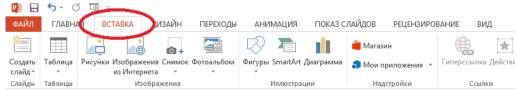
Preparing a recording of a speech for participation in a conference online

Record using built-in PowerPoint tools

Detailed instructions are available on the Microsoft website.

- 1) Add one blank slide to the end of your presentation and navigate to it.
- 2) In the presentation editing mode, select the "Insert" menu item



3) In the "Multimedia" section, select the "Screen Recorder" option



4) The PowerPoint window will be minimized, and at the top of the desktop there will be buttons with options to start recording, enable sound recording, and a mouse pointer.



- 5) Click on the "Select area" button and use the mouse to select the entire screen (recommended) or a part of it that you plan to record.
- 6) To start recording, click on the "Burn" button or press Windows + Shift + R.

At this point, screen recording will begin. Start your presentation in demo mode (F5 key) and you can start speaking.

To end the recording, press the Windows + Shift + Q keys, or move the mouse pointer to the top center of the screen: a panel will appear where you can click the Stop button.

The video will be automatically inserted into the current presentation.

To save the created video on your computer, right-click on it in the presentation and select "Save multimedia as ..." and then specify the location of the saved file.

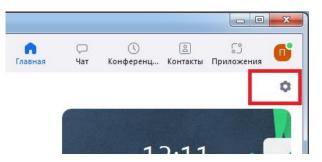
The video will be saved as an .mp4 file at its original resolution, with sound, 10 frames per second.

Recording with Zoom Software

Download and install Zoom software.
 Official website of the project: <u>https://zoom.us</u>

If you don't have a Zoom account yet, you need to create one. A link to create an account is on the main page of the site <u>https://zoom.us</u>

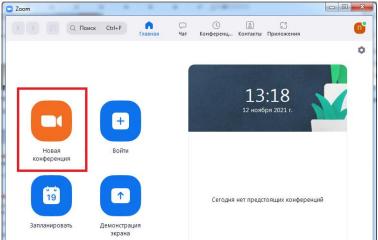
- 2. Launch Zoom and log in using your account login and password
- 3. Click the "Settings" button in the upper right corner of the window:



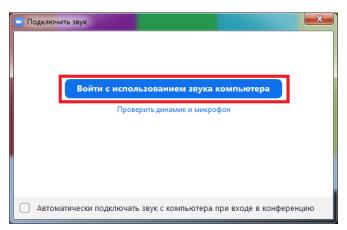
4. On the "**Record**" tab, make sure the "**Record video while screen sharing**" checkbox is checked. Here you can also select a folder to save the video. By default, the video is saved in My Documents -> Zoom

🖸 Настройки	
общие	
🖸 Видео	Локальная запись Сохранить мою запись С:\Users\Draug\Documents\Zoo Открытые Измени
🔼 Звук	в: Осталось 13 Гб.
💿 Демонстрация экрана	🖳 Выберите путь, по которому будут сохраняться файлы записи по завершении
💭 Чат	 конференции Записывать отдельный аудиофайл для каждого участника
CO Zoom Apps	Оптимизировать для стороннего видеоредактора 🕥
💶 Фон и фильтры	🗌 Добавить временную метку к записи 🕜
💿 Запись	Записывать видео при демонстрации экрана Располагать видео рядом с демонстрацией экрана в записи
Профиль	О Сохранять временные файлы записей 🕥
П Статистика	

- 5. Close the settings window
- 6. Start a new conference



7. In the window that appears, click on the "Log in using computer sound" button.



8. Move the mouse cursor to the bottom of the window and select "**Screen Sharing**" in the appeared toolbar



9. In the window that opens, select "Screen" (item 1), and then click the "Share" button (item 2)

Базовый Расширенные Файлы П Доска сообщений Г Экран Доска сообщений iPhone/iPad Г Свойства: Локальный диск (С:) Сображать все окна	Выберите окно или приложение, которо			
Экран Доска сообщений IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Базовый Р	Расширенные Файлы	
		1	-	
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			2	

The window will be minimized, and a warning will appear on the screen:

🔹 Вы запустили демонстрацию экрана 🛛 🖉 🗖 Остановить демонстрацию

- 10. Start your presentation.
- 11. To start recording, move the mouse cursor over the warning that appears, **press Alt + R** on the keyboard.

