AT HOME WITH ENGINEERING EDUCATION

JUNE 22 - 26, 2020

Asee's Virtual Conference

#ASEEVC

AUTHOR'S USER GUIDE: HOW TO CREATE A PPT SHOW / EXPORTING PPT FILES TO MP4

JUNE 1 IS THE DEADLINE TO HAVE YOUR POWERPOINT AND AUDIO COMPLETED AND UPLOADED TO THE VIRTUAL PLATFORM

OVERVIEW

POWERPOINT SHOW

- All presentations will be a "PowerPoint Show" that is **converted to an MP4**
- If you are an author on more than one paper, each paper will need a PowerPoint show
- Click **HERE** to access the PowerPoint template for the ASEE virtual conference
- Please use this template for all your PowerPoint presentation
- Your PowerPoint show should be **no more than 15 minutes maximum**

MODERATOR

- This session will be managed by the moderator who will introduce you and your paper and manage the Q&A

ONE SLIDE OVERVIEW

- You will also need to create a ONE (1) slide **(see samples on page 4)** of your paper that the moderator will use to introduce you and your paper

SESSION TIME SLOTS

- The time slot that you are (or will be) **assigned to by May 11,** is a 20 minute live session for the authors paper overview and a Q&A
  - Session details can be found at **www.asee.org/osl**
  - Please contact the program chair directly if you have an issue with your technical session time slot
  - ASEE HQ cannot move or assign papers to technical sessions

VIRTUAL PLATFORM

- A link to upload your presentation/s to the virtual platform will be **available the week of May 18.**
- Please do not contact ASEE before this date for your upload link. ASEE HQ will not have that information

LINK TO POWER POINT TEMPLATE - https://bit.ly/2W4GDdt

HOW TO CREATE A POWER POINT SHOW

Video Link: *https://bit.ly/2z9xGXg*

RECORD NARRATION AND TIMINGS

1. Select **Slide Show > Record Slide Show.**

2. Choose from two options:
   - **Start Recording from Beginning** - to record from the beginning of a presentation.
   - **Start Recording from Current Slide** - to record from a specific slide.

3. Select or clear what you'd like for your recording, and then select **Start Recording.**

4. Start speaking or add markings to your presentation.

Note: Audio won't record when slide transitions happen so let these play first before you start speaking.

MANAGE RECORDINGS

There are different ways to manage recordings in your presentation:

- **Pause** - to pause a recording.
- **Close** - to end a recording.
- **Laser Pointer, Pen, Highlighter, or Eraser** - to use the pointer, ink, eraser, or highlighter tools in your recording.

REMOVE RECORDINGS

A sound icon appears on a slide to show when a recording is available.

You can also remove recordings from slides.

1. Select **Record Slide Show > Clear**.
2. Choose from four options:
   - **Clear Timing on Current Slide** - to delete timings on the current slide.
   - **Clear Timings on All Slides** - to delete timings from all slides at once.
   - **Clear Narration on Current Slide** - to delete narration on the current slide.
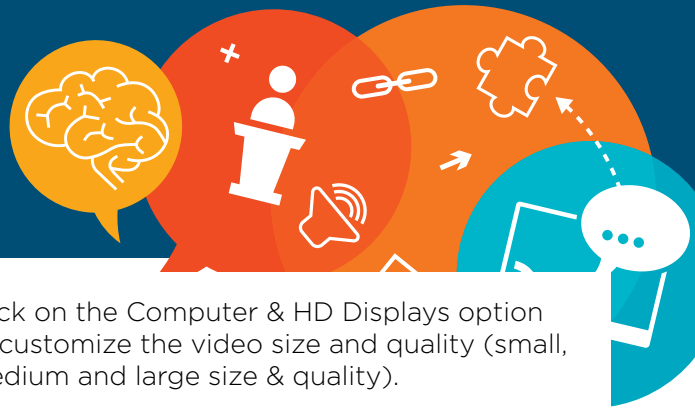   - **Clear Narration on All Slides** - to delete narration on all slides at once.

SAVE RECORDINGS

When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

1. Select **File > Save As.**
2. Select where you'd like to save your presentation to.
3. Under **Save as type**, select the drop down arrow and then select **PowerPoint Show**.
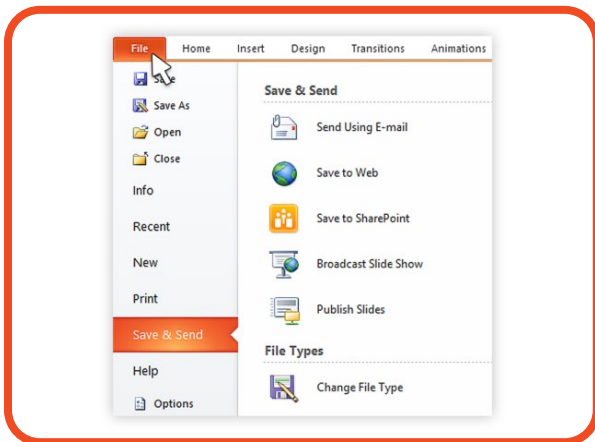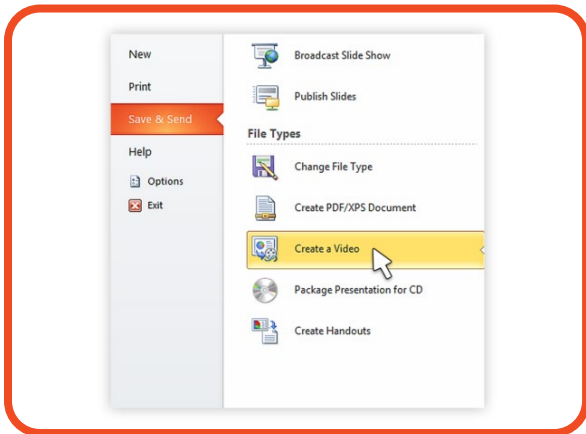4. Select Save.

