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Requirements for presentation video
1 **Recommended File formats**:

- .MOV
- .MPEG4
- .MP4
- .AVI
- .WMV
- .MPEGPS
- .FLV
- 3GPP
- WebM
- DNxHR

- ProRes
- CineForm
- HEVC (h265)

2 **Maximum file size**: 500MB

3 **Time:** Main Conference talks (15 minutes) and Workshop talks (10 minutes)

How to save PowerPoint 2010 as a video

Microsoft PowerPoint allows you to save PowerPoint as video in Windows Media Video (.wmv) file format. If you plan for sharing your presentation as a video before creating it, you can decide whether to record the narration before creating the presentation.

Here are the steps you need to follow:
1. Create your PowerPoint presentation as normal and save it.
2. If you're using narration for your presentation, record the narration and add timings to the slideshow.
3. Select the **File** menu and click on **Save & Send**
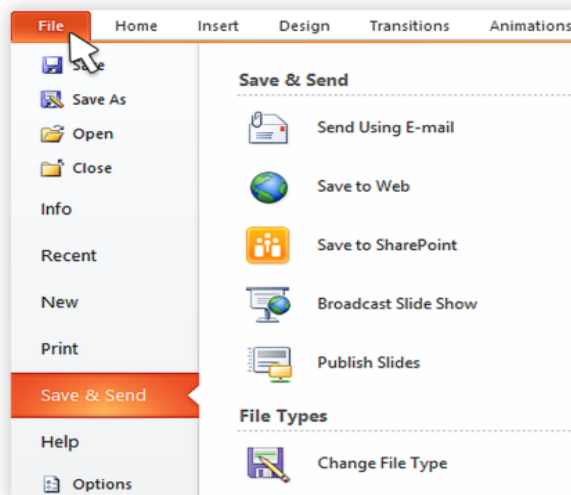
4. Under the **Save & Send** menu, find and click on **Create a Video**.
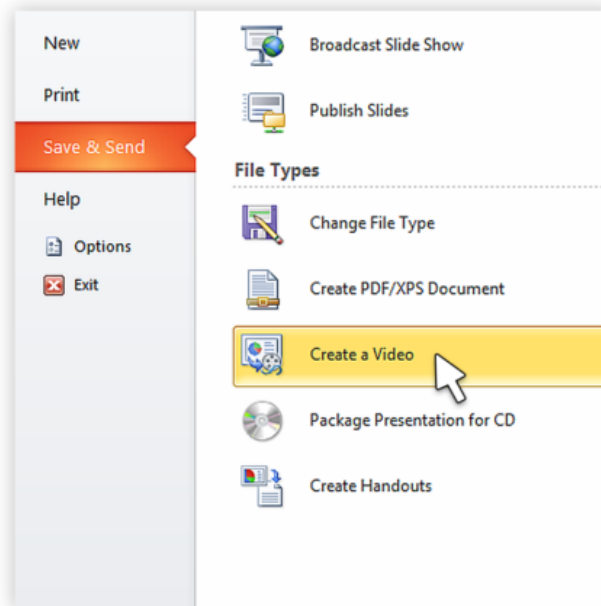
5. Click on the **Computer & HD Displays** option to customise the video size and quality (small, medium and large size & quality).
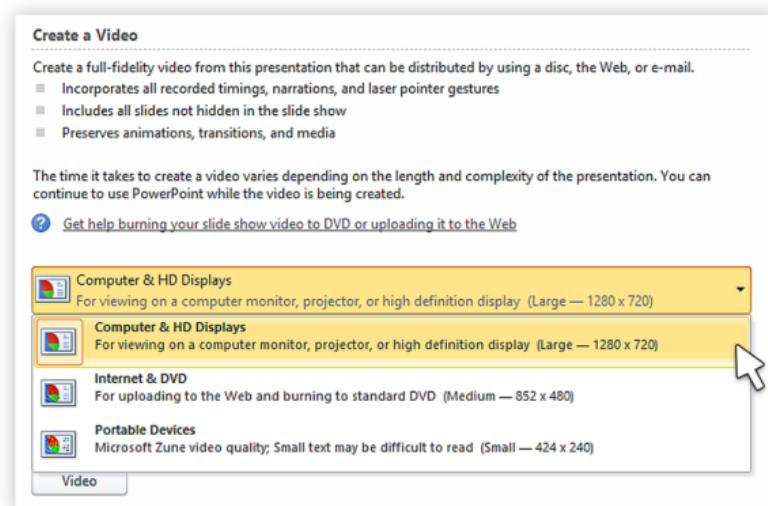
6. Click the **Don't Use Recorded Timings and Narrations** to select if you're using timings and narrations.

7. Click **Create Video** and another dialogue box opens.
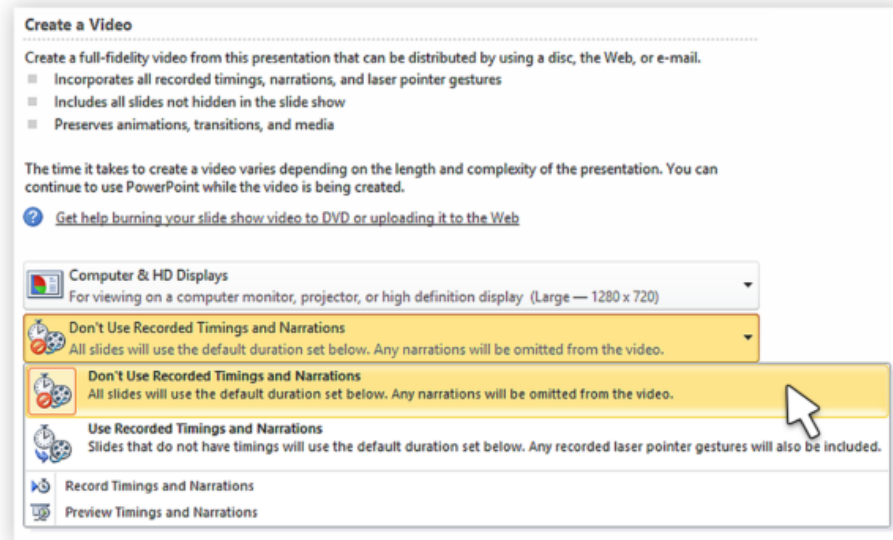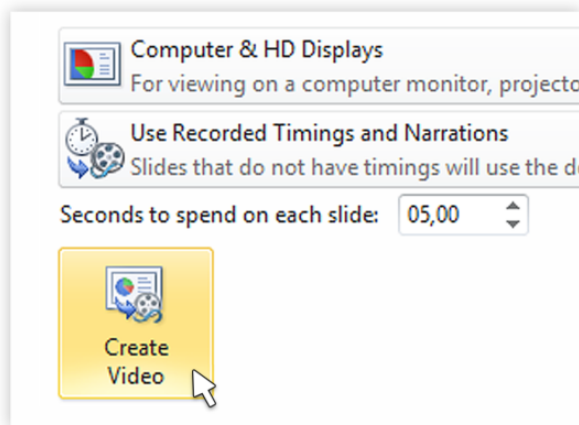

8. Enter appropriate filename and saving location to save your newly created video.

Once your presentation to video conversion is complete, the video is ready to share.

How to save a PowerPoint 2007 presentation as video

There are many users still running Microsoft Office 2007, hence PowerPoint 2007 on their computers. If you are one of them, don't worry, there are ways to convert your PowerPoint to video using a bundled Microsoft product, Windows Movie Maker.
If you want to convert a PowerPoint 2007 presentation to video and you are running a newer version of the program, you can open the file within PowerPoint 2013. You can then use the **Create a Video** feature to convert your PowerPoint to video.