From this moment on, everything that happens on the screen will be recorded. To pause recording, hover the mouse cursor over the warning and press **Alt + P**

- 12. To stop recording, move the mouse cursor over the warning and press Alt + R on the keyboard
- 13. Click the **End** button in the lower right corner of the window and select **End Conference for Everyone**.

The program will take some time to process the record. After that, the recording will appear in the folder specified in the Zoom settings (see p. 4 of the Instructions).

Recording using OpenBroadcast Software

1. Download and install OBS Studio. The software is available for installation on Windows, Linux and macOS operating systems.

Projects official site: https://obsproject.com/

Direct download link (Windows): <u>https://cdn-fastly.obsproject.com/downloads/OBS-Studio-27.1.3-Full-Installer-x64.exe</u>

2. Start OBS Studio and press «Settings»



3. In the window that opens, select the "Video" tab in the menu on the left and set the frame rate in the recording. Then click the "Apply" button.

The higher the number, the larger the file size will be. If you plan to use a camcorder or your presentation contains animation, it is recommended to set the frame rate in the range of 20-30. If you do not plan to use a camcorder, and the presentation does not contain animation, the recommended value is 10 FPS.

Settings						×
General	Base (Canvas) Resolution	1920x1080			Aspect Ratio 1	16:9
	Output (Scaled) Resolution	1280x720			Aspect Ratio 1	16:9
((•)) Stream	Downscale Filter	Bicubic (Sharpened scaling, 16	samples)			
Output	Common FPS Values 💲	20				
Audio						
Video						
Hotkeys						
X Advanced						
				OK Cano	el App	aly

4. Go to the "Output" tab and set the speed of the video stream. In the same window, select a folder to save the video. Then click the "Apply" button and close the settings window.

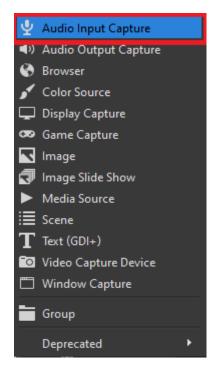
For a frame rate of 10 FPS, the recommended speed is 1500 kbps, for a frame rate of 20-30 FPS, the recommended speed is 2500-3000kbps.

Settings				×
General		Output Mode	Simple	
((•)) A Stream	Streaming			
A		Video Bitrate	1500 Kbps	¢
Output		Encoder	Hardware (NVENC)	
مران (Audio		Audio Bitrate	160	
			Enable Advanced Encoder Settings	
Video	Recording			
Hotkeys		Recording Path	C:\Users\Admin\Videos B	rowse
			Generate File Name without Space	
Advanced	Re	ecording Quality	High Quality, Medium File Size	
	Re	ecording Format	mkv	
		Encoder	Hardware (NVENC)	
	Custom	Muxer Settings		
			Enable Replay Buffer	
			OK Cancel	Apply

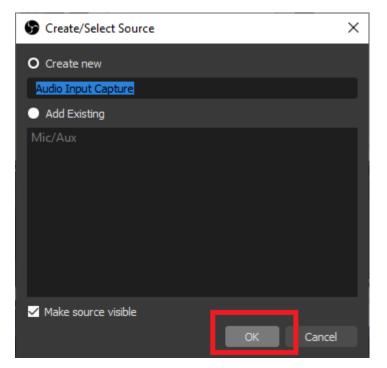
5. In the lower part of the main window, in the Sources block, click the "+"

đ	Sources 🖷	
	🖵 Захват экрана 🛛	Mic/Aux
		-60 -55 -50
		Устройство во
		-60 -55 -50
	+-\$ ^~	
•	Add	

