



A Guide to Recording Your DCASS Presentation

Includes:

- Step-by-step instructions for use in PowerPoint
- Suggestions for formatting your presentation for a virtual conference



Recording Your Presentation

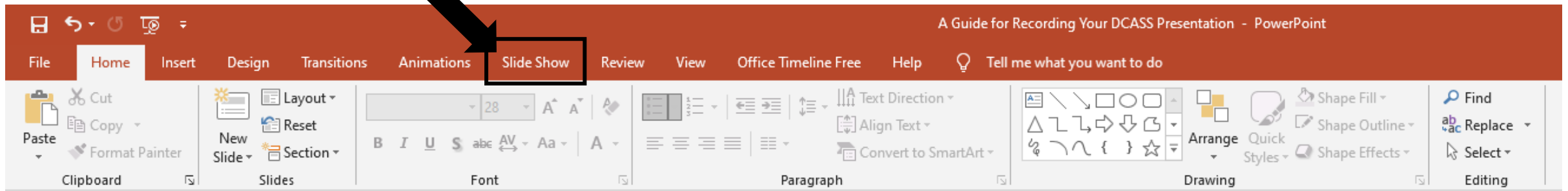
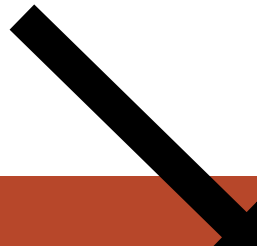


- The only requirements for the 46th DCASS are that your presentation be recorded, and remain within the 15 minute time window, how you do it is up to you
 - You could use a video camera on a tripod or stable surface and record yourself giving the presentation in front of a screen that is projecting your slides – this would give a more live presentation feel (ensure slides are readable on video)
 - You could record your presentation displaying your slides with a small video of you speaking in the lower corner – this method ensures your slides are readable
 - You could record strictly audio over slides that are being presented – this method also ensures your slides are readable
- Any option that allows you to successfully present your information will work
- The method you choose may depend on which software you have available to you

How to Record Audio for a PowerPoint Presentation

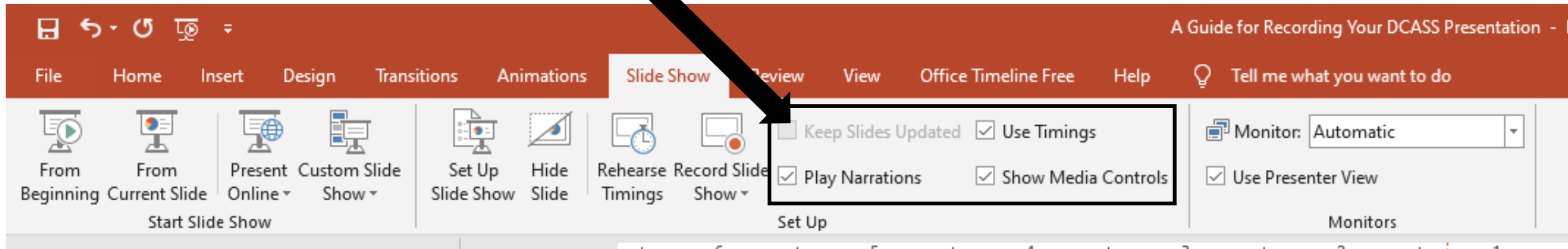
- The best time to record your audio is after you completed building your presentation and you have practiced what you will say on each slide to stay in the time limit

From the top ribbon tray, select “Slide Show”



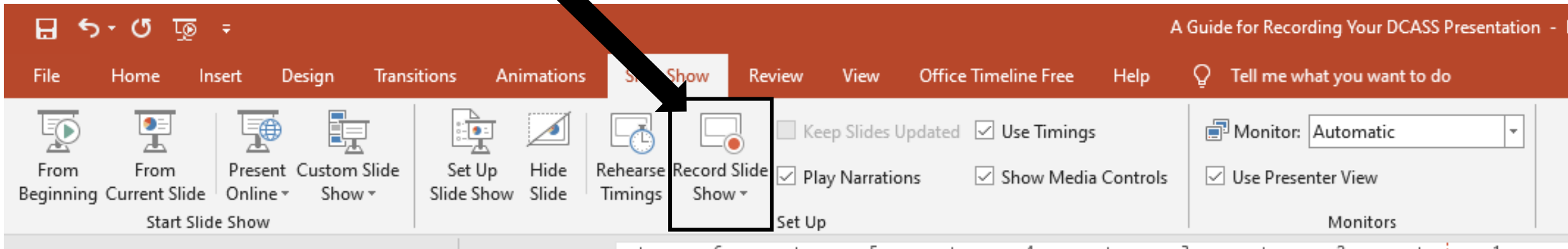
How to Record Audio for a PowerPoint Presentation

