USING Microsoft PowerPoint FOR CREATING AND RECORDING VIDEO LECTURES

Contact for Help:

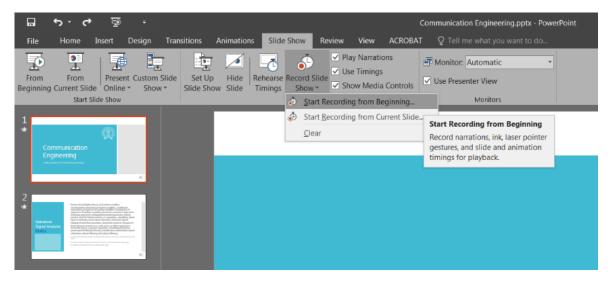
022-25764820, 9324470007, 9833237744, 8369758185, 8169298598, 9833490281, 9869510207

- 1. PowerPoint is the simplest way to record your lectures. First step is to create your presentation completely.
- 2. After you have finalized your presentation make sure your Mic on laptop is working, you can also use alternate Mic. You can check on sound settings in the control panel. A green tick should appear also you can speak and check the graph if Mic is working.

Sound	i				×		
Playback	Recording	Sounds	Communica	tions			
Select a	recording d	levice bel	ow to modify	/ its settings:			
		ligh Defir	nel (black) nition Audio				
			/ nition Audio				
	Stereo N Realtek H Disabled	ligh Defir	nition Audio				
	Headset SH Hands-Free Disconnected						
Configure Set Default V Properties							
			ОК	Cancel	<u>A</u> pply		

3. Now come back to your PowerPoint presentation. Check for the Slide

Show on the Ribbon and choose Record Slide Show >> Start Recording from the Beginning



- 5. Get your stylus ready any make sure its connected to your computer. This will work as the pointer. If you don't have one, Mice will do the job as well.
- 6. After starting to record this options will appear, click on start recording.

Record Slide Show	?	\times
Select what you want to record before you Slide and animation <u>t</u> imings <u>N</u> arrations, ink, and laser pointer	begin r	ecording.
Start <u>R</u> ecording	Can	cel

- Once started, your presentation is live and getting recorded, everything you speak and mark on presentation will be recorded until the last slide.
- 8. You can write/add annotations on the slides while they're live and being recorded. Just right click the on the slide and choose the pen

tool under pointer options.

	Next	
Communication	Previous Last <u>V</u> iewed	
Communication	See <u>A</u> ll Slides	
	Zoom In	
Engineering	Custom Sho <u>w</u> ▶	
Fnaineerina	Show Presenter View	
Lighteening	S <u>c</u> reen ▶	
	Pointer Options 🔹 🖋 Laser Pointer	
	Help 💋 Pen	
Indian Institute of Technology Bombay	Pause Recording	
<i>3</i> , , , , , , , , , , , , , , , , , , ,	End Show Ink Color	Þ
	Eraser	
	🗔 Erase All Ink on Slide	
	Arrow Options	Þ

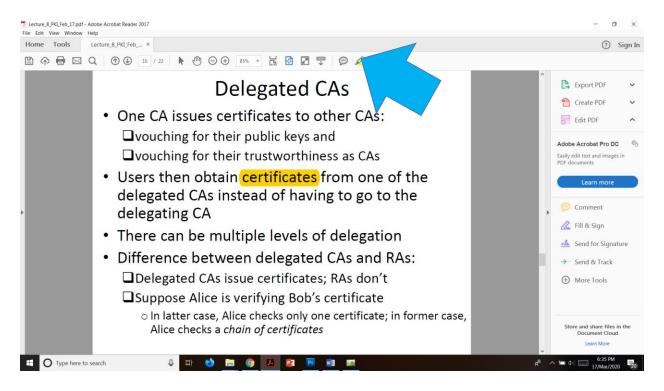
9. Now proceed with your voice recording and annotations and progress your slides.

Once completed, save your PowerPoint presentation as (.mp4), it will create a video with your voice on it. Now this videos can be shared on Moodle or YouTube.

