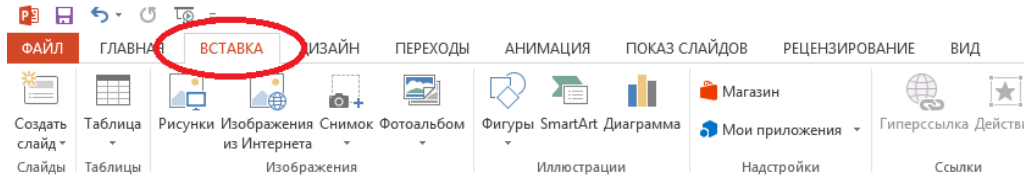# Preparing a recording of a speech for participation in a conference online
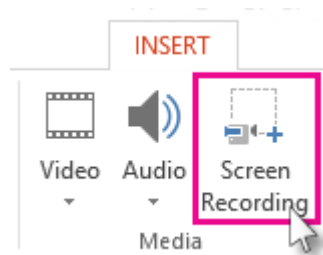
Record using built-in PowerPoint tools
Detailed instructions are available on the Microsoft website.
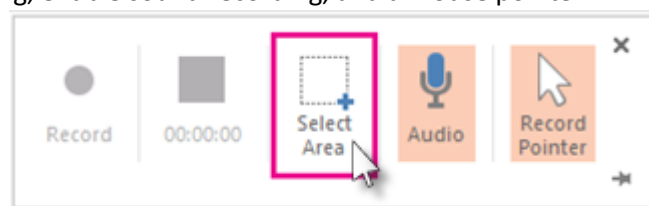
1) Add one blank slide to the end of your presentation and navigate to it.
2) In the presentation editing mode, select the "Insert" menu item

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.
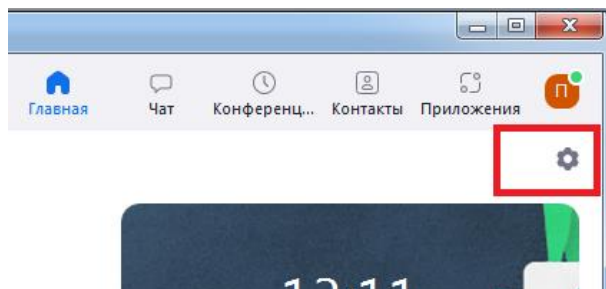
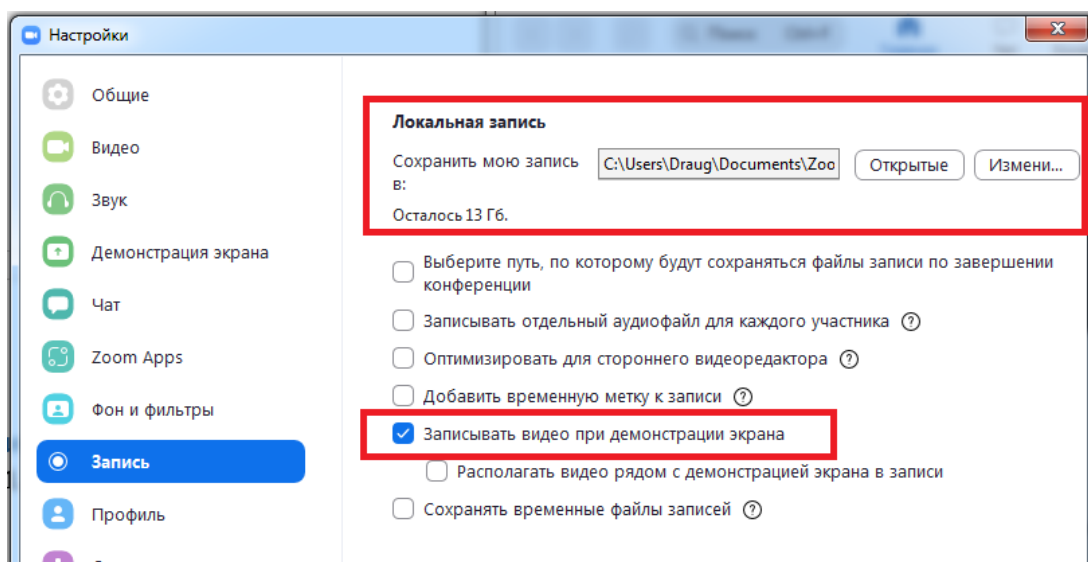## Recording with Zoom Software

