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BEST PRACTICES  
**HOW TO CREATE  
A VIDEO**

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2022

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# Table of Contents

<b>HOW TO CREATE</b>	<b>1</b>
<b>A VIDEO</b>	<b>1</b>
<i>Table of Contents</i>	2
<i>Presentation Recording Requirements</i>	3
<i>How to Record a Presentation with Audio</i>	4
<i>Tips &amp; Tricks</i>	6

## Presentation Recording Requirements

**Block text.** This is text used for descriptions and highlights. This is text used for descriptions and highlights. This is text used for descriptions and highlights. This is text used for descriptions and highlights. This is text used for descriptions and highlights. This is text used for descriptions and highlights.

### Presentation Duration:

- 10 second minimum
- 5 minute maximum for poster session presentations
- 10 minute maximum for other virtual presenters

### File Format and Size:

- File Format: MP4 or MV4 file (slides and audio)
- File Size Limit: 300 mb max
- Landscape orientation preferred (these display better than vertical videos, like ones filmed on a phone)

### Slide 1 must contain:

We strongly recommend all videos include an opening slide or image to introduce the content.

- Presentation Title
- Presenter's name and organization
- Photo of presenter
- Presentation Date

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# How to Record a Presentation with Audio

## Using PowerPoint (Preferred):

- You can record narration for a presentation right within PowerPoint.
- To record and play back sound, your computer must be equipped with a sound card, microphone, and speakers. While you are recording, disable any other sound recording applications, such as Speech Recognition.
- Adding audio to a slide is not supported in PowerPoint for the web, but is supported in the PC and MacOS versions
  - PC <https://support.microsoft.com/en-gb/office/record-audio-narration-for-your-powerpointpresentation-232d5fec-fc90-4abb-9332-c469d336d947>
  - MacOS <https://support.microsoft.com/en-gb/office/record-audio-narration-for-your-powerpointpresentation-232d5fec-fc90-4abb-9332-c469d336d947#OfficeVersion=macOS>
- Record a slide show with narration and slide timings: <https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0B9502C6-5F6C-40AE-B1E7-E47D8741161C>
- How to use your mouse as a laser pointer: <https://support.office.com/en-us/article/turnyour-mouse-into-a-laser-pointer-77367b36-d25b-4ed2-8c87-358bc216a1e0>
- Within PowerPoint click the “File” Menu and Choose “Export”; the settings should be “Create a Video” (On the left) and then “HD (720P)” and “Use Recorded Timings and Narrations”.
- Click the “Create Video” button and save the file as an MP4; the process may take a few minutes, depending on the detail in your slides. You will see a progress bar in the bottom right of your screen as the video is being created.

## Using PowerPoint For Mac Users:

- There appears to be an issue when converting PowerPoints on a Mac that may cause audio to repeat or skip in places. The corruption may or may not be detectable on user’s local systems, depending on the video player used to proof the video.
- To ensure a good export without this corruption:
  - Open your PowerPoint on a Windows machine and export.
  - Open your PowerPoint using Apple's Keynote software and export as m4v

## Using Adobe PDF:

- Adobe Acrobat Pro allows you to insert rich media files, such as sound into PDF documents. Anyone with the free Adobe Reader software can view and/or hear the media without additional software.
- Step-by-step instructions are available at <https://helpx.adobe.com/acrobat/using/playing-videoaudio-multimedia-formats.html>

## Using Prezi:

- Adding audio is available for users with a Plus or higher Prezi Next plan.
- Step-by-step instructions are available at <https://support.prezi.com/hc/enus/articles/360003479194-Adding-audio-in-Prezi-Next> Using

## Keynote for MacOS:

- Step-by-step instructions are available at <https://support.apple.com/guide/keynote/record-audio-tan8a5df9cc5/mac> Using Google Slides:

## Get Google Slides:

- <https://www.google.com/slides/about/>
- How to record audio: <https://gsuiteupdates.googleblog.com/2019/04/add-audio-to-slides.html>


## Using a Cell Phone:

- <https://www.wikihow.com/Record-Audio-on-a-Mobile-Phone>
- <https://www.verizon.com/articles/how-to-record-audio-on-your-smartphone/>

## Other Options:

- Use Zoom, WebEx or another meeting software: <https://zoom.us/freesignup>

## Tips & Tricks

- Use landscape orientation when filming
- Font: Sans serif (e.g. Helvetica, Arial Tahoma)
- Sized 20-40 point
- Highlight main points
- If using slides, use page numbers
- Move the audio symbol  to the upper or bottom corner so it's not in the way of text (if recording in PowerPoint)