HOW TO RECORD IN POWERPOINT.

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Critical Care Across the World: Breaking Down The Barriers

BACCN™
British Association of Critical Care Nurses

BACCN Virtual Conference
13 & 14 September 2021

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BACCN Conference: Innovation, Excellence and Learning

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How does it work?

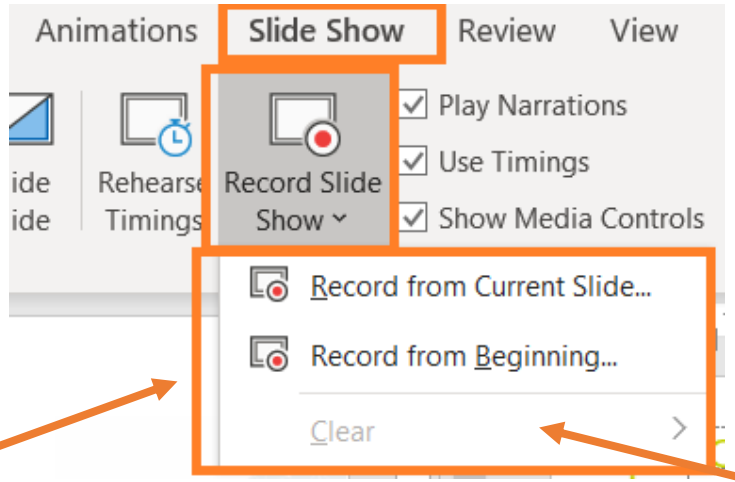
- You control your pace.
- By using the timings function once you hit record you can talk away on any slide for 1 minute or 10! You then hit the next arrow to move onto your next slide and repeat the process.

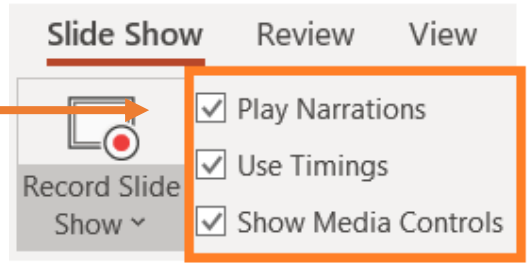
What if I make a mistake?

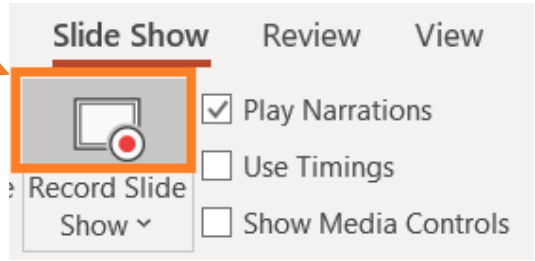
- Fret not! You are able to stop the recording on any slide and then press record again to redo it from that point.
- This means you can fix any mistakes as you go or go back to a particular slide and replace once you've recorded the whole thing!

How do I do it?

1. Create your presentation slides using the BACCN template provided.
2. To get ready to record, select **Record Slide Show** on the **Slide Show** tab.
3. Next to the **Record Slide Show** button, you can activate or deactivate some recording options – have a play around with it!
4. To **LAUNCH RECORDING** click on the upper half of the **Record Slide Show** button.
5. The slide show opens in the Recording window, with **buttons** at the top left for **starting, pausing,** and **stopping the recording.**







WARNING: The 'Clear' command deletes narrations or timings. 'Clear' is greyed-out unless you have recorded something already.

