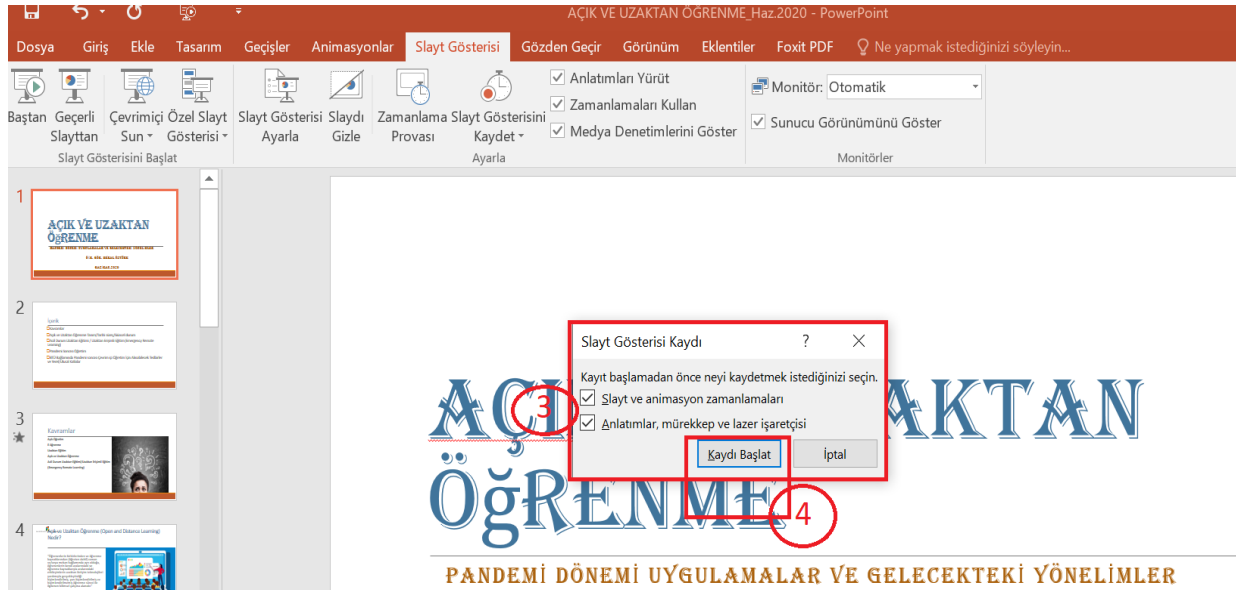


HOW TO RECORD YOURSELF WHILE SPEAKING IN POWERPOINT

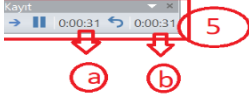
1. Open your presentation. First of all, click on “Slide Show” option and “Record Slide Show”. There will be two options;
 - ✓ Record from the beginning (choose this option as you are at the beginning of your presentation)
 - Record from the current slide



2. You are asked to decide and choose what to record. Choose both options. Then click on “Start Recording”.



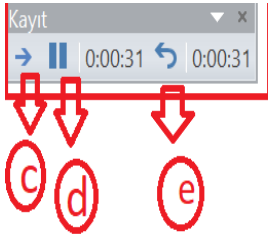
3. On the top-left hand corner, the frame shows your recording has started. Duration shown as “a” states the time spent on the slide that you are speaking over. The other duration shown as “b” states the total amount of time spent for the whole presentation.



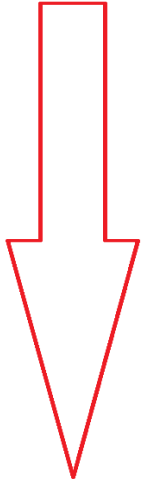
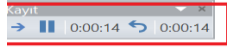
AÇIK VE UZAKTAN ÖĞRENME

PANDEMİ DÖNEMİ UYGULAMALAR VE GELECEKTEKİ YÖNELİMLER

4. The arrow shown in “c” helps you to move on to the next slide. When you want to have a break or stop for a while, you can click on the icon shown in “d”. If you make a mistake on the slide that you are speaking and to restart speaking only from the current one, you can click on restore icon shown in “e” (How to make a change only on one slide is explained between the steps 10 and 14). In this way, you don’t have to start from the beginning of your presentation and make a change only on the current slide.



