

From: [Rice, Kyle B](#)
To: [Baumgardt, Jacqueline C.](#); [Groll, Eckhard A](#)
Subject: Recording Presentations
Date: Thursday, March 26, 2020 6:41:42 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Hi Jackie/Eckhard,

I was working with Julia on getting things going for ME 199 How Stuff Works for remote learning and we sent these instructions to our presenters to help them create video recordings. I didn't know if it would be helpful for your website with tips for recording lectures or not.

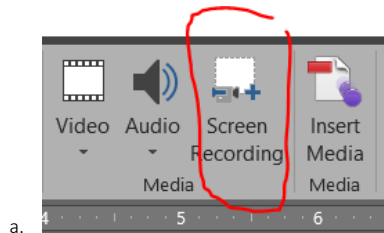
Option 1:

www.screenpresso.com – this requires an additional download

Option 2:

Creating a PowerPoint Screen Recording

1. Add all content to the PowerPoint Presentation. This will record video as well as record your mouse if you wish to point anything out while presenting.
2. Go to **Insert>Video>Screen Recording**



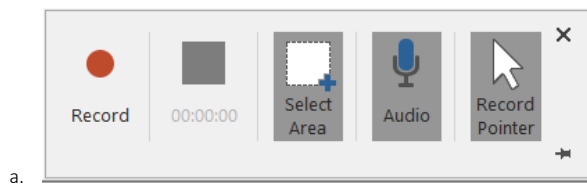
- b. When you click this button, the PowerPoint Screen will minimize by default while you select your recording area.

3. Select the area of the screen you want to record by clicking and dragging over the screen

a.

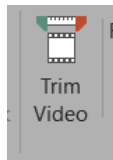


4. Click Record in the menu that pops up after you have selected the area



5. Before your begin presenting, do a short test to make sure the microphone is picking up your presentation and the audio sounds decent.

6. **IMPORTANT:** Videos do NOT work with this method. The audio does not record. If you have videos included in your presentation (that have sound), please upload them separately.
7. Open your PowerPoint window and start presenting! If your microphone is already enabled (it should be by default), then it will start recording as you present.
 - a. **Be sure to maximize your PowerPoint Screen**
8. Once you have completed your presentation press the Windows logo key + Shift + Q to exit the recording screen.
9. This will automatically place the recording into PowerPoint
10. You can trim the recording by clicking on the video and going to **Video Tools>Playback>Trim Video**. This will allow you to trim the beginning and end of the presentation in case there are things you want to remove.



a.

11. Delete all slides other than the slide with the video and upload it to FileLocker (we will send you the link)

Kyle Rice



Program Coordinator/Schedule Deputy

School of Mechanical Engineering

Room 2007

585 Purdue Mall

Purdue University

765.496.0650

rice55@purdue.edu