Alternatively, if you only have access to PowerPoint 2007 and have a copy of Windows Movie Maker installed, you can save your presentation as image files (.jpg). Once you've saved each slide, fire up Windows Movie Maker and start a new project.
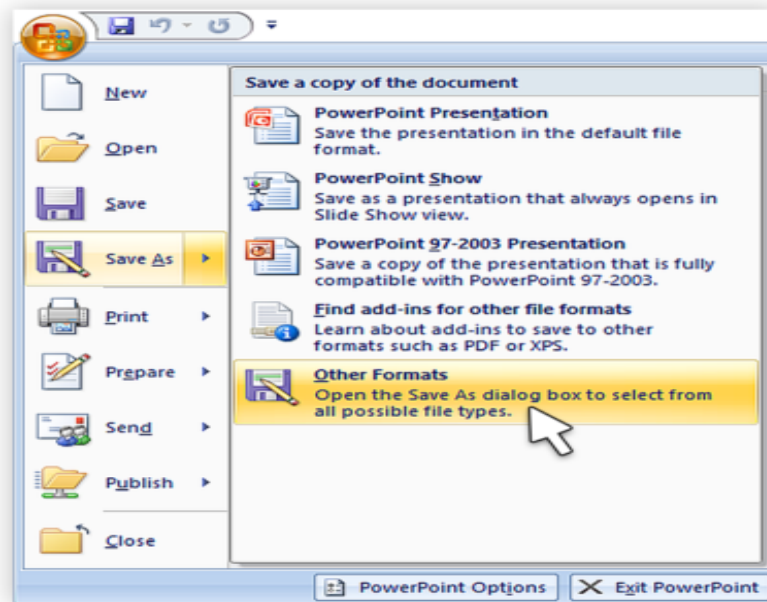
Next, import all the slides you saved as images into the new project and create your video.
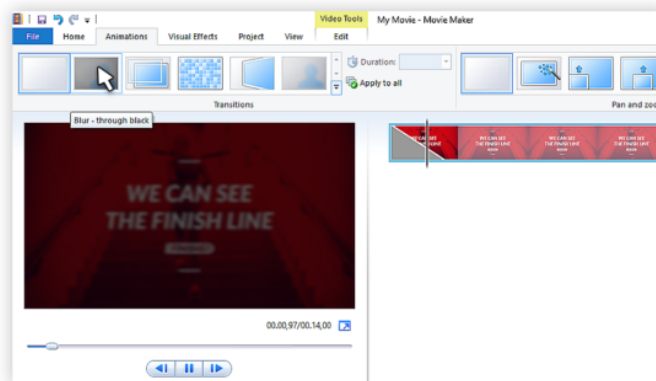
Note: You can include transitions in Windows Movie Maker. However, animations will not convert when you save the slides as image (.jpg) files. Make sure you modify your slides to remove any animations and ensure you do not lose vital parts of your message before saving as images.

If your presentation has narration, you can import the the sound file directly into Windows Movie Maker. If you do not have the source audio file, you can save the presentation as a web page (a separate .wav file is created). You can then import the .wav file into your Windows Movie Maker video.

How to convert PowerPoint to video in PowerPoint 2013

Turning your PowerPoint 2013 presentation slides into a video is easier than you think. In seven simple steps, you can turn your presentation into a video you can share with viewers wherever they are. Here's how you do it.

1. Access Powerpoint's **Backstage View** by clicking on **File.**
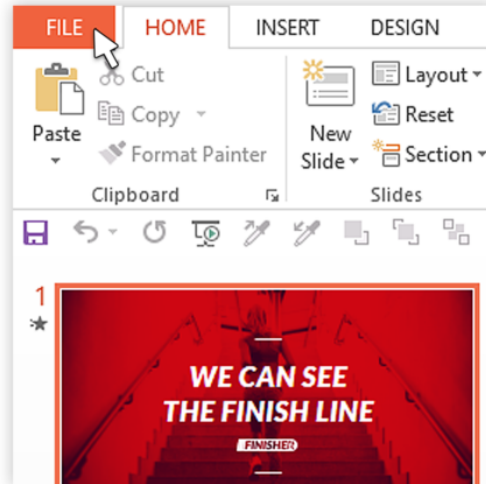
2. Select Export and click on **Create a Video** to access the video export menu.
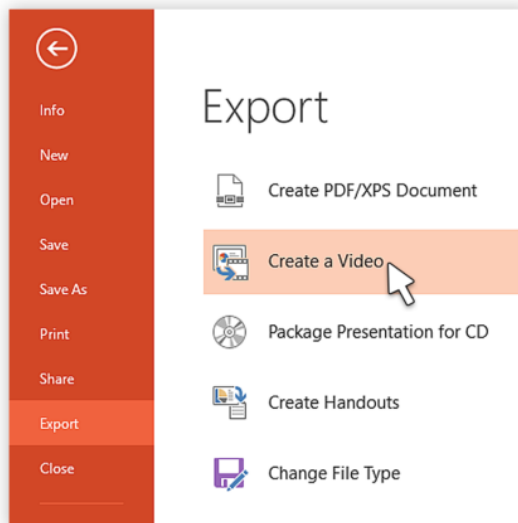
3. Click on the Create a Video option and expand the **Computer and HD Displays** option to select output video size and quality settings.
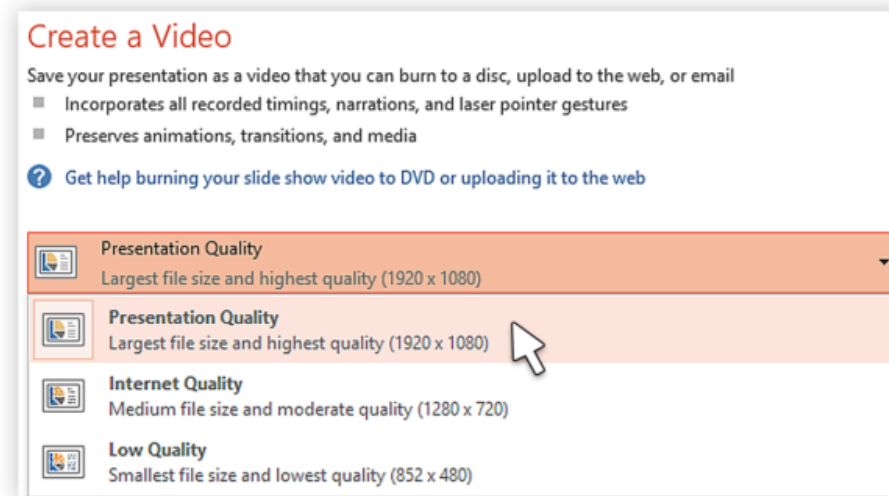
4. Click on the drop down arrow to expand the **Use Recorded Timings and Narrations** menu. Use this to select whether you're using recorded timings or not. If not using recorded timings and narrations, set the duration of each slide using the timings option at the bottom
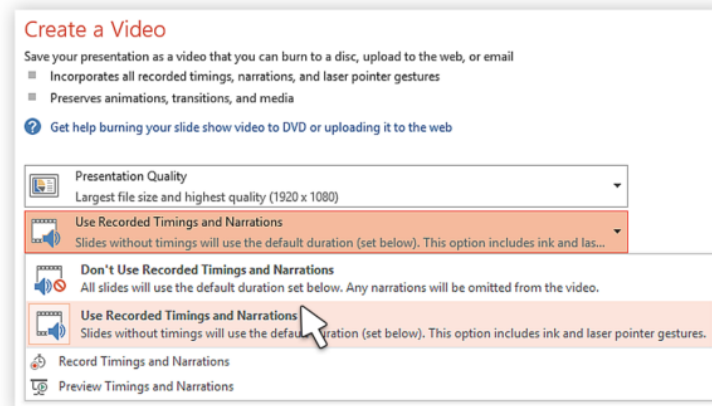
5. Click the **Create Video** button to show the **Save As** dialogue box.
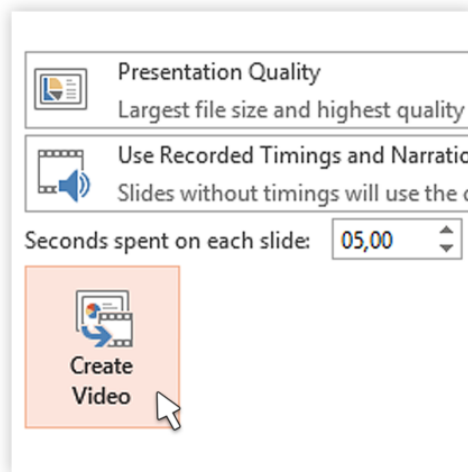
6. Select the location where you want to save your video and choose a suitable filename for the video file. Also choose the video file type.
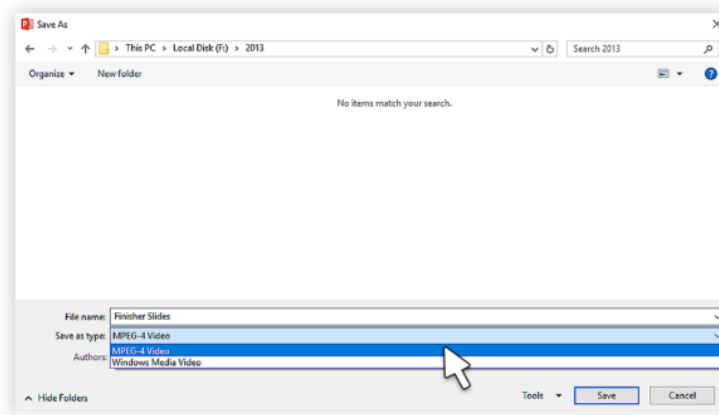
7. Click **Save** and PowerPoint will begin converting your presentation to video. This may take a couple of seconds or a few minutes depending on the size of your presentation.

