



## PRODUCING YOUR WSC 2024 PRESENTATION FOR ENDURING CE SUBMISSION

We have chosen the audio-narrated PowerPoint as the format for your presentation for the enduring CE program. We want to replicate your live presentation as closely as possible in a way that would be easiest for you, with fewer potential technical problems. Adding audio is a built-in feature of PowerPoint and, as you will see it is easy to do. While adding video to your PowerPoint presentation is possible, audio-only is preferred since it is less disruptive to viewing the slides and the size of each file is much smaller.

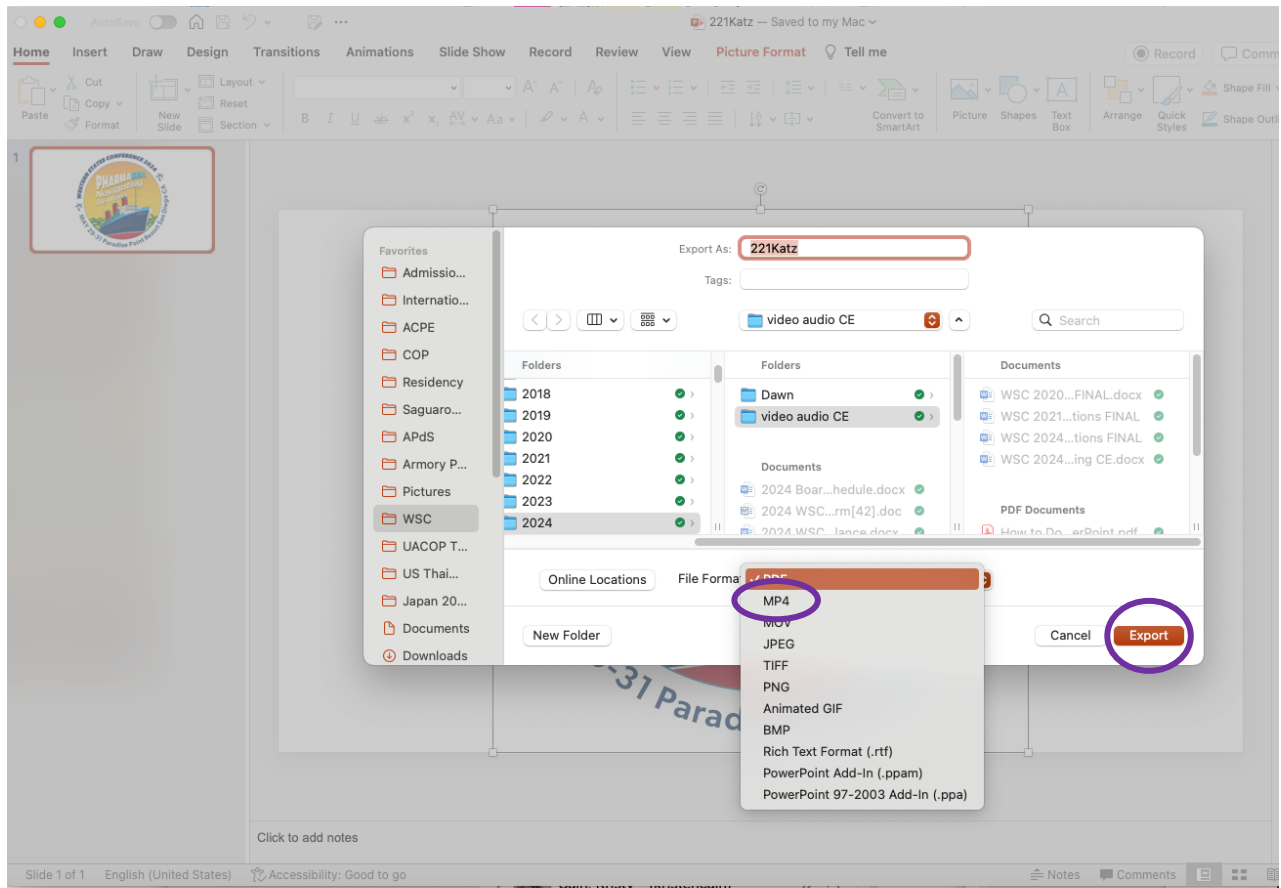
### RECORDING AND SAVING A NARRATED POWERPOINT WSC 2024 PRESENTATION

With an audio-narrated recording, we want to replicate your live presentation as closely as possible in a way that would be easiest for you, with as few potential technical problems as possible. Adding audio narration is a built-in feature of all versions of PowerPoint, and adding video or audio narration is easy to do.

While Windows and Mac versions of PowerPoint can record audio (and newer versions can record video narration), if you are a Mac user **you may need to use a Windows version to record your narration.** The reason is for the file-saving process. You must save your final narrated PowerPoint file as a video file, and for some reason only later Mac versions of PowerPoint or Office/Microsoft 365 allow exporting the native .pptx file to a video format. If the version of PowerPoint you are using has this feature, you are welcome to use a Mac to produce your narrated presentation. **You must save and submit your final presentation as an .mp4 video.**

## How can I tell if my Mac version of PowerPoint allows saving as a video file?

1. Open any PowerPoint file (.pptx preferred)
2. Click on File at the top left, then click on Export... on the drop-down menu
3. Click on the File Format menu
4. If you see MP4 on the dropdown list, you are good to go!

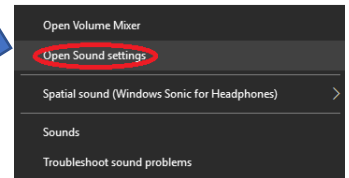


