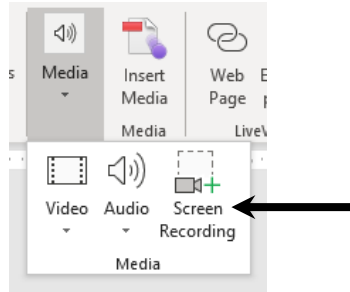


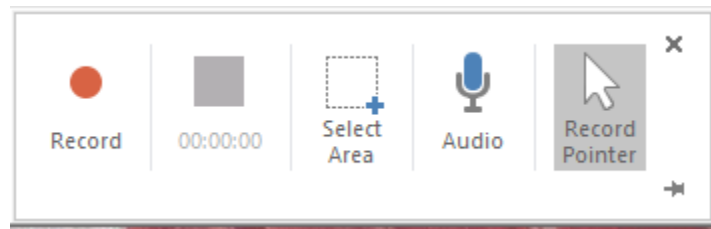
PowerPoint


Recording Video to create an E-learning Video

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



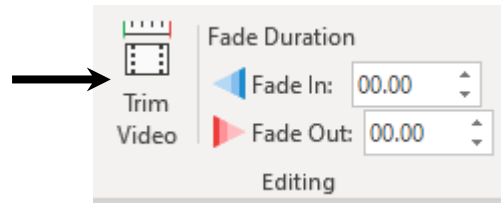
- c. In the Recording Window-



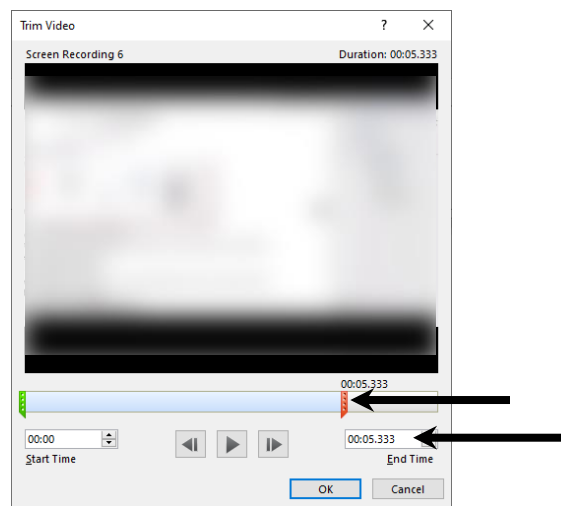
- i. Turn off audio (if not needed).
 - ii. Click the Select Area button and define screen capture area (Draw area to capture browser)
 - iii. Click the Record button.
 - iv. Go through the process of accessing data files from website all the way to finding the folder.
 - v. Stop recording. (**Win**  -**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-

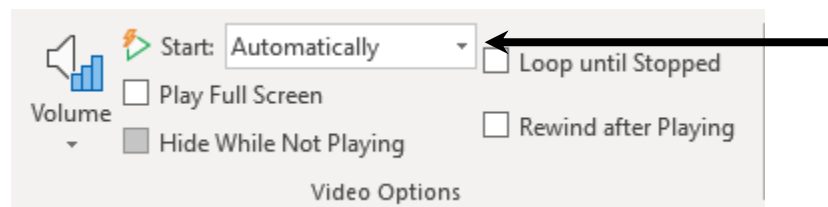
- a. Activate Playback Tab/ Editing Group / click the Trim button.



- 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.*



- 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.



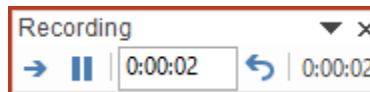
6. Once all trimming is completed and explanation are in place, save the file.

Set timing

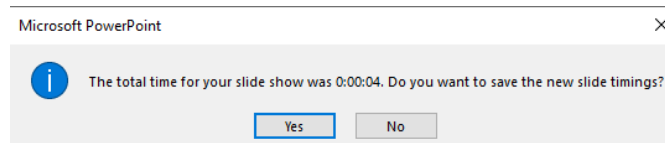
1. Slide Show Tab/ Set Up Group/ Rehearse Timings button.



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



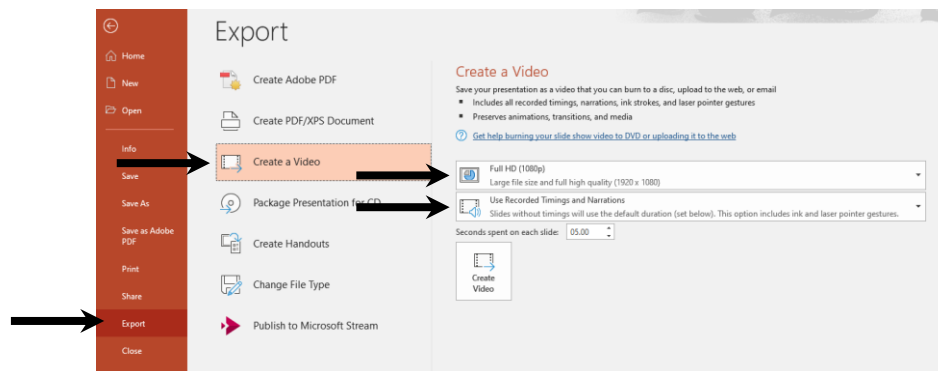
- b. As you finish reading or watching a slide click the Next button.
- c. Work your way through the entire presentation then run the presentation to check timing.
- d. Click the close button in the Timing window, accept the slide timing.



- 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.



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.