# **PRE-CONFERENCE: RECORDED SPEAKER PRESENTATION TIPS & TRICKS**

**RECORDING OPTIONS** (after composing your slide deck using the APC Annual Meeting PowerPoint Template)

A. Self-record using Microsoft PowerPoint's tool for voice-over narrations on each slide. Name your file in the following manner: Filename Code-LastName, FirstInitial KeyWordsofTitle.ppt *Example:* B14C.03\_Doe,J\_OverviewofAPC.ppt

How-To Resource:

Record Narration (from MS Office Support): <u>https://support.office.com/en-us/article/video-record-</u> presentations-2570dff5-f81c-40bc-b404-e04e95ffab33

Saving PowerPoint Voice-Over Narration As MP4 Video -

After you have recorded your voice-over narrations on each appropriate slide and have decided • it is ready to be saved as a video, click "File" -> "Export". The default settings on the right side of the screen should be correct and shown as below. If they are different, please adjust to what is shown in the below photo.

ကြ Home	Export	Athley Sanders - G1.1-Sanders, GMEASResources								
🗅 New	Create Adobe PDF	Create a Video Export your presentation as a video that you can share with others								
i⊇ Open	Create PDF/XPS Document	Includes all recorded timings, marrations, ink strokes, and laser pointer gestures     Preserves animations, transitions, and media								
Info	Create a Video	Learn more Full HD (10800)								
Save Save As	GIF Create an Animated GIF	Large file size and full high quality (1920 x 1080)								
Save as Adobe PDF	Package Presentation for CD	L								
Print	Create Handouts	Grate								
Share Export	Change File Type	Video								
Close	Publish to Microsoft Stream									
Account										
Feedback										
Options										

After adjusting the "Export" settings, select "Create Video". You should be able to export the presentation as an MP4 to your local files. Be sure that you are saving it with the correct file name and type, as shown in the below photo. \*It will take some time to save as an MP4.

→ Y APCMeetings > APC Dr	opbox > Meetings Management (APC Staff)	MP4 Videos and PP Pi	res > 2022 > 2022 Annual	Mtg Kecordings	~ 0	P Search 2022 Annual Mtg Rec		P 6:
rganize • New folder						E • 0		🌷 街
APC Dropbox Name	Date modified	Туре	Size					ictate Design
🔗 Equity Matters (I		Ne	o items match your search.				elect ~	Voice Designer
LCPI Website Phc			nena materyoar search				Editing	ioice Designer
👌 Journal - Special							and a	
A Meetings Manag								
8. Patient Safety Q								
OneDrive - Associ								
This PC								
3D Objects								
Desktop								
Documents								
- Downloads								
♪ Music								
E Pictures								
Videos								
Undows (C:)								
🥪 DATA (D:)								
Network								
File name: B14C.03_Doe,I_OverviewofA	APC					,	1	
Save as type: MPEG-4 Video								
Authors: Mel Limson	Tags: Add a tag	Title: Por	werPoint Presentation	Subject: Specify the subj	ect			
Hide Folders					Tools 🔻	Save Cancel		
	Ass	ociation of Patholog	gy Chairs + www.apcpro	ods.org/online-learning				

B. **Self-record your presentation using your platform of choice**, e.g. Zoom, GoToMeeting, WebEx, etc., with your full-screen PowerPoint file. Present for approximately the originally allotted time. Name your file in the following manner: SessionCode-LastName,FirstInitial\_KeyWordsofTitle.mp4 *Example: C1.5\_Doe,J\_OverviewofAPC.mp4* 

### How-To Resources:

## Zoom:

Recording: <u>https://support.zoom.us/hc/en-us/articles/201362473-Local-recording</u> Presenting a PowerPoint/Screen Share: <u>https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation</u>

#### GoToWebinar:

Recording: <a href="https://www.gotomeeting.com/webinar/resources/how-to-record-a-webinar">https://www.gotomeeting.com/webinar/resources/how-to-record-a-webinar</a>

### WebEx:

Recording: https://www.youtube.com/watch?v=mqJ1d7QwliM

UPLOAD your recorded PowerPoint presentation by the deadline into the APC Dropbox folder: https://www.dropbox.com/request/cikOC1cjka3ZHAIjcQoE.

Questions? Please contact: meetings@apcprods.org