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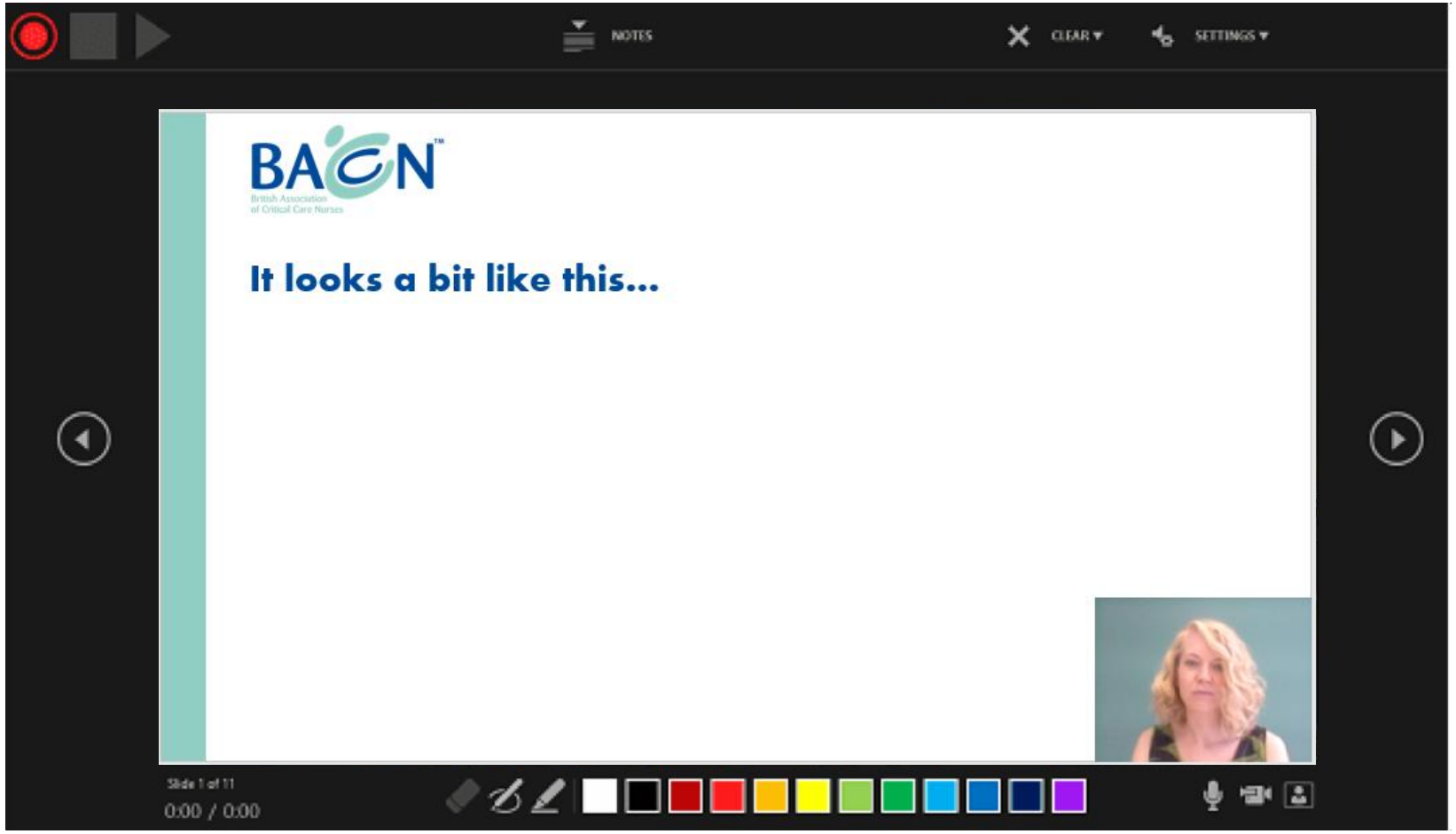
It looks a bit like this...

