Lecture recording with Office 2019
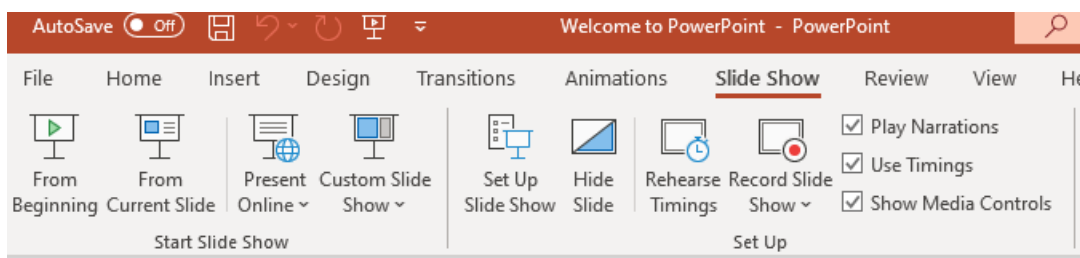
This guideline is a translation of the following website of Hamburg University:
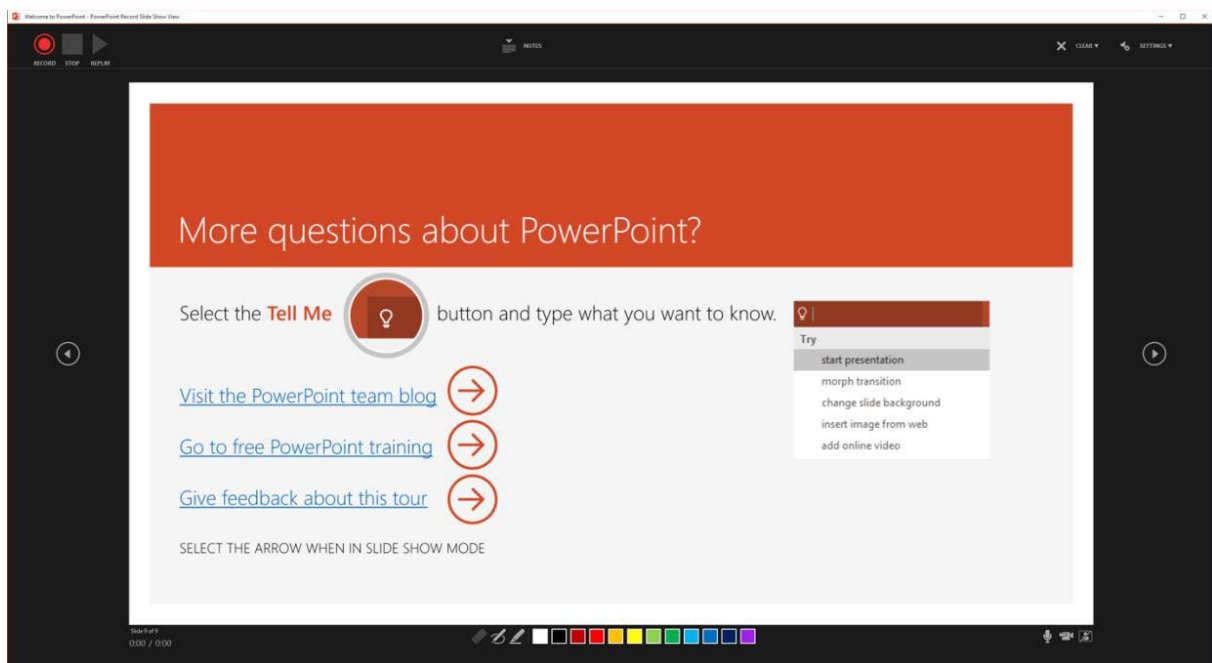https://www.uni-hamburg.de/elearning/werkzeuge/autorenwerkzeuge/powerpoint-2019.html

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.

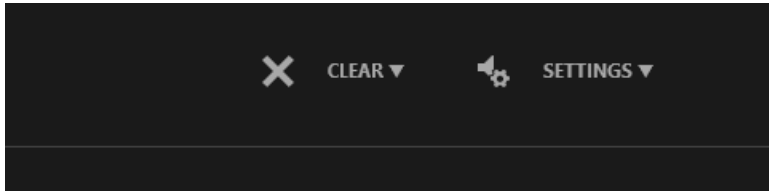In the tab „Slide Show", click on the „Record Slide Show" button with the small arrow.

This will open the presentation and recording display.

