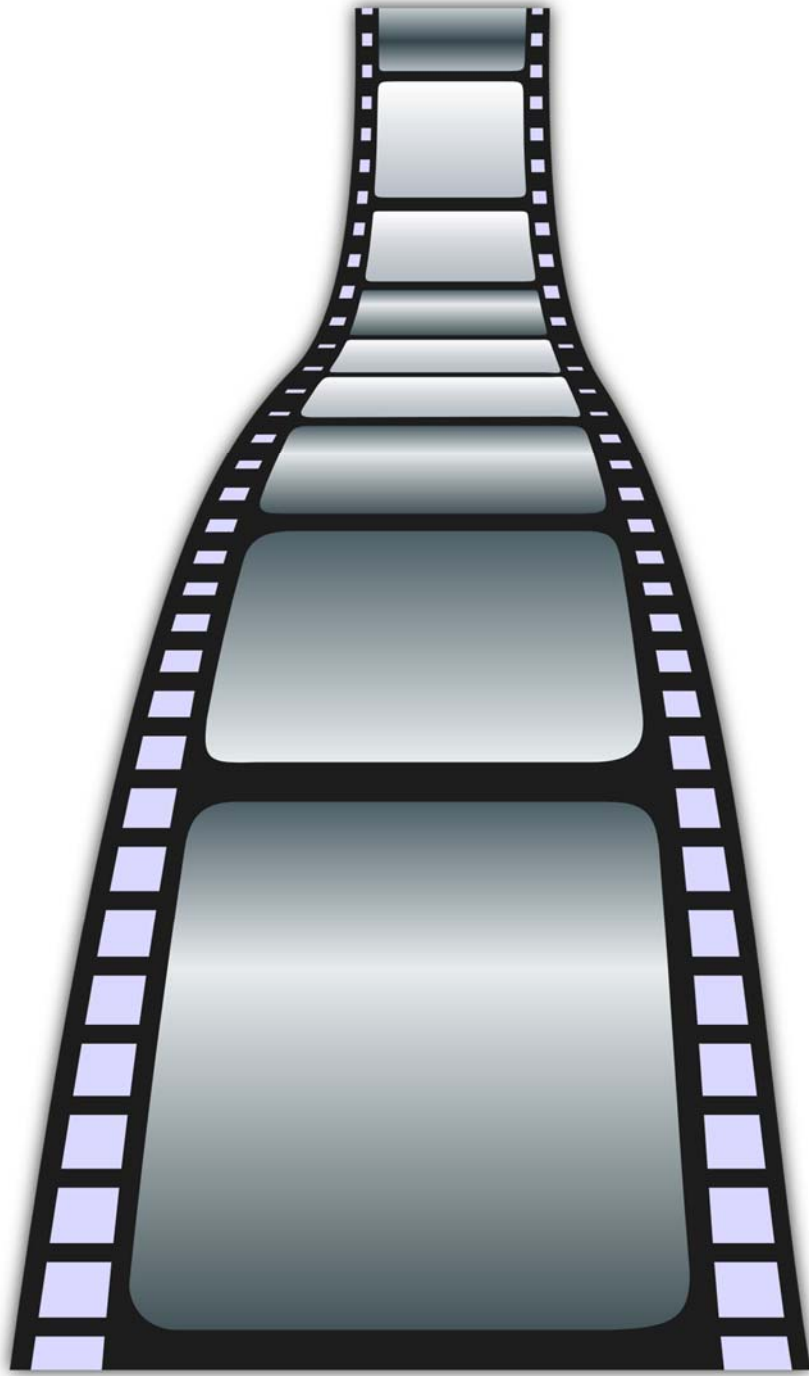


Making a Video with Powerpoint

6 Step Guide

By Keith Brown & Gavin Brockis

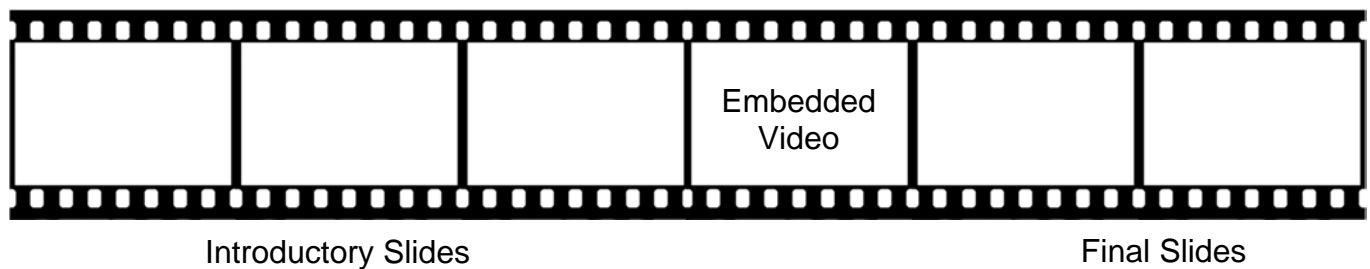


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Introduction

This guide covers a simple methodology that you can use to make a short demonstration video, using simple and readily available tools: Powerpoint and a mobile phone. The idea is to create a sequence of slides, insert a video taken from a phone, and export the slide-show as a mp4 video file.

In this example, students have been asked to insert an embedded video of an inhaler device, to produce a video that looks roughly as follows:



Although this guide was produced for a demo of an inhaler, the methodology is generic and could be applied to a demo of any product.

6 Step Guide

1. Create a Storyboard in Powerpoint
2. Create your Script
3. Record the Slideshow using an External Microphone
4. Insert the Embedded Video
5. Add Transitions and Effects
6. Export as a Video

Our aim here is to produce a good quality result with the minimum of specialised tools, software, and skills. As such, we'll use a mobile phone to capture the video, and Microsoft Powerpoint on a standard Windows PC to combine it with title and credits screens, add voiceover, and output a final video file. These are familiar tools, which should hopefully be available to all within an educational context. No specialist knowledge is required beyond what is shown here.

For voiceover recording we'll be using a low cost USB microphone. You can use your own choice of microphone if you prefer, or one built in to a laptop, but do be aware that audio quality can be a surprisingly important factor in these type of videos, so give the microphone (as well as how you use it) some thought.

Naturally there are many more advanced tools available for these purposes, and if you are confident using them then please do, but our focus here is on **inclusivity**, and we emphasise that you do NOT need to use complex or specialist software and hardware to complete this assignment to a high standard.

