

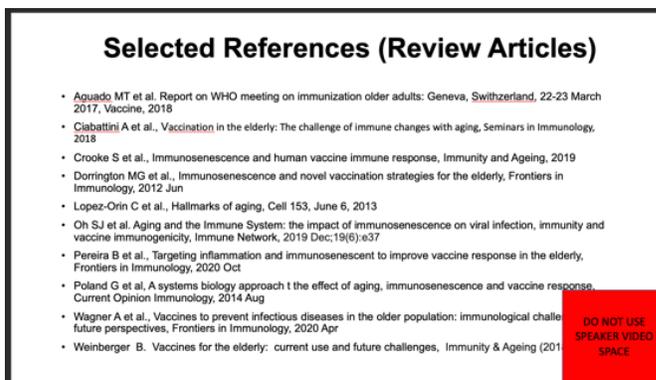


PC Instructions

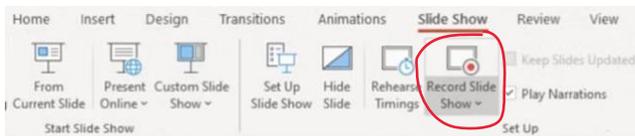
*NOTE: Make sure your Microphone is set up correctly. Right-click (or press and hold) the volume icon on the taskbar and select **Sounds**. In the Recording Tab, select the microphone or recording device you'd like to set up. Select **Configure**. Select **Set up Microphone**.*

Before you begin recording, create a copy of your Powerpoint presentation. This copy will be your slide-only original in case you need the original slides without audio.

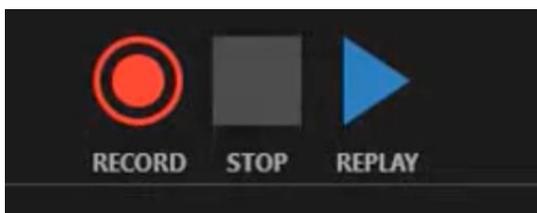
NOTE: If you will be recording your speaker video as part of your presentation, please ensure that you leave some space for your video recording to appear on your slide. Please see image below for reference on how much space to leave. PPT places your recorded speaker video in the lower-right hand corner by default. After you have completed your recording you may adjust the size and placement of your video recording on a slide by slide basis. Please see the "Presentation Tips" section for advice.



1. Prepare to Record—With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.



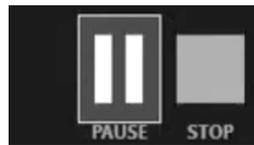
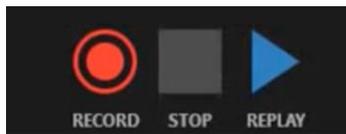
2. During the recording, at the top left corner of the window is the Recording toolbar, which you can use to:



You can **control your microphone and camera and the video preview function** by using the icons in the lower-right corner of the window.

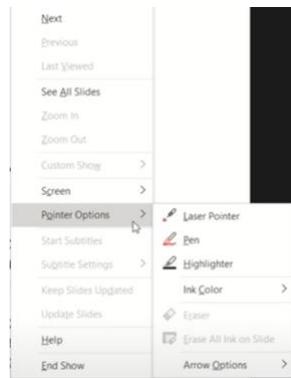


Use the icons in the upper-left corner to **record, stop, or replay** a recording.

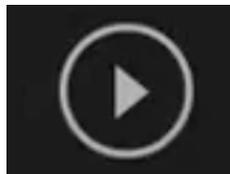
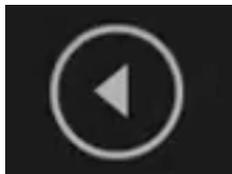


Note: when a recording is in progress, the record icon becomes a pause icon.

When you **right click**, you can access features such as the pen or highlighter tool and the laser pointer.



Use the icons to the left and right of the slides to move forward and backward in the presentation.

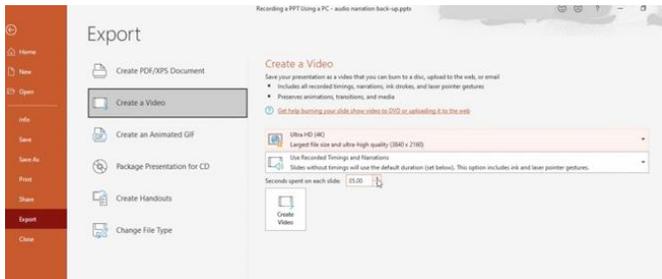


4. To end you recording, select **Stop** and exit out of Slide Show Recording mode.



How to Save a Video File from a PPT Recording

On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx). Click **File > Export > Create a Video**. (Or, on the **Recording tab** of the ribbon, click **Export to Video**.)



Note: This may take several minutes. A progress bar should appear at the bottom of the screen indicating that your video is being exported.



Presentation Tips:

It's Like a Movie: After completing your recording, play it back to ensure you are happy with the final product.

Back-Up: Before making any edits—create a duplicate version of your recording as a back-up. Just in case!

Moving a Piece: The recording that you make is tied to your specific slides. If for example you think slide #10 goes better as slide #15—simply reorder your slides as you would in a traditional PPT. (The recording will automatically reorder appropriately.)

Move Your Recorded Video—After you have completed your recording, you may adjust the size and location of your recorded speaker video on a slide by slide basis. Simply click on the recorded video thumbnail in your PPT to move it to its desired location. You may also resize the recorded video as you would resize an image. Consistency is important—you should only move/resize your video if necessary to accommodate information on the slide. SOT has created a Powerpoint template to help identify this space: <https://www.toxicology.org/events/am/AM2021/docs/SOT-Presentation-Starter-Template-with-Video-Space.pptx>

Re-Recording a Portion: Unhappy with a single slide? Simply re-launch the “Recorder” from the slide you wish to re-record. Select the option to “Clear Recordings on Current Slide.” Then, re-record your presentation for that specific slide—stopping the recording when you are done.