

Introduction

In this short guide we review two solutions that allow the presenters to record their videos and then share them for the Conference. The first one is Microsoft PowerPoint (section 1), the second is OBS studio (section 2).

This family of solutions requires a software on your computer, which will record the work session (the screen, the voice of the presenter, eventually the teacher's webcam and the audio produced by the operating system), without any need for an Internet connection. At the end of the recording session, a video file will be available.

1 Microsoft PowerPoint

In case the presentation consists of slides made with PowerPoint, you can use the feature already integrated into recent versions of Microsoft Office. More information is available at the following link:

<https://support.microsoft.com/en-us/office/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>

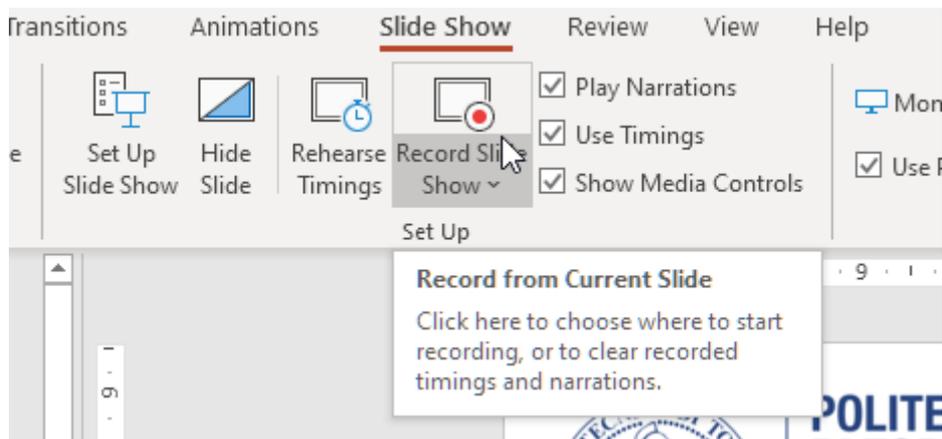
In the following subsections, detailed instructions to make the video with PowerPoint 365 are provided. For other versions, the procedure is similar even if the graphical interface could be different.

There are two distinct steps to be performed:

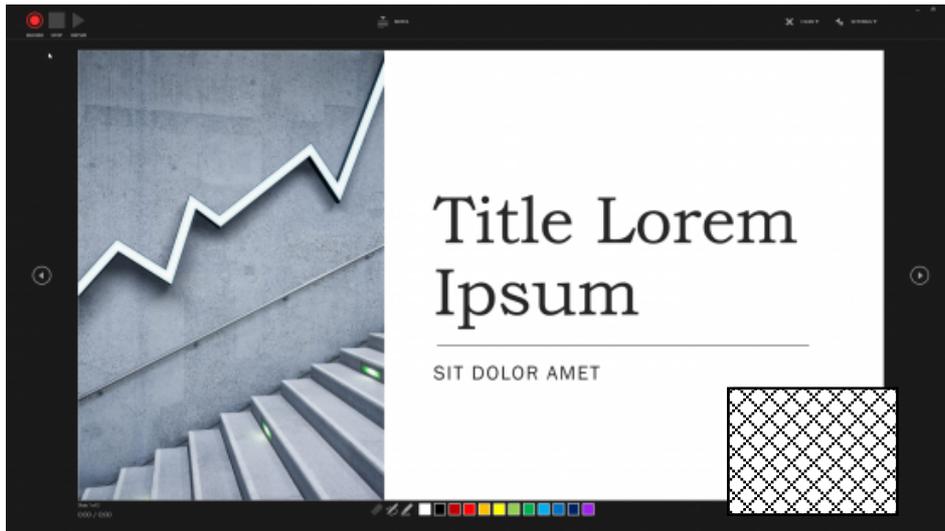
- Record your presentation
- Convert the recorded presentation to a video

1.1 Record your presentation

To record your presentation, start it using the slide icon from the toolbar.



