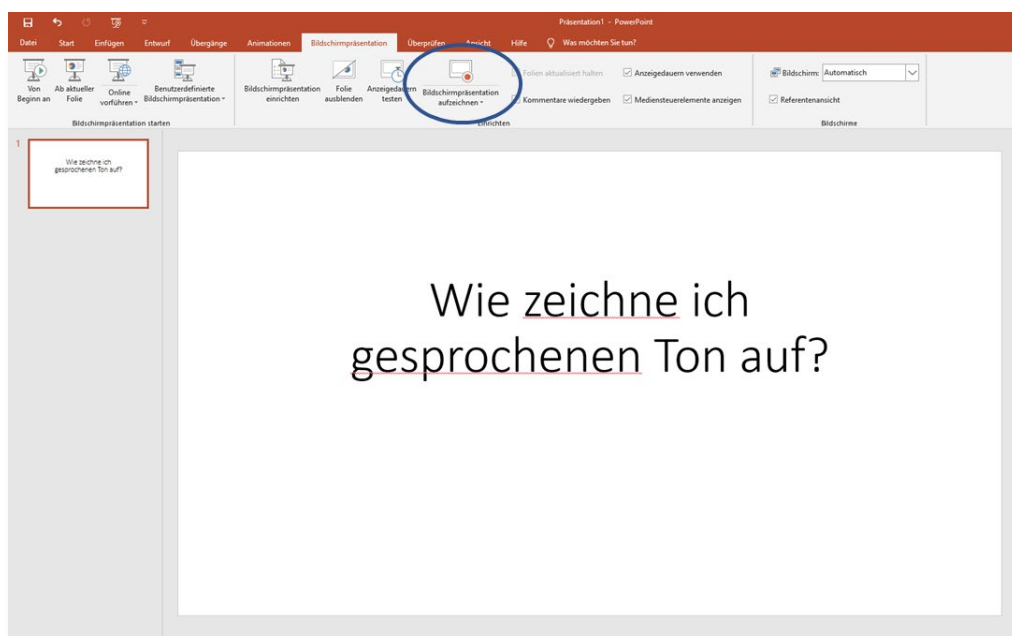


Tips and instructions for recording your presentation with audio for MS PowerPoint 2010, 2013 und 2016

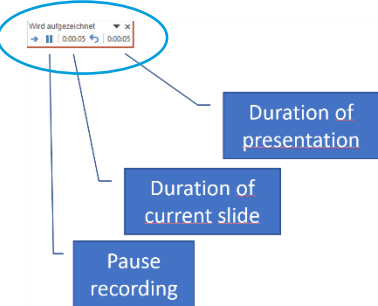
Here you will find a quick guide and helpful information for adding recorded audio to your presentation.

1. **Sound:** Test your recording microphone beforehand. We recommend using a headset or earphones with microphone so that all viewers can hear you well.
Please note: sound corrections can only be slightly optimized by us afterwards.
2. Please open your prepared PowerPoint presentation. Go to the „Slide Show“ tab and click „Record Slide Show“.



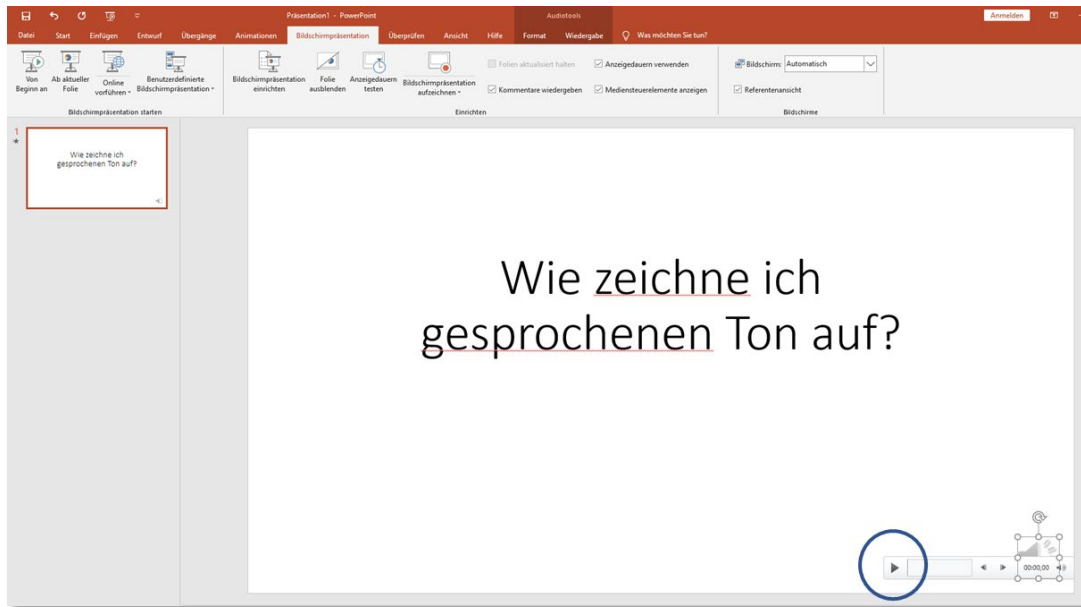
-
- Wie zeichne ich gesprochenen Ton auf?

