

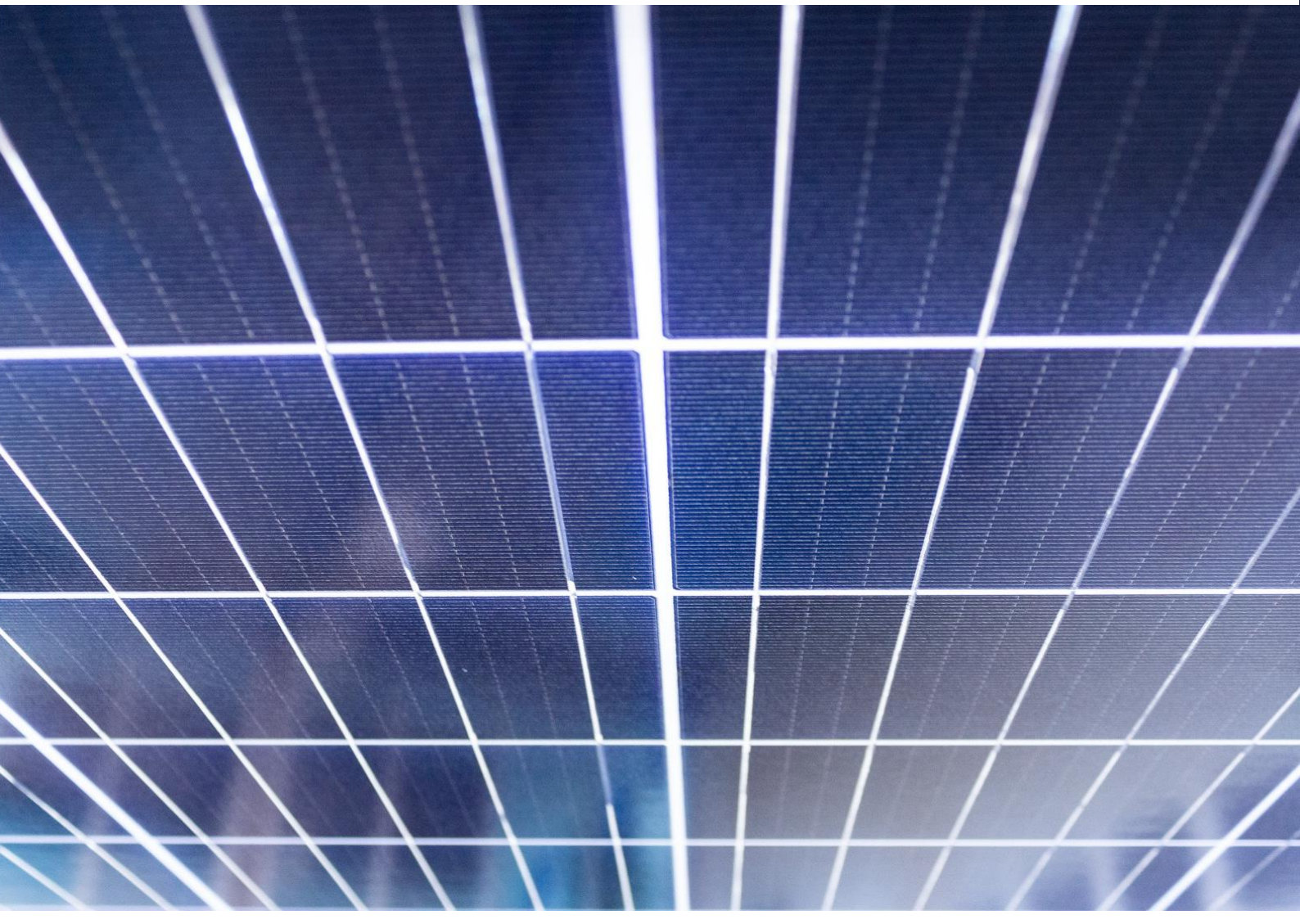


Australia's National  
Science Agency

# Advanced PV 2020

Toward the commercialisation of next generation technologies

**Guide to recording a video talk**



## Guide to recording a video talk of yourself with Zoom and PowerPoint slides

There are several ways to record your video presentation. Your presentation can be self-paced, completed in stages (slide by slide) or in a continuous block. Links to further reading and advice can be found below:

- Self-paced (slide by slide): [Record a slide show with narration and slide timings \(microsoft.com\)](#)
- Screen capture (no web camera): [Use a screen reader to record your screen with Xbox Game Bar \(microsoft.com\)](#)

The following is a guide to preparing a continuous recording video using a well-known web conference software (**Zoom**) much the same as attending and sharing in a meeting as many of us have adapted in recent times.

*Note:* Functions for PowerPoint and Zoom are a similar experience for Windows and Mac users however the instructions here were developed using Windows 10/Office 2019.

There is a nice guide from Reed College to be found [here](#) that also provides the option of picture-in-picture or video overlay

### Preferred Symposium Slide Format:

- Widescreen (16:9)
- To provide accessibility for our participants we request all our videos to have captions and a transcript.