For those not confident with, or with no experience of video production, and without access to video software and skills, we'll now show you a simple method and workflow, using some of Powerpoint's lesser known audio and video features. These are features that you may also find useful in other contexts as well, so hopefully they will be of benefit beyond the completion of this assignment!

Please note that it is not acceptable to use media from the internet without first establishing if you have permission to use it. A guide around copyright is provided in the appendix.

Step One – Create a Storyboard in Powerpoint

The starting point is to create a new Powerpoint presentation, and build a storyboard of slides that is appropriate for your project. For example this might include a title slide, a second slide with a few key points, a blank slide to embed a demonstration of your inhaler, and a final summary and credits slide. Your slideshow may contain more slides, depending on the points that you wish to make and the story that you wish to tell.

Most of the work involved in the project is in this first stage.

The storyboard will form the basis of your final video, so it is important to spend some time collecting and researching the information that you wish to present. Remember to leave a blank slide for your inhaler demonstration.

Step Two – Create Your Script

The aim of the second step is to compose a text document that will be spoken by a member of your team, and form the voice-over for the final video.

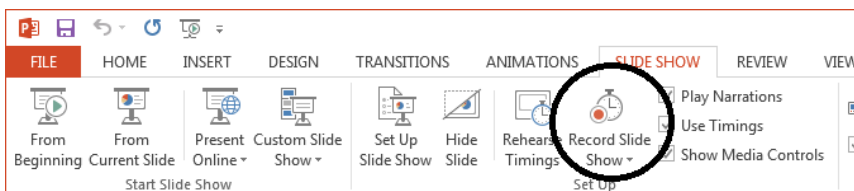
Powerpoint can record narration as you advance through your presentation, and the voiceover will be stored along with each slide. As with any presentation, rehearsal is key, so practice your script so that it is fluent and confident, and make sure your Powerpoint works as expected.

In order to compose the script, it is suggested that you run the Powerpoint as a slide-show, and practice advancing from slide to slide, in-time with the script.