-

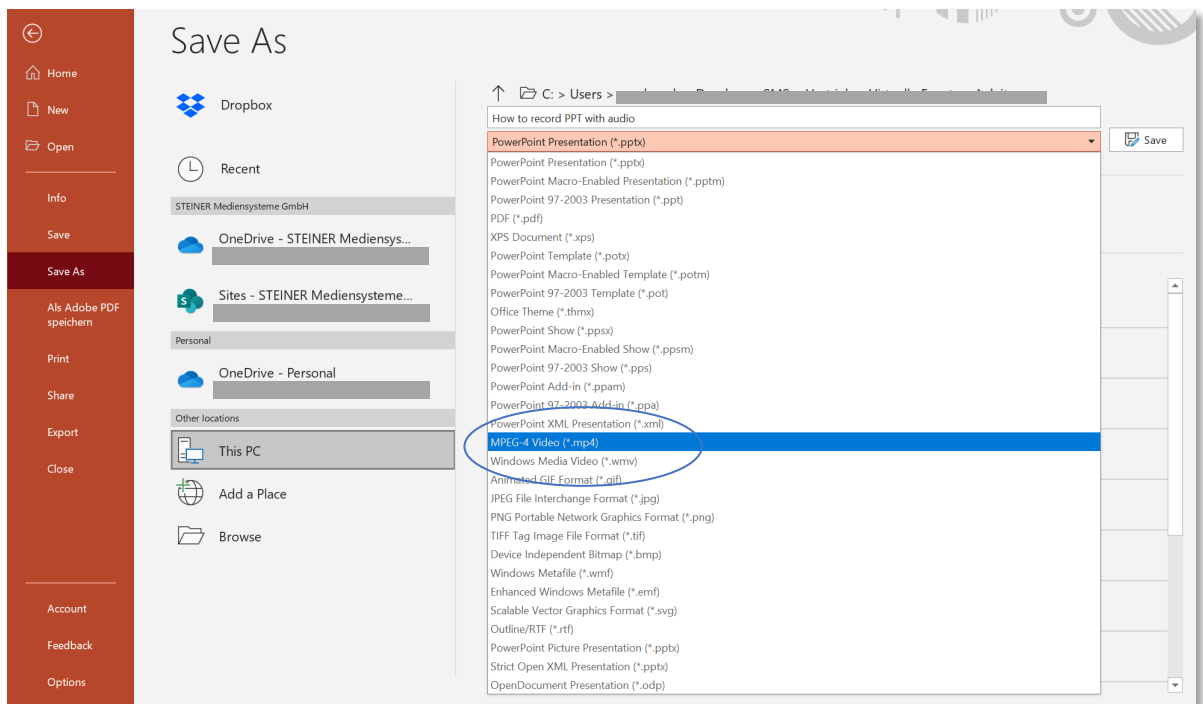
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- Wird aufgeschrieben
- ▶ | 0:00:05 | ✕
- Duration of presentation
- Duration of current slide
- Pause recording
- # Wie zeichne ich gesprochenen Ton auf?

-
- Wie zeichne ich gesprochenen Ton auf?