Make sure these three boxes have been selected



How to Record Audio for a PowerPoint Presentation

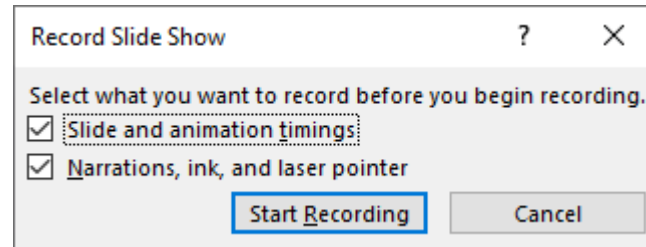
Select “Record Slide Show”



NOTE: Clicking the down arrow next to the word “Show” will allow you to either record audio from the beginning of your presentation, or from the current slide

How to Record Audio for a PowerPoint Presentation

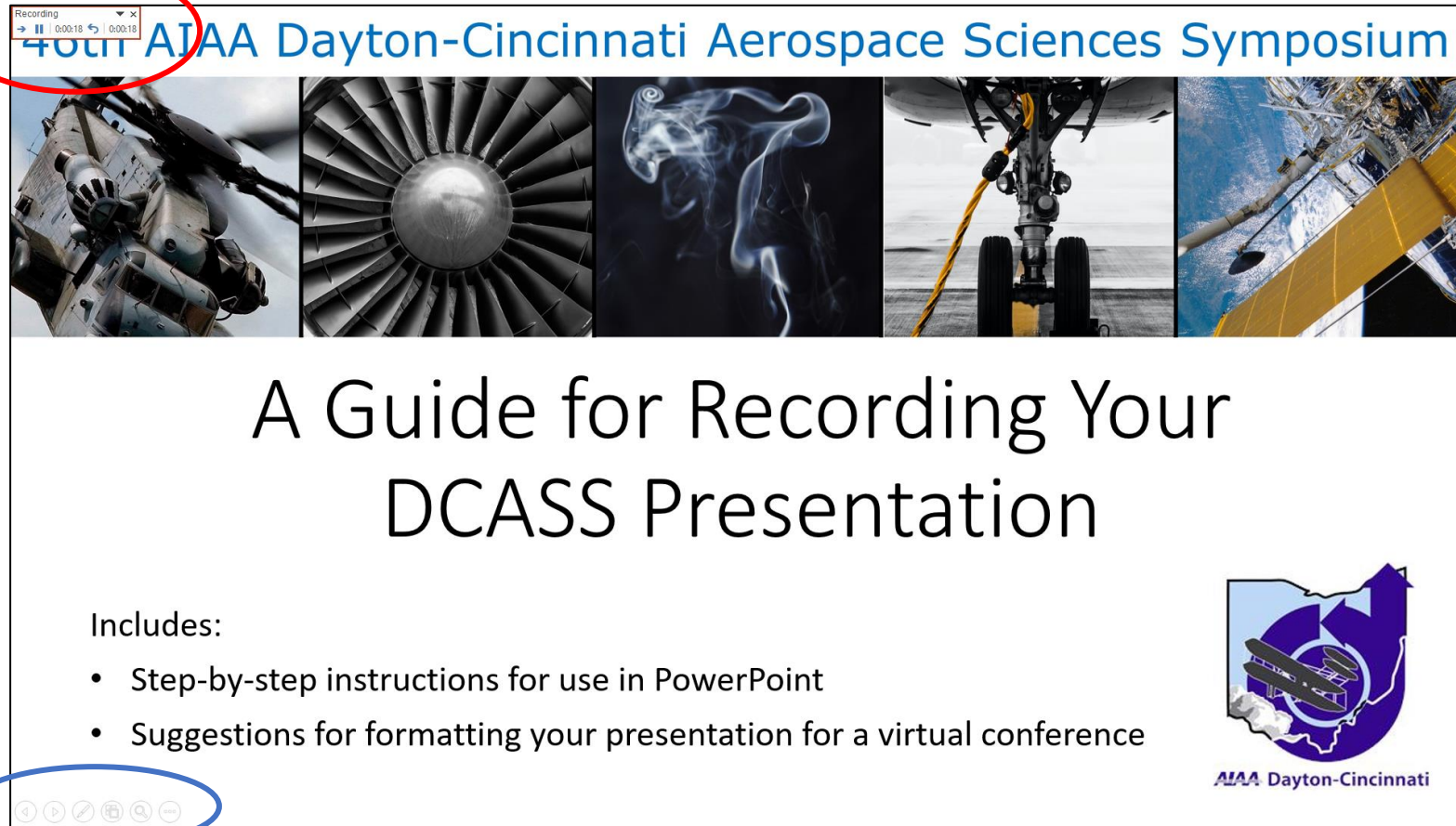
Make sure both boxes are checked in the popup window, then select “Start Recording”