When the video creation is complete, the video is ready to view, upload to your website, Facebook, YouTube or sharing by email.

How to save a presentation as a movie file in PowerPoint For Mac

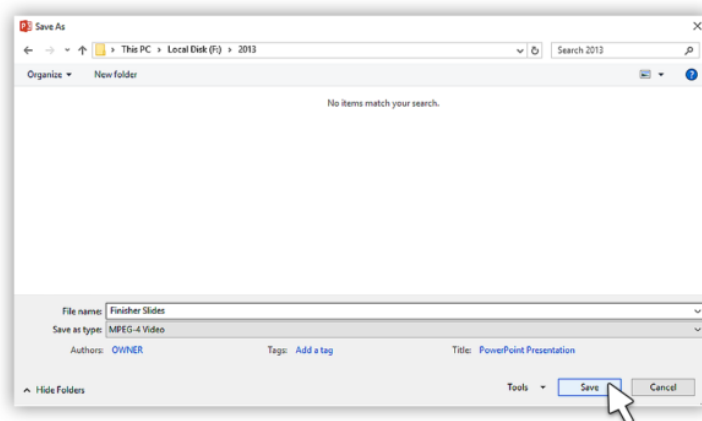If you have an Apple computer running a Mac version of PowerPoint, you can convert your presentation into a movie for easier and wider distribution. The process is similar to Windows system with the inevitable differences between the operating systems. In just a few simple steps, you will be able to turn your powerful presentation into a movie file. The following limitations apply:

- The output is a .mov file compatible with only the Quicktime player or 3rd party converting programs.
- You will lose transitions and animations within the presentation and so make sure you modify your presentation prior to converting it.
- You will also lose narration during the conversion process, you may wish to add the narration as an audio soundtrack to the movie.

The steps are as follows:

1. Click on **File** and choose **Save as Movie**.
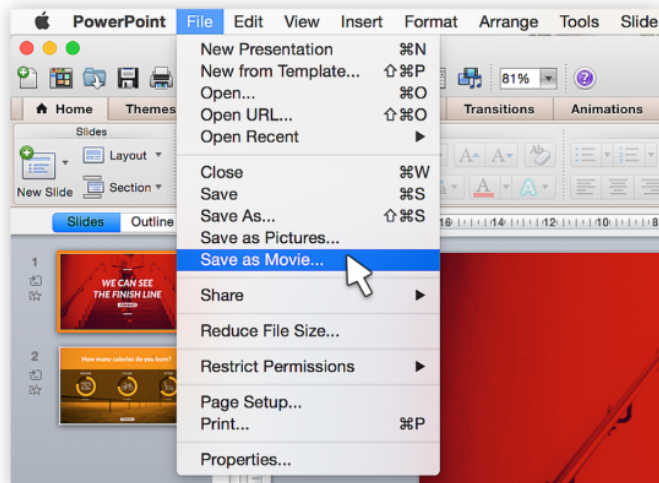
2. Click **Movie Options** to add a background soundtrack (music or your narration) or credits.
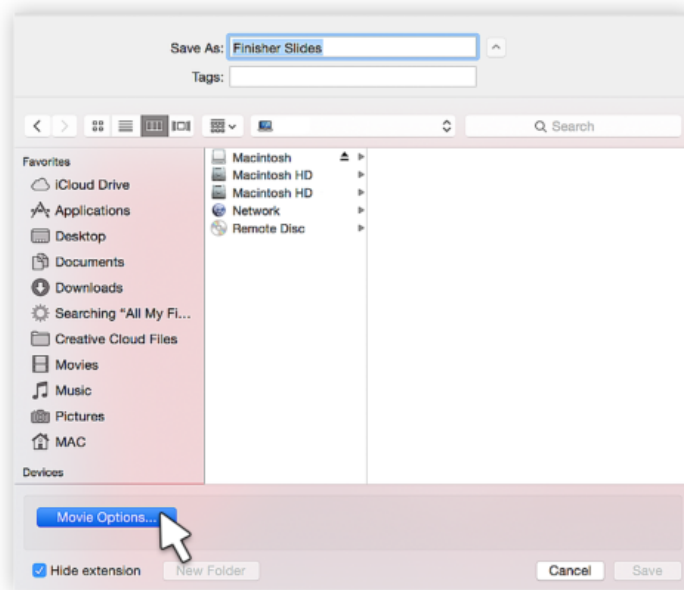
3. Click **Movie Settings** to adjust the output quality and video size settings. You can also choose the slide durations, to create a looping video and slide transitions under this option.
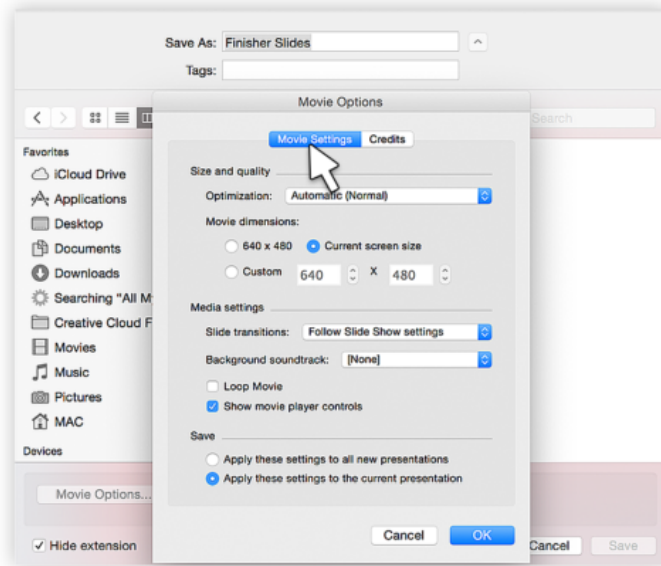
4. Click OK to close the Movie Options dialogue box.
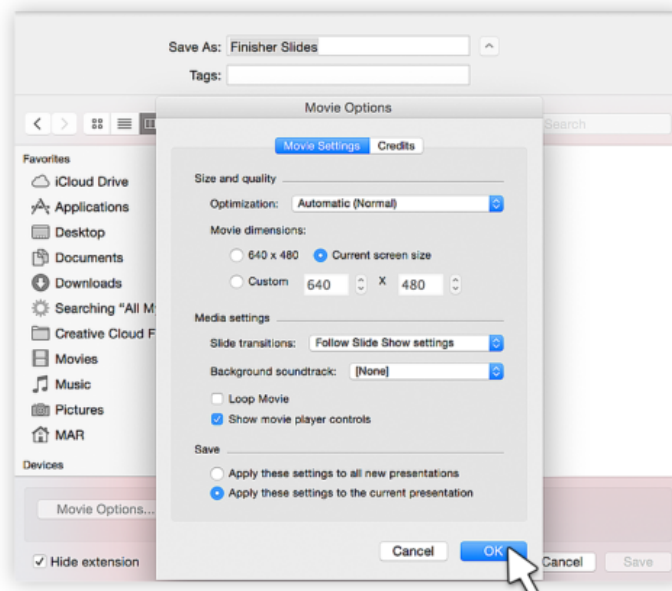
5. Click **Save** to start creating your video. The process will take a couple of seconds or longer depending on the size and quality options you select.

Once the process is complete, your movie is ready for playback or to convert into other file formats and share via Social Media or other outlets. If you're using PowerPoint for Mac 2008 and 2011, these steps will work for either.