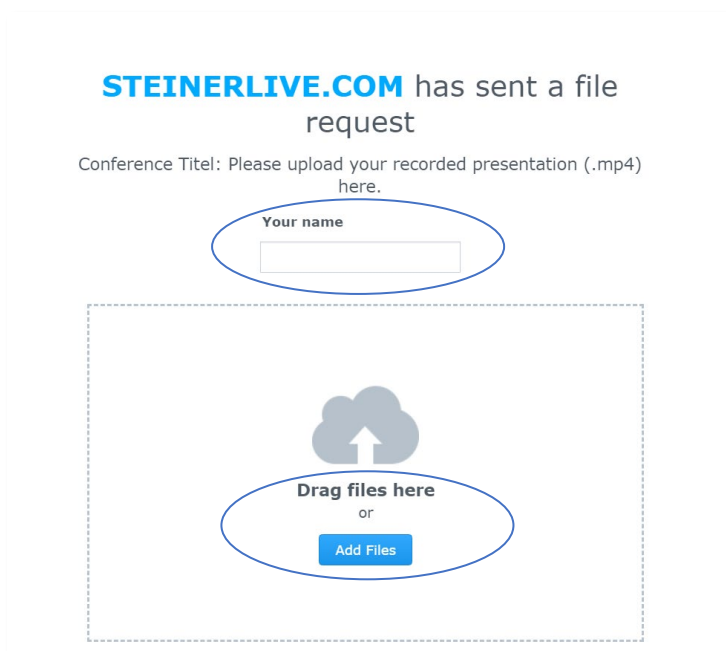
7. You can play back the recording directly on the slide..



8. Once you are finished, save the file with your presentation number and name in the MPEG4 video format (*.mp4): presentationnumber_firstname_surname.mp4 (for example 01.1_John Smith).



9. Transmission of the video recording to STEINERLIVE.COM
10. Open the following link to upload your video file:
 - o Link: <https://steinerlive.cloud/sharing/2n5GWAx6m>
11. Enter your full name in the field and select the video. Make sure the file is named as follows: presentationnumber_firstname_surname.mp4 (for example 01.1_John Smith).



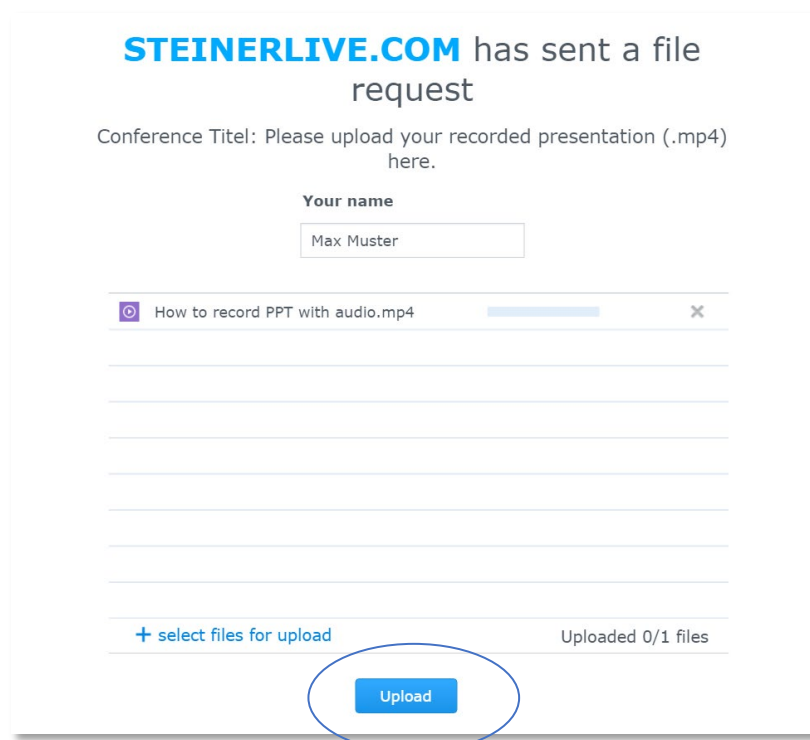
STEINERLIVE.COM has sent a file request

Conference Titel: Please upload your recorded presentation (.mp4) here.

Your name

Drag files here
or
Add Files

12. Clicking on “Upload” will upload your video file.



STEINERLIVE.COM has sent a file request

Conference Titel: Please upload your recorded presentation (.mp4) here.

Your name

Max Muster

How to record PPT with audio.mp4

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Upload



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13. As soon as the green tick appears, the file has been uploaded successfully and you can close the window.

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Your name

Max Muster

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Uploaded 1/1 files

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