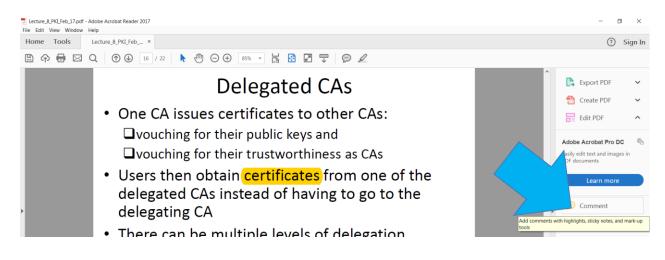
Follow this URL to learn to upload videos on YouTube https://www.cdeep.iitb.ac.in/upload_vdo.pdf

USING Adobe Reader FOR CREATING VIDEO LECTURES AND ADDING ANNOTATIONS TO IT

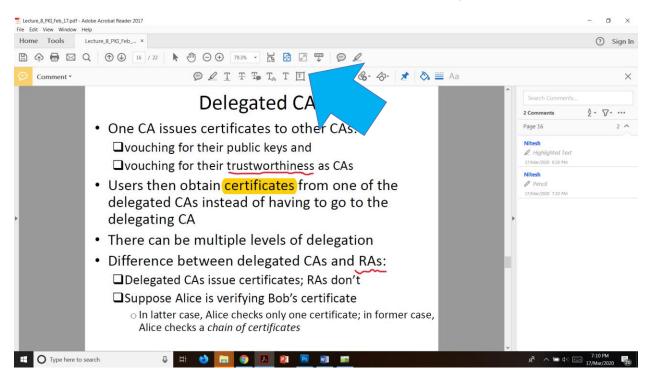
- 1. Adobe Reader does not have any facility to record live video or voice. However, you can use Adobe Reader with OBS to record the video and voice.
- 2. The first step is to create your PDF file ready and open it with Adobe Reader.
- 3. You can highlight the texts using highlighter tool



 You can also scribble on PDF, using pen tool just connect your stylus to your computer, use it as a pointer. Just click on **Comment** and you will see a now toolbar appear.



5. You can now write on PDF for explanation, using the freeform tool.



USING OBS FOR CREATING VIDEO LECTURES, SCREEN RECORDING AND SETUP

You can also watch a video at https://www.youtube.com/watch?v=uL8BwstqiqE

Windows

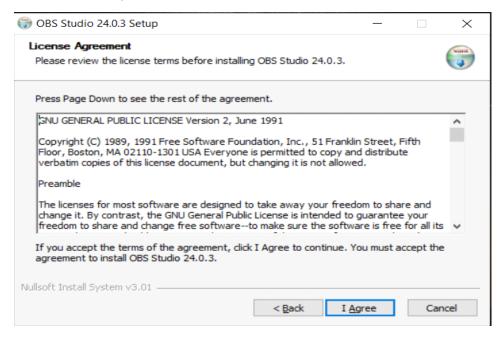
STEPS TO DOWNLOAD THE SOFTWARE:

1. Go to the website: https://obsproject.com/ and download the application (.exe) file for Windows Operating System and/or other file depending on your Operating System.

• Having downloaded the **OBS-Studio.exe** file now run it to install and you'll see a window like:



• Click on "Next" and in the next window, to agree to the terms and conditions of the software, click on "I Agree"



• In the next Setup window keep the directory of installation same as default i.e. just click next.

🗊 OBS Studio 24.0.3 Setup		_		\times
Choose Install Location Choose the folder in which to install OBS Stu	dio 24.0.3.			
Setup will install OBS Studio 24.0.3 in the fol Browse and select another folder. Click Next		nstall in a differen	it folder, c	lick
Destination Folder		Broo	wse	
Space required: 249.2MB Space available: 57.4GB Nullsoft Install System v3.01	12-1			
	< <u>B</u> ack	<u>N</u> ext >	Can	cel

• Select the default choices as shown below:

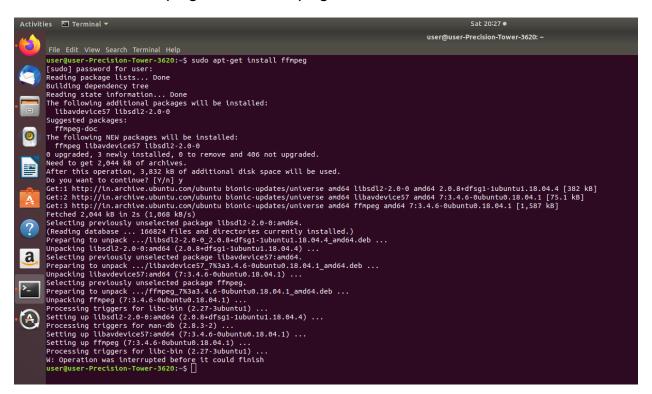
🌍 OBS Studio 24.0.3 Setup		_		\times			
Choose Components Choose which features of OBS Studio 24.0.3 you want to install.							
Check the components you want to install and uncheck the components you don't want to install. Click Install to start the installation.							
Select components to install:	dio sense Source	Description Optional Plugi	ins				
Space required: 249.2MB	>						
Nullsoft Install System v3.01							
	< Back	Install	Car	ncel			

After clicking on "Install", the software will be installed.