How to Record Audio for a PowerPoint Presentation


PowerPoint will go into presentation display mode and show two sets of controls, highlighted below

These upper controls will always be visible



Recording 0:00:18 0:00:18


ATAA Dayton-Cincinnati Aerospace Sciences Symposium



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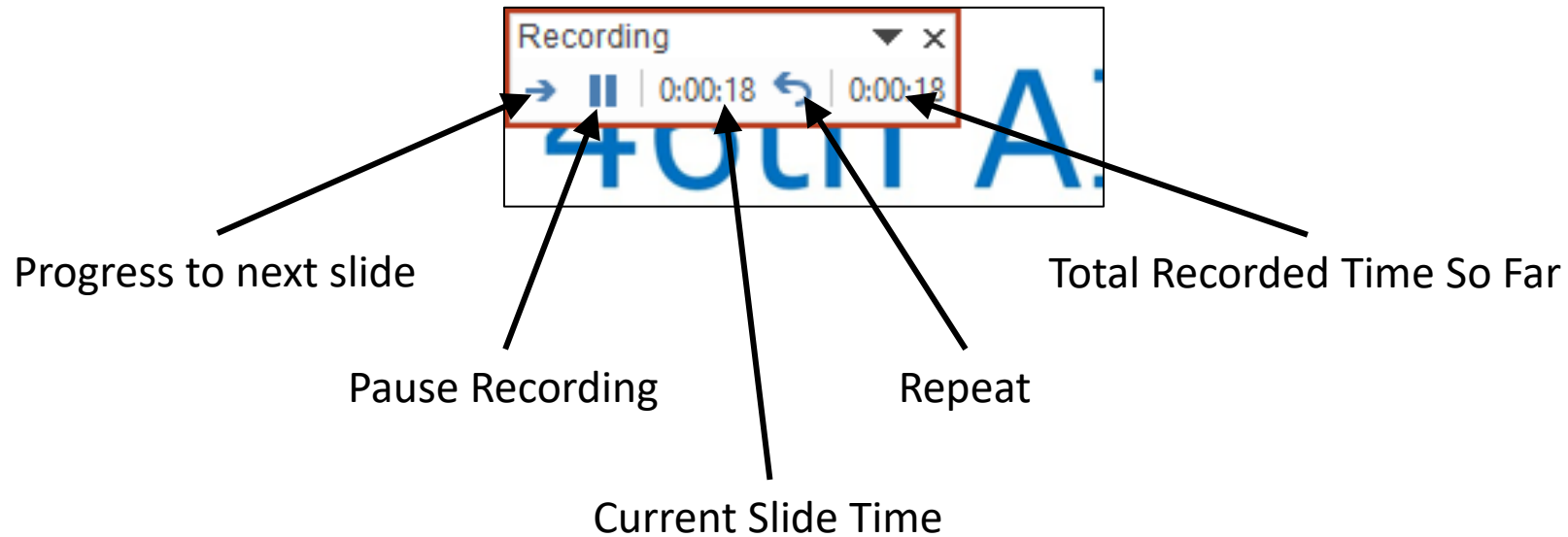
ATAA Dayton-Cincinnati

