



information from imagery

## **Guidelines for self-record**

# **5 tips for a successful video conference!**

# 1. Best Camera

## 2. Sound Quality

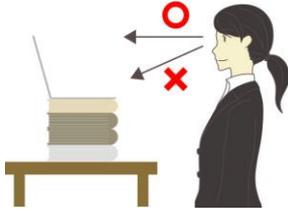


We strongly recommend that you use a quality webcam. Built-in camera do not typically deliver as good quality as separate webcams.



Please use a headset, earbuds, or external USB micro to detect unnecessary noises and sounds.

# 3. The Right Position



It is important to face the camera at eye level.  
If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera at eye level.

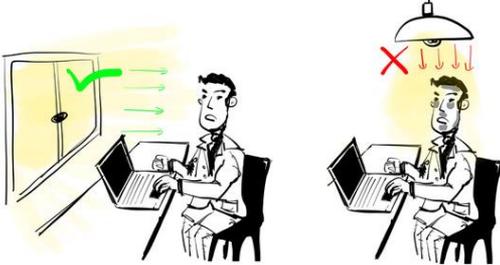


Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.



An ideal view would be from about mid chest to just above your head.

# 4. The Perfect Lighting



The lighting should be facing you and not coming from behind, as back lighting will make you appear dark.

The easiest is to set up facing a window.

If you cannot face a window, or if the window must be behind you, consider getting a small LED light or lamp to place on your desk facing you.



## 5. The Ideal Room Background



Try to set up in a room that has the lowest chance of you being disturbed.

It is also great to have some personal items behind you, but make sure that it is not so much that it is distracting.

When possible, give yourself some space between you and the wall behind you.

# **Record your presentation**

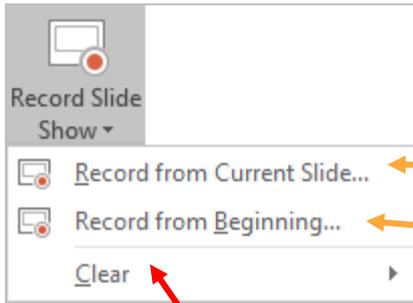
# Self-Record

When you have finalized your PowerPoint :

- Open your file and select « Diaporama »
- Click on « Record diaporama »

A drop-down menu appears to either record from the current slide or from the beginning of the presentation.

Choose the option you prefer to start recording



Option 1

Option 2

**Recommended  
format 16:9**

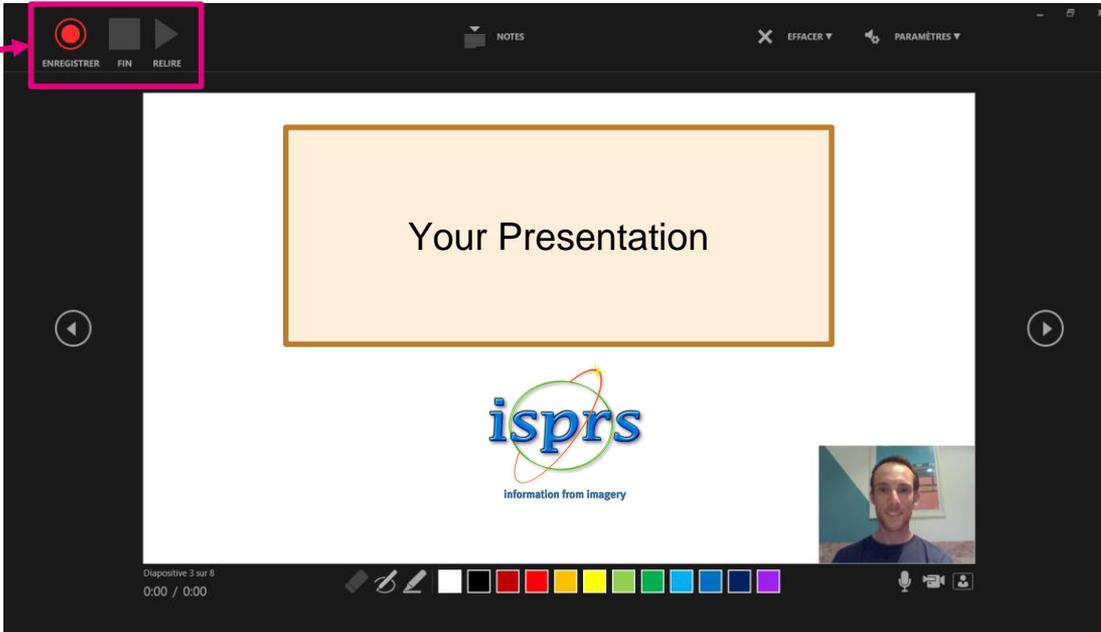
Recording time (max):  
**10 minutes+ 2 minutes**  
of additional time

 The option « **Clear** » will be available once recording.  
Be careful as if you click on it, it will delete all previous recordings!