This will open a special mode of the presentation, in which you can see the gloss, annotation tools (colored pencils, bottom), the tools for recording control (record, pause, resume, top left), microphone and webcam control tools (bottom right), and glossy progress arrows.



Start the presentation with the red "record" button at the top left. There will be a countdown, after which you can start the presentation normally, scrolling through the slides, talking, and writing with the tools on the slides themselves.

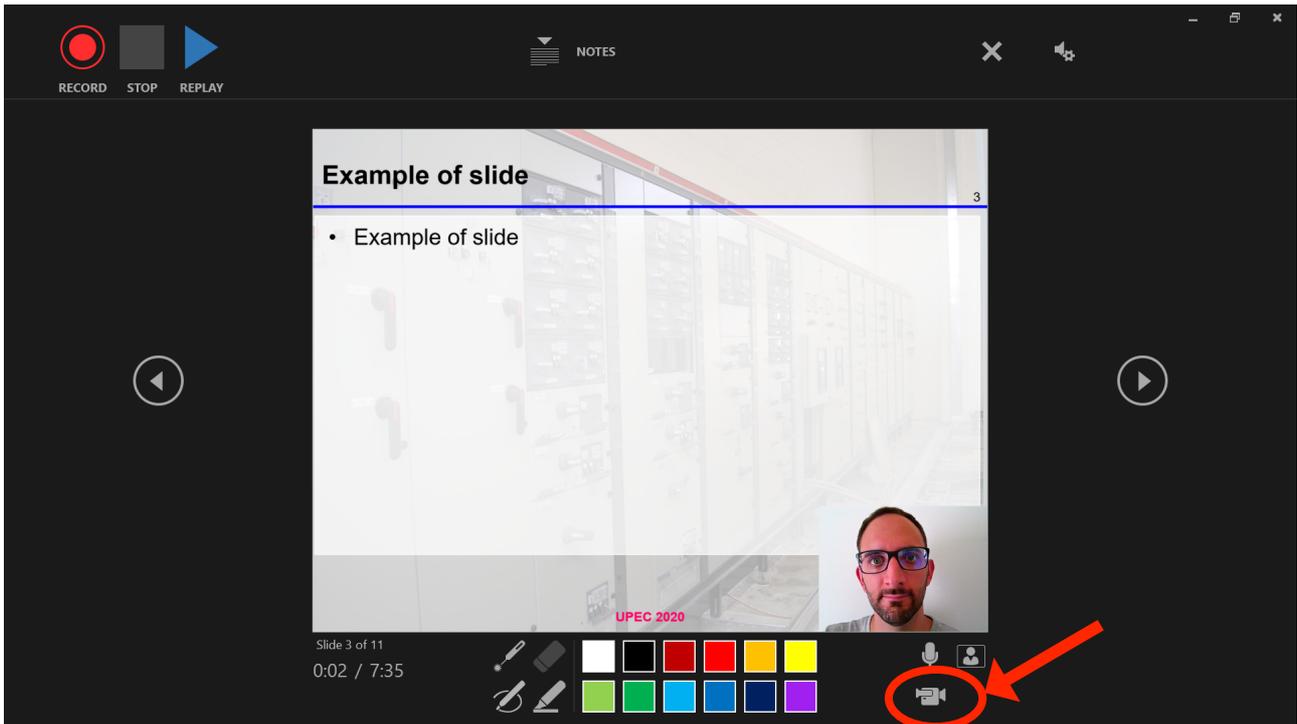
At the end of the presentation, press "stop" (gray square in the upper left) and close the presentation mode (ESC key or X icon in the upper right).

To check what you have recorded, start the presentation normally: the turn recording will start.

