

## **Pre-recording presentation - Inserting of videos**

- Once the PowerPoint is completed start this process
- Team members should decide who will speak on which slide
- Members can individually record their parts of the presentation
- Use your phone to record yourself on video – only one video per slide.
- Don't speak for too long as the file gets very big
- Decide who will put the presentation together inserting all the videos. (Recommendation: alter this responsibility)
- All videos need to be saved on the computer of the person who will put the presentation together
- On PowerPoint go to the tab titled insert and select video from file.
- You are able to resize, and this is encouraged as you don't want to distract from the slide design.
- Once all videos have been inserted go to file, select Compress pictures > select on-screen option in the picture quality drop down list and press ok
- The last step is to go to file again and select export > in the file format dropdown list select > MP4 and then in the quality dropdown list select > internet quality and press export
- Please note this takes time to convert the file and you need to keep this running – the file is fairly big
- Once this is done, this will be the file that you will share with us during the check-in time
- However, please submit the PowerPoint without any videos as your submission for the deliverable via Pelopele.