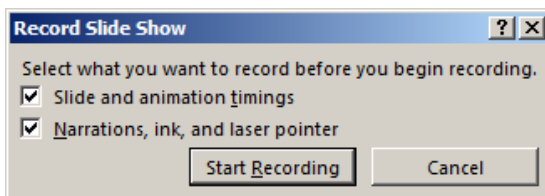
Step Three – Record the Slideshow using an external microphone

It is recommended that you record the audio for the entire video in one take. You will likely require several takes in order to produce a satisfactory result. Please remember that the script will include the voice-over for the embedded video of the inhaler, which you will not have recorded at this stage. So, whilst you are practicing it is a good idea to also practice the inhaler demonstration (go through the motions) to ensure that the script fits.

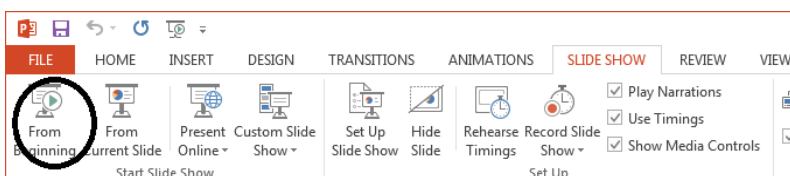
When you have finished practicing, you can make a recording by clicking on 'Record Slide Show' button.



This displays a dialog



Click on 'Start Recording' to begin the recording of the audio (remember to also advance the slides as you go). When you have finished, press the Escape key. You can playback your recording by playing the slideshow from the beginning:



Please note that the microphone, and the microphone placement has a huge impact on the sound quality. Using the microphone that is built-in to your computer can often produce inferior results. For example, you will, no doubt, be familiar with some YouTube videos where the sound is too quiet, or where there is so much background noise that it is hard to distinguish the voice from the noise. The art of using a microphone is to ensure that:

- You are recording in a quiet location (or as quiet as possible)
- The mic is positioned so that it is 4 to 6 inches from the voice-over person's mouth
- The level of the mic is set on the computer so that the sound does not distort

This will minimise the background noise, and you may find it takes some experimentation in order to achieve satisfactory results.

Step 4 - Insert the embedded video

Once you have reached this stage, your project is almost done. The outstanding item is the demonstration video of the inhaler, which you will record using your smart-phone, and insert into the slide that you have left blank for this purpose.

You can use a fancier camera if you prefer, but most modern phones have perfectly good cameras for this purpose. It is recommended that you use the phone on a tripod mount, which can make a big difference to how professional the results look. It is also important to find a location with good, even light and a tidy, uniform background.

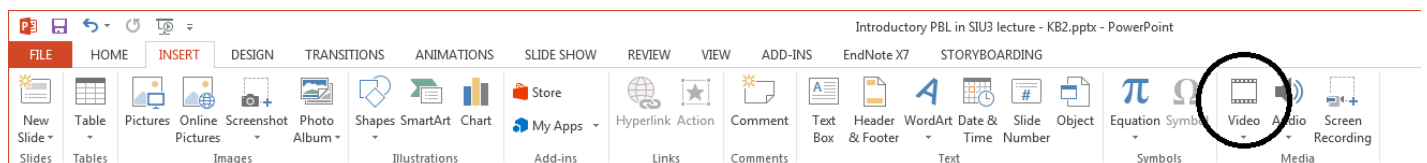
It's a good idea to make a test recording to check the framing of the shot, and how to transfer to your computer, before you go for a 'proper' take, so that your perfect take won't be ruined by something you hadn't noticed in the background of your shot, or poor lighting etc. Also, please remember to use the phone in Landscape not Portrait.

If you're working in a group, this can be a good opportunity for group members to fill different roles such as demonstrator and camera operator, and to work as a team. Since the voice-over for your demo has already been recorded in the slide-show, you can simply play this whilst recording the embedded video. It acts as a prompt for the inhaler demonstration.

Please note that you won't be using the audio track of the smart-phone video.

