Tips for pre-recordings – SymPol/iMean 24-26 June 2021

Pre-recordings offer a possibility for attendees and presenters from other time zones to listen and comment on your presentation. Therefore we do encourage you to send us a pre-recorded version ahead of time if possible. It does not have to be a final version, neither is it mutually exclusive with presenting live at the conference, i.e. you can send us a pre-recording and still present live in your allocated spot.

If a presentation is available in pre-recorded format, it is marked with **[video]** in front of the title in the online program (not available in this pdf).

Once you click on the session itself, you will see a button which brings you directly to the video on the SWITCH platform.

What to keep in mind when preparing your pre-recording:

- the duration should be no longer than 20 minutes; shorter will be appreciated

- the videos will be hosted on a Swiss video portal for educational content SwitchTube, with servers located in Switzerland and compliant with Swiss data laws

- the links to videos are **accessible only to registered conference participants** in the conference agenda; if you have copyright and data protection concerns, consider presenting an abbreviated version

- we should be able to include most video formats, however, it is best if you could provide your video as either mp4 or avi (with a file size of up to 2GB)

- you have the option to provide subtitles for your video as a .srt or .vtt file

- access to the videos via the Conftool system will be closed a week after the conference is over and the videos will be deleted

- please send us your video until **20 June 2021** ([symbol-imean@unibas.ch),](mailto:symbol-imean@unibas.ch) using any file sharing system like WeTransfer, SwitchDrive, GoogleDrive, Dropbox, etc. If you are delayed, please alert us so that we can schedule time to upload your contribution.

There are several ways how you can easily pre-record your presentation, three of which we will explain in detail here: Voice-overs of PowerPoint presentations, recordings on Zoom, and on Microsoft Teams.

PowerPoint Voice-Overs:

There are two options of adding voice-overs to your PowerPoint presentation:

1) adding a voice-over to each of your slides
2) adding a voice-over for your entire presentation

1) Adding a voice over to each single slide:
   a. Select *Insert → Audio → Record Audio*.
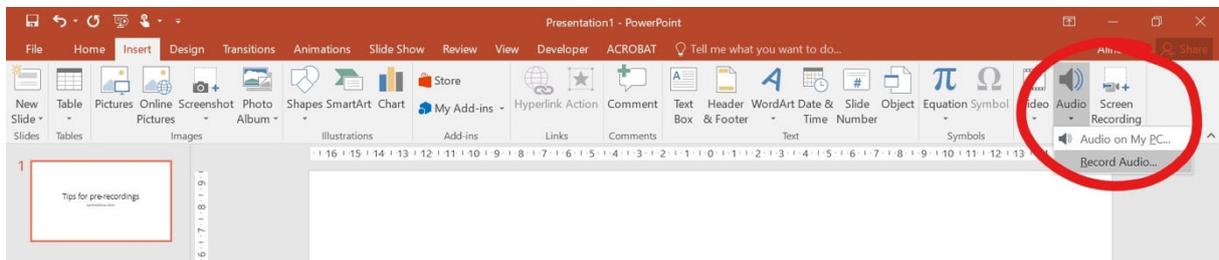
   b. A dialogue box opens → type a name for the voice-over narration and select the record button (red dot).
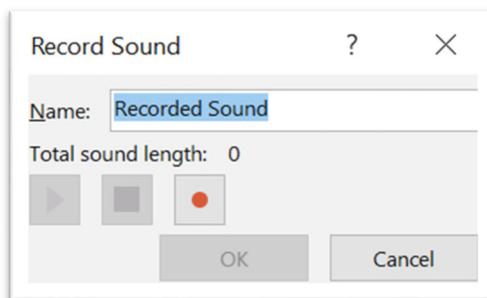
   c. Start reading your script. When finished, stop the recording by clicking *OK*.
   d. A speaker indicating sound appears at the center of the slide. You can review the recording by clicking on the sound indicator.