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

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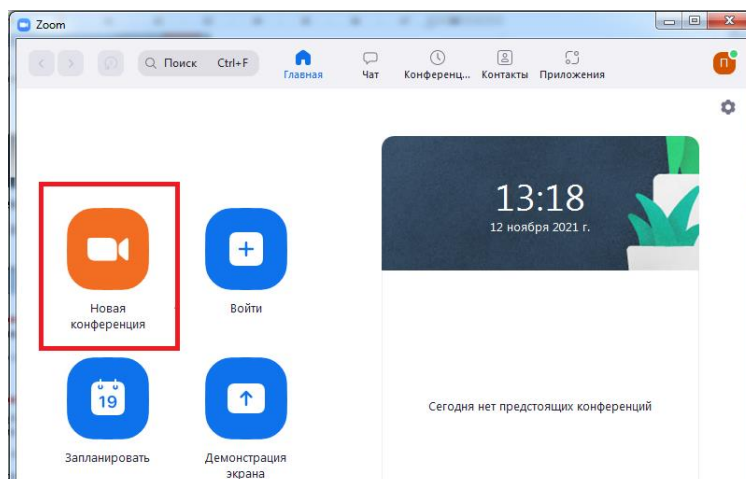
2. Launch Zoom and log in using your account login and password
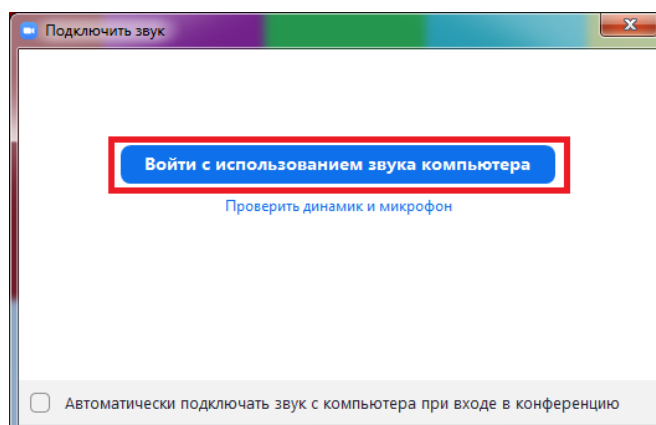3. Click the "**Settings**" button in the upper right corner of the window:

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
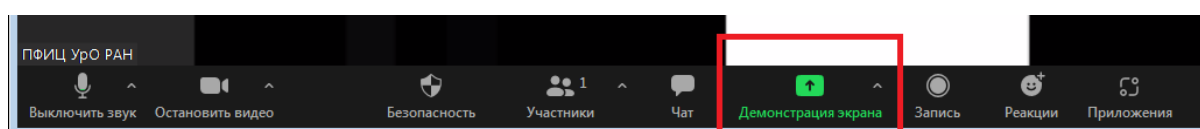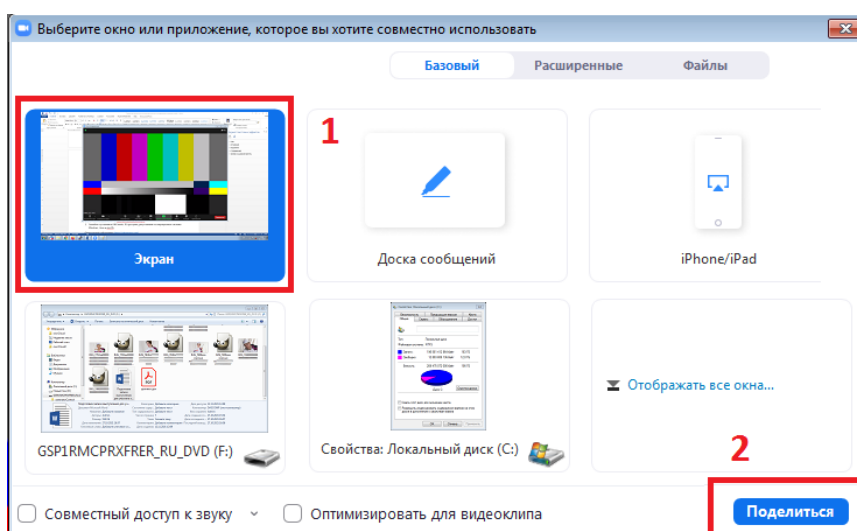