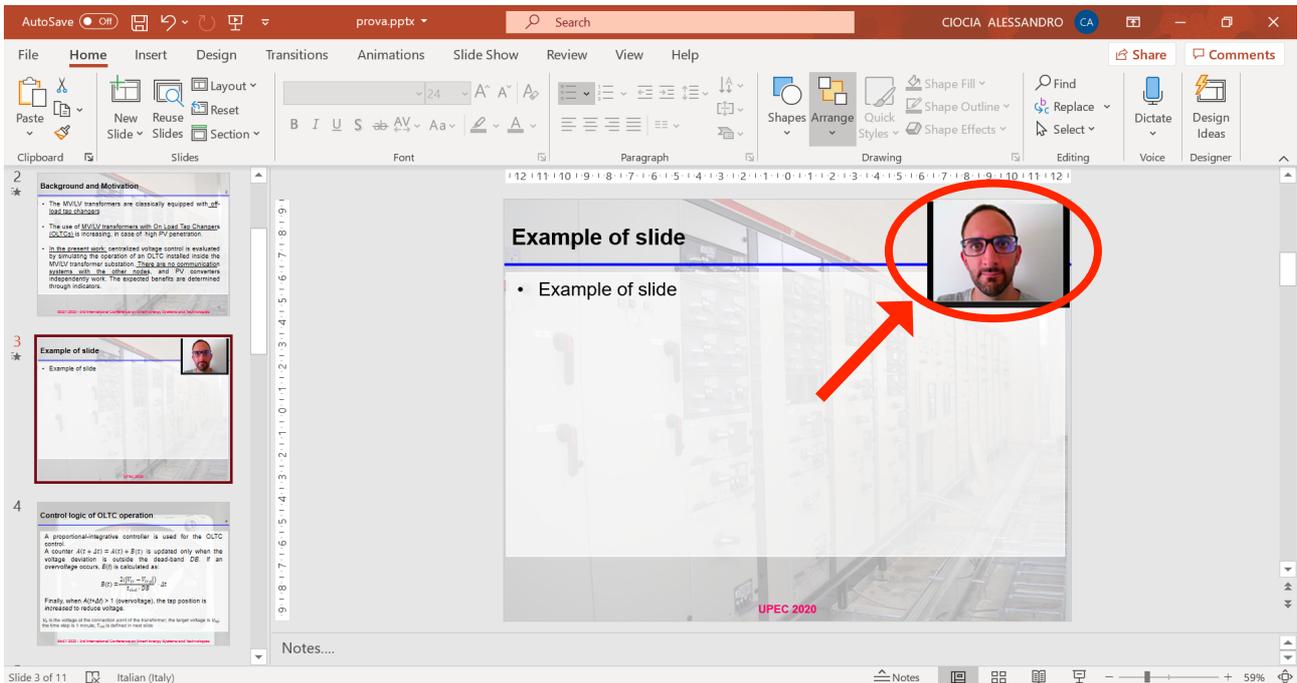
WARNING: Saving the PowerPoint file at this point will also save the entire presentation (audio, video, annotations). It is suggested to keep the "polished only" version separate and save the "full registration" version with a different name.

1.2 Include the video with the face of the presenter

When you open the special mode of the presentation, you can access to the tools for recording control, microphone and webcam control tools (bottom right), and glossy progress arrows. Clicking on the webcam symbol, you can activate it. In this way the program will record both audio and webcam video.



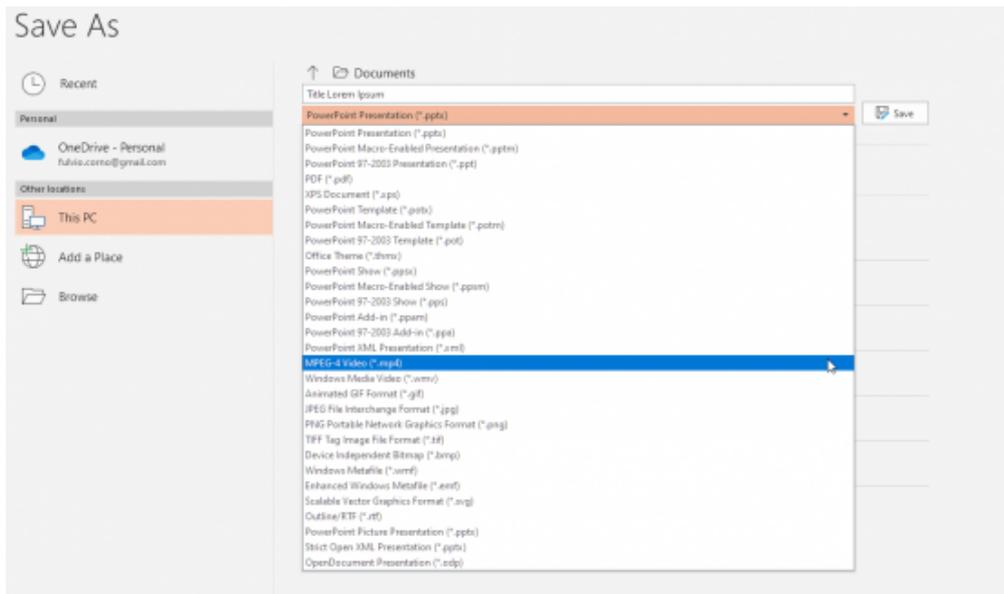
At the end of the recording of the slide, press "stop" (gray square in the upper left) and close the presentation mode (ESC key or X icon in the upper right). In the slide, you will be able to resize and move the video in the corner that you prefer.



