

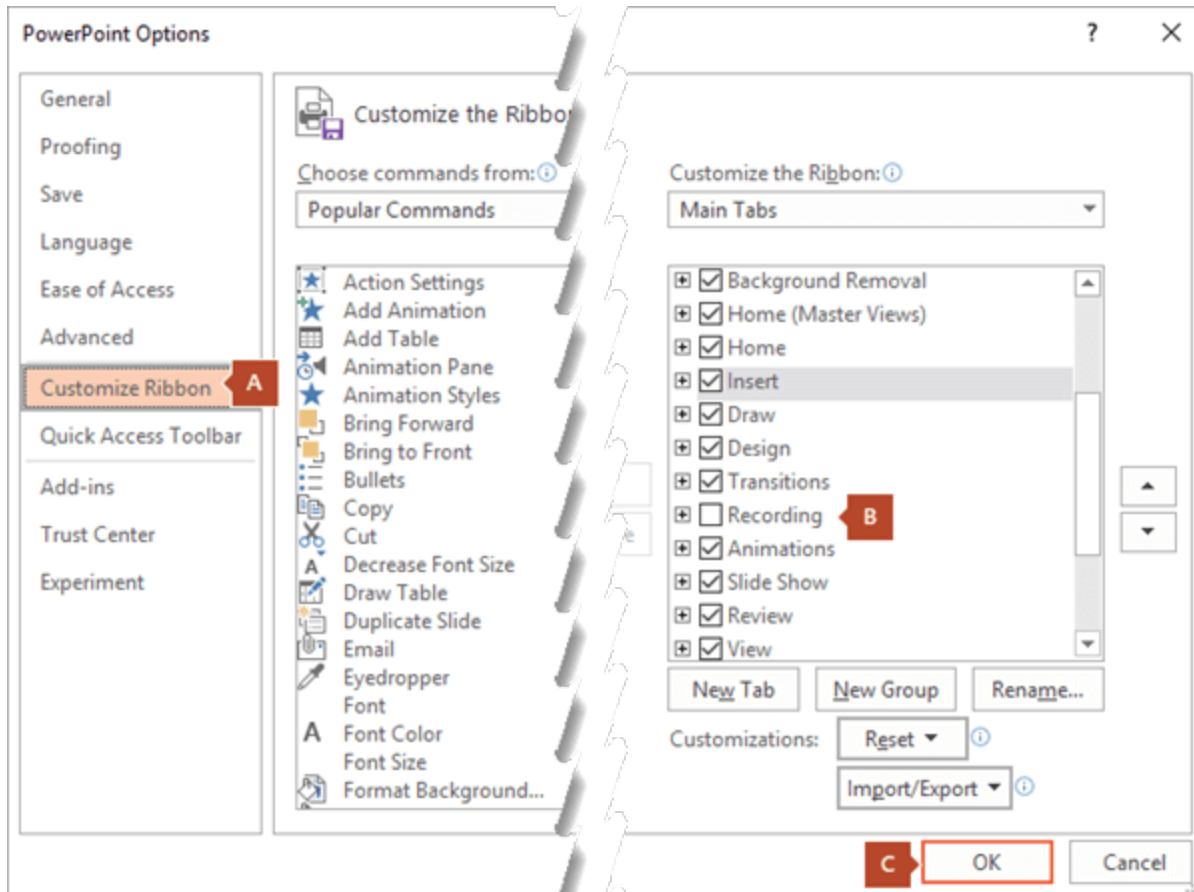
AOPT Talk and Poster preparation Instruction.

All regular talks are 12 minutes (+ 2 minutes Q/A)

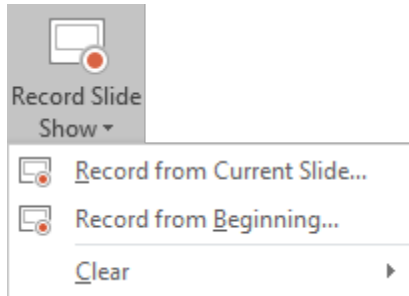
All posters are 3 minutes (+2 minutes Q/A)

Creating your Presentation Video in Microsoft PowerPoint

1. Please click on Slide show tab on the tab bar, whether Record Slide show (see point 2) already present. If not then, Turn on the **Recording** tab of the ribbon: On the **File** tab of the ribbon, click **Options**. In the **Options** dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**.



2. To get ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.
 - Clicking the upper half of the button starts you on the current slide.
 - Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



(The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is grayed out unless you have previously recorded some slides.)

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.

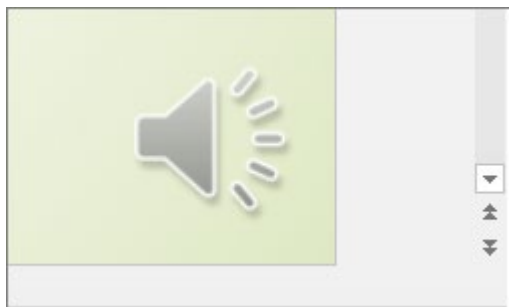


If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

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.



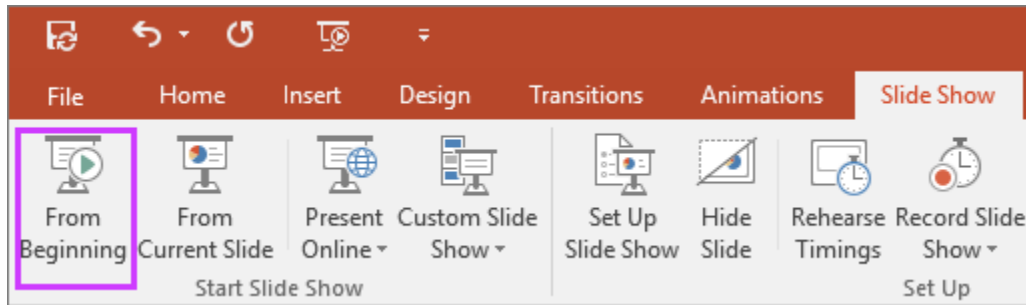
The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

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.

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.

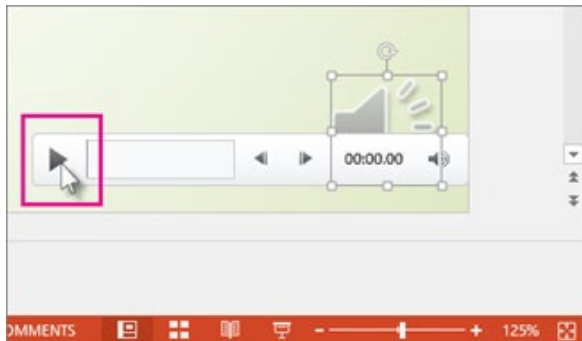


Preview the recorded sound

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.

Export to MP4 Video

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)

3. Click **Create Video**.
4. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
5. In the **Save as type** box, choose either **MPEG-4 Video**

For older versions of windows and mac users please refer to the instructions in the following link: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us#OfficeVersion=Office 365 for Mac>