5. Close the settings window
6. Start a new conference

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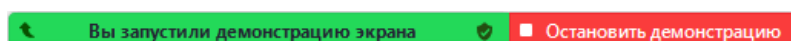

8. Move the mouse cursor to the bottom of the window and select "**Screen Sharing**" in the appeared toolbar

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

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

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).
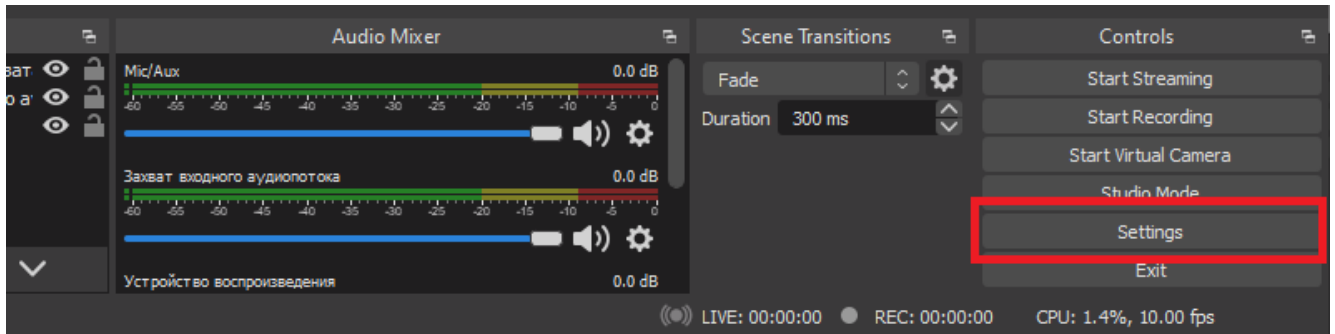
Recording using OpenBroadcast Software

1. Download and install OBS Studio. The software is available for installation on Windows, Linux and macOS operating systems.
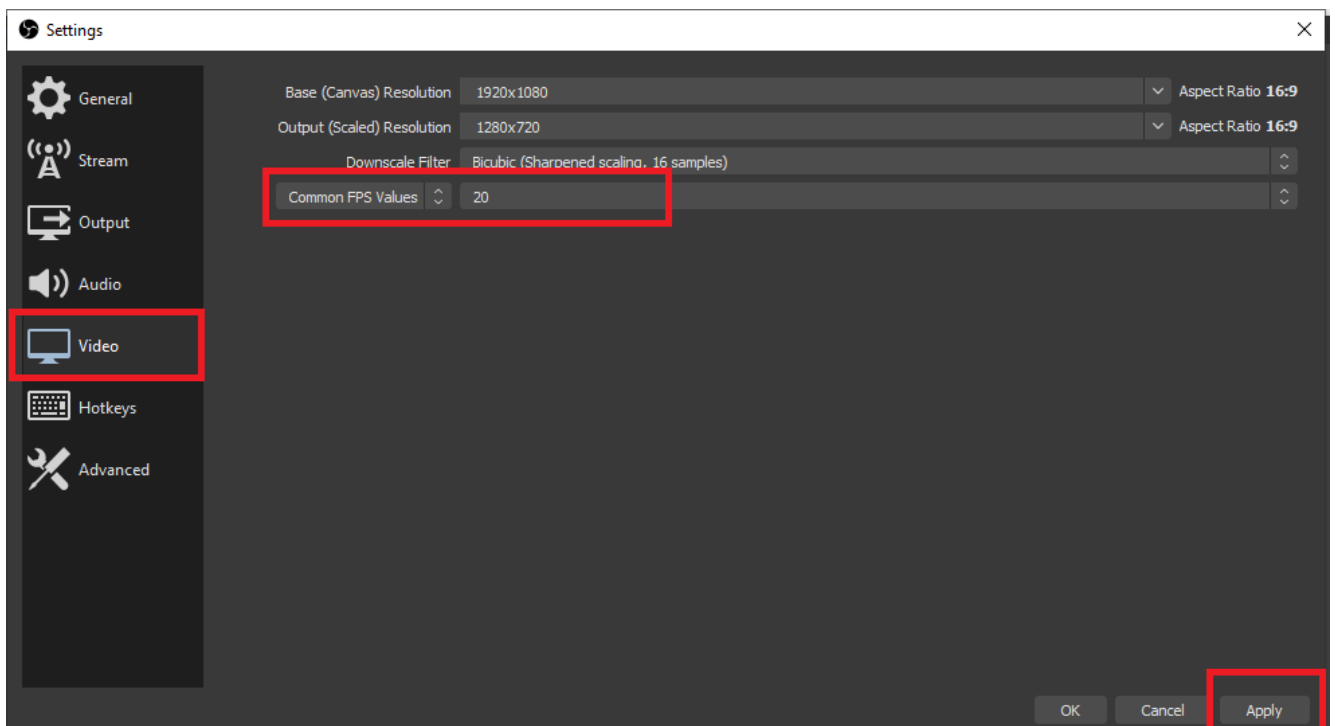
   Projects official site: https://obsproject.com/