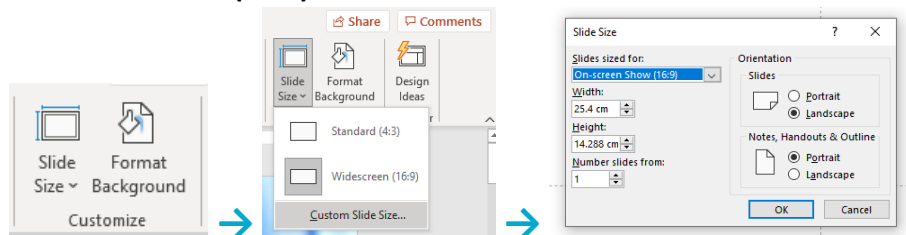
## Before commencing recording, follow these steps:

1. Open PowerPoint with your presentation file

**Note:** When preparing your slides check there is space for a video window so that there won't be blocking or overlay for text or images.

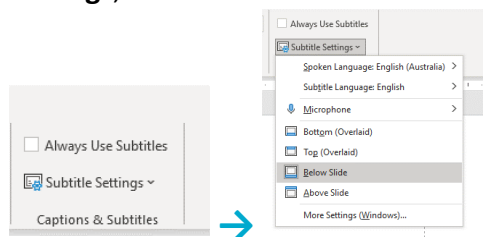
2. Setup slide preferences

- a. On the **Design** tab in the ribbon, from the customise group under **Slide Size**, select **Widescreen (16:9)** and then **Custom Slide Size...** and from the window that opens select **On-screen Show (16:9)** from the **Slides sized for:** menu.

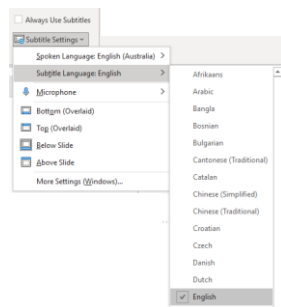


3. Setup presentation preferences

- a. On the **Slide Show** tab in the ribbon, from the **Captions & Subtitles** group under **Subtitle settings**, select **Below slide**.

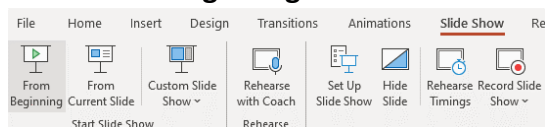


**Tip:** in the Subtitle settings menu, please also check **Spoken language** is correct and that **Subtitle Language** is selected as **English**.



## Recording video

1. Close all other files or applications
2. With your PowerPoint presentation open, on the **Slide Show** tab, in the **Start Slide Show** group, select **From Beginning**.



3. Open the Zoom app
4. In Zoom, click **New Meeting** (orange video icon)



New Meeting ▾



Join

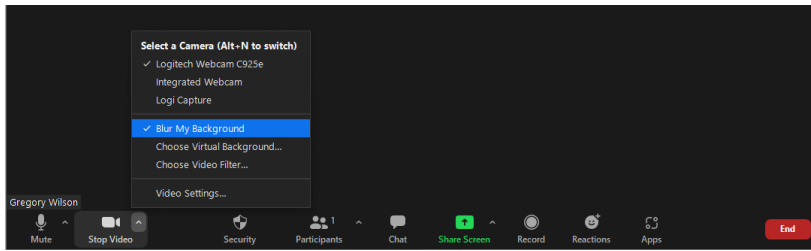


Schedule

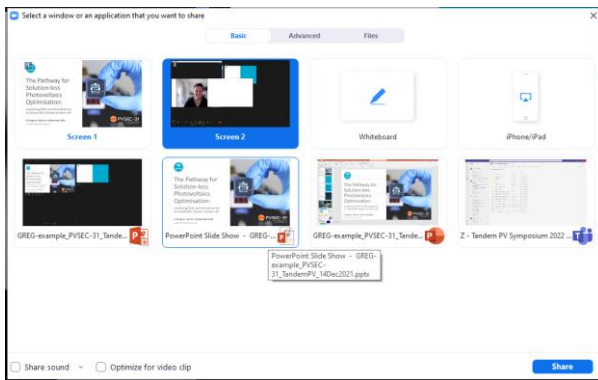
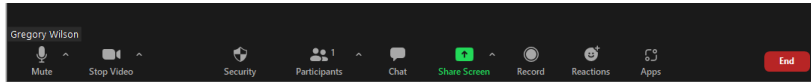


Share screen

*Tip:* using a web camera, if you would like to mask your surrounds, from the Zoom toolbar, click the **up arrow** next to **Stop Video** and choose **Blur My Background** from the menu

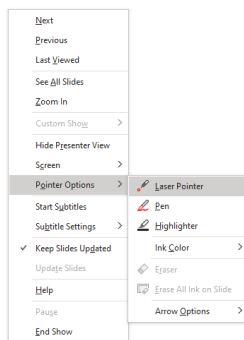


- From the Zoom toolbar, click on **Share Screen** and choose **PowerPoint Slide Show** from the available applications that are open and click **Share**

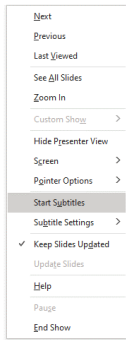


*Tip:* if you have embedded video content or sound in your slides, tick the box  for **Share sound** and **Optimize for video clip**, before clicking **Share**