What follows are the step-by-step instructions. You should find this easy to do, but if you run into problems, first **READ THE INSTRUCTIONS and FOLLOW THEM**. If you still can't resolve the problem, contact Michael Katz at [katz@pharmacy.arizona.edu](mailto:katz@pharmacy.arizona.edu). There are many different versions of PowerPoint, and while the general process is the same for all, there are differences in menus or appearances among versions. Here are the steps.

1. Produce and finalize your PowerPoint presentation in the usual fashion on your preferred device (Mac is ok for this step regardless of your version of PowerPoint). Make sure you follow the WSC PowerPoint guidelines found at <http://www.westernstates-rx.org/powerpoint>. Note that the PowerPoint file upload process may be different from previous years, and so make sure you follow those detailed instructions. The file you upload will be the file that will be viewed by Enduring CE users, so make sure it is truly your final version (project preceptors, RPD have approved).

2. If you produced your PowerPoint on a Mac and your Mac version of PowerPoint does not allow saving as an .mp4, use a Mac with a more up-to-date version of PowerPoint OR copy it to a Windows device. You will want to have at least 3 copies of your final presentation file saved— one as a test file to record practice and test audio sessions, a 2<sup>nd</sup> that will be your final narrated file and a 3<sup>rd</sup> as a backup of your original file. Make sure you have your backup saved to the Cloud or a USB drive in case you have a computer disaster.
3. Recording audio requires a microphone! Most laptop and desktop computers have a built-in mic. You will find that the quality of the audio will be improved if you use an external mic or mic/headset (USB or Bluetooth), and you may want to check with your RPD, preceptors or IT group to see if you can borrow one. While such mics are not very expensive (\$20 and up on Amazon), we do not want you to go out and buy a mic just for this, and the built-in mic will be adequate.

Whichever mic you use, you will want to make sure it is working and the volume high enough. To do so, right-click on the sound icon at the bottom right of your Windows screen and then click on Open Sound settings



If you are using an external mic, make sure it is selected as the input device, click on Device properties

Input

Choose your input device

Microphone (High Definition Audi...)

