

# Virtual Reference & Research Services Panel



## Screencasting: Adding New Tools for Reference and Research

May 28, 2014

### Steps for creating a video from PPT

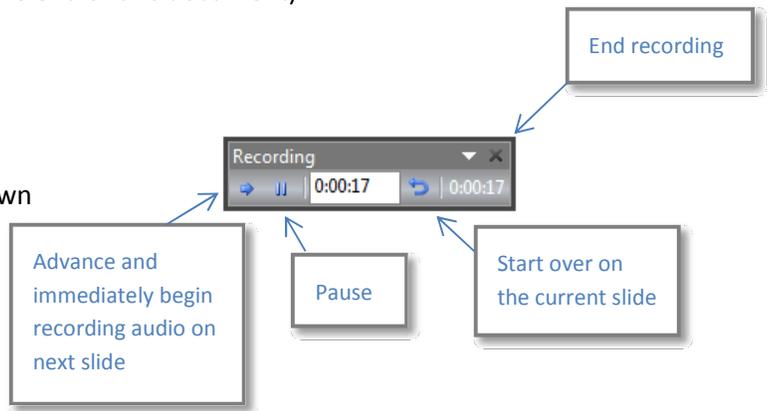
#### 1. Create PPT slides

- Use any combination of text, screenshots, & animation
- If you're ambitious, you create a short screencast with a free web-based product and embed it in your Powerpoint (see Screenr example at the end of this document)

#### 2. Draft your script

#### 3. Record audio

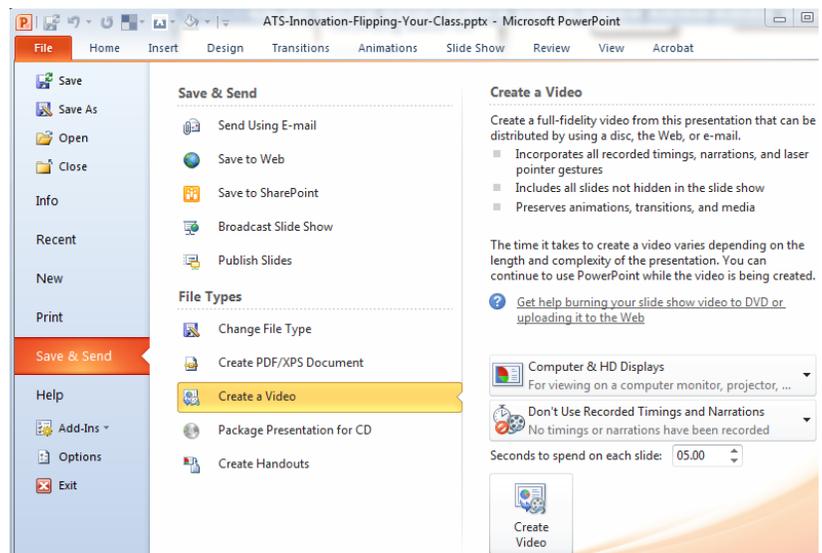
- Go to first slide
- Click on "Slide Show" tab
- Click on "Record Slide-Show" drop down
- Select "Record from current slide"
- Make sure microphone is working
- Get your script handy
- Click "Start Recording"
- Record your audio for each slide
  - If you're feeling ambitious, include notations with the pen or highlighter function
    - While recording, right-click on your mouse, scroll down to Pointer Options, and select pen/highlighter
    - Hit escape key when done



#### 4. Save your PPT!

#### 5. Create video file

- Click on the "File" tab
- Click "Save & Send"
- Click "Create a video"
- Go to 2 dropdown menus on right side of screen
  - Size of display (default is "Computer & HD")
    - large for watching on a computer monitor or projector
    - medium for posting to the web
    - small for viewing on a smart phone
  - Select "Use Recorded Timings and Narrations"
- Then, click "Create video"
- Give your new .wmv file a name and save it to your computer or network



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### Post it to YouTube

- g. Create a free YouTube account at [www.youtube.com](http://www.youtube.com)
- h. Click "Upload"
- i. Click on "Select Files to Upload" or drag your file onto the page
- j. Wait for it to upload (this can take several minutes)

### \*\*Creating a screencast with Screenr

- a. Go to [www.screenr.com](http://www.screenr.com).
  - a. If you haven't used it before you will likely have to update your Java.
  - b. Respond to the prompts to run the Screenr software.
- b. A recording window will appear – resize as necessary
  - a. Click the red record icon in the bottom left corner
  - b. Make your recording
  - c. Click on the green DONE button when you've finished
- c. Click on "Publish." You'll be prompted to create a free account or to sign in
  - a. Then you'll be prompted to give the video a description
  - b. Wait for it to publish to the Screenr website
  - c. Download the mp4 file and save to your desktop
- d. Return to your PPT file
  - a. Create a blank slide in your PPT where the screencast should go
  - b. Click on the filmstrip icon and select the mp4 file
  - c. Go to the "File" tab
  - d. Click on "Info"
  - e. Click on "Compress Media"
- e. Return to step 4 above