How to create a video from PowerPoint 2016

You can create a full-fidelity video from your presentation in PowerPoint 2016 in MPEG-4 (.mp4) or Windows Media Video (.wmv) format. In just six steps, you can turn your presentation into a video you can share and distribute on Facebook, YouTube, burn to DVD or via email. Here's how you go about it:

1. Click on the **File** tab to show file options.
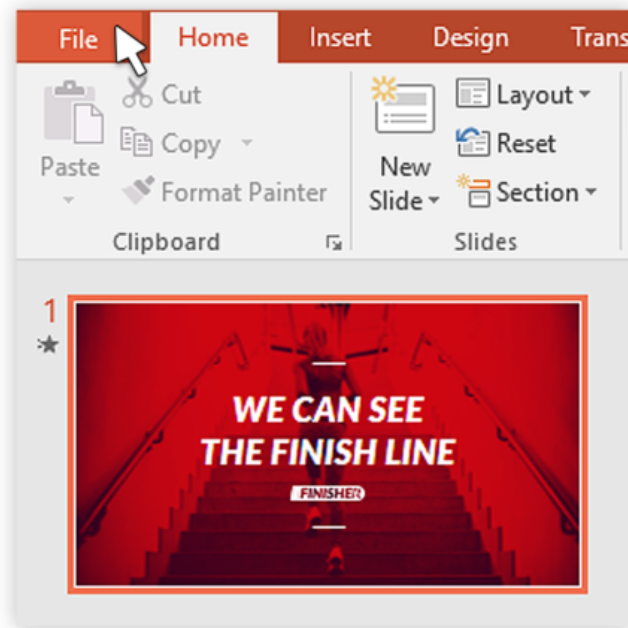
2. Scroll down and select **Export** and navigate to **Create a Video.**
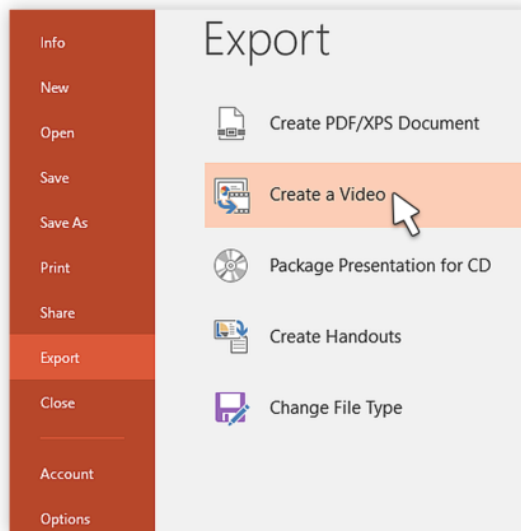
3. Select your video settings preference (video quality, timings and narration, video size).
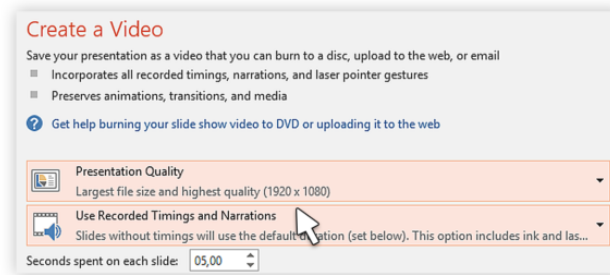
4. Click on **Create a Video.**
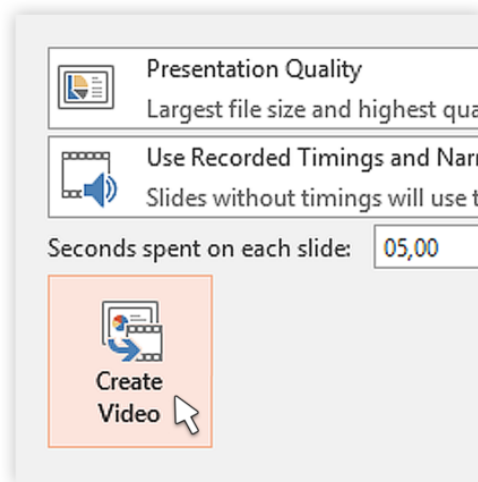
5. Choose a filename, saving location and video type (.mp4 or .wmv).
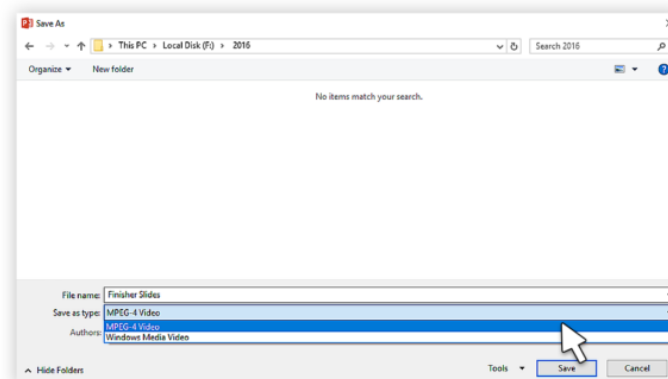
6. Click on **Save** to start video creation process.

PowerPoint recording video guide

https://www.youtube.com/watch?v=UdeRJpIxCF0

LibreOffice

In LibreOffice you don't have the default facilities to record video from presentation. Therefore, the most appropriate way is to record your screen by special programs.

Screen recorder on Linux

You can find a free screen recorder for linux and the full tutorial here.

https://www.maartenbaert.be/simplescreenrecorder/
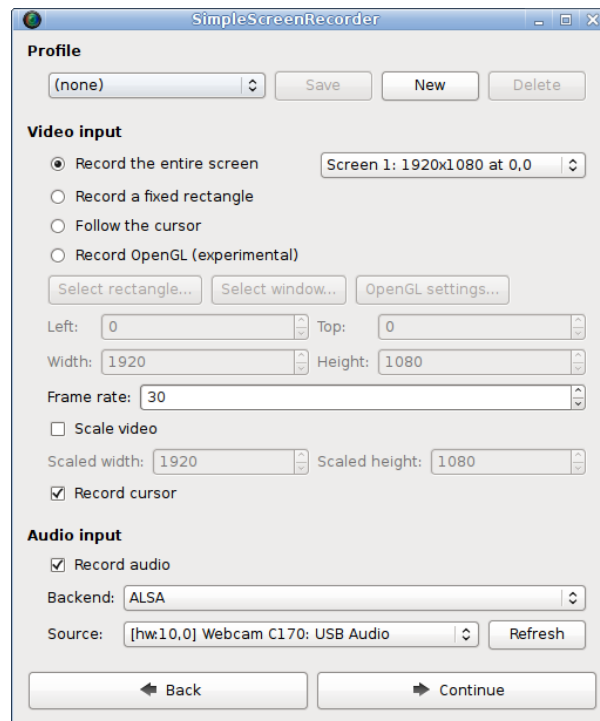
Quick guide for installation

Arch Linux

Simply install 'simplescreenrecorder':

sudo pacman -S simplescreenrecorder

Add this if you want to record 32-bit OpenGL applications on a 64-bit system

sudo pacman -S lib32-simplescreenrecorder

Ubuntu, **Linux Mint**,

If you are using Ubuntu 17.04 or newer, SimpleScreenRecorder can be found in the official repositories. You can install it with:

```
sudo apt-get update

sudo apt-get install simplescreenrecorder
```

Add this if you want to record 32-bit OpenGL applications on a 64-bit system:

```
sudo apt-get install simplescreenrecorder-lib:i386
```

You should copy-paste these commands to a terminal line by line rather than all at once, otherwise it won't work.

If you are using an older version of Ubuntu, or you want to get the latest version of SimpleScreenRecorder immediately without waiting for the next Ubuntu release, you can also get the package(s) from the SimpleScreenRecorder PPA:

```
sudo apt-add-repository ppa:maarten-baert/simplescreenrecorder

sudo apt-get update

sudo apt-get install simplescreenrecorder
```

Add this if you want to record 32-bit OpenGL applications on a 64-bit system:

```
sudo apt-get install simplescreenrecorder-lib:i386
```

Video-guide on Linux

https://www.youtube.com/watch?v=2gvqQMbzH6k

https://www.youtube.com/watch?v=uA80bTkdLIk

How to record screen on Mac

- Open QuickTime Player

- Tap "File" at the top of the display.

- Choose "New Screen recording"

- Before record you can change record's settings

- Hit record.

- You can record the whole screen, or click and drag your mouse cursor to record just a specific part.

How to record screen on Windows

In Windows 10 you have an ability to record your screen with Xbox Game Bar. First off all, you should enable it.

