

Below we tell you how to make a movie with PowerPoint or Zoom. Be aware that depending on your PowerPoint-version the operating mode may be slightly different.

How to make a movie with PowerPoint?

Start first by making your slides in PowerPoint. Don't overload them with information and limit the number of slides.

Once you made your slides, you can start the recording. Authorize if needed access of PowerPoint to your (built-in) microphone.

For having your webcam window shown in the right corner of your audio-visual recording :

Versions 2016, 2019 and Office 356 of Powerpoint.

You can record video and/or audio narration as you run through your presentation. After you open your presentation go to Slideshow and press the Record Slideshow button.

In the settings of this window make sure that your current microphone and camera is selected.

The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



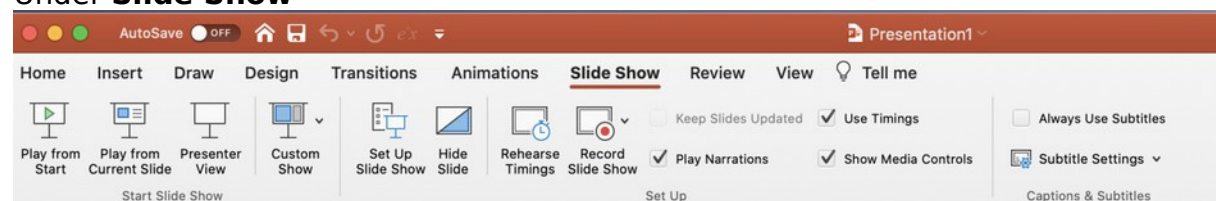
Please note that you can record over your slides when you forgot something. Press escape to go back to your presentation, which will show the webcam recording on the slides.

To save your recording go to :

file > export > create video ; and choose the option : "Record Timings and Narrations" , then save as an MP4 file.

For audio recording with slide show (Mac) :

Under **Slide Show**



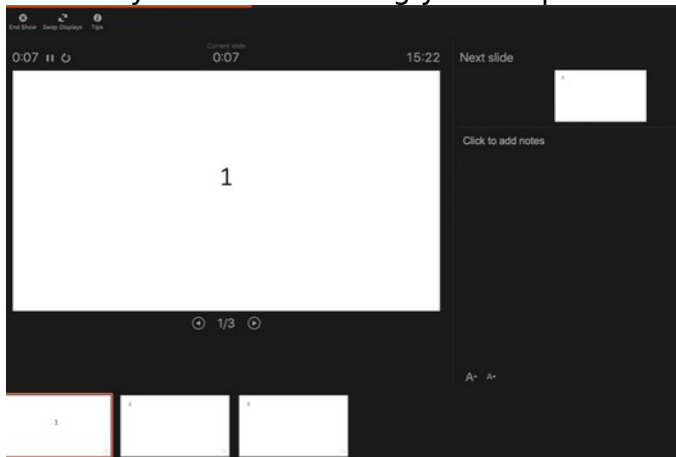
select **Set Up Slide Show** and set up as follows



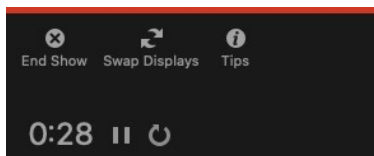
You can then start to **Record Slide Show**



As soon you start recording you will pass in the presentation view below

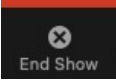


and you can operate PowerPoint as usual; your voice is recorded !

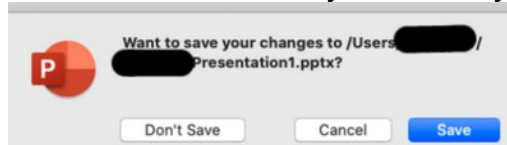


You can suspend and continue your registration by using the buttons

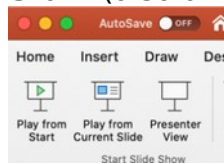


At the end of your talk, by pushing the *End Show* button  you stop the recording.

The software will ask you then if you would like to save your presentation

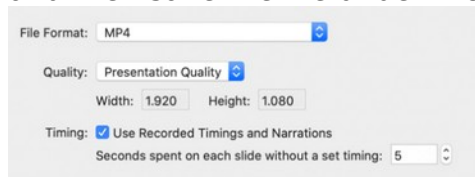


Once you saved it, you can verify your presentation by pushing **Play from Start** (also under Slide Show)



Saving the recording

Please, save your presentation for yourself as a ppt and save it also as a *movie* in a *mp4* -format. You need for this under **FILE** to choose **Export** and then save the file under the MP4-format



Check your mp4-file with your preferred mp4-file player.

If your mp4-file doesn't work as expected, please send your ppt (with the recorded speech) by WeTransfer or another file sending application to [<contact_raos@kaowarsom.be>](mailto:contact_raos@kaowarsom.be) and we will see if we can help you in any way.

Once your poster in pdf and your movie in mp4 are ready, you can transfer both to the Academy at the e-mail address [<contact_raos@kaowarsom.be>](mailto:contact_raos@kaowarsom.be). As the movie could be too large to be sent as an attachment, please send it by WeTransfer or another file sending application. We will send you a message confirming that the Academy received your documents.

To allow us to quickly process your files (ppt and mp4), we invite you to start both filenames with the surname of the first author.

How to make a movie with ZOOM?

One simple way is to create a zoom session (with both camera and microphone activated) in which you are the only participant.

- Choose full screen in the display menu.
- If you have slides (power point, pdf or any others), activate the document sharing function of zoom,

- then, with or without slides, start recording the session (in the plus menu, bottom right) and give your talk, changing your slides when needed;
- you have icons to control the recording (pause, stop etc) at the top left of the zoom window.
- Stop when your speech is finished. The recording is automatically converted to MP4 when you end the session (red button bottom right).
- This file is in a subdirectory of the zoom directory in Documents.
- Rename this MP4 file as <your surname>.mp4 and visualise to be sure it is OK: to allow us to quickly process your files (ppt and mp4), we invite you to start both filenames with the surname of the first author.

Where to send your files?

Send your files to slides@se4a.africa and to thomas.dewolf@kaowarsom.be and to marc.lobelle@uclouvain.be

Thanks !