1.3 Convert to video

Once you open a PowerPoint file that contains a recording (see previous point), you can convert it to a video file to be redistributed.

Simply save the file (File/Save As, or File/Save As) by selecting the "MPEG-4 Video" option.



The resulting MP4 file can be copied and shared.

2 OBS Studio

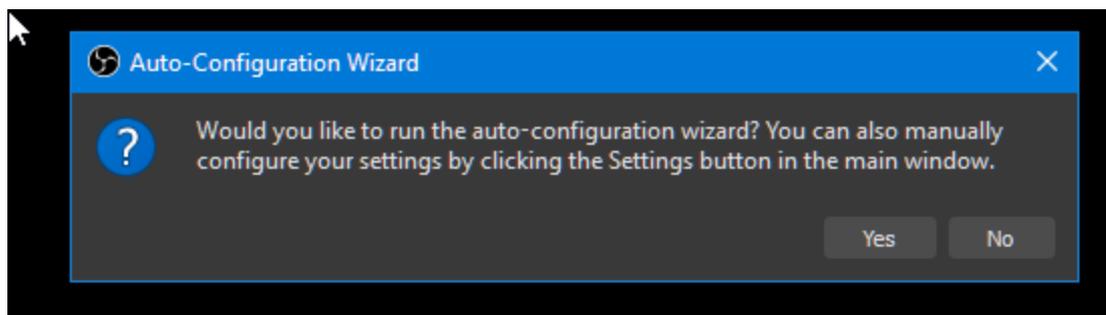
An open source solution is "OBS Studio", downloadable for all operating systems (Windows, Linux, MacOS) from [the https://obsproject.com/site](https://obsproject.com/site). The software, while being very complete, could be not very intuitive in the initial configuration phase.

There is a very short guide to the first configuration at <https://obsproject.com/wiki/OBS-Studio-Quickstart>