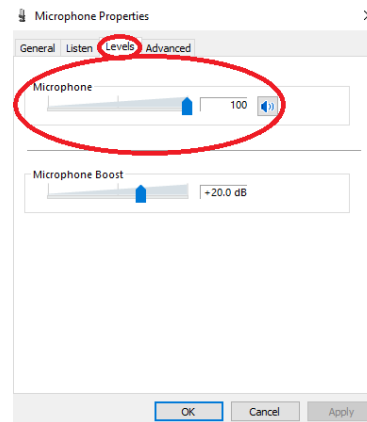
Some apps are using custom input settings. You can personalize these in app volume and device preferences below.

Device properties



Make sure your mic is not muted!

Click on Levels and slide the mic volume to 100%.



4. Now you are ready to record your audio or video narration. A few tips:
  - a. Before you start recording, go back to the Sound Settings (right click on the sound icon at the bottom right of your screen). Scroll down on the Sound window so you can see Test Your Microphone. Speak a sentence of two in your usual presentation tone and volume, and you should see the blue sound bar respond to your voice—it should go at least an inch. It would help, if you are using the built-in mic on your computer to know where it is (typically at the top of the screen near the camera) and speak directly towards the mic (but not too close!)
  - b. Your presentation will be more polished and flow better if you use a script or detailed outline (you don't want to sound like you are reading from a script, though), or if you have a dual monitor set-up use Presenter view. If it feels more natural to you, have someone in the room you can present to.
  - c. Record your presentation in a quiet room with minimal background noise. The mic will pick up all background sounds which will distract from your presentation. Same with shuffling a paper script or notes. If you use your keyboard to advance your slides, do it gently since the mic will pick up your banging on the keyboard to advance.
  - d. Consider at least your first try to be a practice run to make sure the recording is easy to hear and so you get more comfortable with the process. Make sure you have several copies of your PowerPoint file!

## [RECORDING YOUR PRESENTATION](#)

**(detailed instructions from Microsoft for Mac vs PC and different versions of Powerpoint can be found by clicking on the above hyperlink)**

Newer versions

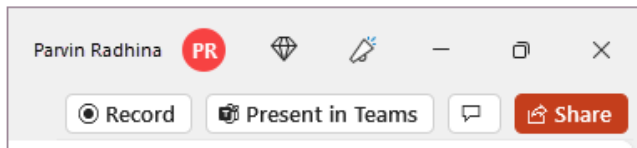
Office 2016 - 2019

macOS

Office for Mac 2019

Web

All recording tools are in the Record tab in the ribbon, but you can start by selecting the Record button.



You can also record by selecting one of the options in the Record section of the Record tab.



If you have notes in your presentation, they're turned into text at the top of the screen so you can use them like a teleprompter as you record.

**Note that you will only be recording audio.**



1. When you're ready, select Start recording and a countdown will begin.
2. Use the onscreen laser, colored pens, or highlighters in the tray below markup slides and it'll rec as well.
3. To record narration for a specific slide, use the previous or next arrows.

Note: Narration won't record during slide transitions so let those play first before you start speaking.

4. Pause the recording as needed or select Stop if you're done.
5. To review the video, select the Play button.
6. To quickly delete and re-record your video on current slide or on all slides, select Delete. While Clear will delete the recorded narration, Reset to Cameo additionally replaces the recorded narration with the camera feed for an easy retake.

3. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



- The current slide is shown in the main pane of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any [Animate text or objects](#) steps that occur, and the use of any triggers on each slide.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.

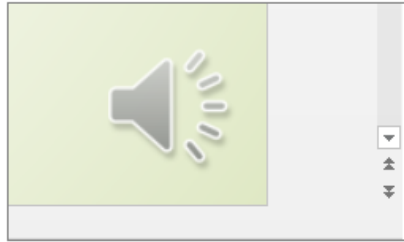


If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

You can also re-record by going to **Slide Show > Record Slide Show**.

4. You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. There are also color selection boxes for changing the color of the ink. (**Eraser** is grayed out unless you have previously added ink to some slides.)
5. To end your recording, select the square Stop button (or press S on your keyboard).