6. In the list that opens, select "Audio input capture"



7. In the "Create / Select source" window, click the "OK" button

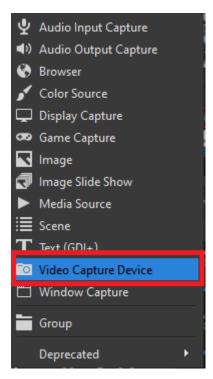


8. Then select the device that will be used as a microphone or leave the "Default" option and click "OK".

S Proper	ties for 'Audio Input Capture'		×
Device	Default		٥
	Use Device Timestamps		
Default	S	ОК	Cancel

If you do not plan to use the camcorder, steps 9-11 can be skipped.

9. In the "Sources" block, press the "+" button again and select the "Video capture device" item in the menu.



10. В окне «Создать/Выбрать источник» нажмите кнопку «ОК»

Greate/Select Source		×
O Create new		
Video Capture Device		
Add Existing		
		_
✓ Make source visible		
	ОК	Cancel

11. In the list of available devices, select your preferred video camera and click "OK"

🕞 Properti	es for 'Vid	eo Capture Device'		×
	Device	OBS Virtual Camera		
•		Deactivate		
		Configure Video		
		Configure Crossbar		
		Deactivate when not showing		
Resolution/	FPS Type	Device Default		
R	esolution			\sim
Vide				
Co	lor Space	Default		
Col	lor Range	Default		
Buff	fering 🕐	Auto-Detect	_	
Defaults			ОК	Cancel

An image from the video camera should appear, occupying all the free space of the OBS window. The image size can be adjusted by moving the borders of the frame. And by moving the frame itself, you can set its position so that it does not interfere with viewing the presentation.

S OBS 27.1.3 (64-bit, windows) -	Profile: Безымянный - Scene	« Безымянный		– 🗆 X
File Edit View Profile Sce	ne Collection Tools Help			
Constructions	AVERAGE ADMANDED POINTS	<pre>intercepter_/det_risks.</pre>		
O Video Capture Device	Properties SFilters	Deactivate		
Scenes B	Sources 🖷 🖻 Video Capture Devic 👁 🔒	Audio Mixer Audio Input Capture	🖷 Scene Transitions 🖷	Controls 🖷
	Audio Input Capture 👁 🔒	1	0.0 dB Fade 0	Start Streaming
	🕽 Захват экрана 🛛 👁 🔒			Start Recording
		Mic/Aux	0.0 dB	Start Virtual Camera
		40 -55 -50 -45 -40 -35 -30 -25 -20 -1		Studio Mode
			━ ◀) ✿	Settings
+ - ^ ~ -	$+ - \diamond $ ~ \checkmark	Video Capture Device	0.0 dB	Exit
			((•)) LIVE: 00:00:00 • REC: 00:00	:00 CPU: 1.6%, 10.00 fps

12. To start recording, click the "Start recording" button"

ſo	Video Capture Device	Properties	Filters	Deactivate				
	Scenes	Sources		Audio Mixer		Scene Transitions		Controls 🖷
Сце	ıa	Video Capture De			0.0 dB	Fade 🗘	\$	Start Streaming
		Дахват экрана		60 55 60 45 40 35 30 25 20 15	■ ◀» 🌣	Duration 300 ms	\Rightarrow	Start Recording
								Start Virtual Camera
				Mic/Aux	0.0 dB			Studio Mode
					■ ●) ☆			Settings
+	- ^ ~	+-\$	\sim	Video Capture Device	0.0 dB			Exit
					((•))) LIVE: 00:00:00 🔍 REC	: 00:00:	00 CPU: 1.4%, 10.00 fps

From this moment on, the recording of everything that happens on the screen and everything that is said into the microphone begins. You can minimize the OBS Studio window, expand the presentation to full screen, and start speaking.

To stop recording, switch back to the OBS Studio window and click the Stop Recording button.

The recorded video will be located in the folder specified in paragraph 4 of the instructions..