Navigation icons: back, forward, search, refresh, zoom in, zoom out

These lower controls may only show up when you move the mouse

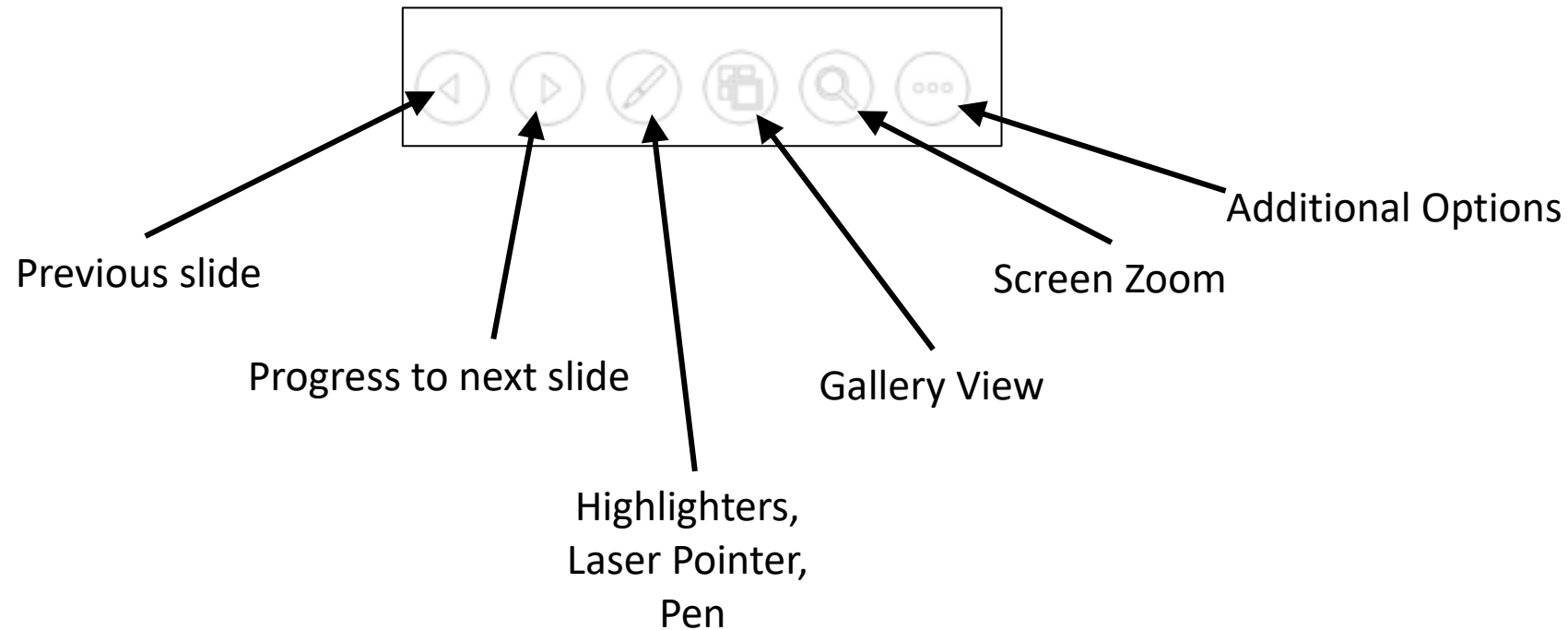
How to Record Audio for a PowerPoint Presentation

Upper controls:



