

CREATING AN ENGAGED LESSON FROM A POWER POINT

1. Open up POWER POINT
2. Open up smart recorder
 - a. Place recorder so it is not in the area you wish to record.
 - b. Check the View button to make sure you have your setting how large or small you want it to be.
3. Plug in your microphone
4. Adjust your power point so that you want to only copy the larger visible area not the several slides on the side.
 - a. You may wish to copy the whole power point this is possible but difficult.
5. Testing before you Start
 - a. Record the area and play back the area you wish to work with to make sure it all works.
 - b. Remember that you may hit pause and record to continue if you need to stop and go to another site.
 - i. In using the power point you may wish to pause and insert an arrow or some other object to point out where you are in reference to.
 - ii. You may wish to pause and define an area with highlight or change the color of the font.
6. Your video should not be longer than 4 – 5 minutes. If it is maybe you need to make two shorter videos. You make this decision all depends on content and subject you are creating.
7. When you are finished save your video in a folder that you have created so you know where it is.
 - a. If you are working on a school computer remember that the C drive will delete once the computer is turned off. You may save it there as a temporary, but move or copy it to your library.