LINUX

Downloading OBS for Linux

- 1. Go to https://obsproject.com/wiki/install-instructions#linux
- 2. Right click in the Linux(Ubuntu) desktop and open the terminal
- 3. Type the following instructions on the terminal
 - a. sudo apt-get install ffmpeg



- b. sudo add-apt-repository ppa:obsproject/obs-studio
- c. Such updater windows may occur if it does click on install now and wait until it installs.

user@use	er-Precision-Tower-3620: ~	
File Edit View Search Terminal Help		
2.0-0 amd64 2.0.8+dfsg1-1ubuntu1.1 Get:2 http://in.archive.ubuntu.com ice57 amd64 7:3.4.6-0ubuntu0.18.04 Get:3 http://in.archive.ubuntu.com md64 7:3.4.6-0ubuntu0.18.04.1 [1,5 Fetched 2,044 kB in 2s (1,068 kB/s Selecting previously unselected pa (Reading database 166824 files Preparing to unpack/libsdl2-2. Unpacking libsdl2-2.0-0:amd64 (2.0 Selecting previously unselected pa Preparing to unpack/libavdevic Unpacking libavdevice57:amd64 (7:3 Selecting previously unselected pa Preparing to unpack/ffmpeg_7%3 Unpacking ffmpeg (7:3.4.6-0ubuntu0 Processing triggers for libc-bin (Setting up libavdevice57:amd64 (7: Setting up ffmpeg (7:3.4.6-0ubuntu Processing triggers for libc-bin (W: Operation was interrupted befor user@user-Precision-Tower-3620:~\$	A/ubuntu bionic-updates/universe 1.1 [75.1 kB] A/ubuntu bionic-updates/universe 1.87 kB] 1.90 1.0	e amd64 ffmpeg a called.) 4_amd64.deb amd64.deb deb
Softwar	re Updater	
Updated software is availabl install it now?	le for this computer. Do you want	to
 Details of updates 		
467.6 MB will be downloaded.		
Settings	Remind Me Later Install No	w

d. Finally type "sudo apt-get install obs-studio", without quotes, Press Enter. Press "Y" to intimate Yes and again press enter.