## HOW TO TURN A POWER-POINT SHOW INTO A MP4 VIDEO FILE

1. Create your PowerPoint presentation as normal and save it.

2. If you're using narration for your presentation, **record the narration and add timings to the slideshow.**

3. Select the **File** menu and **click on Save & Send**
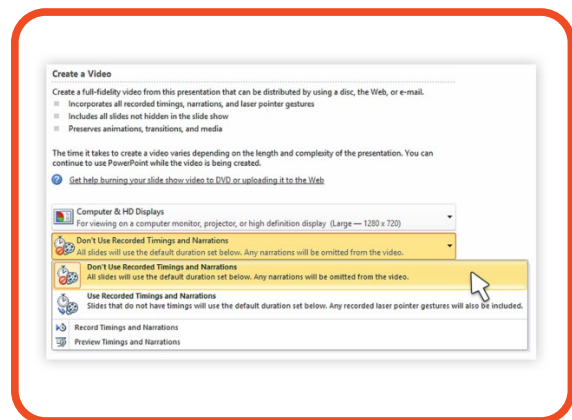

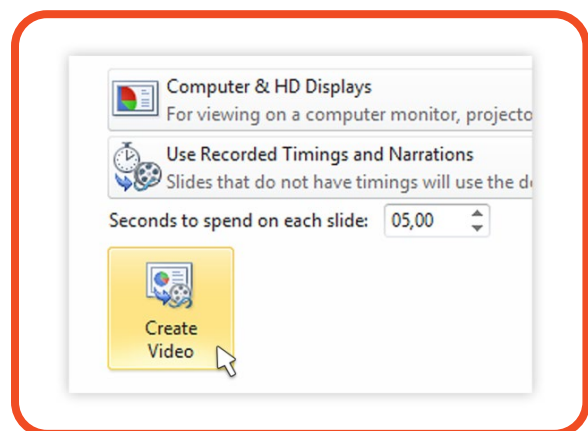4. Under the Save & Send menu, find and **click on Create a Video.**

5. Click on the Computer & HD Displays option to customize the video size and quality (small, medium and large size & quality).
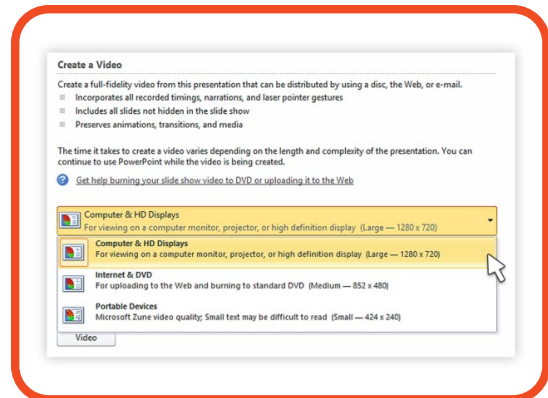
6. Click the Don't Use Recorded Timings and Narrations to select if you're using timings and narrations. **Remember 15 minute max**

7. Click **Create Video** and another dialogue box opens

8. Enter appropriate filename and saving location to save your newly created video.

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ONE PAGER SAMPLES

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At Home with Engineering Education

PAPER TITLE

Author Name

- Overview 1
- Overview 2
- Overview 3

OPTION 1

MY PAPER TITLE

Author Name

- Overview 1
- Overview 2
- Overview 3

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OPTION 2

TIPS AND TRICKS

BEST PRACTICES

- Make sure you know how to use **all necessary hardware and software**. Take time before the meeting to familiarize yourself with the equipment you will need.
- **Use a headset.** The sound quality will be better for everyone involved if you don't use the microphone and speakers on your laptop
- Remember **speak slowly and enunciate clearly**, without pausing.
- Don't overcrowd slides with text
- Use bullet point

ALIGN ALL YOUR GRAPHICS

- Select all of the objects you want by clicking on one, then hold shift and select the rest of them.
- At the top, find and click Align. It also may be labeled Distribute.

- Choose whatever type of alignment you'd like. The images should line up appropriately in a way that you just can't do by eye alone.

FORMAT YOUR PICTURES

- Right click on an image and select Format Picture.
- On the right side, a bar will pop up with the formatting options.

TRANSITION DURATION

- Click on the Transition tab.
- In a box to the right side is the ability to change the time on the transitions.

CONTACT

FOR QUESTIONS EMAIL US AT CONFERENCES@ASEE.ORG