When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.



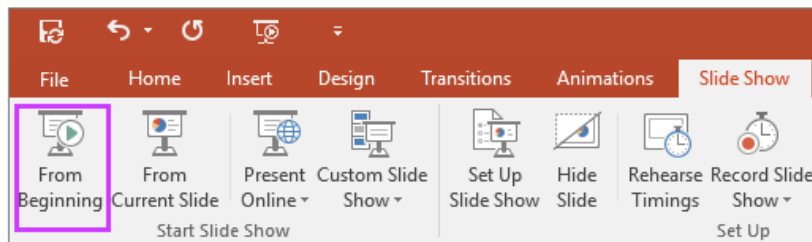
The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a video with a few extra steps.

## Preview the recorded slide show

On the **Slide Show** tab, click **From Beginning** or **From Current Slide**.

During playback, your animations, inking actions, audio and video will play in sync.

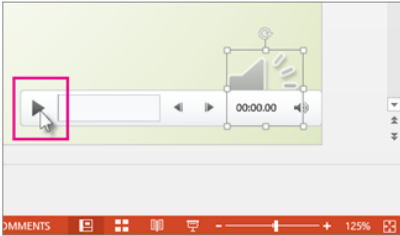


## Preview the recorded sound

In the Recording window, the triangular **Play** button near the top left corner lets you preview the recording of the slide that currently has the focus in that window.

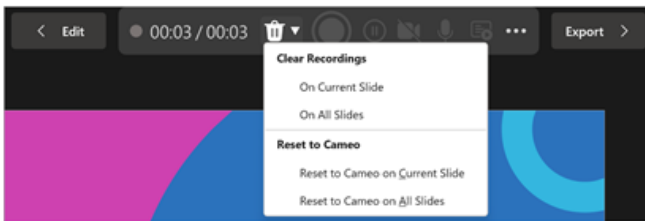


In **Normal** view, click the sound icon or picture in the lower-right corner of the slide, and then click **Play**. (When you preview individual audio in this way, you won't see recorded animation or inking.)



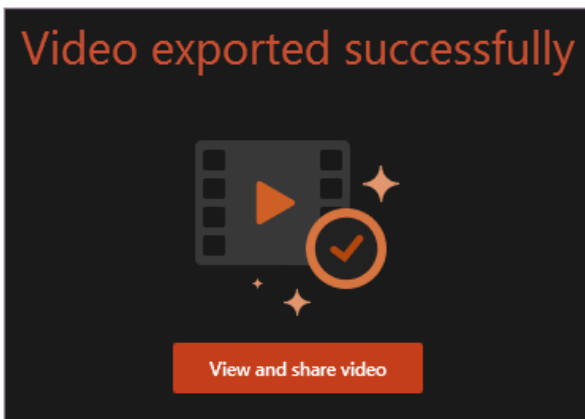
You can pause playback while previewing the audio.

- Delete the timings on the currently selected slide



7. When you're done, select **Export > Export Video**.

3. After you successfully export the video, you can view the video by selecting **View and share video**.



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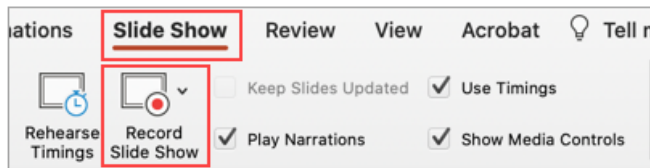
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## Record your slide show

1. On the **Slide Show** tab, select **Record Slide Show** to start recording from your current slide.






2. Toggle video and audio options in the **options** dropdowns in the recording toolbar.







To record your narrations with audio only, click the video button  to toggle the camera off