5. Icons on the bottom left-hand corner help you to move and do some actions. When you want to move forward or backward, you can also use the icons shown in “f”. For annotations such as using a pen or highlighting a word/sentence with any color you choose on your slide, you can use the icon shown in “g”. To zoom a point on your slide, you can use the icon shown in “h”, and the last icon “i”, covers the options to stop or end your video.
- To navigate, you can use either the top or bottom icons (bottom icons appear when your mouse is on).

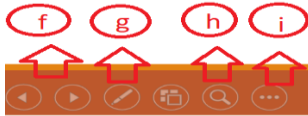


AÇIK VE UZAKTA ÖĞRENME

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HAZİRAN, 2020



6. When your presentation is completed, click on “close” button.



7. After ending your presentation, you will see the “asterisk” icon on each slide of your presentation. It means that your voice or annotations have been successfully recorded synchronously on your presentation.



8. As your voice separately recorded on each slide, you will see “audio” icon at the bottom right - hand corner of each slide to check and adjust the volume.



9. When your mouse is on the “audio” icon, a frame, which will enable you to listen, check and adjust your voice, will be opened. Changes are automatically saved.

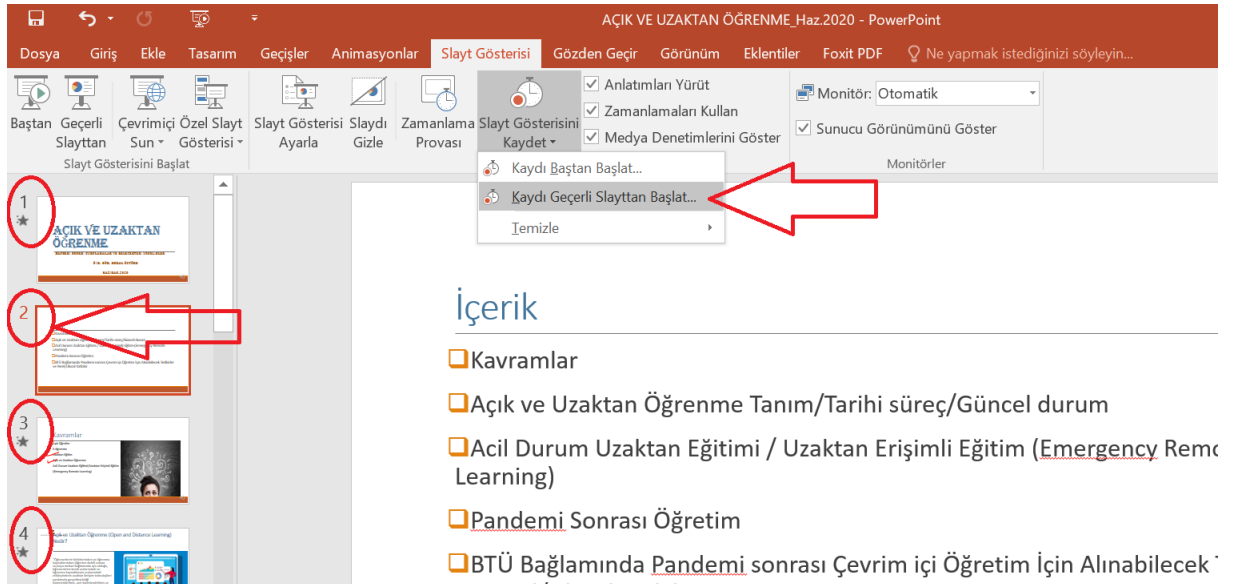


10. If you have made a mistake or willing to record your voice again only for the current slide, you need to clear both “time” and “narration” for the current slide (be careful not for all slides!).

