How to use the “Record” function of PPT to make poster presentation
Preparation for recording poster presentation

- Suggest to use PowerPoint (PPT) software of Microsoft. (If your PPT is not from Microsoft, some functions may not be found).
- Prepare your poster presentation in PPT format.
- Make sure the microphone in your computer can be used.
- If you want to record your speaking video, please ensure the camera in your computer is working.
Main characteristics of Microsoft PPT

● The “Record Slide show” in “slide show” menu item of PowerPoint software can embed sound and video into each PPT slide to realize the synchronization of PPT slide, sound, video and handwriting.

● Sound and video can be recorded in each PPT slide.
Process of recording poster presentation by Microsoft PPT
Steps to find “Record” function:

1. Click on the “Slide Show” in menus
2. Click on “Record Slide Show”
3. Click on “Start Recording from the Current Slide”
Steps for recording:

1. Make sure the microphone is on without a “/”.

2. Confirm the color of brush that the presenter can mark the important place in his/her poster presentation.

3. Click to “Record”. Presenter can start speaking after countdown 3… 2… 1.

4. After the record begining, presenter can explain for each PPT slide and his/her sound will be embedded into PPT slide automatically.
Steps for recording:

5. At the same time, presenter can use the brush to circle the focus.

6. If presenter want to finish, click the “Stop” in the top left corner at any time.

7. Save the file as the format with suffix .ppt or .pptx (.ppsx and .pps are not allowed).

8. Uploading the recorded PPT to the conference website.
Thank you