- On the top-left side, you can start, pause and stop recording
- On the top right side, you find the options button „Delete" and „Settings"
- The button „Delete" enables deleting the recording (some or all slides), possible notes and laser pointer movements.
- On the bottom right side, you see a preview of your camera. You can disactivate the camera and microphone by clicking on the symbols.
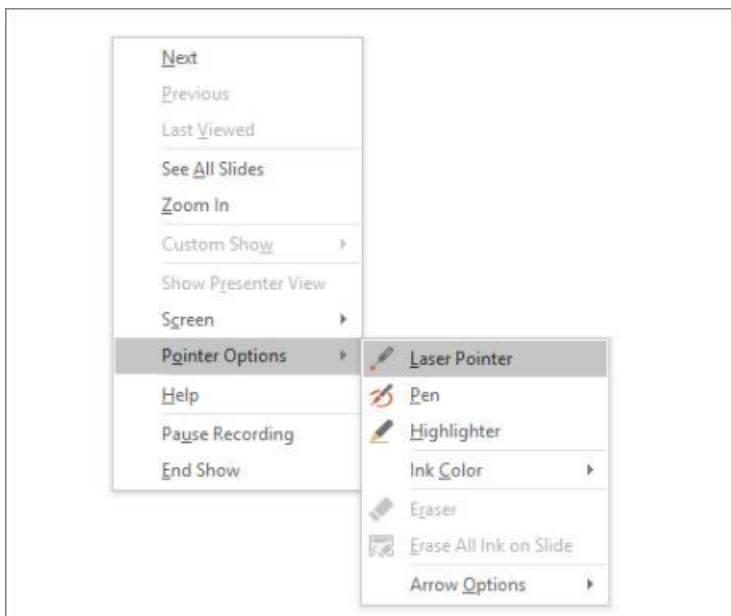
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In „Settings" on the top right side, you choose the camera and microphone which should be recorded:

Please make a clear speaking pause when changing slides. The audio information will be saved for every single slide. 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.
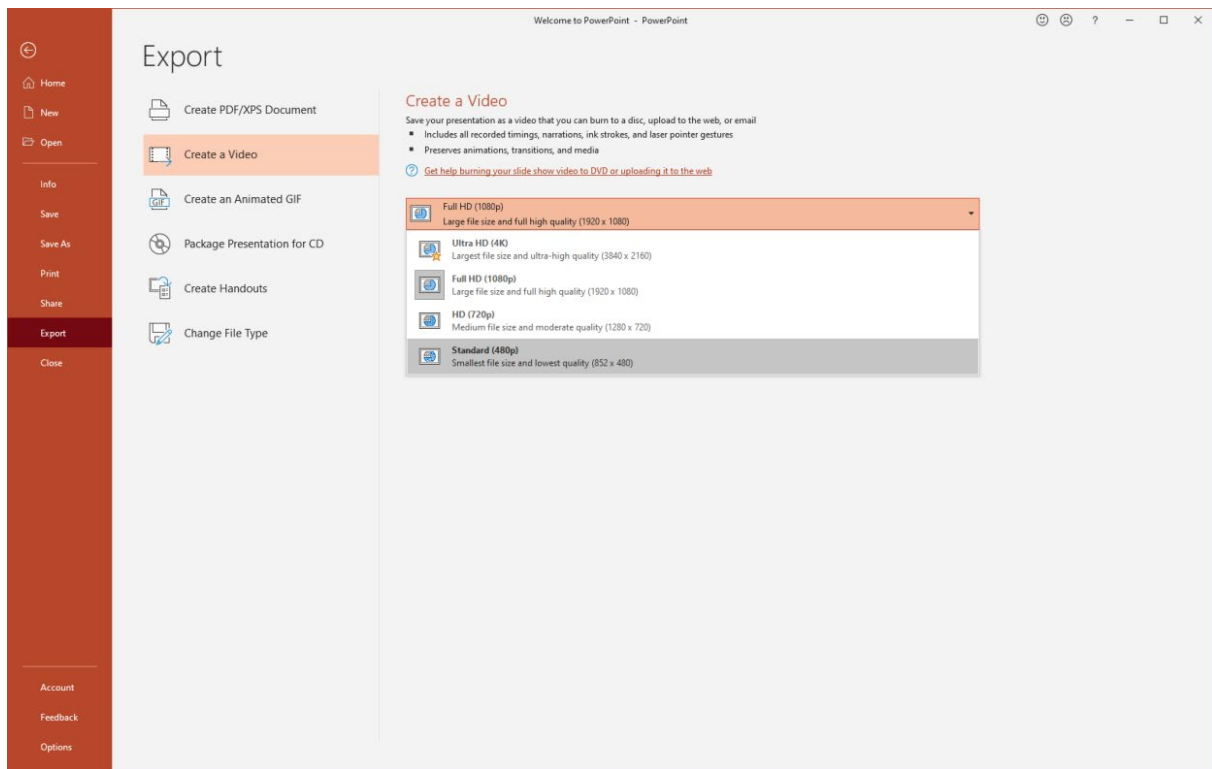
The mouse can be used as a pen, a marker and as a laser pointer whose movements will be recorded as well. To enable the laser pointer, please do a right-click and choose the option „Laser pointer" in „Pointer Options".

If you are done with your presentation, the recording will end automatically and be saved in the PowerPoint file. Your recording can also be played now.
To export the recording as video file, please select the tab „File" on the top left side and choose the submenu „Export". Here you choose the option „Create a video".

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Please choose the video resolution (HD 720p) 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.