

How to use the “**Record**” function of PPT to make poster presentation

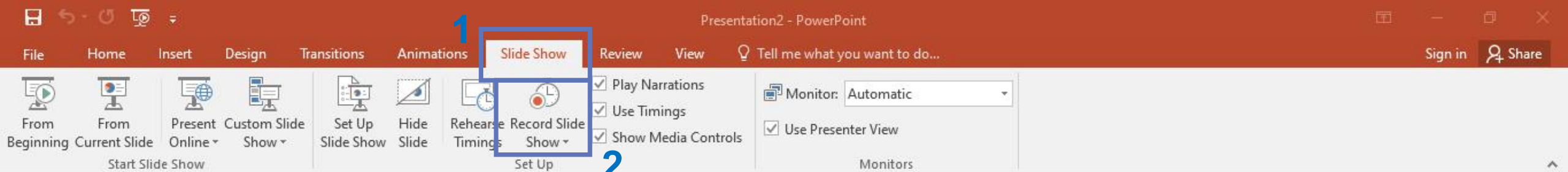
Preparation for recording poster presentation

- 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”

Record Stop Replay

Notes

Delete

Set

3

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 beginning, presenter can explain for each PPT slide and his/her sound will be embedded into PPT slide automatically.

2

1

Color selection palette with 12 colored squares: white, black, red, dark red, yellow, light yellow, light green, green, cyan, blue, dark blue, purple.

Microphone icon

0:00 / 0:26

Eraser, highlighter, and pencil icons

Camera and screen sharing icons

Record **6** Stop Replay

Notes

Delete

Set

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. Uplodaing the recorded PPT to the conference website.

5

0:00 / 0:26



Thank you