Capturing a Powerpoint to Video (PC)

What you will need

1. **Completed Powerpoint presentation.**
    It's best to have all audio already completed on the slides including narration, music and sound effects and the slides timed to automatically advance.
2. **Screen Capture Software, Debut Video Recorder**
    Download from ***http://www.nchsoftware.com/capture/***

    Note: **Debut will not record video embedded on slides!** *If you have video, you will have to use different software for creating your presentation. A really great option is to use i-Spring for Powerpoint. See the SMS Tutorial:* ***Convert a Powerpoint into a Flash Website or Flash Video***

Open and configure Debut Video Capture Software

1. Click on the "**Screen**" and "**Capture the Entire Desktop**" icons.
2. Set the **Options** as follows:
    o **Devices Tab**
       Select **Capture Sound** if you want to record sound (from Microphone or Sound playing back from the presentation).
    o Set **Audio Input** to **"Stereo Mix**" if recording sound playing back in the PPT.
    o Set **Audio Input** to "**Microphone**" if you want to record your voice as you play your PPT and there isn't already sound in your PPT.
    o Set **Output** to the Destination Folder you desire
    o Set **Hot Keys**
       ▪ **CTRL + R** for Record
       ▪ **CTRL + S** for Stop
    o Set **Record as** to **.wmv** (this is the default) to create a windows media video.

Record the PPT Presentation as a video using Debut

1. Start Debut Video Recorder
2. Start playing your PPT presentation and *IMMEDIATELY* PRESS THE HOT KEYS "**CTRL + R**" to start recording using Debut Video Recorder.
3. *When the Powerpoint is done playing, IMMEDIATELY PRESS THE HOT KEYS "CTRL + S" to stop recording.*

   If you didn't use "hot keys" to start and stop recording, you may want to edit out "extra" video using Windows Movie Maker. For a tutorial on using WMM go to: SMS Video Production Tutorials on the Internet.

Uploading Your Video to the Kent Personal Server

Important Note: The Personal Server at Kent State no longer accepts FTP'ing so opening "My Computer" and typing ftp://mail.kent.edu or ftp://research.kent.edu into the address bar on "My Computer" will no longer work.

The software and instructions needed to connect to Kent's Personal Server using **FileZilla** is available as a **free download** from the **Information Services Personal Webspace Download Page**.

Uploading Your Video to KSUTube

You could also upload your video to **KSUTube,** or to any website that allows video uploads like YouTube. Just follow the site's directions for uploading video.

Viewing your Video on the Web using Internet Explorer.

1. Type into your Browser's address bar:
   http://www.personal.kent.edu/~yourusername/filename.extension

   For example: If your Kent Flashline user name is **jshmoe** and your video filename is **myvideo.wmv** you would enter the following in IE's address bar:

   http://www.personal.kent.edu/~jschmoe/myvideo.wmv
   This would be the link you would send someone to view your video on the web