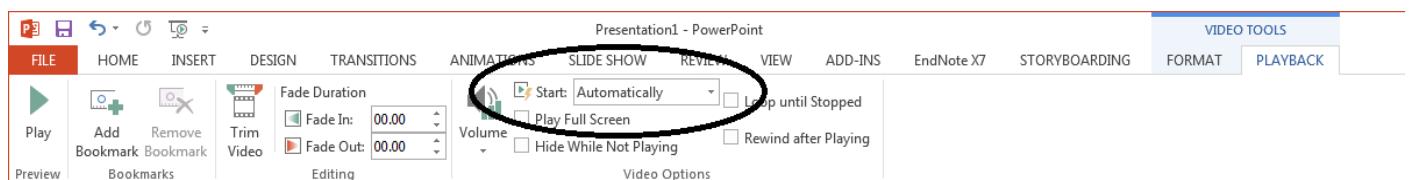
Once you have made a short video which you are happy with, there will be different methods for transferring it to the computer. You will almost certainly find instructional videos for your specific combination of phone and computer on YouTube.

Once the video has been copied to the computer, you can insert the video into your blank slide by clicking the 'Video' button, and choosing 'Video on My PC'.

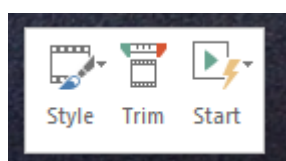


Once the video appears on the slide, it is important to:

- Adjust the size and position of the video so that it occupies the entire area of the slide
- Mute the video
- Adjust the video to Start Automatically:



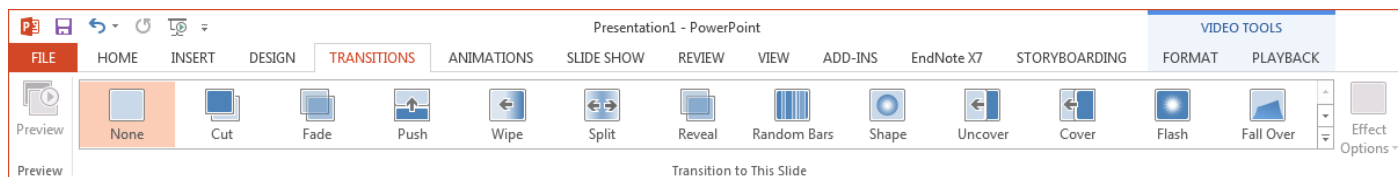
It is also possible to adjust the start and end times of the embedded video. To do this, right-click on the video to see an option to 'Trim':



To view the results, play the slideshow from the beginning.

Step 5 – Add Transitions and Effects

To enhance the slide-show you may wish to add transitions between the slides. Powerpoint has a lot of transitions available such as Fade, Wipe, Rotate, Orbit etc. However, it is recommended that these are used sparingly, perhaps just a fade between each slide. In most cases it is best to keep it simple.