ACCIVIC	es № Terminal ▼ Sat 20-36 ●
	user@user-Precision-Tow
• 🔁)	File Edit View Search Terminal Help
	Get:15 http://in.archive.ubuntu.com/ubuntu bionic-updates/main DEP-11 64x64 Icons [140 kB]
	Get:16 http://in.archive.ubuntu.com/ubuntu bionic-updates/restricted amd64 Packages [32.9 kB]
	Get:17 http://in.archive.ubuntu.com/ubuntu bionic-updates/restricted Translation-en [8,468 B]
1	Get:18 http://in.archive.ubuntu.com/ubuntu bionic-updates/universe amd64 Packages [1,055 kB] Get:19 http://security.ubuntu.com/ubuntu bionic-security/main amd64 Packages [651 kB]
	Get:20 http://in.archive.ubuntu.com/ubuntu bionic-updates/universe i386 Packages [1,010 kB]
	Get:21 http://in.archive.ubuntu.com/ubuntu bionic-updates/universe Translation-en [326 kB]
	Get:22 http://in.archive.ubuntu.com/ubuntu bionic-updates/universe amd64 DEP-11 Metadata [265 kB]
	Get:23 http://in.archive.ubuntu.com/ubuntu bionic-updates/universe DEP-11 48x48 Icons [199 kB]
	Get:24 http://in.archive.ubuntu.com/ubuntu bionic-updates/universe DEP-11 64x64 Icons [464 kB] Get:25 http://in.archive.ubuntu.com/ubuntu bionic-updates/multiverse i386 Packages [7,480 B]
	Get:26 http://tin.archive.ubuntu.com/ubuntu bionic-updates/multiverse amd64 Packages [1,100 b]
=	Get:27 http://in.archive.ubuntu.com/ubuntu bionic-updates/multiverse Translation-en [4,636 B]
	Get:28 http://in.archive.ubuntu.com/ubuntu bionic-updates/multiverse amd64 DEP-11 Metadata [2,468 B]
_	Get:29 http://in.archive.ubuntu.com/ubuntu bionic-backports/universe amd64 Packages [4,028 B] Get:30 http://in.archive.ubuntu.com/ubuntu bionic-backports/universe i386 Packages [4,020 B]
	Get:31 http://in.archive.ubuntu.com/ubuntu bionic-backports/universe amd64 DEP-11 Metadata [7,984 B]
	Get:32 http://security.ubuntu.com/ubuntu bionic-security/main Translation-en [211 kB]
	Get:33 http://security.ubuntu.com/ubuntu bionic-security/main amd64 DEP-11 Metadata [38.5 kB]
(?)	Get:34 http://security.ubuntu.com/ubuntu bionic-security/main DEP-11 64x64 Icons [41.5 kB] Get:35 http://security.ubuntu.com/ubuntu bionic-security/restricted amd64 Packages [23.8 kB]
-	Get:36 http://security.ubuntu.com/ubuntu bionic-security/restricted Translation-en [6,528 B]
	Get:37 http://security.ubuntu.com/ubuntu bionic-security/universe amd64 Packages [648 kB]
a,	Get:38 http://security.ubuntu.com/ubuntu bionic-security/universe i386 Packages [616 kB]
	Get:39 http://security.ubuntu.com/ubuntu bionic-security/universe Translation-en [215 kB] Get:40 http://security.ubuntu.com/ubuntu bionic-security/universe amd64 DEP-11 Metadata [42.0 kB]
	Get:41 http://security.ubuntu.com/ubuntu bionic-security/universe DEP-11 48x48 Icons [16.4 kB]
2_	Get:42 http://security.ubuntu.com/ubuntu bionic-security/universe DEP-11 64x64 Icons [116 kB]
	Get:43 http://security.ubuntu.com/ubuntu bionic-security/multiverse i386 Packages [4,288 B] Get:44 http://security.ubuntu.com/ubuntu bionic-security/multiverse amd64 Packages [6,756 B]
	Get:45 http://security.ubuntu.com/ubuntu bionic-security/multiverse Translation-en [2,700 B]
	Get:46 http://security.ubuntu.com/ubuntu bionic-security/multiverse amd64 DEP-11 Metadata [2,464 B]
	Fetched 9,104 kB in 21s (428 kB/s)
	Reading package lists Done user@user-Precision-Tower-3620:~\$ sudo apt-get install obs-studio
	Reading package lists Done
	Building dependency tree
	Reading state information Done
	The following additional packages will be installed: libcurl4 libdouble-conversion1 libfdk-aac1 libluajit-5.1-2
	libluait-5.1-common libmbedcryptol libmbedts10 libmbedts09-0 libqt5core5a
	libqt5dbus5 libqt5gui5 libqt5network5 libqt5svg5 libqt5widgets5
	libqt5x11extras5 libxcb-xinerama0 qt5-gtk-platformtheme qttranslations5-l10n
	Suggested packages: qt5-image-formats-plugins qtwayland5
	The following NEW packages will be installed:
	libcurl4 libdouble-conversion1 libfdk-aac1 libluajit-5.1-2
	libluajit-5.1-common libmbedcrypto1 libmbedtls10 libmbedx509-0 libqt5core5a
	libqt5dbus5 libqt5gui5 libqt5network5 libqt5svg5 libqt5widgets5 libqt5x11extras5 libxcb-xinerama0 obs-studio qt5-qtk-platformtheme
	qttranslations5-l10n
	0 upgraded, 19 newly installed, 0 to remove and 423 not upgraded.
•••	Need to get 14.0 MB of archives.
••••	After this operation, 57.1 MB of additional disk space will be used. Do you want to continue? [Y/n]

After it's completed. You're ready to go.

MAC OS

Downloading OBS for MacOS

- 1. Download the software DMG file from https://obsproject.com/download
- 2. Refer the following link for installation steps <u>https://www.support.com/how-to/how-to-install-obs-streaming-</u> <u>software-on-a-mac-12835</u>