Step 1: Click the *Start* button followed by the *Gear* icon located on the *Start Menu*. This opens the *Settings* app.
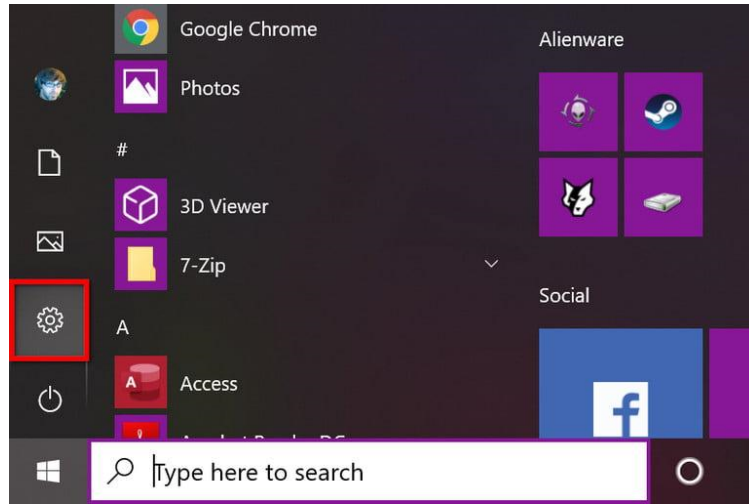
Step 2: Select *Gaming*.
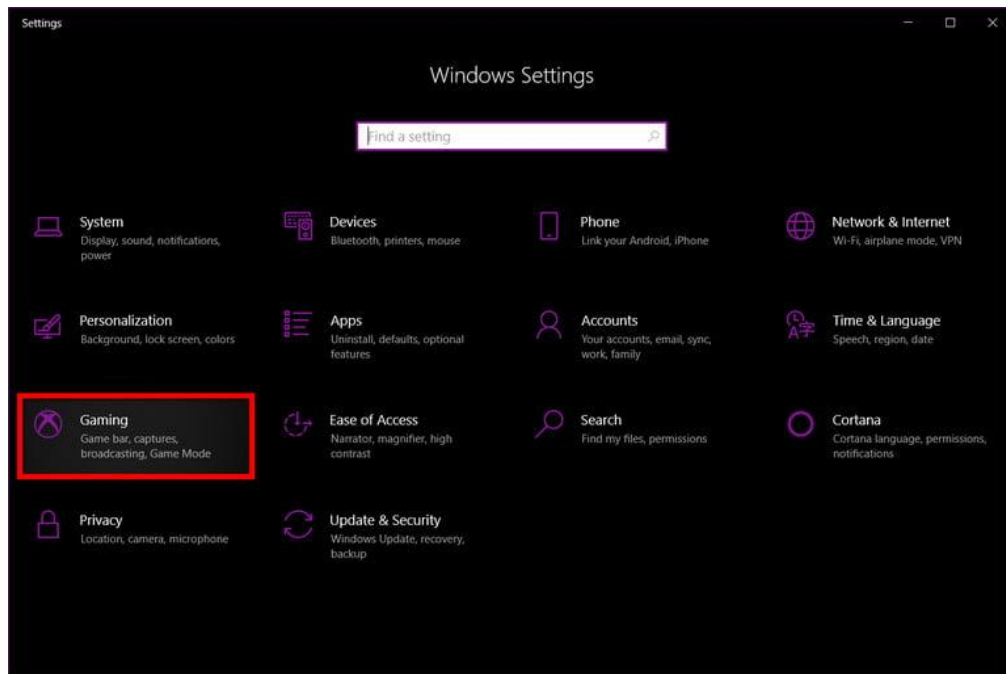
Step 3: Under *Xbox Game Bar*, be sure the *Enable Xbox Game Bar for Things Like Recording Game Clips, Chatting With Friends, and Receiving Game Invites* option is toggled to the *On* position.
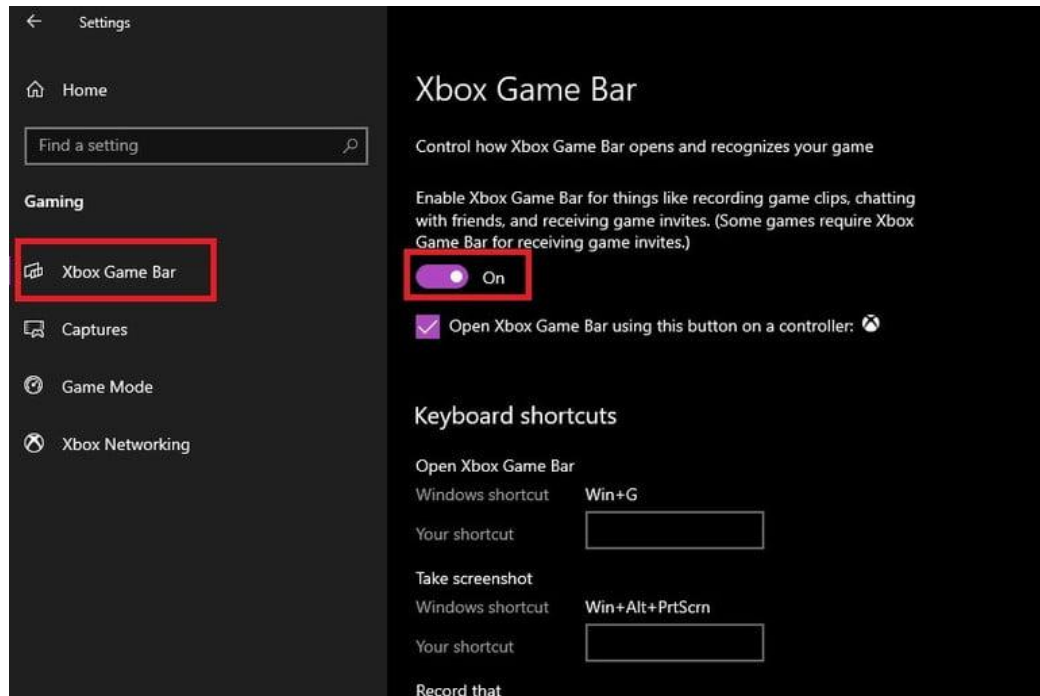
Step 4: You may also want to select *Captures* in the Windows 10 Gaming *Settings* menu to view and adjust further customization options for recording your screen with Xbox Game Bar. Under *Captures*, you can change your save location for your recordings and screenshots, enable background recording, enable recordings even when your laptop isn't plugged in, enable recording while projecting your screen, set a maximum recording length, and even adjust your audio settings and video quality settings.
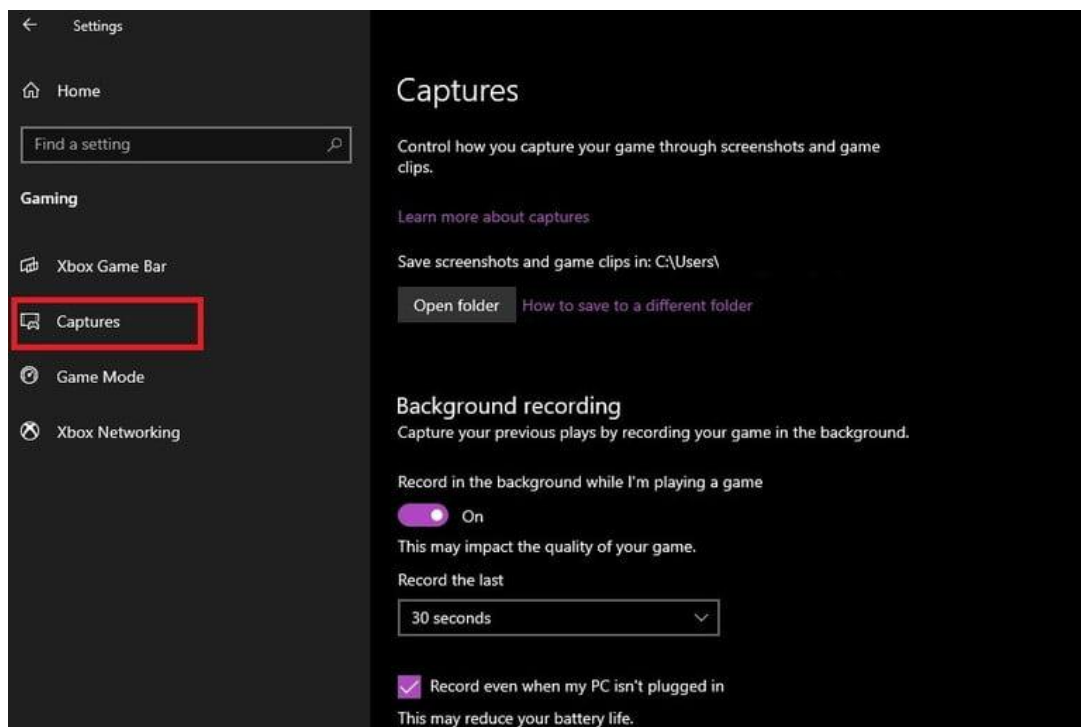
Step 5: Type the default keyboard shortcut to open the Xbox Game Bar: *Win + G*. You may or may not see a prompt asking if the highlighted application on your screen is a game. If you do, just select *Yes*.