e. Do that for every slide and then save the presentation. The audio files are automatically saved within the PowerPoint presentation.
f. In order to turn the ppt file into a video, please follow these instructions.
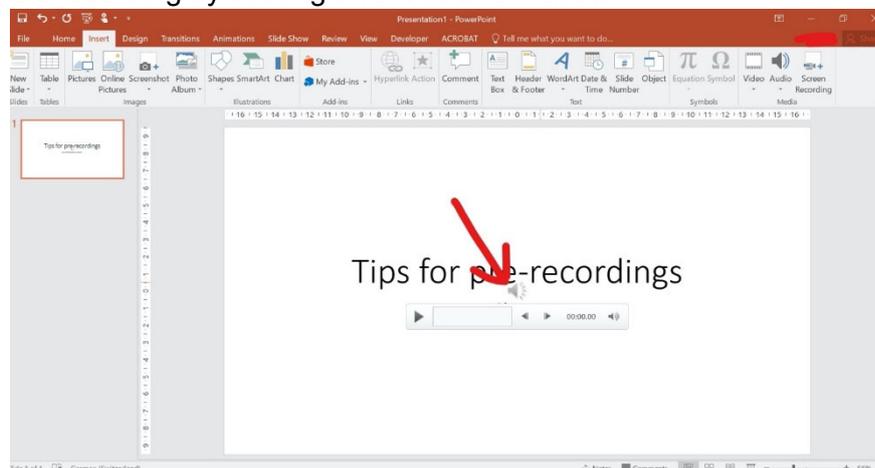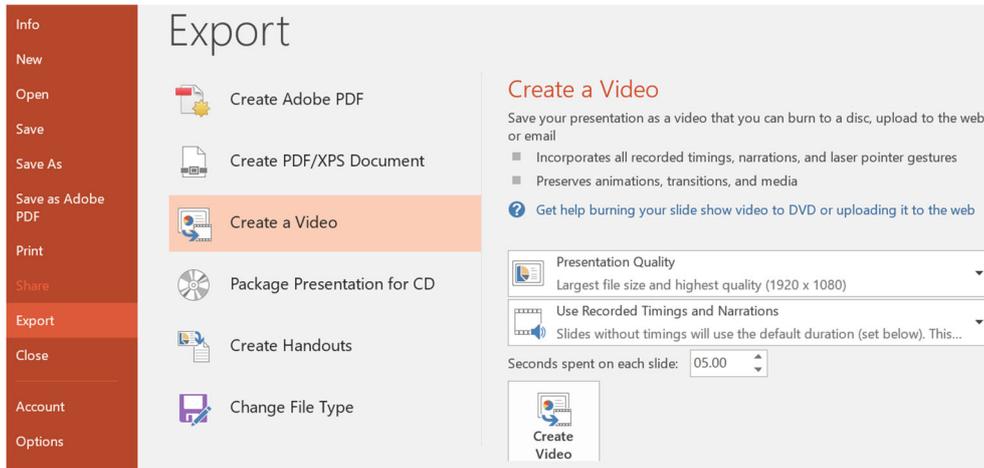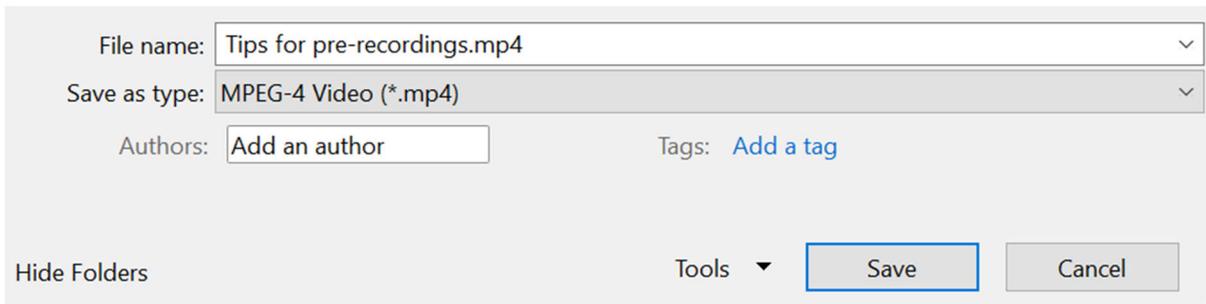   i. If you work on a PC, select *File,* go to *Export* and click *Create a Video.* Make sure that you have the highest presentation quality, and that you use recorded timings and narrations.

   ii. Click on *Create Video* and save your file as an mp4-file.