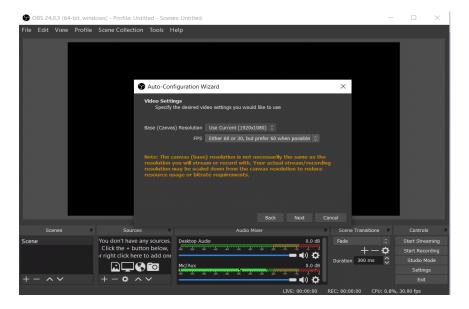
GETTING STARTING WITH CREATING SCREEN RECORDING VIDEOS IN OBS

STEPS TO CONFIGURE

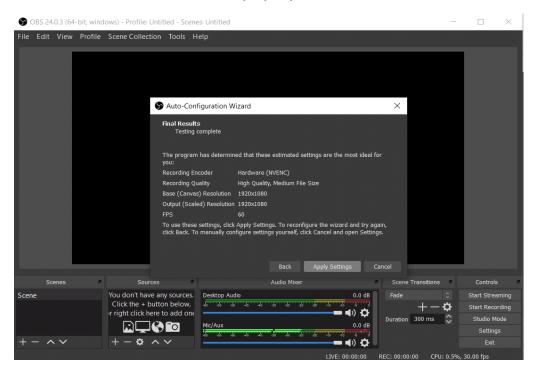
At first use, you will be asked for some configuration settings, those can be done as shown below:

- OBS 24.03 (64-bit, windows)- Profile: Untitled Scenes: Untitled
- Select "Optimize just for recording" option

• Click "Next" without any modification in the settings.



• Final window that will pop up will be like:



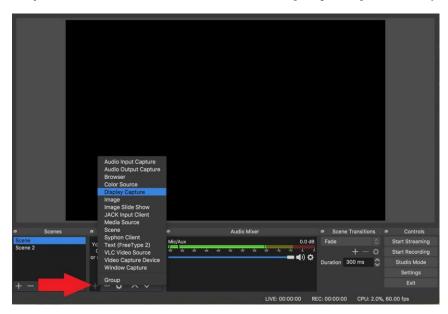
After this your Application is ready to use

STEPS TO ADD RESOURCES

Next step is to add sources to the application:

1. To Record your screen:

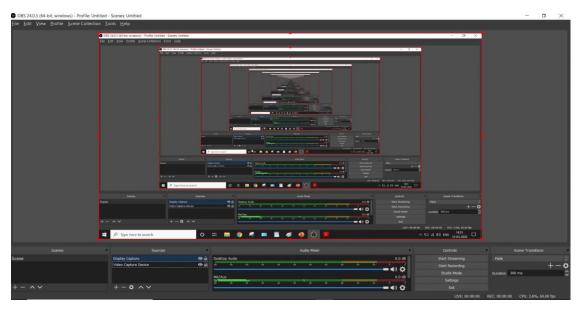
Click on the "+" symbol in the "**Sources**" window located near the bottom of your screen and select the "**Display Capture**" option,



You will get a pop up just click on "**OK**" and the source will be added.

			Create new Create new Create new Add Existing Make source visible	Cancel OK					
a Scenes		Sources		Audio Mixer		Scene Transition	ons	 Controls 	
Scene	You don't	have any sources.	Mic/Aux		0.0 dB	Fade		Start Streamin	ng
Scene 2	Click the	+ button below,	40 45 40 45 40	-sis -sis -sis -sis -sis -sis				Start Recordin	
	or right cli	ck here to add one.			()	Duration 300 ms	\$	Studio Mode	
	النفا							Settings	
+ - ^ ~		¢ ^ V							
				LIVE: 00:00	:00 RE	:C: 00:00:00 CPU:	: 2.2%,	, 60.00 fps	

You will see a window in the window like the following. Basically you are sharing your monitor screen in this mode. When the recording is started, whatever happens on the screen gets recorded.



If you do not see this just restart the application once and you will be able to see this. You will see this window in window display while

2. To Add Front camera to the recording

Click on the "+" symbol in the "**Sources**" window located near bottom of your screen and select the "**Video Capture Device**" option, you will get a pop up like:

S Create/Select Source		×
O Create new		
Video Capture Device		
Add Existing		
✓ Make source visible		
	ОК	Cancel

Click "**OK**" and on the next window it will detect webcam on your laptop or you can choose the source of video from device scroll down window which will look like the following image.

S Properties for 'Video Capture Device' X						
Device	USB2.0 HD UVC WebCam	•				
	Deactivate					
	Configure Video					
	Configure Crossbar					
	Deactivate when not showing					
Resolution/FPS Type	Device Default	\$				
Resolution		~				
FPS		¢				
Video Format		¢				
Color Space	Default	\$				
Color Range	Default	¢				
Buffering	Auto-Detect	¢				
Defaults	ОК	Cancel				

Click on "**OK**" and the initial part of the setup is complete.

Depending on whether you need a front facing camera in the recording or not you can keep or remove it from the source as well as you can adjust its relative display size and position.