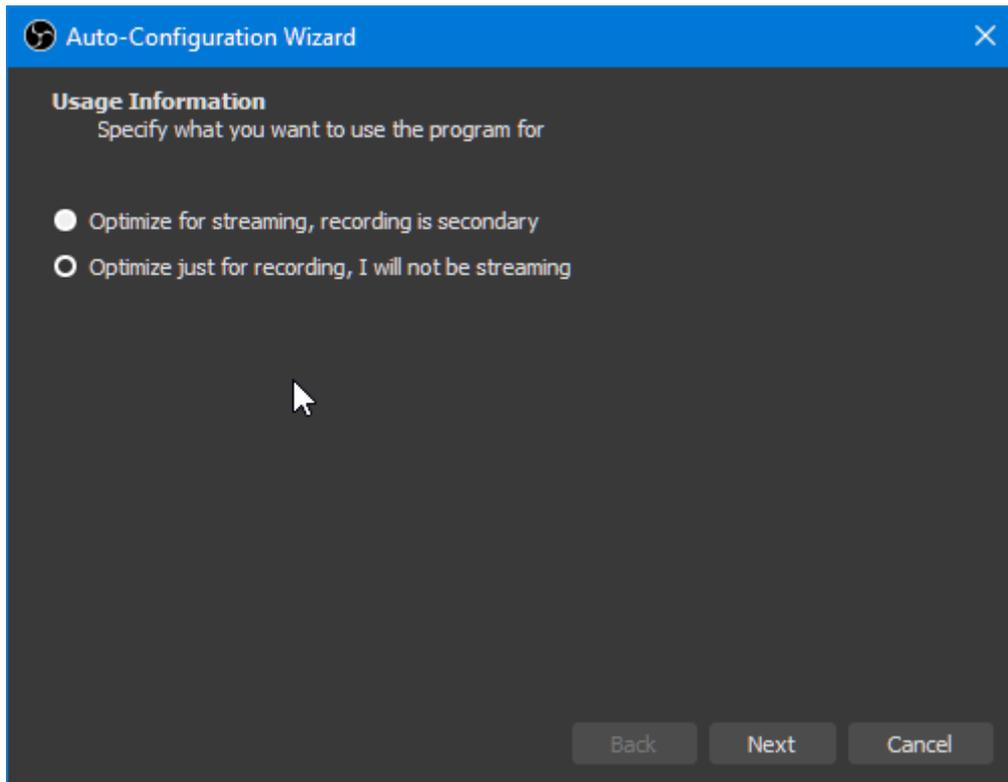
In particular, the main steps are presented in the following sections.

2.1 Installation and general configuration

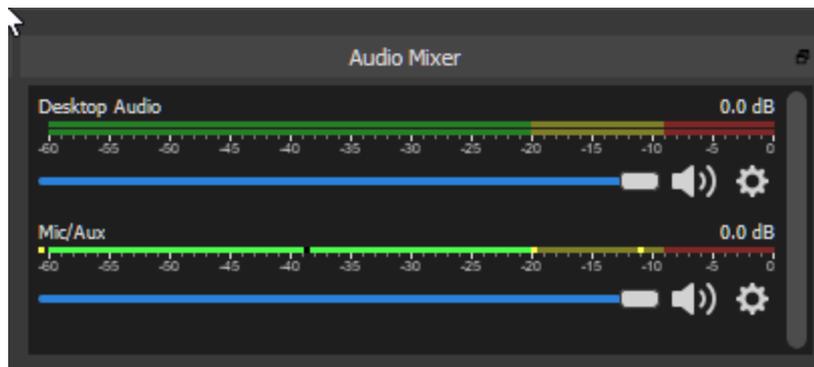
- Download and install OBS Studio
- On first boot, enable the auto-configuration procedure



- Specify that you want to optimize settings for recording (not streaming)

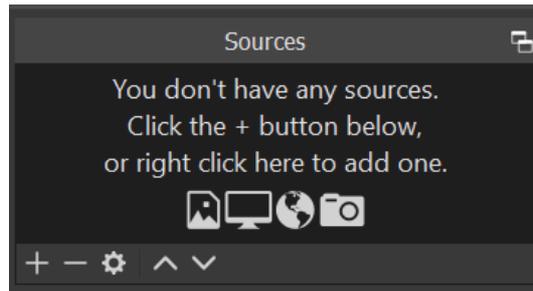


- Choose the settings on the next screens (usually the proposed values are already appropriate), and confirm with "Apply Settings / Apply Settings"
- OBS Studio automatically sets up to record audio from the default microphone (as you can see from the bars in the Audio Mixer that should show the level of incoming audio). If the bars are stationary, select the correct microphone using the "gear" icon next to the Mic/Aux bar