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

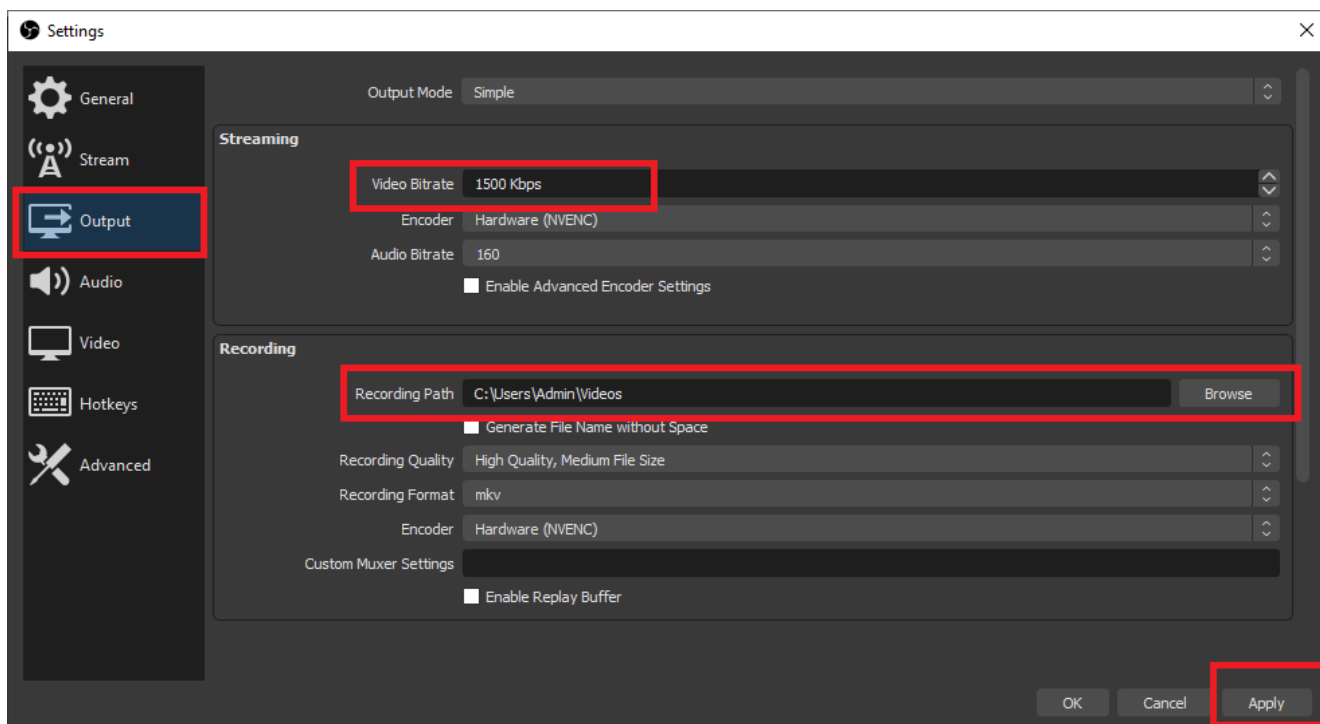2. Start OBS Studio and press «Settings»