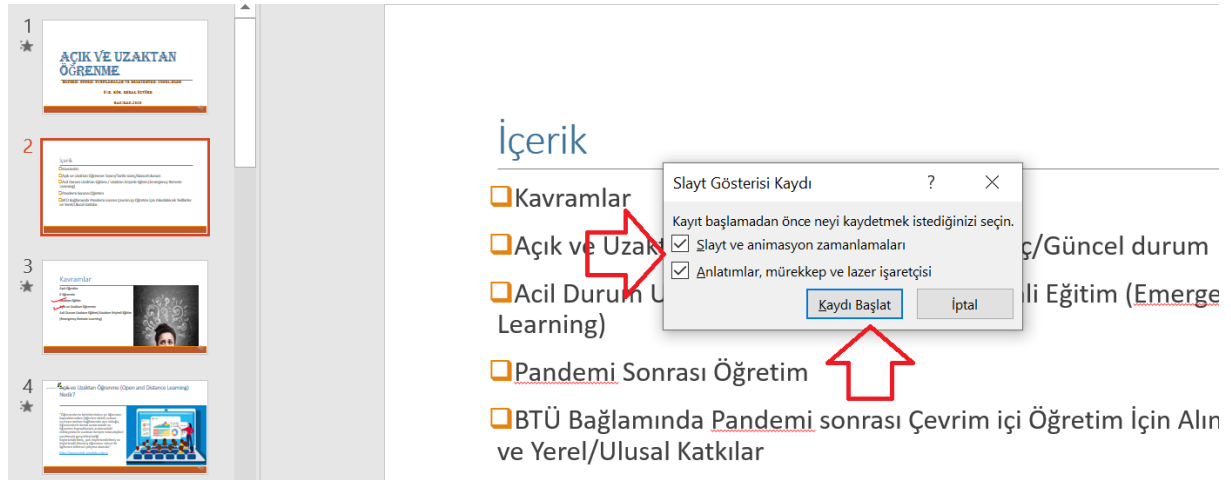


11. After clearing out the “time” and “narration”, while the “asterisk” icon disappears, the other “asterisk” remain. It means that you need to speak over only for the current slide and record.

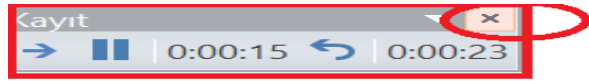
Click on “Slide Show” option and “Record Slide Show”. There will be two options;
Record from the beginning
✓ Record from the current slide (choose this option)



12. A new frame will be opened to approve. Make sure that both of them are selected. Then click on "Start Recording" and you can follow the same procedure that you have done before.



13. When you finish recording your voice for a separate slide, you can end by clicking on "close" button again.

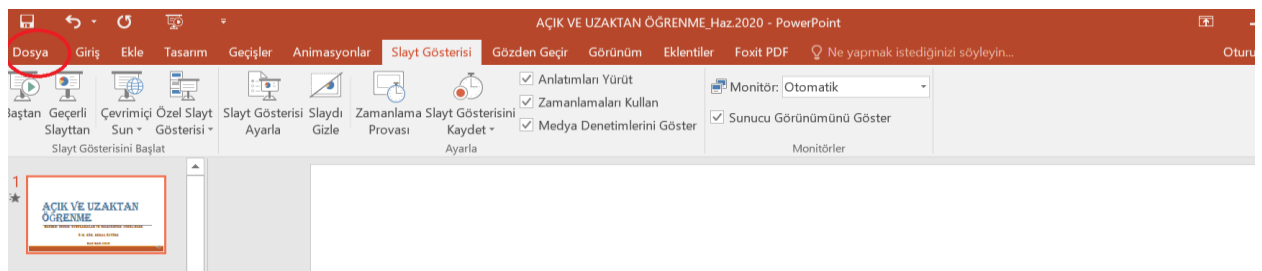


14. In this way, you don't have to record your presentation from your first slide to the end, it combines all the content in your presentation as video even if you make some changes and record some slides again.

