Overview

PowerPoint Show
- Your presentation should be recorded as a PowerPoint Show with audio that is saved as an MP4.
- A PowerPoint template using university theme and the Hauber logo will be provided.
- Please use the template for your title slide and overview slides (details below).
- Your PowerPoint Show should be no longer than 10 minutes for individuals or 15 minutes for team presentations.

Presentation Overview
- At the beginning of your live Q&A session, you will also provide a brief overview of your presentation for those who have not watched it in advance (3-4 slides, no more than 3 minutes). This should summarize key points.

Live Q&A Sessions
- Your presentation will be posted on YouTube and available as a static link for attendees to view before, during and after your live session.
- You will be assigned a 10-minute time slot for your live session including a brief overview of your presentation and a Q&A.
  - Moderator will introduce your presentation with your overview slide.
  - Presenter will have no more than 3 minutes to provide a summary of their presentation.
  - This will be followed by approx. 5 minutes for Q&A from attendees.
  - All live sessions will be recorded and available to all attendees after the conclusion of the session.

Tips & Tricks

Best Practices
- Use a headset to record your presentation and during the live Q&A if possible. The sound quality will be better.
- Remember to speak slowly and enunciate clearly.
- Minimize the amount of text on slides.
- Use bullet points.
- Practice, practice, practice!
- Review before submitting.

Visuals
- Align your graphics by selecting all objects then clicking “align” or “distribute” in the Format menu.
- Clearly label all charts and graphs.
- Use colors wisely and maintain a consistent font scheme with no more than two or three fonts.

Transitions
- Adjust transition timing for objects in slides using the tools in the transition tool bar.
- Practice speaking with timed transitions before recording.
- Note: Audio won’t record when slide transitions happen so let these play first before you start speaking.
HOW TO CREATE A POWER POINT SHOW

Video Link: https://bit.ly/2z9x6Xg

RECORD NARRATION AND TIMINGS

1. Select Slide Show > Record Slide Show.

2. Choose from two options:
   • Start Recording from Beginning - to record from the beginning of a presentation.
   • Start Recording from Current Slide - to record from a specific slide.

3. Select or clear what you’d like for your recording, and then select Start Recording.

4. Start speaking or add markings to your presentation.

Note: Audio won’t record when slide transitions happen so let these play first before you start speaking.

MANAGE RECORDINGS

There are different ways to manage recordings in your presentation:

• Pause - to pause a recording.
• Close - to end a recording.
• Laser Pointer, Pen, Highlighter, or Eraser - to use the pointer, ink, eraser, or highlighter tools in your recording.

REMOVE RECORDINGS

A sound icon appears on a slide to show when a recording is available.
You can also remove recordings from slides.

1. Select Record Slide Show > Clear.
2. Choose from four options:
   • Clear Timing on Current Slide - to delete timings on the current slide.
   • Clear Timings on All Slides - to delete timings from all slides at once.
   • Clear Narration on Current Slide - to delete narration on the current slide.
   • Clear Narration on All Slides - to delete narration on all slides at once.

SAVE RECORDINGS

When you’re done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

1. Select File > Save As.
2. Select where you’d like to save your presentation to.
3. Under Save as type, select the drop down arrow and then select PowerPoint Show.
4. Select Save.
HOW TO TURN A POWER-POINT SHOW INTO A MP4 VIDEO FILE

1. Create your PowerPoint presentation as normal and save it.

2. If you’re using narration for your presentation, record the narration and add timings to the slideshow.

3. Select the **File** menu and **click on export**.

4. Under the **Save & Send** menu, find and **click on Create a Video**.

5. Click on the **Full HD Displays** option to customize the video size and quality (small, medium and large size & quality).

6. Click the **Use Recording Timings and Narrations**. **Remember 15 minute max**

7. Click **Create Video** and another dialogue box opens

8. Enter appropriate filename and saving location to save your newly created video.