How to Record Audio for a PowerPoint Presentation

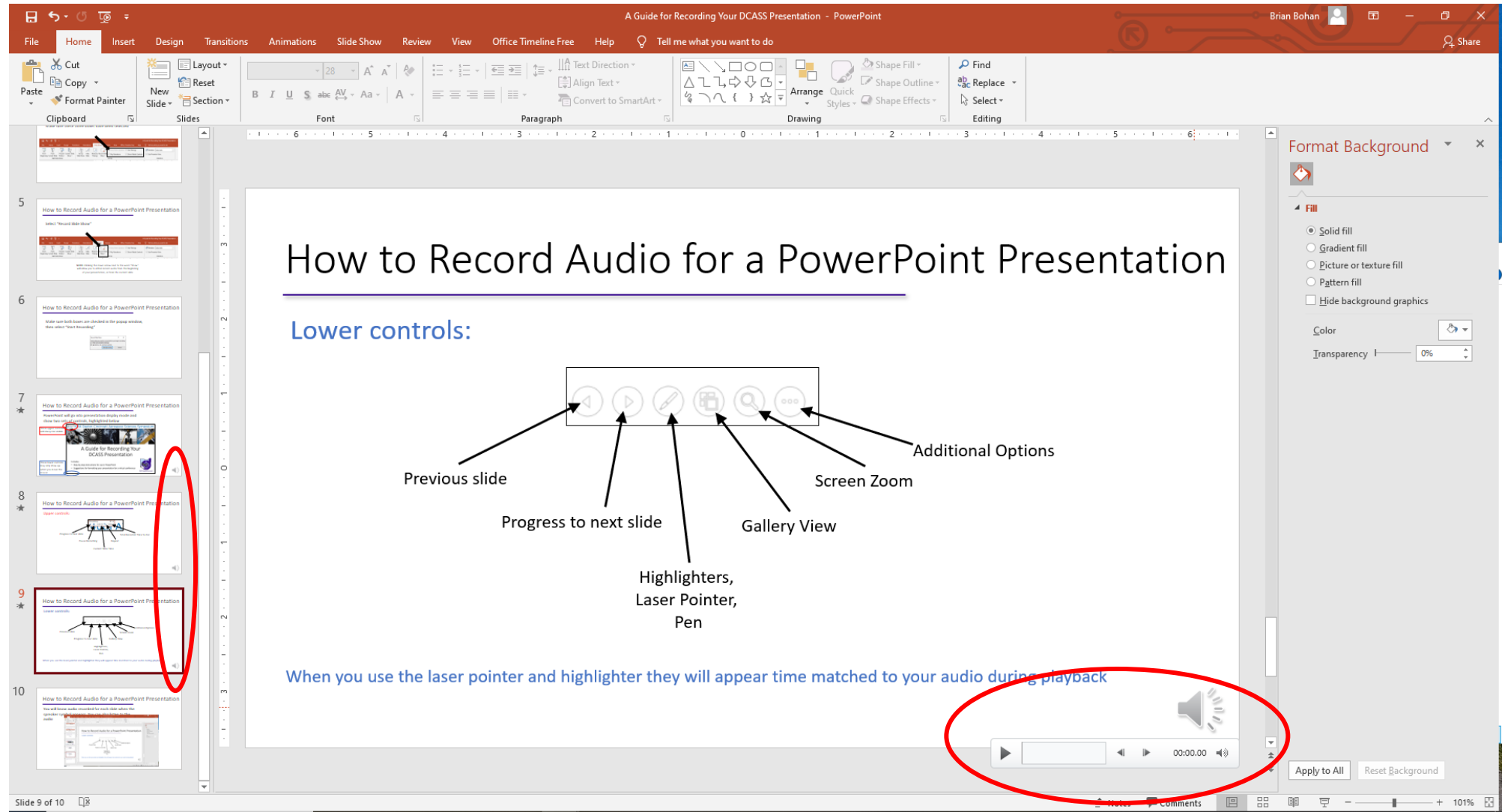
Lower controls:



When you use the laser pointer and highlighter they will appear time matched to your audio during playback