   iii. If you work on a Mac, you do exactly the same, but it looks a bit differently. Go to *File* and select *Export.*
   iv. A dialogue box opens, where you have to set the *File Format* as mp4, and make sure *Use Recorded Timings and Narrations* is ticked. Then save it as an mp4 file.
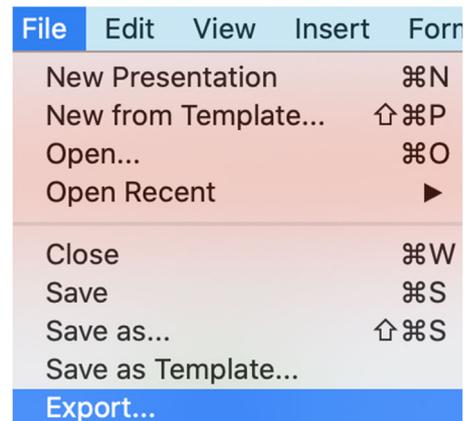
2) Adding a voice-over to your entire presentation:

    a. Make sure that you have selected *Normal* on *View*

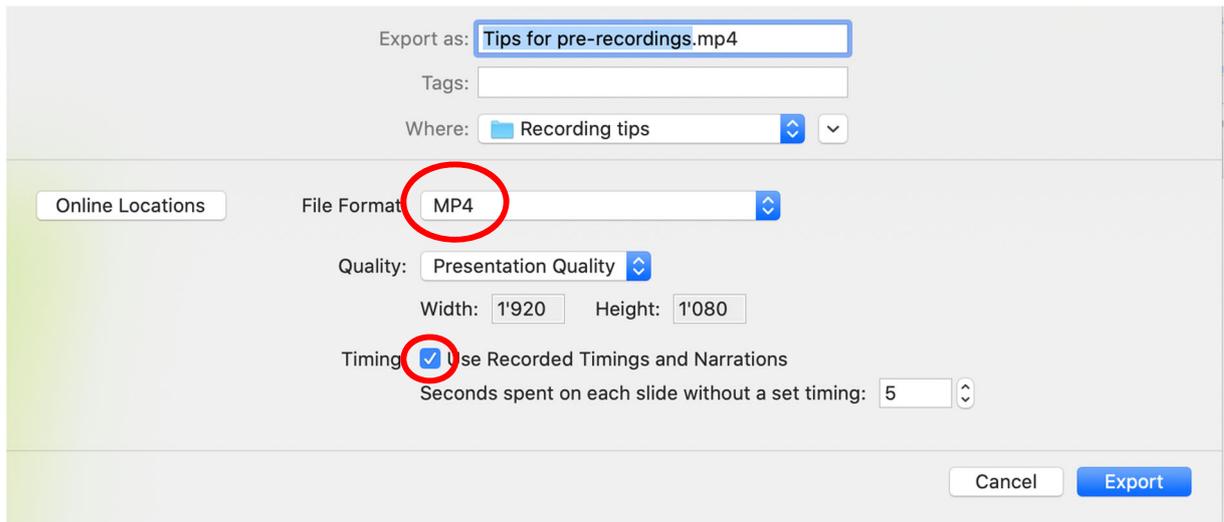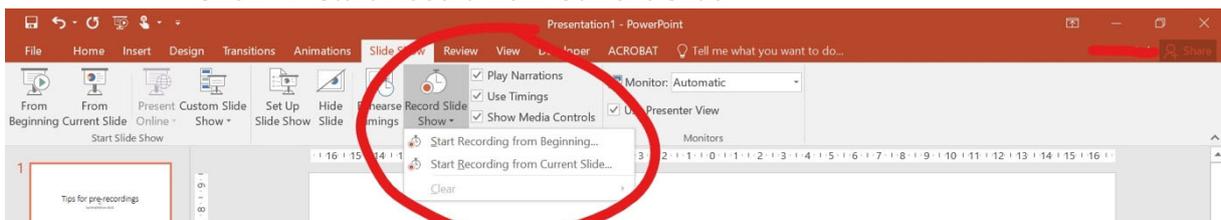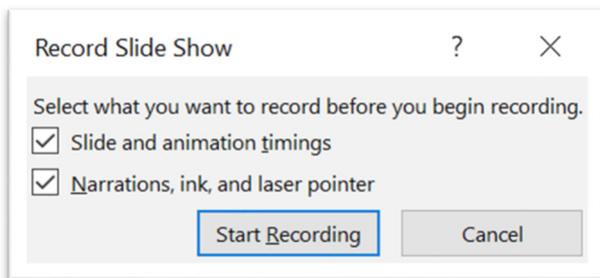   b. Choose the slide you want to start with, then select *Slide Show* → *Record Slide Show* → *Start Record from Current Slide*

