wait until the saving process is completed since the file will not be saved completely otherwise.