



# Learnweb Tutorial

Powerpoint for creating video / audio presentations

### 1. Preparing the recording

Open the appropriate presentation and make sure your microphone (and camera if desired) is working properly. In the left column, click the slide you want to start recording with.

### 2. Opening the recording menu

In the top menu, select the "Slide Show" tab.



Then select Record Slide Show to open the recording menu.

### 3. Setting your recording

By default, your camera image and presentation should now be displayed.



In the lower right corner you can now deactivate the camera -if desired- by clicking on the camera icon. The camera image then disappears from the display.



### 4. Starting the recording

You start your recording by clicking on the red "Record" button in the upper left corner.

There you can also pause or stop recording.

You can change slides as usual during recording in a normal presentation without having to manually start or stop recording each time.

This is only necessary at the beginning and end of your commentary.

In addition, your recording is always saved per slide. This means that you can also pause after each slide or recomment individual slides.

To do this, open the slide you want to discuss again and start recording again using the Record button and stop at the end with the Exit button. This way, you have recommented only the selected slide and the comments of the other slides are preserved.

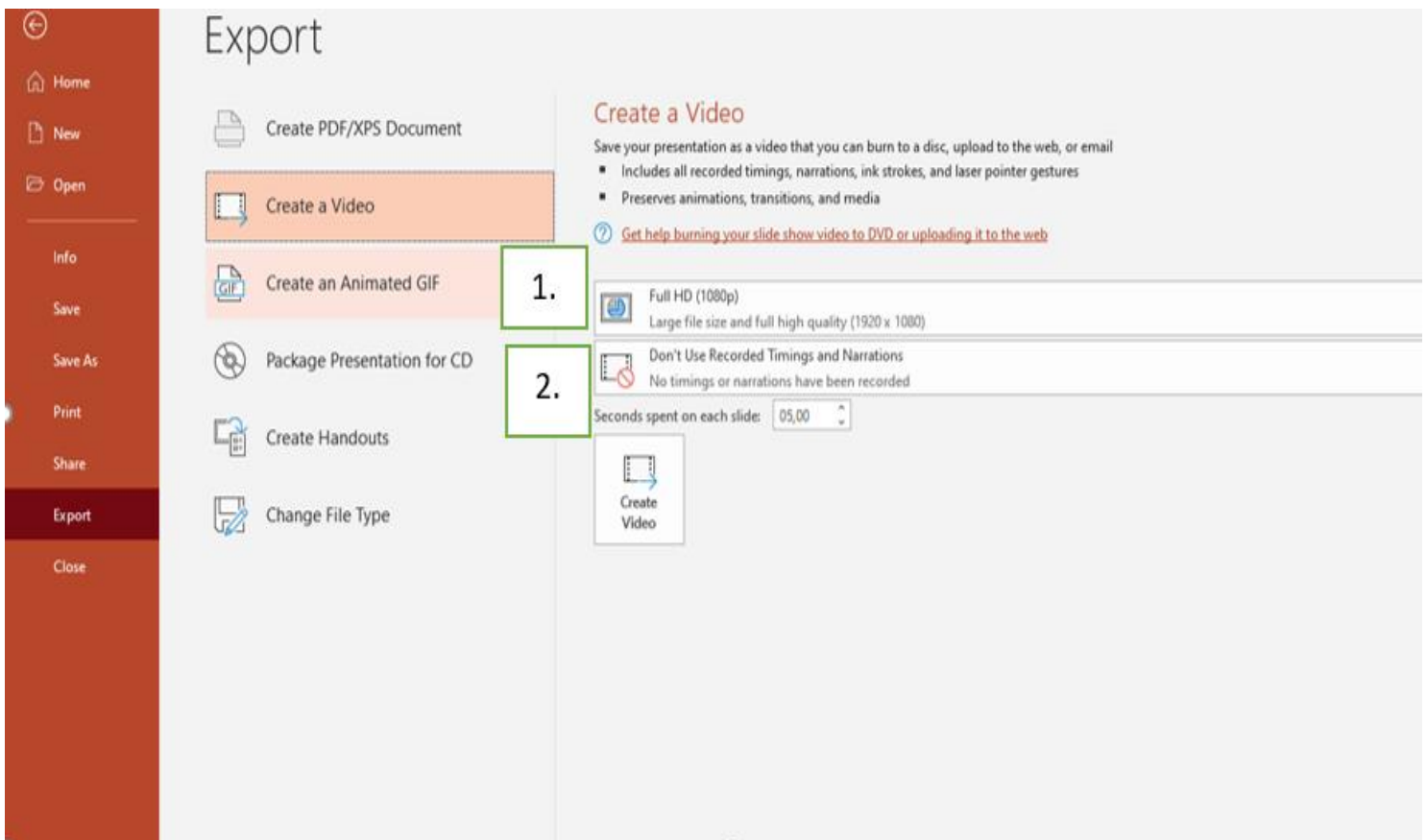
The Play button allows you to replay your recorded comment to see if the recording meets your expectations.

## 5. Export your recording as a video

To export your recorded comment as a video file along with the presentation, select the “File” tab in the upper left corner.



In the menu that opens, select Export in the left column, and then create video.



You can set the resolution with option 1. Here, Full HD is the standard that fits most uses. Option 2 requires you to select “Use Recorded Time and Comments” to export your audio/video comments along with the presentation video.

Wenn Sie damit fertig sind, wählen Sie unten *Video erstellen* aus und speichern Sie ihr fertiges Video an ihrem gewünschten Ort ab. When you're done, select Create Video below and save your finished video to the appropriate file.



**Tips for recording**

- Your recording is stored together with each slide. This means that if you made a slip, you can recommend individual slides.
- You do not record any audio or video in the transitions. You should therefore take a short break in your speech so that no important comments are lost.
- Before starting a long recording, make sure once with a shorter test recording that the microphone and (if desired) camera will work as expected.