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.
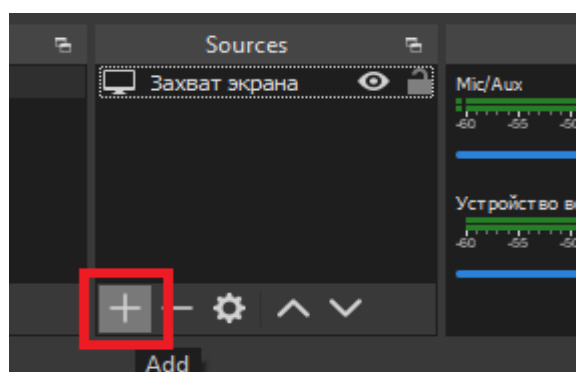

4. Go to the "Output" tab and set the speed of the video stream. In the same window, select a folder to save the video. Then click the "Apply" button and close the settings window.
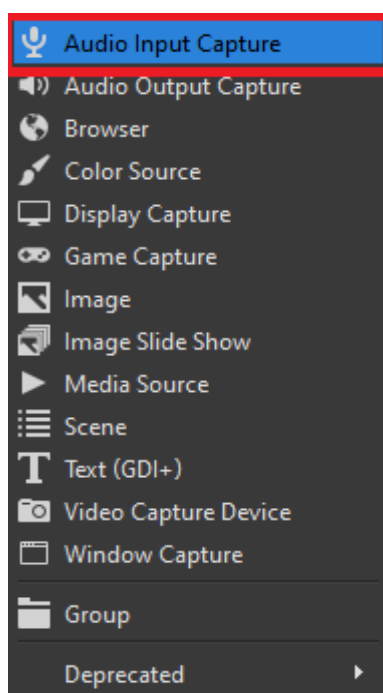
For a frame rate of 10 FPS, the recommended speed is 1500 kbps, for a frame rate of 20-30 FPS, the recommended speed is 2500-3000kbps.
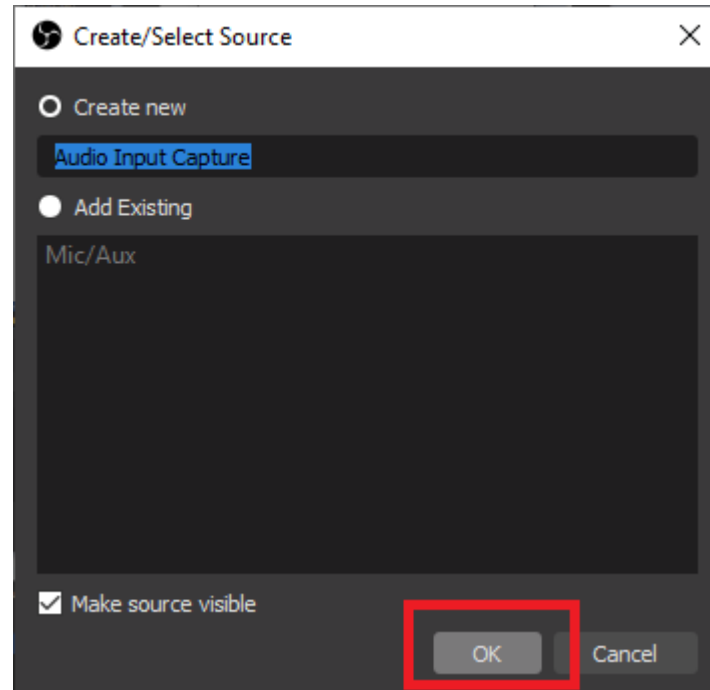
5. In the lower part of the main window, in the Sources block, click the "+"
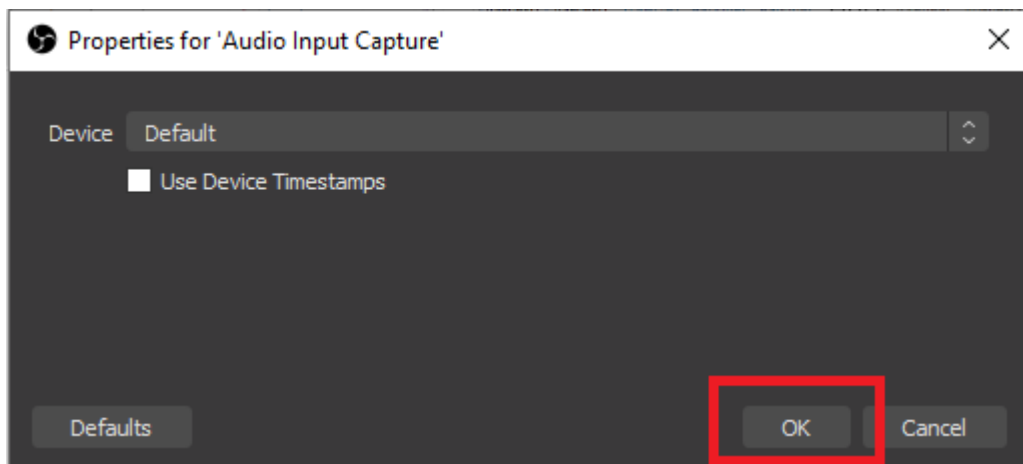

