

Instructions for video recording your DAGA presentation

There are several ways to record your presentation with your spoken comments, the time sequences and the playback of any integrated audio and video examples.

In addition to the microphone recording, depending on the hardware/software used, you can also record your face with your webcam, which will be inserted as a small box in your presentation.

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General remarks

Please record your presentation to meet the following specifications:

- **.MP4 or .WMV format**
- **max. 300 MB**
- **format 16:9 or 4:3**
- **15 min duration max.**
- **Please name your video file after your reference number before uploading, e.g. "629.mp4".**

Tools for recording

Powerpoint

Please use this simple video tutorial to record your presentation with Office 365, but also with older versions:

<https://support.microsoft.com/de-de/office/aufzeichnen-einer-bildschirmpr%C3%A4sentation-mit-kommentaren-und-folienanzeigedauern-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Starting with version MS Office 2019, the camera image can be recorded as well and integrated into the presentation file.

You have the option to make further video settings and save the video via "File" --> "Export" --> "Create Video".

The file export may need some minutes depending on the amount of content. Please do not close PowerPoint until the export is complete according to the progress bar shown below.

Powerpoint versions 2013-2016 allow you to record your presentation in a very comparable way.

In Powerpoint 2010, the recording is done slide by slide. Here you can reach the function "Record slide show" via the tab "Slide show". To do this, set the 3 check marks to the right of the record button. After recording, go to "Save as" and select "*.wmv" as the file format.

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Video conferencing tools

If you didn't create your presentation with PowerPoint, you can record your presentation in a video conferencing tool, such as Zoom, Teams, or Cisco Webex.

Zoom

- Launch the Zoom web portal or your web client.
- Enable video recording:
"Settings" "Recording" "Record video during screen sharing".
- Start a Zoom meeting as host
- Test your microphone settings
- Start screen sharing and chose the screen which includes your presentation. If your presentation contains video or audio samples, please enable the checkbox „Share computer sound" at the very bottom of the pop-up when selecting the screen to share.
- Start recording (depending on the version, this item can be found under "more (...)").
- Stop the recording
- The recording will be automatically saved as mp4 file in the folder
Windows: C:\Users\[Username]/Documents/Zoom
Mac: /Users/[Username]/Documents/Zoom
Linux: home/[username]/Documents/Zoom

Teams

- Launch the Teams application
- Start a Teams meeting
- Enable screen sharing and select the window that shows your presentation. Activate the feature "Include system audio" to make video and audio samples audible in your presentation
- Test your microphone settings under "More options".
- Start the recording under "More options " "Start Recording"
- Stop the recording under "More options " "Stop recording".
- Your recording will be saved to either SharePoint or OneDrive, or you can choose a storage location.

Further software

Other free programs for screen recording are:

Loom

<https://www.loom.com>

Video guideline: <https://www.youtube.com/watch?v=XBHRy8Ey57M>

Screen rec

<https://screenrec.com/>