    c. In PowerPoint 2016 and earlier, a dialogue box appears:

    d. Keep both boxes ticked. When you are ready, select *Start Recording.*

    e. This puts you in presenter mode, where on the top left you have the recording box:
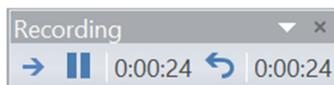
    f. You can pause the recording anytime in case you need a break by selecting the pause symbol. You can advance to the next slide by selecting the arrow symbol on the left. The bent arrow on the right lets you repeat a segment in case you have made mistake.

    g. Each time you have finished recording a slide, select the arrow on the left or press the space bar to get to the next slide. It is recommended that you do not speak while changing the slide so that your voice is not cut off.

h. You can press *ESC* anytime to stop the recording and return to the editing view of PowerPoint.
i. After recording You now can still correct mistakes or redo segments by selecting *Slide Show → Record Slide Show → Clear → Clear Narration on Current Slide.*
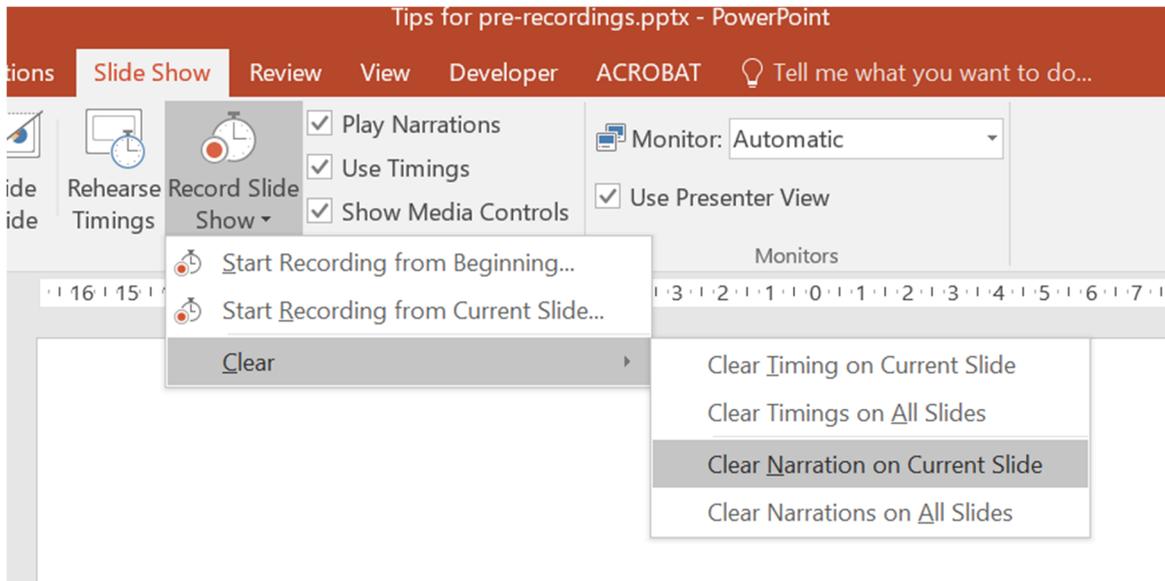
j. Save the Power Point file as an mp4-file following the instructions given above (*→ File → Export → Create Video/Save as mp4*).

Recording on Zoom:

This is recommended for people who already have a zoom account. Otherwise, you have to create a new (free) zoom account, where you can record yourself as well (https://zoom.us/). In order to record yourself, you are required to download the desktop version *Zoom Client* for your computer, or the Zoom app for your tablet or mobile device (https://zoom.us/support/download).

Once you have an account and are logged in on Zoom, start a new meeting (when you enter via web portal, select *host a meeting → with video* and then you get forwarded to the desktop version).