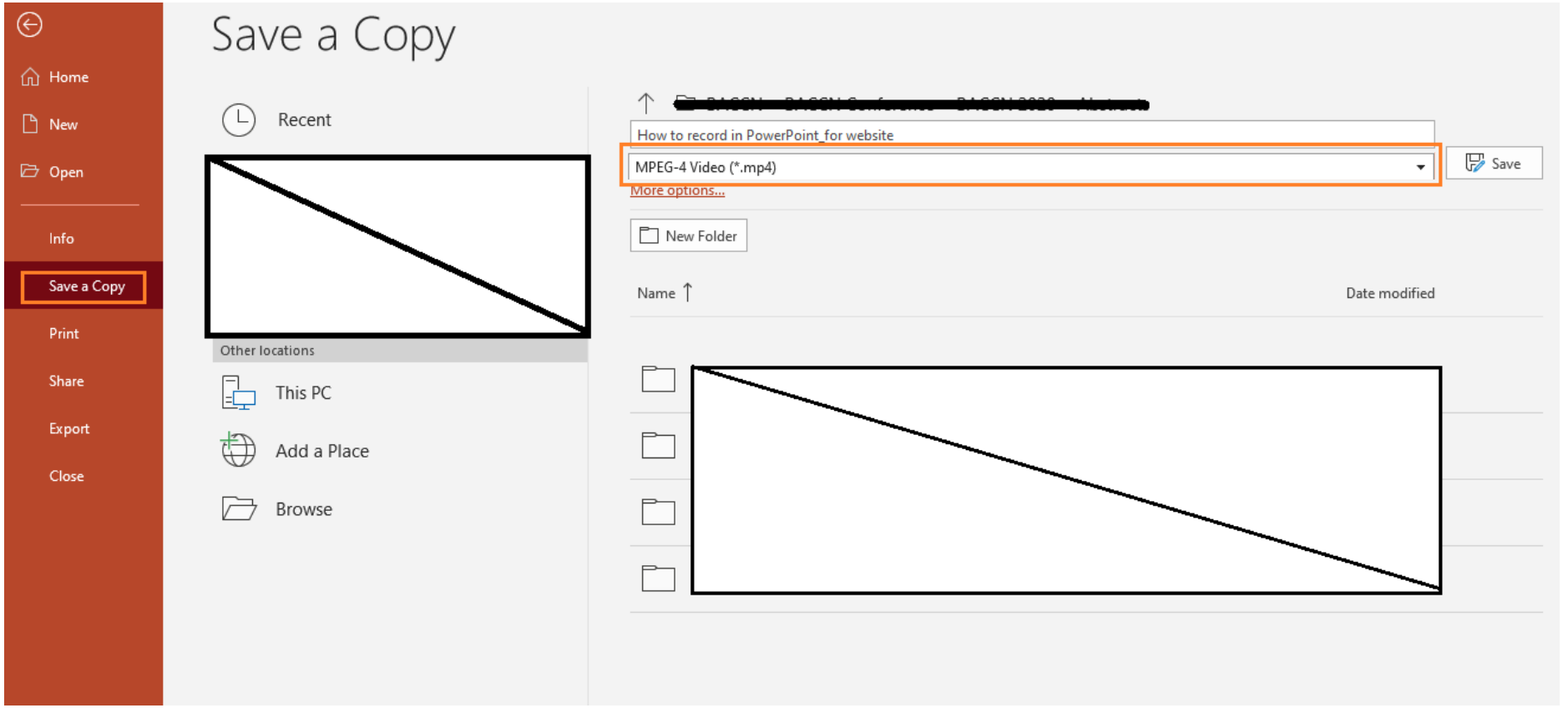


Ready to start recording?

When you are ready to start the recording, click the round, red button (or press R on your keyboard). A three-second countdown starts, then the recording begins.

- You can **stop the recording** any time by pressing the **Stop button** or press S on your keyboard.
- **Navigation arrows** on either side of the current slide allow you to move to the previous and next slides.
- 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:**

What do I do when I've finished?



- To save your presentation as a video, click on **File – Save a Copy** select 'MPEG-4 Video (*.mp4)' from the drop-down list.

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What should I call it?

- **Save it**
  - Enter your file name as follows:
    Abstract Code_Title (eg/ OR000123_Covid-19 and Critical Care)
  - Make sure to save it as a **MPEG-4 Video (*.mp4)** file

What next?

- To play your video, go to the folder where you have saved the file onto your computer and double-click the *.mp4 file.
- Do not hesitate to listen to your video several times and to re-record yourself if you are not satisfied with the recording.

Ready to send?

- For this purpose, you can use WeTransfer online service which allows you to send large files for free!
- Please send **both** the PowerPoint **and the *.mp4** files
- Send to info@baccnconference.org.uk

Please ensure to get all files to the BACCN Conference team by:

Monday 9th August 2021

I'm still a bit stuck?

Take a look at the Microsoft online tutorial: click here

Contact:
office@cpsgroup.co.uk
info@BACCNconference.org.uk

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