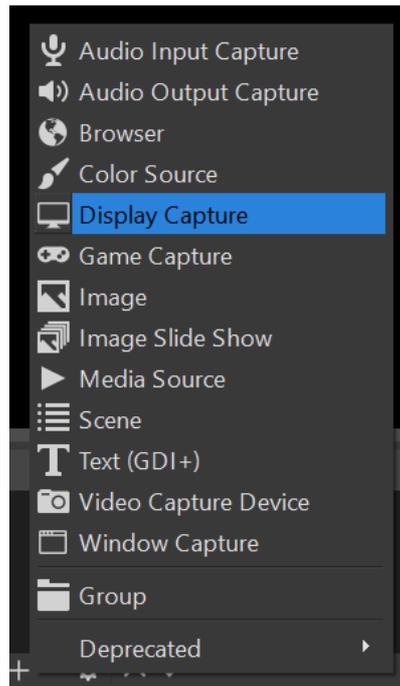


2.2 Add the video and audio sources

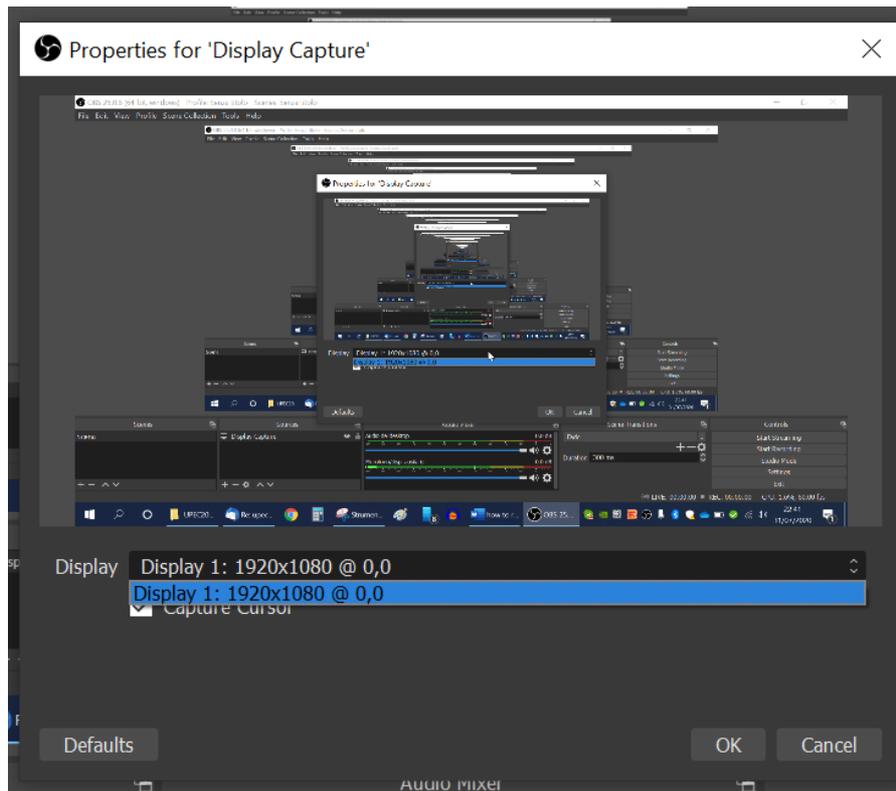
- Initially no video source is defined, so you need to add one manually



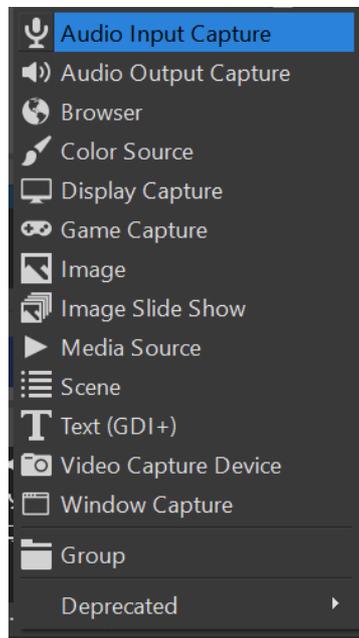
- Select the button from the video/audio sources panel, and from the next menu choose "Capture screen"



- The default setting allows you to record the entire contents of the current screen. At this point OBS Studio will show a "recursive" image of the screen itself (as it is recording itself), a sign that the setting has been successful.

