

Video production 3rd party

Instructions on Recording Video with PowerPoint

PC / Laptop Setup

Screen Resolution: set your screen resolution to 1920x1080 (full HD) This is to ensure videos are all captured at the same resolution and size.

Changing the screen resolution: Right click on the desktop and click Display settings in the pop-up menu.

Display settings: If you have multiple screens select the screen you are going to record on, if you only have one screen it will be preselected.

- Scroll down to Display resolution.
- Click the drop list and select the required resolution. (**1920x1080**)
- If your screen accepts the resolution click the Keep Changes button.

*You can change theses settings back once you have finished your recording.

Changing Size of Cursor / Pointer: to make the pointer easier for the viewer to see, we need the size and colour of the mouse pointer to change.

Go to your Windows Settings: (press Windows Key on the keyboard)

- Click Devices.
- Click Mouse.
- Under Related settings – click Adjust mouse and cursor size
- Under Change the pointer size (Drag slider to **2**)
- Under Change pointer colour (select **Black**)

*You can change theses settings back once you have finished your recording.

Recording Notes

Recording Speed: Ensure you slow down the movement of your mouse and progress as you are recording, we all go much faster than required for the recording, suggest slowing to half speed.

Direction of mouse: Do not move your mouse all over the screen unintentionally, try and move smoothly and directly between uses of the mouse.

Pointer Clicks: When clicking or selecting things, ensure you keep the mouse pointer there for a count of 2 or 3 to ensure the position is recorded.

Cursor & Text: If clicking into a text field, do the same as above for duration, but then move the pointer away from the text field so as not to block any text entry.

Browser: If using browser, make sure the browser is not at a zoomed state, use “**Control 0**” to reset screen.

Open the Application to be recorded

1. Open the application or the web address of the application
2. Ensure it is on the screen being used to record
3. Ensure the application is “**Full Screen**”
4. Setup the application to be ready to start recording.

Recording Screen via PowerPoint

1. Open the **desktop** version of PowerPoint 365.

To record the screen:

- Open new blank presentation
 - If using two screens, have PowerPoint on screen **not** being used for app being recorded.
- PowerPoint menu – select: “**Record**”
- Then select “**Screen Recording**”
 - If “Screen Recording” is greyed-out, click on the slide to make this option available.
- A small menu will appear. Click on the “**Audio**” button to turn off audio recording.

(unhighlighted)

- Leave “Record Pointer” highlighted (on)
- Click on “**Select Area**” and now draw a box around the “whole” screen, not just the app.
- If correct, then press “**record**” to start the recording (you get a countdown).
- To stop recording use keyboard: **Window Logo, Shift and Q**)
- Your video will now be displayed on the PowerPoint slide, play video to check all is correct.
- To save the video, just save the PowerPoint by using “**Save As**”

NOTE: Only do one recording per PowerPoint file.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=388>