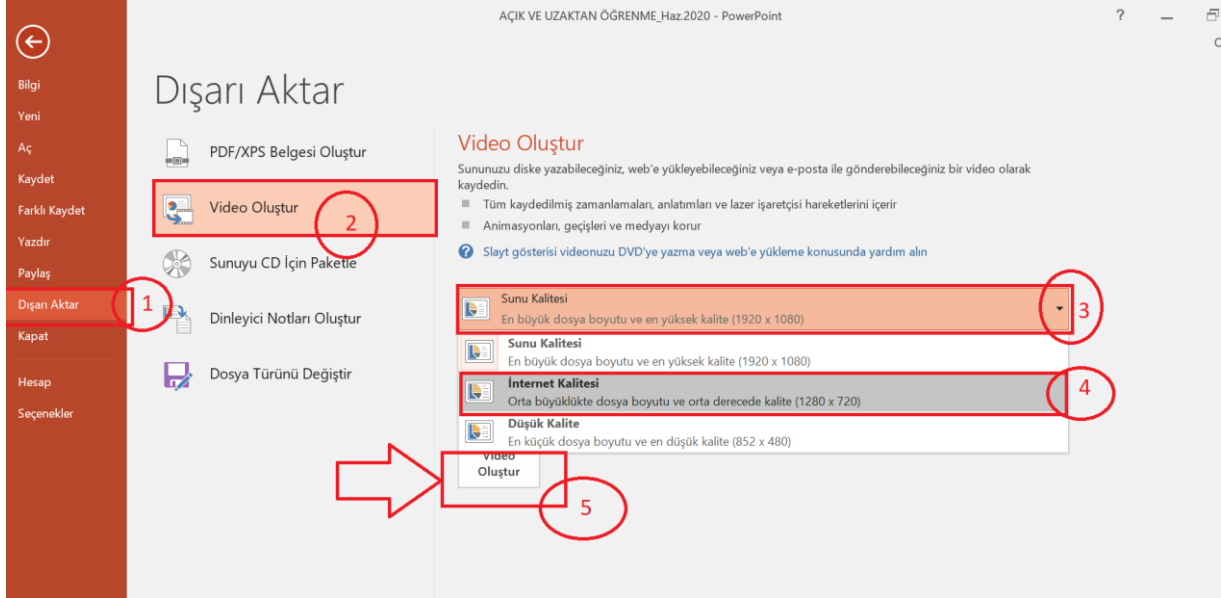
15. **And the final stage!!!**

If you think that your presentation is ready (a combination of content+voice+annotation), it's time to transform it as video.

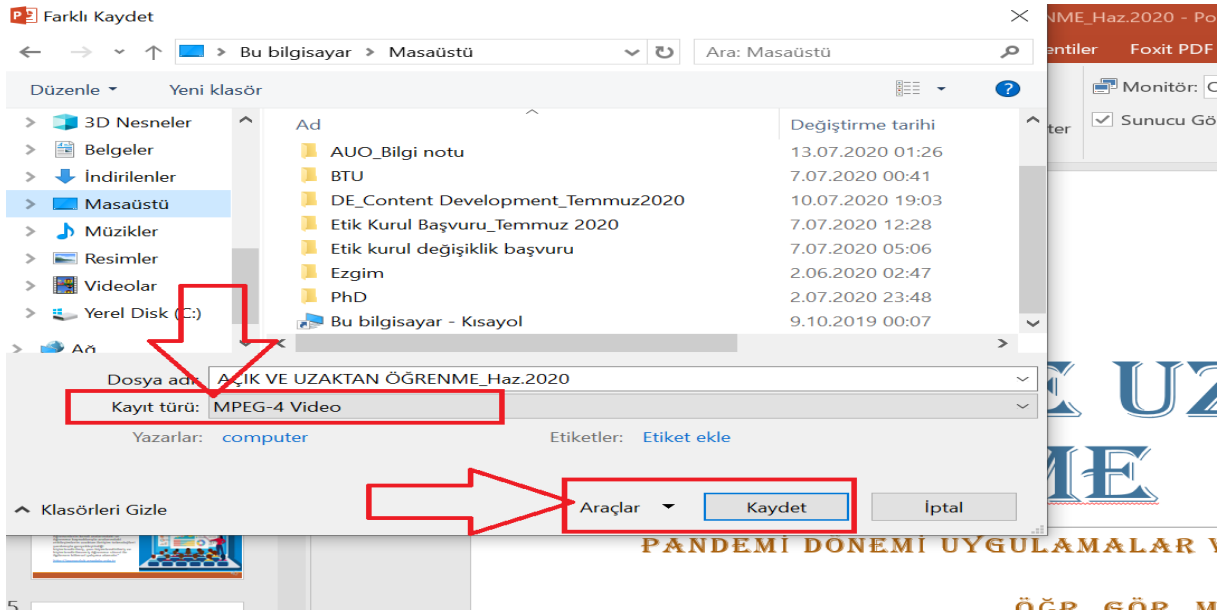
Click on "Folder".



16. Click on “Export” (not “Save” or “Save as”!!!), then “Create a Video.”
As the third step, click on “Quality of your video”, and choose “Internet Quality”
And for the fifth step, click on “Create video” at the bottom.



17. A new frame will be opened to choose where and how to save your video. Please write the file name as stated on your task (Video 1.1v) or (Video 1.1g) and for the type of saving, choose “MPEG-4 Video” and click on “Save”.



18. While your video is being recorded, you can follow the process at the bottom of the page as shown. It may take time.

**AÇIK VE UZAKTAN
ÖĞRENME**

PANDEMİ DÖNEMİ UYGULAMALAR VE GELECEKTEKİ YÖNELİMLER

ÖĞR. GÖR. MERAL ÖZTÜRK

HAZİRAN, 2020

Slayt 1 / 23 Türkçe

AÇIK VE UZAKTAN ÖĞRENME2_Haz.2020.mp4 videosu oluşturuluyor

Notlar Açıklamalar