- Join with computer audio, but do test if speaker and microphone work well beforehand
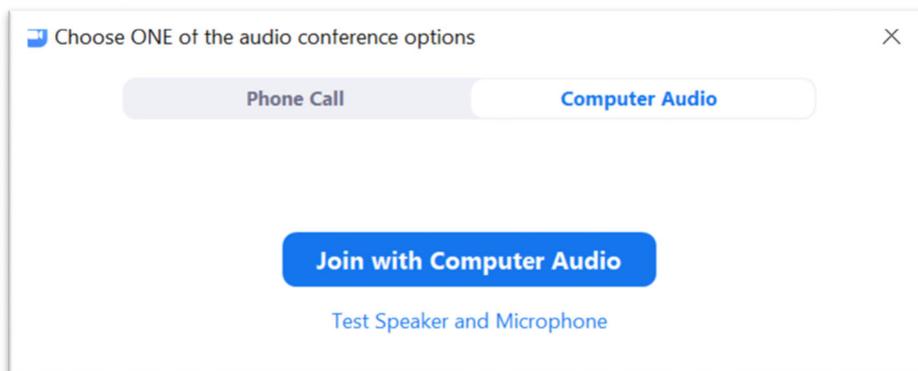
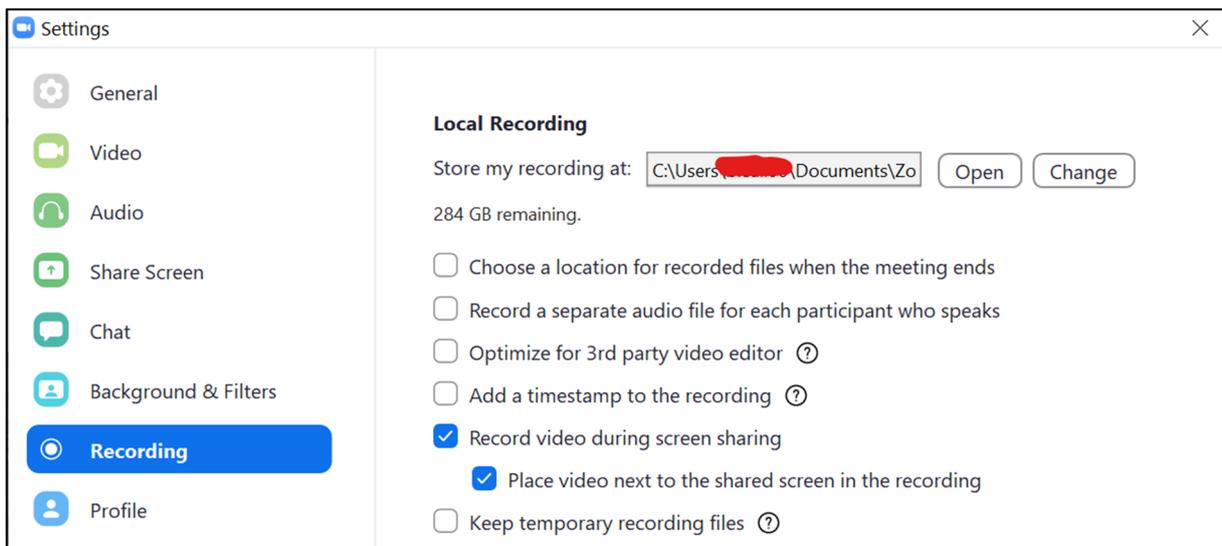Before you record, go to the settings to check your recording options. In order to get to the settings, select the arrow next to the video symbol and go to *Video Settings* (alternatively you can also select the microphone and go to *Audio Settings*).
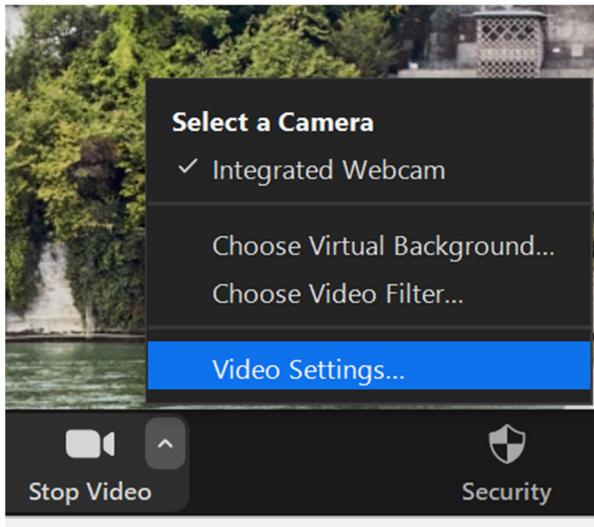
In the settings, go to *Recording.*