3. Use the **record** , **pause** , and **resume**  buttons to control narration and navigation recording.

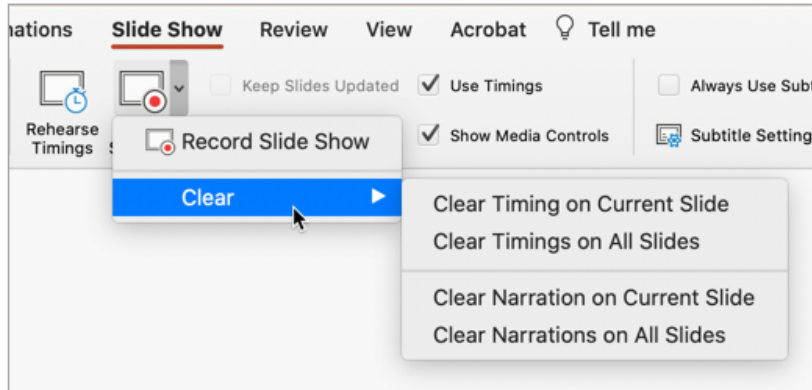
**Tip:** Customize your Record Slide Show experience by resizing the next slide and notes pane.

4. After clicking the **stop** , use the **play**  button to preview what you recorded on the current slide.
5. If you would like to rerecord your slide, click the **trash can**  button on the left of the record button to delete your existing recording, then click the **record**  button again.
6. Once you exit the Record Slide Show experience with the Esc key or by clicking **End show**, you will see narration (audio/video) applied to your slide along with the proper slide timings and ink animations.

**Tip:** Audio, video, and inking elements can all be resized and moved in edit view after recording.

## Clear timings or narration

- On the **Slide Show** tab, under **Record Slide Show**, select **Clear**, and then select one of the following: **Clear Timings on Current Slide**, **Clear Timings on All Slides**, **Clear Narration on Current Slide**, or **Clear Narrations on All Slides**.



## Keyboard shortcuts during the recording process

Task	Keyboard Shortcut
Advance to the next slide or animation	N Click Spacebar Right Arrow Down Arrow Return Page Down
Return to the previous slide or animation	P Delete Left Arrow Up Arrow Page Up
Toggle screen blackout	B . (period)
Toggle screen whiteout	W , (comma)

End slide show	Esc Command+. (period)
Erase drawing on screen	E
Go to next slide if hidden	H
Change pointer to pen	Command+P
Change pointer to arrow	Command+A
Hide arrow on mouse move	CONTROL+H
Shortcut menu	CONTROL+click

# Recording tips

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.
- You can't record *narration* in PowerPoint for the web. Use a desktop version of PowerPoint to record your narration.
- You can adjust and edit the size of video and ink in edit view.
- If it's possible that your audience may use PowerPoint for the web to experience the recording, use the transitions that are supported by PowerPoint for the web (Cut, Fade, Push, Wipe, Split, Random Bars, Shape, Morph).
- Presentation recording works best with touch-screen PCs that have a web camera.
- Use video preview to make sure everything is set up correctly before recording.
- For slides that you want to record gestures (such as ink) on, make multiple copies of the slide so that you can easily record multiple takes. Then delete the extraneous slides when you're done.
- Record a few seconds of silence by turning off audio and video to advance after a set time.
- For higher quality, use an external web cam and/or microphone.

Built-in cameras and microphones are suitable for most tasks. But if you want more professional-looking video, consider using an external web cam, if you're able. If you're using PowerPoint on a tablet or laptop and you're inking with a stylus, an external camera and microphone allows you to minimize stylus noise.

- As soon as you finish your first slide recording, play it back.

Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.

Be conscious of your final slide. If you advance from your final slide you will exit Slide Show mode and the **recording will immediately stop**. While on your final slide, make sure you have completed your conclusions, made your thanks and welcomed virtual questions if available before you exit the slide show and end the recording. After you are done and have exited Slide Show mode, save the file in the usual way (this is not the final version you will upload).