Step 6: The Xbox Game Bar appears near your screen's top-center edge. It provides buttons to access multiple overlays, including *Audio*, *Performance*, and *Capture*.

The Game Bar's *Capture* overlay should appear by default. If not, click the *Webcam* icon on the Xbox Game Bar. After that, click the round *Start Recording* button on the *Capture* overlay. Click the purple *Stop* button to stop recording.

Note: The Game Bar's recording feature won't work with the desktop or File Explorer, but it should work with games and non-game apps.

Alternatively, you can type the *Win + Alt + R* key combination to start and stop recording with Xbox Game Bar enabled.
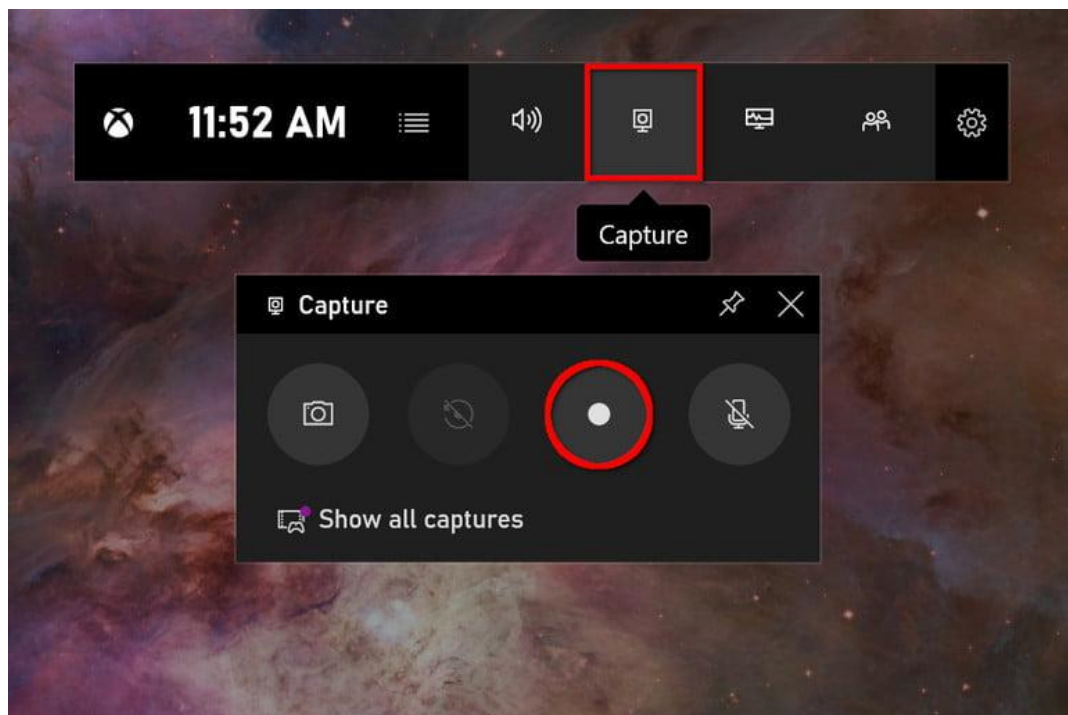
Alternative way*: you can just type "record" at search and find an old utility for screen records.*

How to edit video

The example is VSDC Video Editor. Link for downloading

http://www.videosoftdev.com/free-video-editor/download

Video guide

https://www.youtube.com/watch?v=qyrt7nAanYk

How to import a video to VSDC

There are several ways to import files to VSDC.

- You can use the "Import content" icon on the start screen when you launch the program. This is an optimal way because VSDC will automatically detect all the parameters of your video and adjust the project parameters accordingly. After you choose a file on your PC, a window will pop up asking whether you'd like to change resolution, framerate, or other parameters. Once ready, hit "Finish".

- You can also add files to your project in real-time while working on it. To do it, use the dedicated "Add object" buttons located at the top and on the left-hand side of the program menu - see the illustration below. Note that when you add a new file this way, a window pops up to confirm object's position settings and layer's position. The latter allows you to choose whether the file should be added as a new layer or placed on the current one.

If you select "Add a new layer", the new layer will be added at the very top. The "Insert new layer" option will add one right below the selected layer.
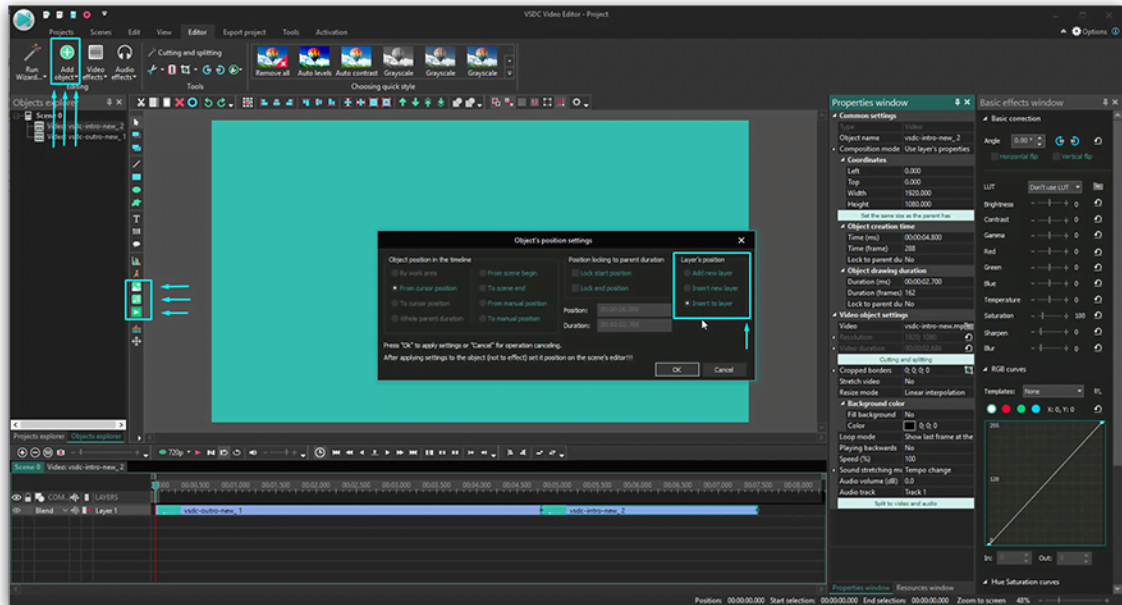
Finally, you can use hotkeys:

- Shift + I – to add an image
- Shift + A – to add an audio file
- Shift +V – to add a video
  Each time you select a file on your computer, it's automatically placed on the timeline. Keep in mind that you can have files on the same layer (linear sequence) or on different layers (non-linear sequence). (https://www.youtube.com/watch?v=6b7TpNHwQxY)

How to cut, split, crop, and rotate a video in VSDC

Quick-access menu is located at the top of the program interface and called "Cutting and Splitting tools" – see the illustration below.