- Choose where you want to save your recording (or tick the box *Choose a location for recorded files when the meeting end*s)
- If you share the screen (i.e. to show your PowerPoint presentation), Zoom usually only records the shared screen with your voice-over. If you want to record yourself speaking as well, tick the box "record video during screen sharing" and the recording will look like this:
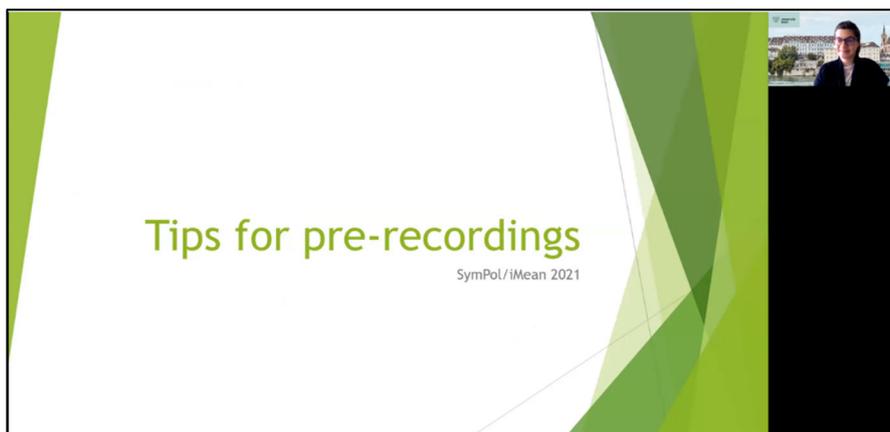
After having checked the settings for the recordings, go back to your meeting.

- Enter full screen (top right: *View → Fullscreen*)
- Start sharing your screen.
- Once you are ready to start your presentation, select *Record* at the bottom of your Zoom screen.
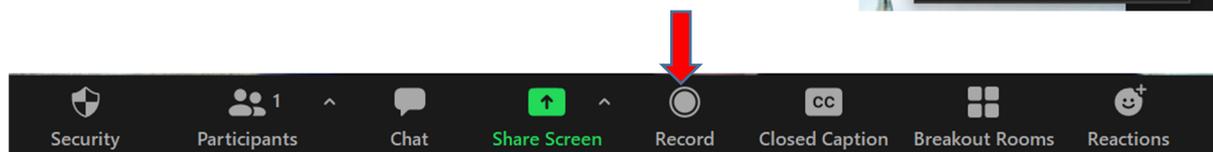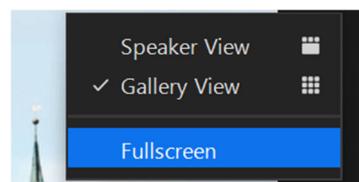
Zoom has the option of pausing your recording. In this case, it will cut together the recorded stretches in one file at the end.

When you are finished, end the recording by clicking on *Stop Recording*. Then you can end the Zoom call and Zoom will automatically convert your recording into an mp4 file and save it in the folder previously defined by you. Allow time for this and do not turn off the computer until the conversion has been finished.

Recording on Microsoft Teams

Recording on Microsoft Teams is not possible with a free account; therefore this is only an option for people whose university or organization already works with Microsoft Teams.

Within Microsoft Teams, you can record yourself by starting a new meeting → select *Join*

- Under → *More Action* select → *Fullscreen,* then select → *Start Recording*
- Share your screen and go through your presentation.
- Once you are done, stop sharing your screen and end the recording.
- The recording will be automatically saved in your OneDrive or your personal Online SharePoint, where you can download the mp4-file.
- For detailed instructions, see also: https://www.onmsft.com/how-to/how-to-record-pa-microsoft-teams-meeting