6. In the list that opens, select "Audio input capture"

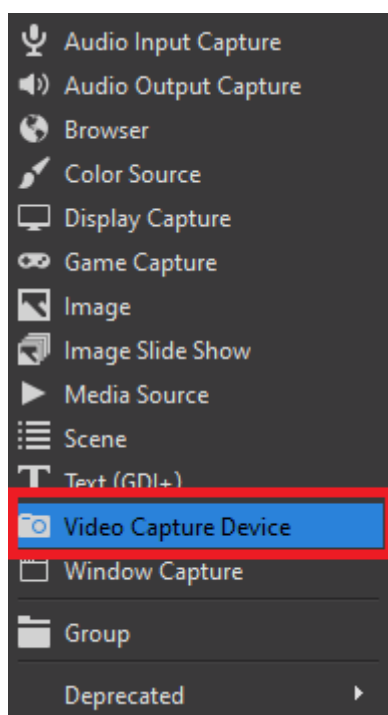7. In the "Create / Select source" window, click the "OK" button

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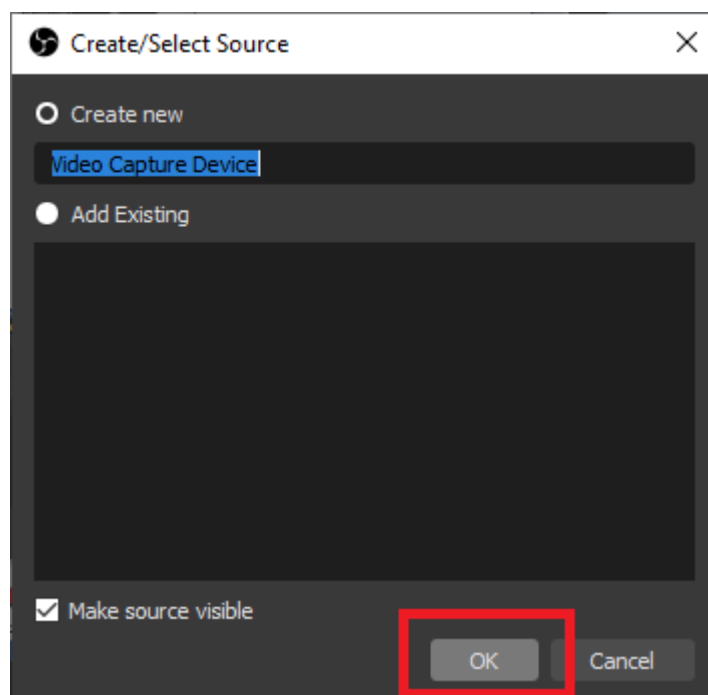