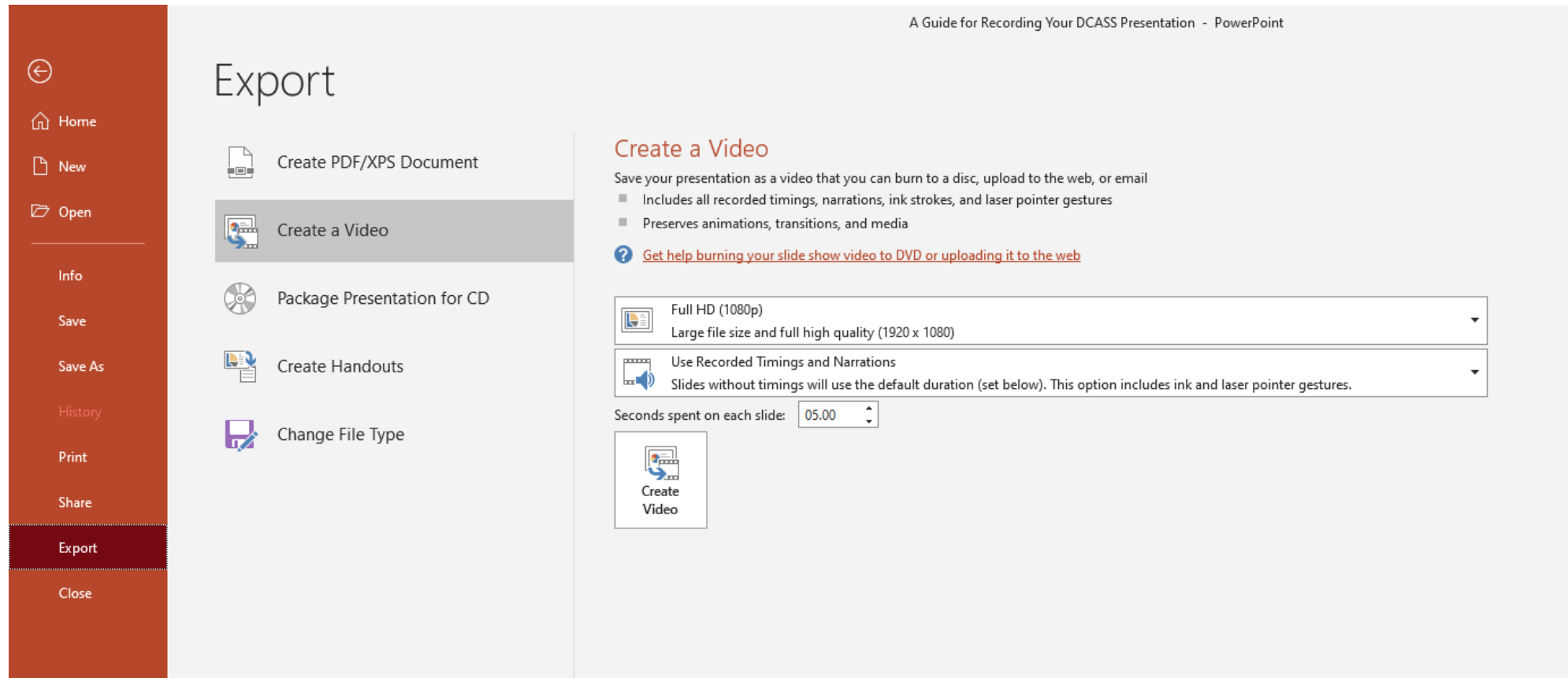
How to Record Audio for a PowerPoint Presentation

You will know audio recorded for each slide when the speaker symbol appears. You can also listen to the audio for each slide by hovering the mouse over the speaker symbol on that slide



How to Record Audio for a PowerPoint Presentation

When you are happy with your audio, and you have verified you are within the 15 minute time limit, you can export the recordings as a video



File → Export → Create a Video → Full HD (1080p), use Recorded Timings and Narrations → “Create Video”, format MPEG-4

NOTE: It will take about 15-20 minutes to compile your video and save it

Formatting Suggestions for a Virtual Conference

- If you are using a recording option that does not show the presenter, consider adding a photo of the presenter to the title slide. One purpose of these regional conferences is networking, adding a picture will help with recognition and face to name relationships
- Use the title slide to introduce yourself, where you work or which school you attend, who your co-authors are, and the title and purpose of your work. This information would normally be covered by a session chair, but that is difficult in the present format
- Add slide numbers to all your slides, and ensure they are visible. This will help with Q&A to be able to reference a specific slide
- Use builds and animations to guide the audience to the part of the screen and the information you want them to be looking at