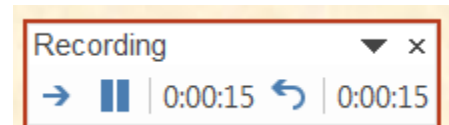


Creating and Instructional Video using Power Poin & Microphone

When you finish this power point you will convert it to a video with your voice playing and explaining each slide. You may post this on You tube or on your website for students to review.

- 1) *Open power point for your instructional lesson.*
- 2) *Go to layout and choose blank slide.*
- 3) *Choose Design from the Ribbon if you wish to use the power Point design or Step 4.*
- 4) *If you want your own background click on Background and choose from the menu.*
- 5) *If you wish to duplicate this slide, place the mouse on the slide and choose **Control D** to duplicate slide. You may copy (**Duplicate**) anything using **Control D**.*
- 6) **TEXT BOX:** *Click on **INSERT** then **TEXT BOX**. MAKING the font the same on all slides adjust your font type and size that you want. Click on the text box and then click on Set as Default Text box. Recommended font is Comic Sans big enough for viewing.*
 - a. *Try not to place to many text messages on the slide. This will prevent the students from observing at what your presenting or other visual input and listing to your voice.*
- 7) *Copy images from websites.*
 - a. **WINDOWS.** *Choose Snipping tool. Click on the icon at the bottom left corner. Choose all programs. Look for folder that says accessories scroll down to click on Snipping tool*
 - b. **MAC** *Computer to copy a picture or just an area of the screen*
 - i. **Shift-Control-Command keys and #4 Command V to paste**
 - ii. *To copy the screen **Shift-Control-Command #3***
- 8) **TRANSITION BETWEEN SLIDES**
 - a. *Click on transitions.*
 - b. *Choose the transition you like.*
- 9) **RECORDING USING YOUR MIC or IF YOUR LAPTOP HAS BUILT IN ONE**
 - a. *Place your mic in the computer and make sure the speakers are turn on*
 - b. *Go to the first slide and then click on SLIDE SHOW*
 - c. *When you click on SLIDE SHOW a new set of titles will appear the one on the right says RECORD SLIDE SHOW.*
 - d. *When you are ready click on the window that says RECORD SLIDE SHOW AND START RECORDING. Speak slow and clear. You will notice at the top corner of your monitor the computer will be counting how long per slide. Click the arrow if you wish to go to the next slide. The computer will keep track of how long per slide. You will view the time per slide and the overall time. If you must pause for any reason click the pause button. You may then resume by click on the Resume Recording button that will appear. Click continue when ready. Try to determine how many slides you will have in this presentation prior to making the video. When you get to the last*



slide the recording will stop. You may go to the first slide and then hit the F5 key for the program to run. If you like what you see click on save and make sure you remember the folder where you saved your Power Point. Give the folder a name that will distinguish it from other folders.

10) **MAKING A VIDEO OF YOUR PRESENTATION WITH YOUR VOICE**

- a. *Make sure you save your presentation first in case you need to make changes at a later time.*
- b. *Click on save again only this time do not save it as a power Point scroll down and look for **MPEG-4 VIDEO**. Click on save and watch at the bottom of the power point convert it to a video. You will see a slider appear. The video will be stored in the same folder.*