# Record Your Presentation

When you click on « Record diaporama », your presentation will appear in a black window (similar to PPT Presenter mode).

You find 3 buttons to start, pause and stop recording.



When you are ready, you can click on the red button to start recording

A countdown of 3 seconds will be launched once your recording starts.

This process is compatible with PowerPoint **version 2019**.

If you use an older version, you can record but with your **voice only**

# Video Narration 1/2

PowerPoint for Microsoft automatically records the time you spend on each slide.

You can record audio or video narration as you run through your presentation.

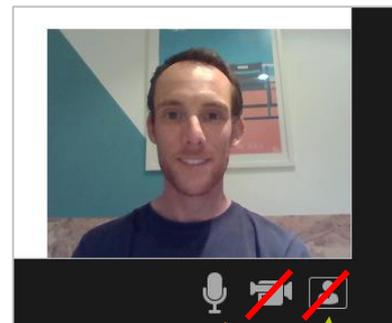
The buttons at the lower-right corner of the window allow you to turn on or off the microphone, camera, and camera preview.

Mouse movements are not recorded.

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



Be careful: if you re-record your presentation, previous versions will be deleted.

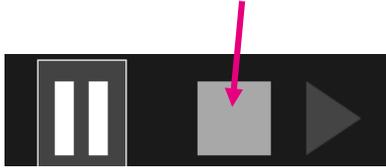


Without camera

Without preview

# Video Narration 2/2

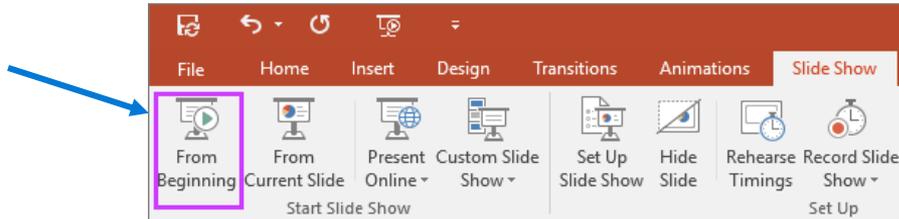
To end your recording, select the square **Stop** button (or press S on your keyboard)



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.

➤ This means the recording has been done.

To check your recording, you can launch your presentation in Diaporama mode. It will be displayed automatically with associated audio and video.



# Export your file

To export your video from PowerPoint to standard video format (.mp4) : click on « File » on top left and follow the [5 steps](#) below

The screenshot shows the PowerPoint 'Export' menu. The 'Export' option in the top-left sidebar is highlighted with a blue box and labeled '1.'. The 'Create a Video' option in the main menu is highlighted with a yellow box and labeled '2.'. The 'Full HD' option in the 'Presentation Quality' dropdown is highlighted with a blue box and labeled '3.'. The 'Use Recorded Timings and Narrations' option in the 'Use Recorded Timings and Narrations' dropdown is highlighted with a blue box and labeled '4.'. The 'Create Video' icon at the bottom of the 'Create a Video' option is highlighted with a blue box and labeled '5.'. A blue box at the top right contains the text 'Use Recorded Timings and Narrations' with an arrow pointing to the corresponding dropdown option.

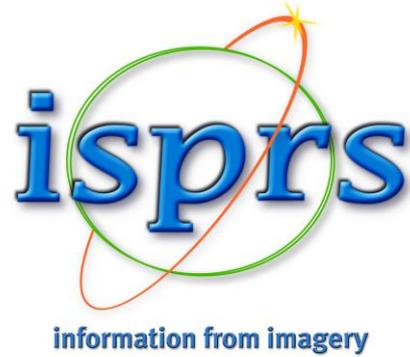
1. Export

2. Create a Video

3. Full HD

4. Use Recorded Timings and Narrations

5. Create Video



**Thank you for your  
collaboration!**