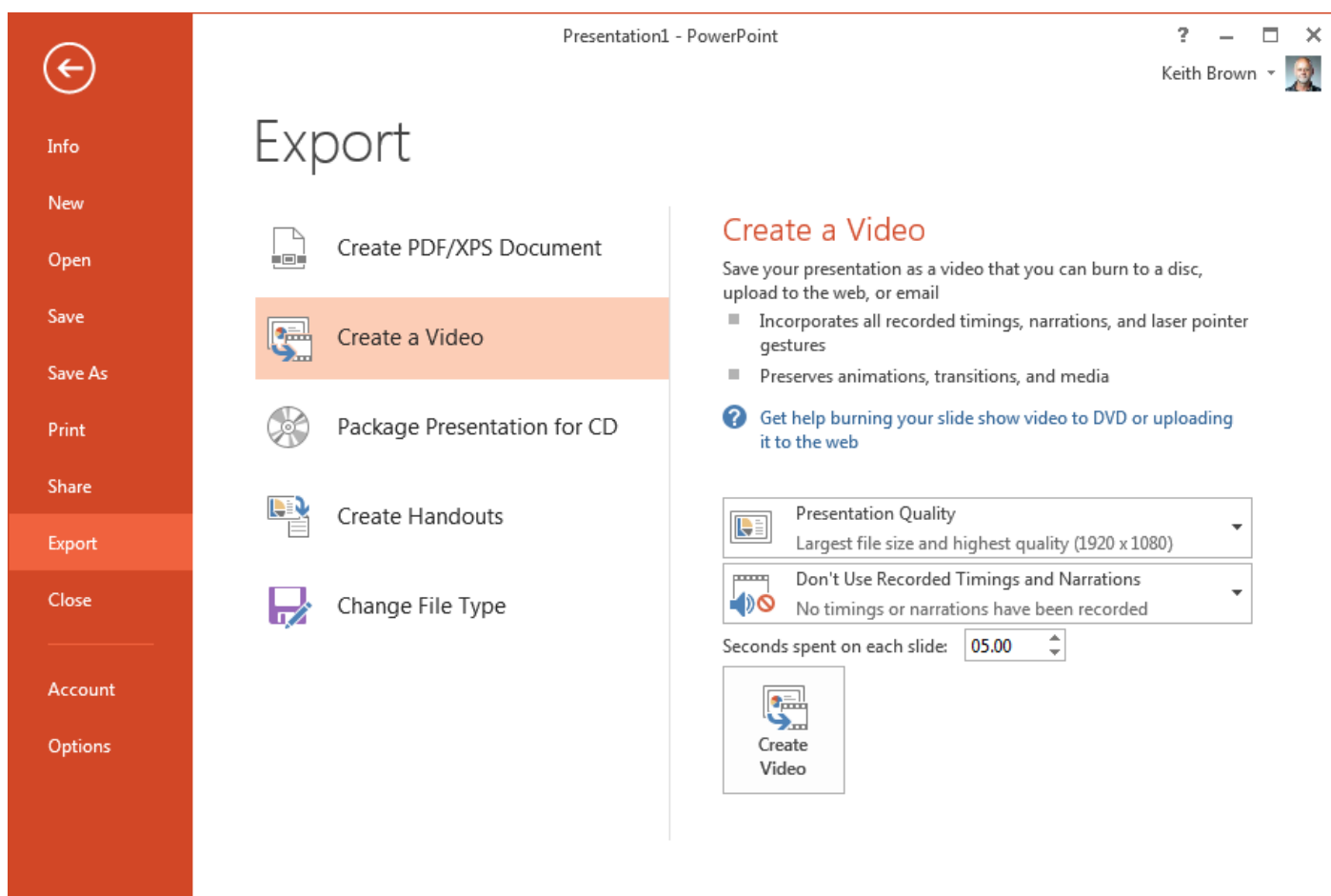


You may also wish to add music. Although this can work well, in most cases music is best avoided – your musical taste may not appeal to others! Also, inserting background music under a voice-over can make it difficult for older people to understand the spoken words, and it could be unnecessary.

Step 6 – Export as Video

The final stage is to export your Slideshow as a video. This facility is available on a PC, but is not available on a Mac unless (according to the documentation) you have an Office 365 subscription.

The process involves choosing the File menu from the menu-bar and choosing export. Next, select ‘Create a Video’:



Make sure that you choose ‘Presentation Quality’ and click on the ‘Create Video’ button. Be prepared to wait for several minutes for the process to finish. There is a progress indicator at the bottom of the Powerpoint window.

And that's it! Your video is ready.

Appendix 1 – Copyright Guide

A key consideration is copyright. It is strongly recommended that you use images that are free of copyrights (e.g. www.pixabay.com, www.pexels.com), or to avoid copyright considerations by drawing your own images, or taking your own photographs.

Another useful web-site is www.makerbook.net, but some of the resources found will require attribution.

If you do wish to include copyrighted third-party materials, then you must ensure that it conforms to copyright legislation. This appendix provides a brief guide:

The Copyright Licensing Agency provides a Student Guide to Copyright that serves as an introduction:

http://schools.cla.co.uk/wp-content/uploads/2012/02/4.3.-the_student_guide_to_copyright.pdf

It is important that you check the copyright of any third-party images to ensure that you can use it legally.

Increasingly, images are now made available using a Creative Commons (CC) licence which makes it much easier for you to ascertain if the image can be included, and the conditions that apply.

<https://creativecommons.org/licenses/>

These CC types of licence are slowly replacing the older 'All Rights Reserved' type of licence which have the © Symbol.

The Google image search provides an Advanced Image Search which enables you to search by 'usage rights':

https://www.google.co.uk/advanced_image_search

The CC web-site also provides a search facility

<https://search.creativecommons.org/>



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