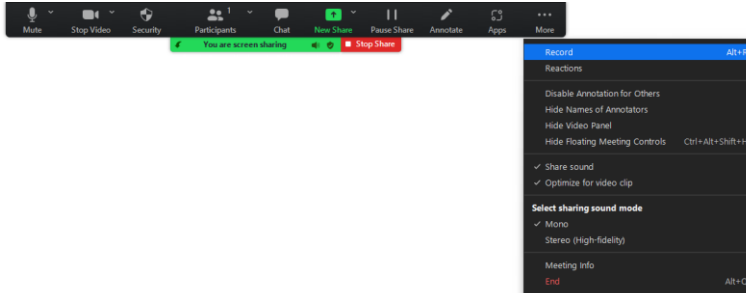
- Before commencing your talk, if use of an on-screen laser pointer is preferred: **right-click** and then under **Pointer Options**, select **Laser Pointer**



*Tip:* check that Subtitles will be captured in the recording: **right-click** and then select **Start Subtitles**. The subtitle bar will appear at the bottom of the presentation screen

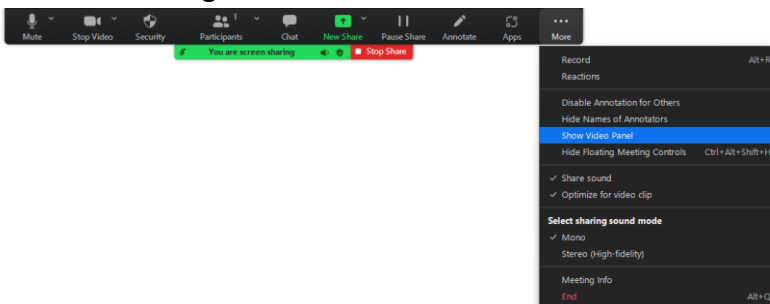


7. From the Zoom toolbar, click on **Record**



*Tip:* If the Record button is not visible, click on **...More** and **Record** from the menu

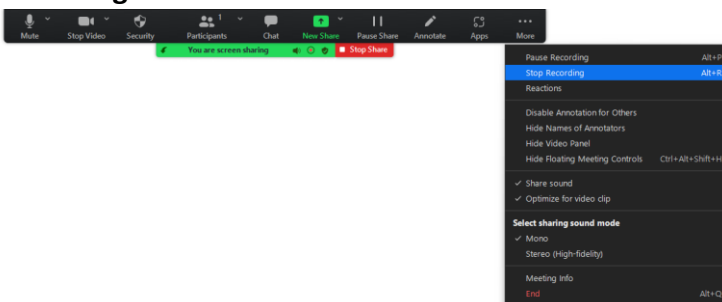
*Tip:* If your video is not visible on the screen you are recording, click on **...More** and **Show Video Panel** from the menu. The video panel can be resized and ideally placed at the bottom left hand of the screen aligned and sized to the width of the subtitle bar



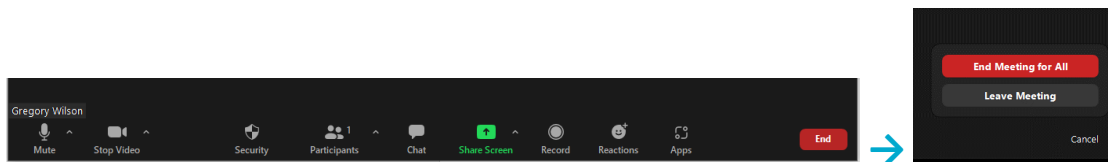
8. Start your **Talk**, using the *arrows keys to control* the presentation: advance slides or next animation step (right arrow) or to go back a slide or animation step (left arrow)

*Tip:* Speaking slowly and clearly at a normal pace is the best for subtitle capture.

9. After completing your Talk presentation, from the Zoom toolbar, click on **...More** and **Stop Recording** from the menu



10. To conclude the recording, from the Zoom toolbar click on **End**, then **End Meeting for All**



A Zoom window will pop up with **Convert Meeting Recording** and a conversion progress bar.



11. When completed your audio and video recordings will be saved to your computer, on a Windows machine, under **Documents/Zoom** in a sub-folder sorted by date of your meeting recording.

## Editing and Upload

Trimming of the start or end may be for individual preference.

*Windows Users:* For editing the video, Windows 10 has a built-in editor called **Video Editor**.

*Mac Users:* For editing the video, use **QuickTime** or **iMovie**.

Video files will be large and not able to be submitted via email.

Instructions for upload will be sent to all confirmed speakers and links for file upload can be found on the conference webpage [Contributing Speaker Submissions – Advanced PV 2030](#)

Direct upload to the SharePoint site (for registered/accepted speakers):

[Advanced PV 2030 EXTERNAL Video Talk Upload](#)

*Note:* Access will require the email address you submitted during the registration process.

**Help:** Any concerns with file upload, please contact webmaster at [nextgenpv@csiro.au](mailto:nextgenpv@csiro.au)

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