

PowerPoint Recording Video to create an E-learning Video

- 1. Record a video of downloading data files from TCW site.
 - a. Open browser to <u>www.tcworkshop.com</u>
 - b. In PowerPoint Insert Tab / Media Group / Screen Recording



c. In the Recording Window-



- i. Turn off audio (if not needed).
- ii. Click the Select Area button and define screen capture area (Draw area to capture browser)
- iii. Click the Record button.
- iv. Go through the process of accessing data files from website all the way to finding the folder.
- v. Stop recording. (*Win* **-***Shift-Q*)
- 2. Click the Play button on the video to check recording. (Delete and re-record if necessary.)
- 3. Once the recording is correct, duplicate the slide five times so that there are six slides. (Select slide in slide list, *Ctrl D* will duplicate selected slide.)
- 4. Add blank slide before first video slide and then between each of the others.
 - a. On first blank slide add explanation of what the following video will cover.
 - b. On the blank before each of the remaining slides, add explanations.



- 5. Select first video slide
 - a. Activate Playback Tab/ Editing Group / click the Trim button.



b. Move the End trim point over to the frame when the Download link is shown and/ or clicked (there are blank site frames as link moves location). *Note the time.*

Trim Video			?	×
Screen Recording 6		0	Ouration: 0	00:05.333
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Start Time				nd Time
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- c. Select the next video slide, start trim to time noted and set end trim to next transition point.
- d. Continue for each video slide.
- e. Playback Tab /Video Options Group / Set all video Starts to Automatically.



6. Once all trimming is completed and explanation are in place, save the file.



Set timing

1. Slide Show Tab/ Set Up Group/ Rehearse Timings button.



a. The Timing window opens above a full screen view of the presentation and starts recording time.



- b. As you finish reading or watching a slide click the Next button.
- c. Work your way through the entire presentation then run the presentation to check timing.
- d. Click the close button in the Timing window, accept the slide timing.

Microsof	t PowerPoint	×			
The total time for your slide show was 0:00:04. Do you want to save the new slide timings?					
	Yes No				

- e. Preview the presentation to check the timing. F5
- f. If the timing needs further refinements, repeat Rehearse Timings procedure.
- 2. Save the file.

Exporting presentation as video.

1. Click the File Tab / Export/ Create a Video.

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🔂 Home						
🗅 New	Create Adobe PDF Create a Video	Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email				
Dpen	Create PDF/XPS Document Create PDF/XPS Document Create PDF/XPS Document Create PDF/XPS Document					
Info Save	Create a Video If If HO (1005p) Large file size and full high quality (1920 to 1000)	•				
Save As	Package Presentation for CD Use Recorded Timings and Narrations Slides without timings will use the default duration (set below). This option includes ink as	nd laser pointer gestures.				
Save as Adobe PDF	Create Handouts					
Print Share	Change File Type Change File Type					
Export	Publish to Microsoft Stream					
Close						

- 2. Set video size from dropdown.
- 3. Leave the Use Recorded Timings and Narrations as is.
- 4. Click the Create Video button.
- 5. Save it in appropriate location.