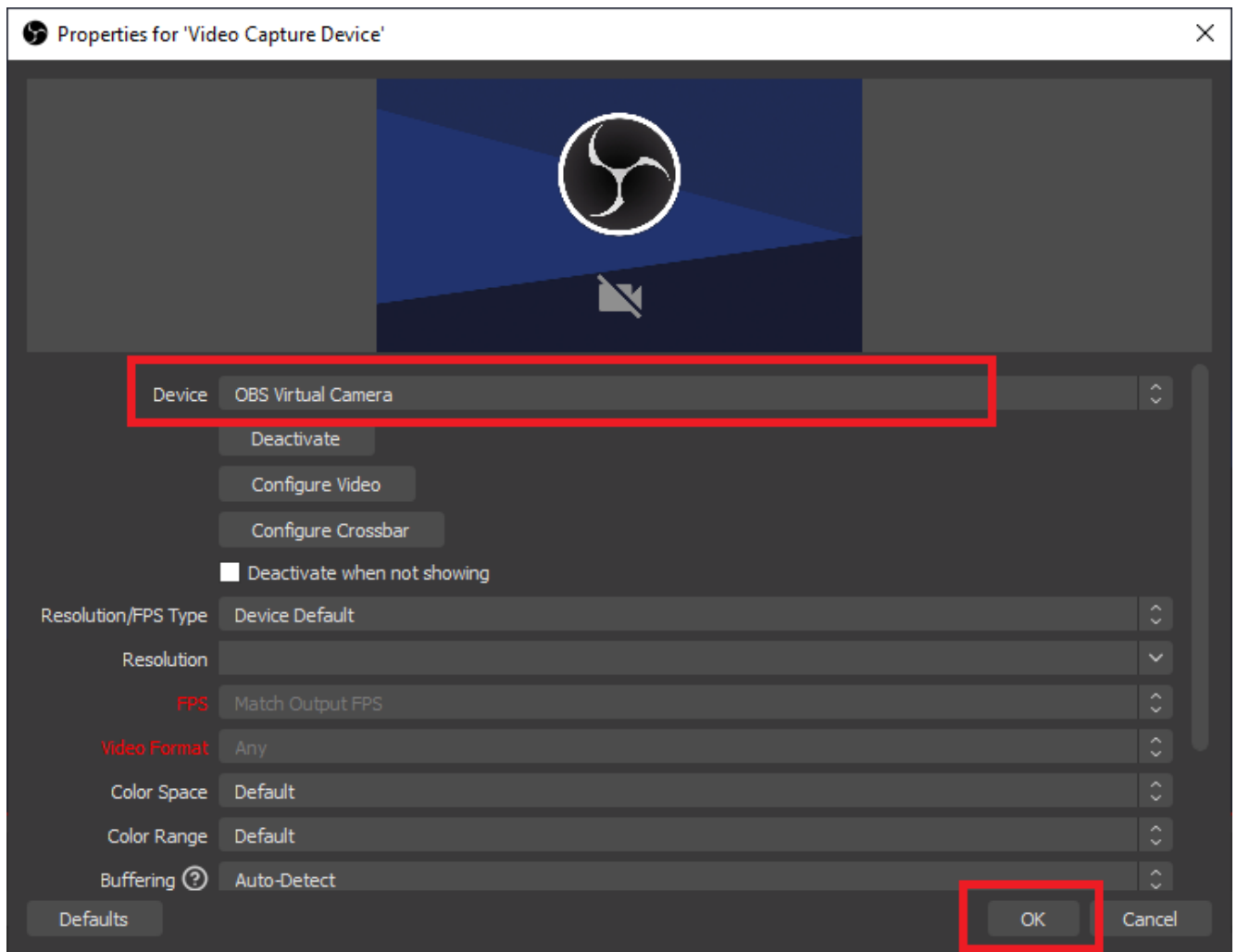If you do not plan to use the camcorder, steps 9-11 can be skipped.