Go ahead and view and listen to your entire test file. Is the audio loud and clear enough? If not, try increasing the playback volume in the computer sound settings. If the volume is up and your voice is still too faint, you are going to need to speak louder during your presentation. If you can hear no audio, recheck the mic settings as above.

The narration for each slide is recorded independently, so if you want to re-record 1 or more individual slides, that is easy to do. You won't need to re-record the entire presentation. During your presentation, if you flub narrating one slide, while you are still in Slide Show recording mode, click on the Re-record button on the Recording control. The recording will pause, the timer will go back to 00:00, then click Resume Recording. You can then re-record that slide and continue the rest of your presentation.

If you want to re-record a slide for any reason after the entire presentation is done, go to the slide you want to re-record, in the Slide Show tab click the down arrow in Record Slide Show, select Start Recording from Current Slide. Record your video and/or audio for that slide and when you are done Esc from Slide Show.

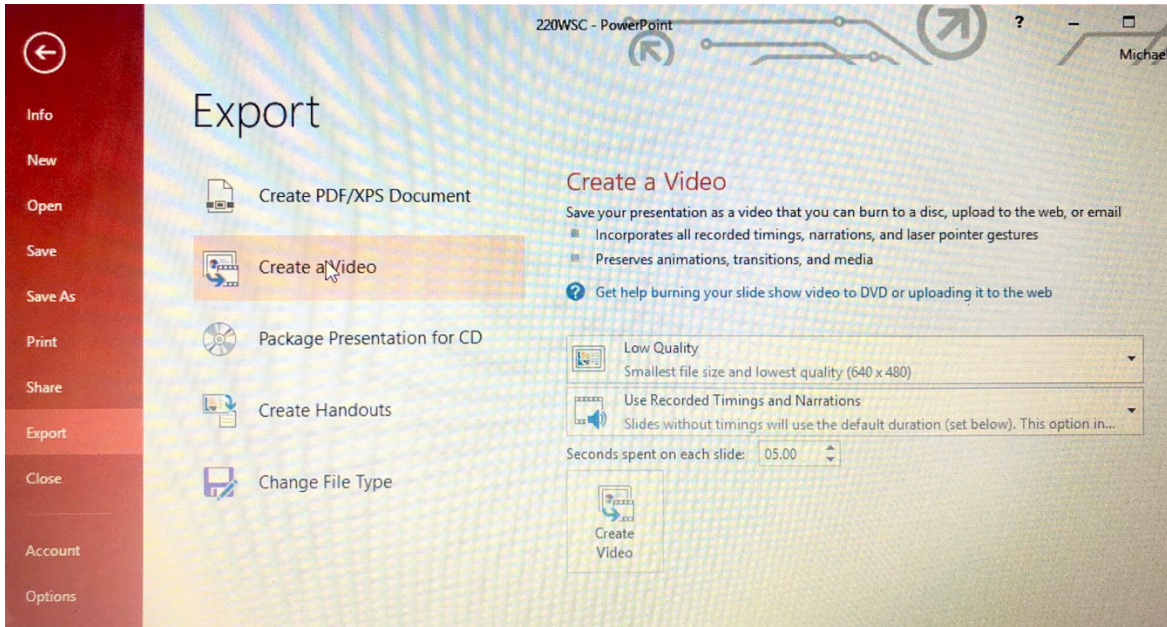
Once you are comfortable with the process of recording your narration, open a fresh version of your PowerPoint file and complete your presentation. **Remember, your presentation should be 15 minutes (+/- 1-2 min) in duration.** Save the completed presentation in the usual way, and then view and listen to each slide in Slide Show mode. Once you are satisfied with your narration, you will need to save your file as a video

5. Exporting your PowerPoint file as a video will allow your presentation to be viewed in the same way you presented it. To Export as a video, click on the File tab at the top left of the PowerPoint window. Depending on what version of PowerPoint you are using you should see an Export (2016 and newer versions of PowerPoint) or Save and Send (pre-2016), which will then give you the choice to Create A Video. Do not use the Save As function to do this since you may not have the ability to customize the file. **Choose .mp4 as your Export file type.**

