

ASCRS Speaker Guide:

Creating Your Narrated Paper Presentation in PowerPoint (PC or Mac)

PowerPoint allows presenters to easily narrate their presentation and export to video format. Simply follow these steps to create your paper presentation for the ASCRS Annual Meeting.

What You Need

You will need your completed paper presentation open in PowerPoint, a microphone that is built into your computer/laptop or plugged in, and a quiet place to make your recording.

Not sure if your computer or laptop has a built-in microphone?

Use this [simple website](#) to run a microphone test.

PowerPoint Version Information

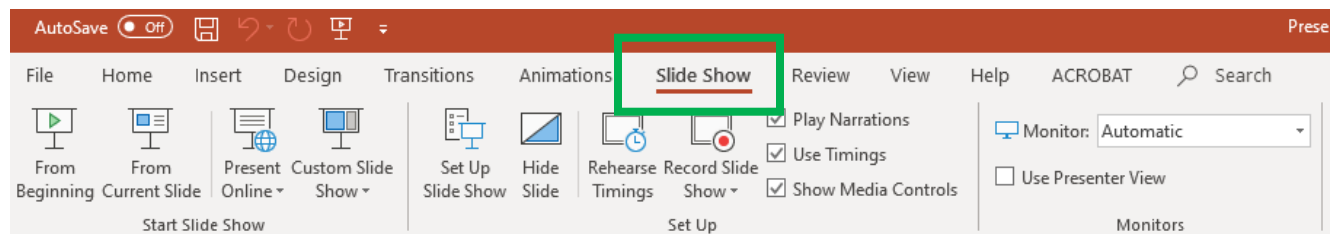
The latest version of PowerPoint (PC Desktop Version 2019 or Mac Desktop Version 16.35) is recommended for creating your finished presentation video, although these steps can be repeated in most older versions.

Steps to Making and Publishing Your Recording

Versions of PowerPoint will vary across platforms, you may find buttons in different places, but there are common steps and points to consider across all versions. We suggest you try recording a few slides in a test PowerPoint file and get acquainted with the steps before embarking on your final presentation recording.

Step 1

Find the **Slideshow** or **Recording** tab in your version of PowerPoint, which will look something like the following:



Step 2

Click the button called **“Record Slide Show”** and a dropdown will appear with two options. To record your presentation in one continuous take, select **“Start Recording From Beginning,”** or if you would like to record audio separately or re-record for individual slides, select **“Start Recording from Current Slide.”**

Step 3

On a PC you will mostly likely be clicking a red circular button to start your recording. On a Mac the recording will automatically start as soon as you click record.

Using Webcam “Talking Head”

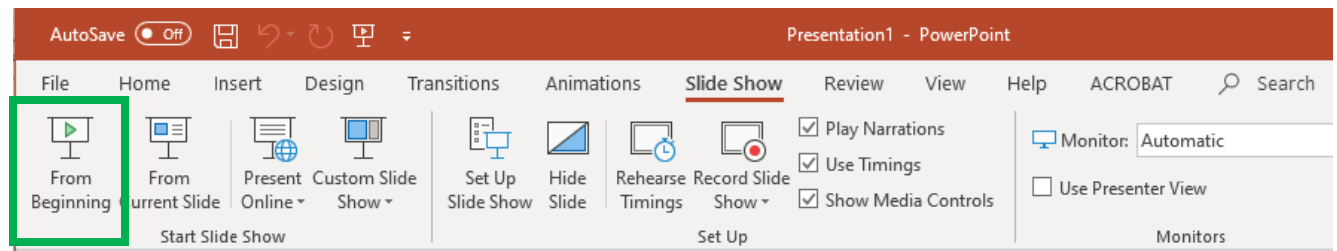
If you are using a webcam that provides both video and audio, PowerPoint may default to showing a small window of your webcam video, i.e. a “talking head.” This often provides a nice experience for the viewer, as they can see your face while watching the presentation. You may use this or turn off based on your preferences and comfort level.

Provide narration for each of your slides just as you would in a live presentation environment, clicking through and speaking about each slide in succession.

Once you have completed narrating all slides, click the stop button to end the recording.

Step 4

Review your final paper presentation by clicking the “**From Beginning**” button, which will play your finished presentation start to finish.



Once you have confirmed your paper presentation plays as you expected, proceed to Step 5.

Step 5

Save and export your recording to create the final video file that you will provide to ASCRS. Go to **File, Export** and choose **Video, Create a Video**, or **MP4** as your format. Name the file and select where you want it to save. If you are given the choice of video quality output, please select the highest possible option. **Please note that it may take some time to create the final video.**

Step 6

Upload to Orchestrate system via separate instructions.

Help/Assistance

For more information on how to perform this task, visit [this Microsoft Help page](#) for detailed instructions and a demonstration video.