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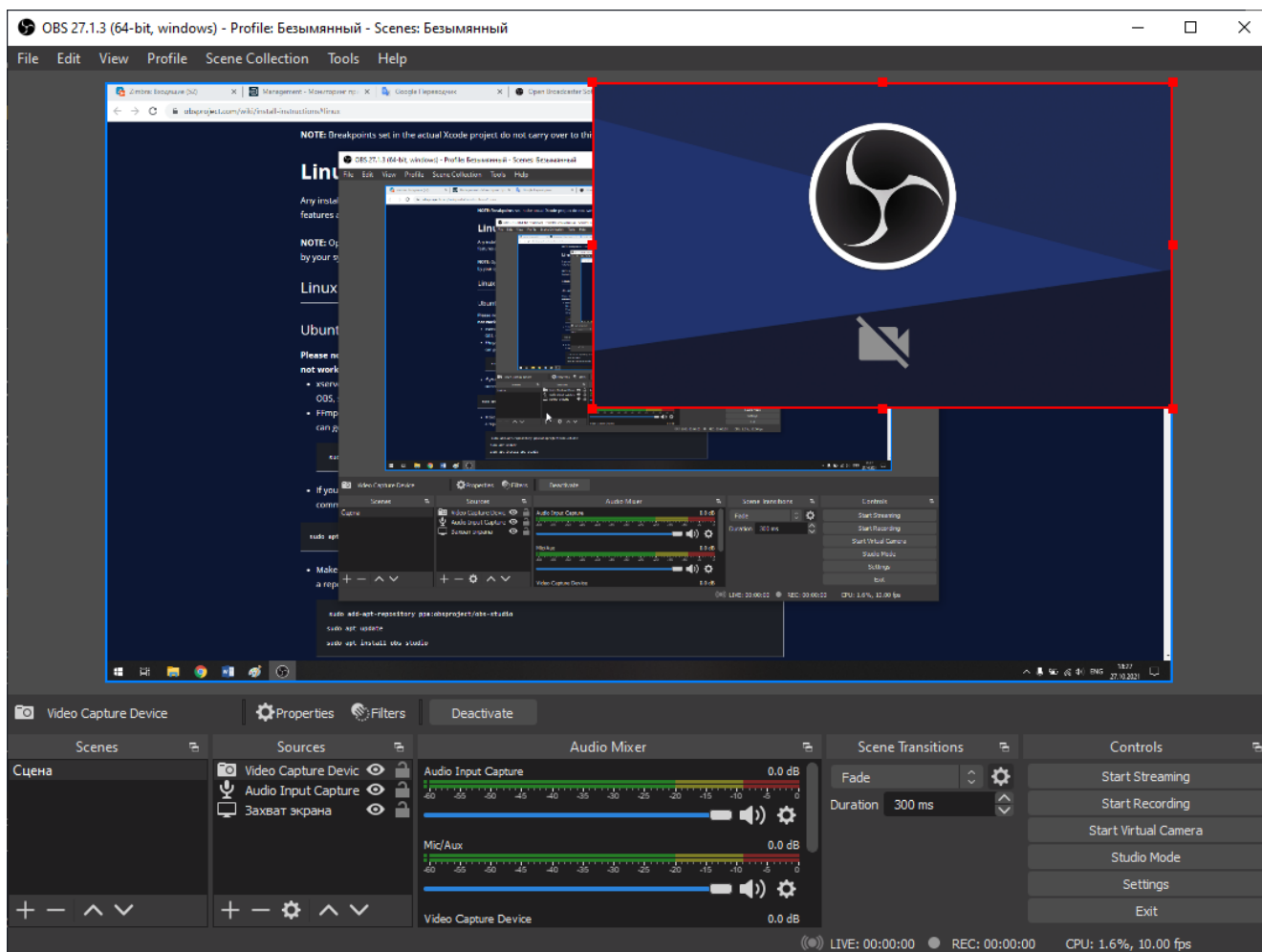

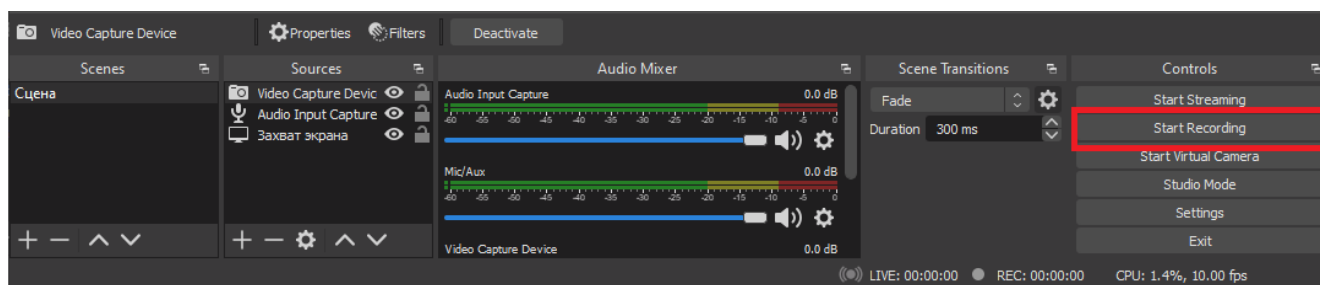10. В окне «Создать/Выбрать источник» нажмите кнопку «ОК»

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

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.

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

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..