The first icon is an image of scissors – the cutting tool. It's especially convenient when you need to trim the beginning of a video or its ending. Place the cursor precisely where you need to make a cut, open the dropdown cutting menu (the little triangle near the scissors icon) and choose "Trim start" or "Trim end".
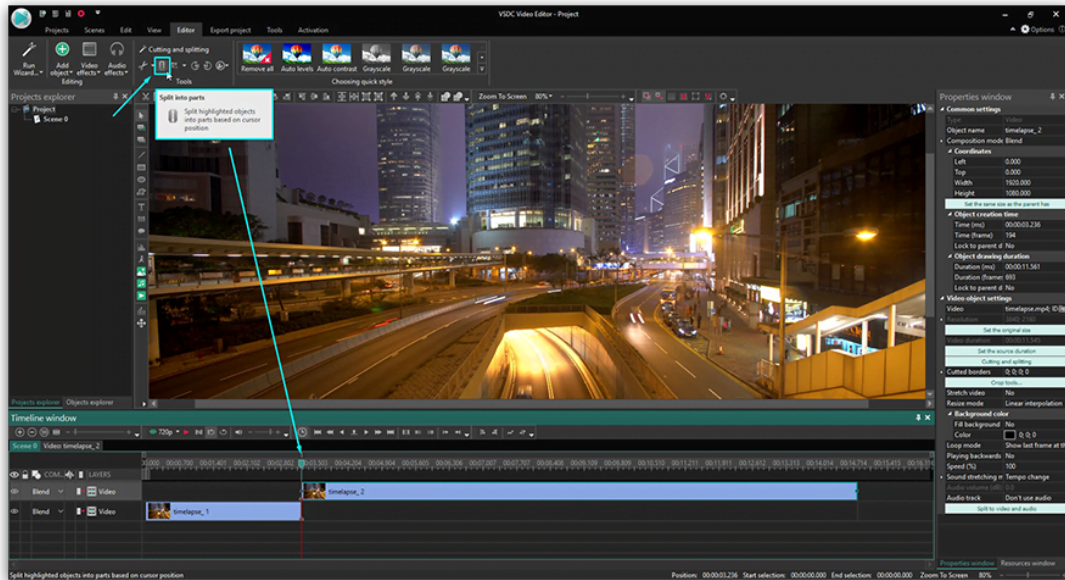
Now, if you need to split a video into parts, use the next icon – the one looking like a razor. Keep in mind, that when you need to delete a fragment, you should first click anywhere on the timeline to remove the selection from the entire file (otherwise you'll delete the file entirely) and then select the fragment you want to get rid of. A very detailed guide on splitting videos into parts in VSDC is published **here**.

Cropping is quite easy too. If you have recorded too much extra space around the scene object, just click on the file you need to crop and use the cropping icon from the "Cutting and Splitting" menu. A new window will pop up where you'll be able to select the area that should remain in the scene.

More details at **tutorial on cropping borders of a video**.
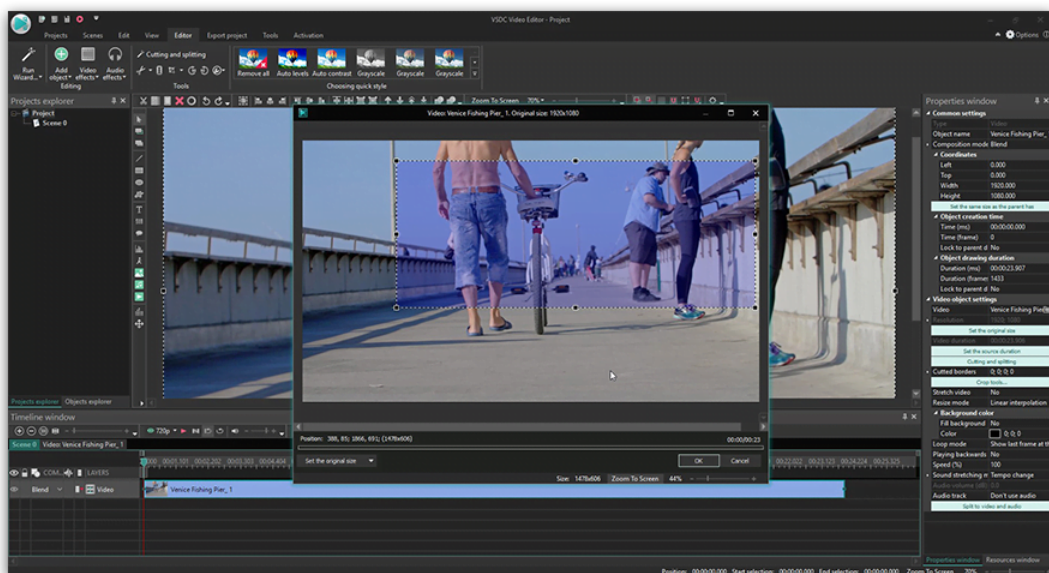
Finally, the quick access menu includes two icons allowing you to rotate your footage 90 degrees clockwise or counterclockwise. This feature is quite intuitive: click on the file you need to rotate and choose the required direction. If your project requires custom angle rotation, follow this **detailed instruction**.

How to apply effects and transitions in VSDC

Effects are located on the "Video effects" tab at the top ribbon menu and include quick Instagram-style filters, basic color adjustments, transitions, transformational and transparency effects.
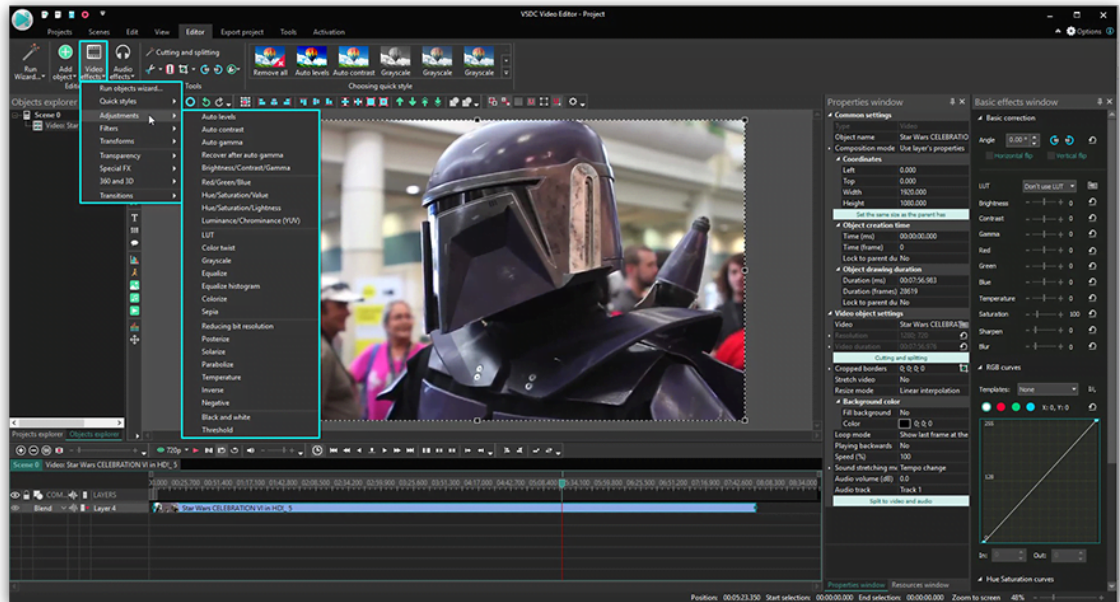
To apply one, select the video file you want to modify, go to the Video effects tab and choose the necessary effect. A new tab will be created on the timeline – it will contain all the effects applied to the selected object. There, you'll be able to change the effect duration and its position timewise by dragging it with the mouse. Other parameters can be configured in the properties window located on the right-hand side.

The same rule applies to transitions. Place a cursor exactly where the transition should start, select the transition from the Video effects dropdown menu, and adjust its duration manually.

How to mute a video in VSDC

If you need to shut down the sound of a video completely, the easiest way is the following:

- Click on the video file with a right mouse button
- From the menu, select "Properties"
- Go to the Properties window on the right-hand side
- Scroll down and find "Audio track"
- Select "Don't use audio"
  Alternatively, you can use the button "Split to video and audio" (also located on the Properties window) and once the audio track is separated on the timeline, just delete it.
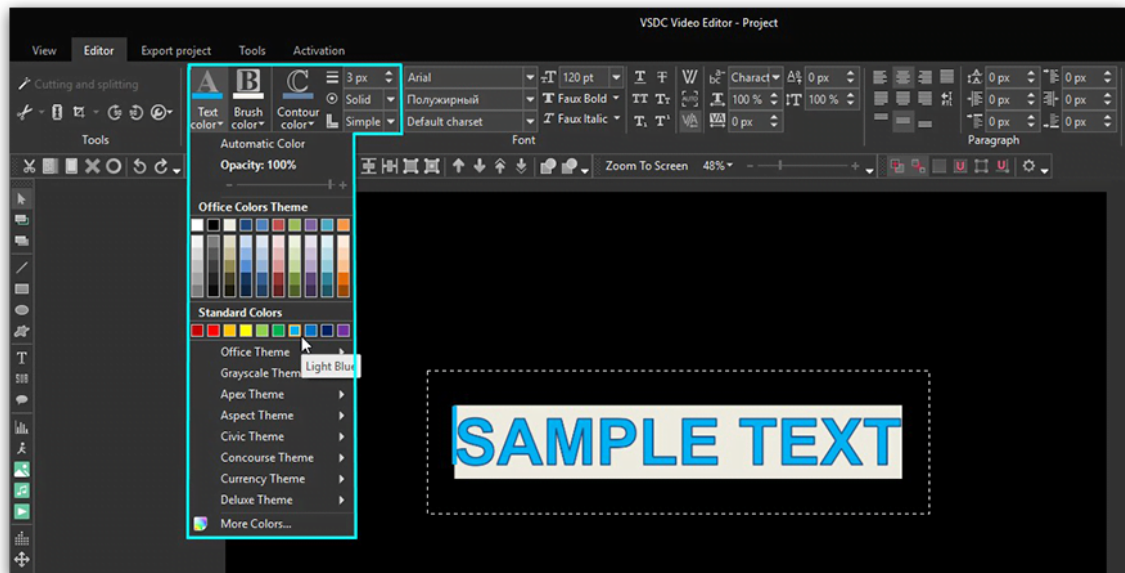
How to add a text to a video or an image in VSDC

VSDC offers a full-featured built-in text editor. It allows you to create beautiful titles and text-related effects. To add a text object in VSDC, go to the left-hand side of the program interface and hit the "T" icon. Select "Text" and place the cursor on the scene to specify title location. Then type your text and adjust its size, style, and color using the upper menu as you would do in a regular text editor.