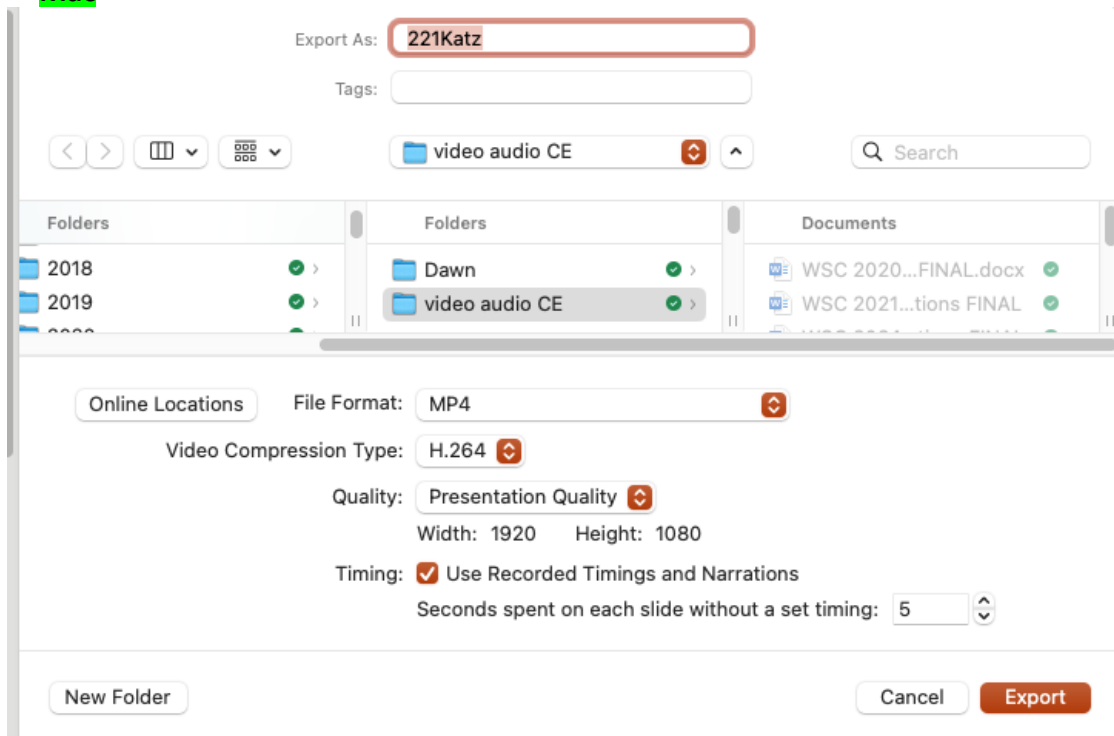
Choose the lowest resolution video offered. Since you are not recording video, higher resolution is not necessary and will result in a MUCH and unnecessarily larger file size.

Make sure you save the file at a low resolution such as 480p since higher resolution files will be much larger, take much longer to produce and much longer to load from the conference file site.

## Windows



## Mac



Make sure it is set to Use Recorded Timings and Narrations. Ignore the Seconds spent on each slide box. If you are given a choice of file format, again, choose .mp4 since that is the most universal video file format. Click on Create Video or Export, and save it in whichever folder you want. **Make sure you name the file as the required WSC convention—only your presentation number and last name, i.e. 220Katz.** PowerPoint will start creating the video, and you will see a progress bar at the bottom of the slide window. Creating the video file **TAKES TIME**, usually at least 5 minutes, depending on file size and speed of your computer. After your video file is completely done, go ahead and open and view it (every computer should have a built-in video viewer, and all can run .mp4 files) so you can see what the WSC attendees will be viewing. If all seems OK, **SUCCESS!** You will be ready to upload your file per the instructions provided by WSC, and that process will be covered in a separate document.