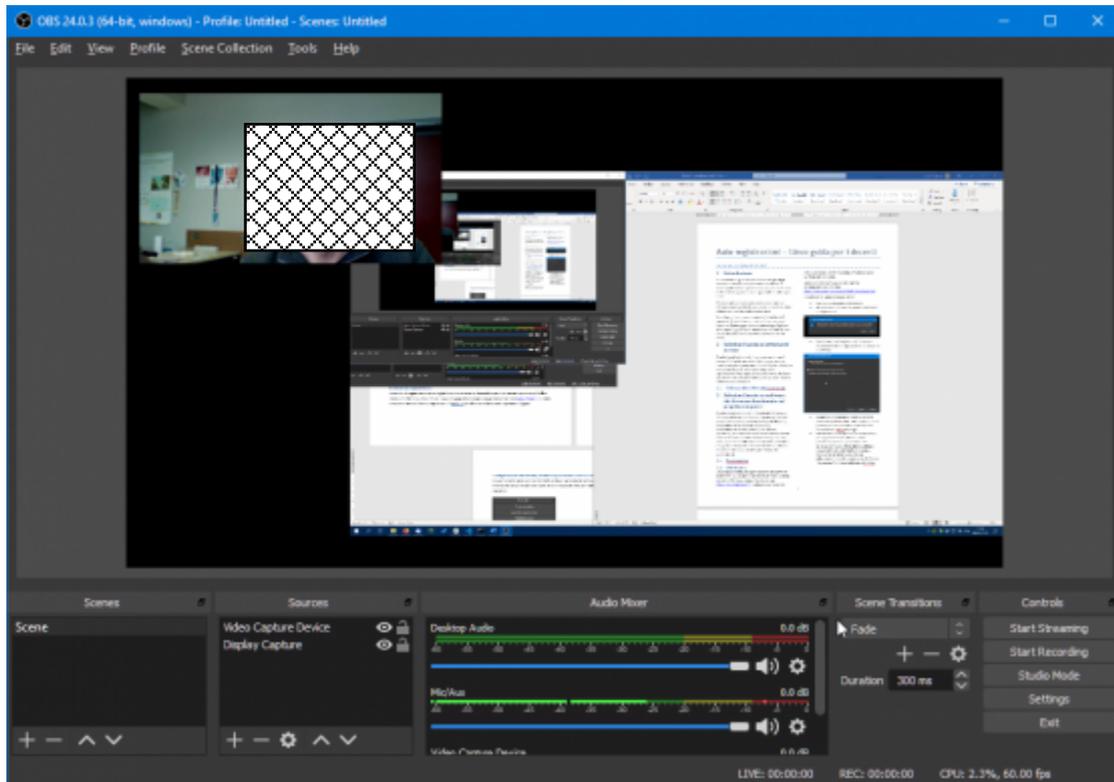


- Select the button from the video/audio sources panel, and from the next menu choose "Audio input Capture" to add the microphone in the recording"



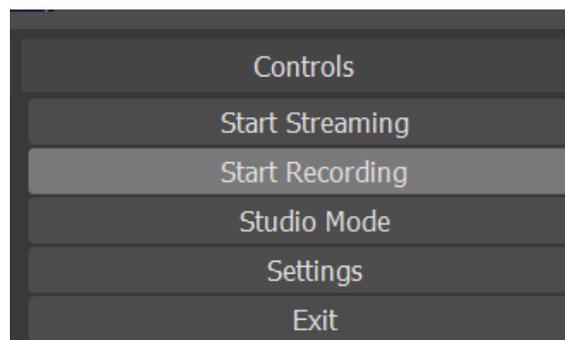
2.3 Include the video with the face of the presenter

- In the list of sources, you can add the video source from the webcam (select Video Capture Device / Display Capture). The webcam video can be placed next to the desktop, appropriately resizing the areas on the screen.



2.4 Recording and save

- At this point the program is configured and you are ready to register. For each presentation:
 - select "Start Recording / Start Recording"



- Minimize the OBS Studio window, and carry out your presentation.
- At the end of the presentation, resume OBS Studio and select "End Recording"
- The resulting video file will be located in the accessible folder from the "File / View Recordings" menu