Again, you can use the dragging motion and the Properties window to change the duration and other parameters of your text object. Here is **a very detailed how-to guide** on working with text in VSDC.

How to export a video in VSDC

Before exporting your video, make sure everything looks exactly the way you want. Use the red preview button and lower the preview quality if the video appears choppy. Lagging sometimes happens when the resources of the PC aren't enough to process the video in real-time. Keep in mind, it doesn't affect the outcome in any way.
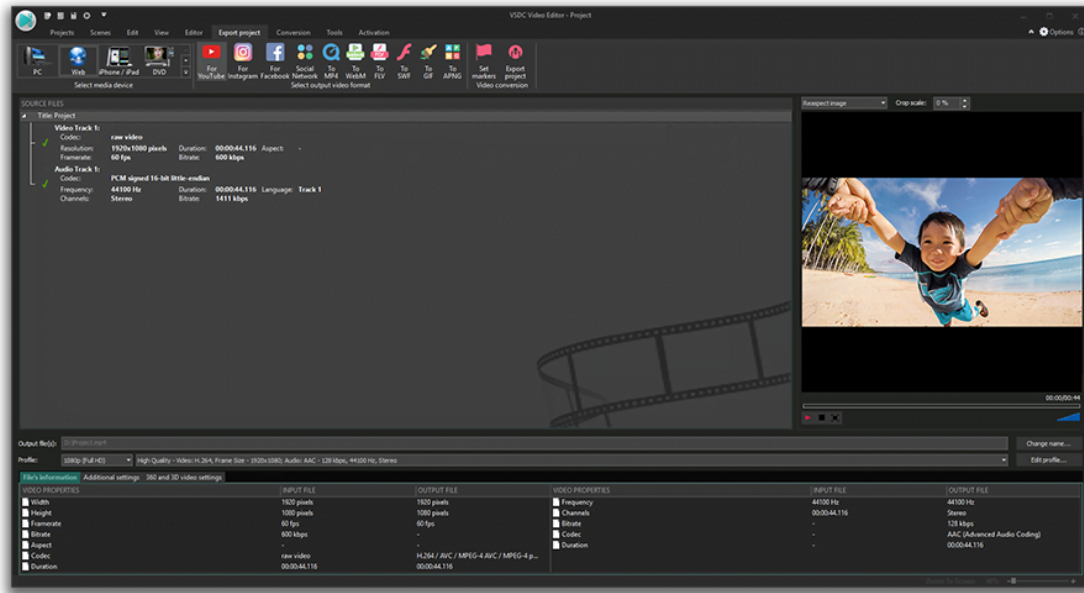
Once ready, go to the Export project tab and choose the output format. For your convenience, there are a few pre-configured export profiles available. Their settings are based on how you're planning to use the video. For instance, if you want to upload it to YouTube, select "Web – For YouTube". The output file is typically saved in the "C:\Users\Owner\Videos\" folder unless indicated differently. If you'd like to change the location, you can do that by clicking the "Change name" button (located right below the preview window).

Hit the red "Export project" button at the top of the menu and wait until the conversion process is over.

How to compress video

Just click the following link and choose appropriate file. It can take several minutes while file is processing.
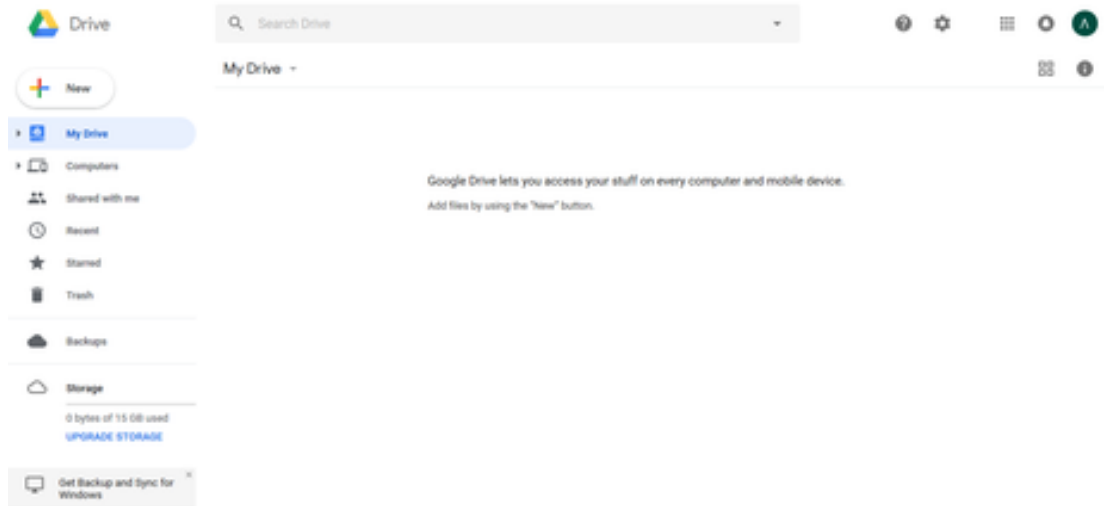
https://clideo.com/compress-video

How to upload file (video) to Google drive

Video manual: https://youtu.be/_B6lhLsFal4

You can upload files into private or shared folders:

1. On your computer, go to drive.google.com. If you alredy loggeid it will open page like next:
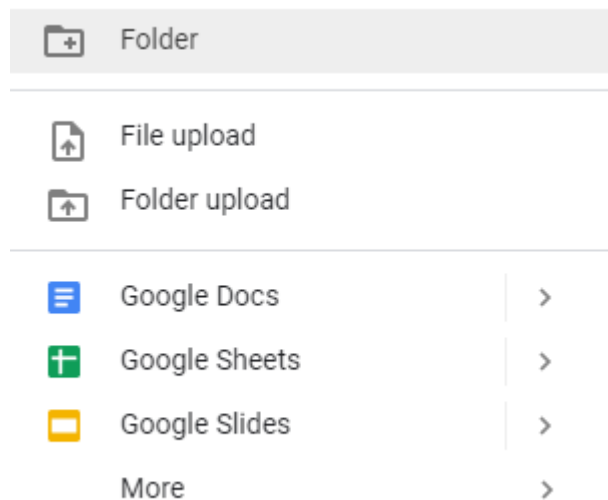
Or it can ask you to login/register.

2 Then you will need to upload file (video). At the top left, click

3 Choose the file or folder you want to upload. And press open.

Resource
1 Web Article "Tutorial: Save your PowerPoint as a Video" (https://24slides.com/presentbetter/tutorial-save-your-powerpoint-as-a-video/) 19.08.2020

2 Web Article "Upload files and folders to Google Drive (https://support.google.com/drive/answer/2424368?co=GENIE.Platform%3DDesktop&hl=en) 19.08.2020

3. How to record your computer screen (https://www.digitaltrends.com/computing/how-to-record-your-computer-screen/)

4. How to use VSDC Free Video Editor: starting guide
(http://www.videosoftdev.com/start-editing-video-using-video-editor)

5. What is SimpleScreenRecorder?
(https://www.maartenbaert.be/simplescreenrecorder/)

6. How to record the screen on your Mac

https://www.cnbc.com/2018/05/20/how-to-record-the-screen-on-my-mac.html