3. To setup video output format:

Go to "Files" dropdown menu and select "Settings", In "Settings" select "Output" tab. Change the "Recording Format" to mp4. Settings menu will look like

Settings			×
General	Output Mode	Simple	
('A') Stream	Streaming		
	Video Bitrate	2500 Kbps	÷
Output	Encoder	Hardware (NVENC)	
Audio	Audio Bitrate		
Video		Enable Advanced Encoder Settings	
Hotkeys	Recording		
Advanced	Recording Path	C:\Users\Prasad Gholve\Videos Brow	se
Advanced		Generate File Name without Space	
	Recording Quality	High Quality, Medium File Size	
	Recording Format	mp4	
	Encoder	Hardware (NVENC)	
	Custom Muxer Settings		
		Enable Replay Buffer	
	Warning: Recordings saved power losses, etc.). If you v MOV after it is finished (File	to MP4/MOV will be unrecoverable if the file cannot be finalized (e.g. as a result of BS0 vant to record multiple audio tracks consider using MKV and remux the recording to MP \rightarrow Remux Recordings)	Ds, 4/
		OK Cancel	

Now you are good to Record the lectures.

STEPS TO RECORD LECTURES

You can start Recording by clicking on the "**Start Recording**" button that will generally appear on the right bottom corner of the application and if not present can be found by going to the "**View**" > "**Docks**" > "**Controls**". Similarly, you can stop Recording from the same control section.

Recorded lectures can be seen in "File" > "Show Recordings"

IMPORTANT (only if display capture feature is not working)

If the **display capture feature is not working** in your laptop, then you have to do an additional setting which can be done as below:

- 1. Close the OBS Studio if it is running currently.
- 2. Right click on desktop and go to "NVIDIA Control Panel" or "Graphics Control Panel".
- 3. In the control panel go to "Manage 3D Settings" and then to "Program Settings" as shown below:

NVIDIA Control Panel File Edit Desktop <u>3</u> D Settings He Back	elp		- 0 ×
Select a Task 3D Settings Adjust image cattings with preview	🗼 Manage 3D Settin	ngs	Restore Defaults
Manage 30 settings	You can change the global 3D settings	and create overrides for specific programs. The overrides will be used automatically each time the specified programs are launci	hed.
	I would like to use the following 3D set	ngs:	
	Global Settings Program Settings		
	1. Select a program to customize:	Add Remove 🦪 Restore	
	c:\program files\obs-studio\bin\ Show only programs found on this co		
	2. Select the preferred graphics process	r for this program:	
	Integrated graphics	~	
	3. Specify the settings for this program:		
	Feature Ambiert Occlusion Anisotropic filtering Antalaisang - FXAA Antalaisang - Mode Antalaisang - Setting Antalaisang - Srangporency CUDA - OR/In Mastimum pre-rendered frames	Setting Not supported for Pins application Use debal setting (Application-controlled) Use debal setting (Application-controlled) Use debal setting (Application-controlled) Use debal setting (Application-controlled) Use debal setting (AP) Use debal setting (AP)	
	surrounding objects. It enhances depth perceptacement in the scene. This feature is not a	reducing the intensity of ambient bigk on surfaces blocked by poten by providing a suff abdow wifes for objects based on their approaches for all applications (refere 1a Trogens Estings to view ex Ambient Occlusion algorithm is not compatible with IXX12 games.	
	Typical usage scenarios: • Quality provides a more pronounced increi performance • Performance increases realism with less in	se in realism, though you may experience a decrease in graphics peet on graphics performance	
System Information			1050
₽ Type here to search	ch O	H 📃 🧿 🤻 🔼 🔜	へ ID <i>信</i> (4)) ENG <mark>18-58</mark> ワ

4. Check for "**OBS Studio**" in the drop down menu and if it is not present then add it by going to the "**Add**" button.

 Select the "Integrated Graphics" option from the second drop down menu saying "Select preferred graphic processor for this program"

You can change the global 3D settings	and create overrides for specific prog	rams. The overrides	vill be used automa	atically each time th	he specified programs are la	unc
ould like to use the following 3D set	tings:					
lobal Settings Program Settings						
1. Select a program to customize:						
C:\program files\obs-studio\bin\	Add Remove	Restore				
_						
l d'Chaire a nhi ann ann an farinn a' an Abia an						
Show only programs found on this co	omputer					
Show only programs found on this co	omputer					
 Show only programs found on this co Select the preferred graphics process 						
2. Select the preferred graphics process						
2. Select the preferred graphics process Integrated graphics	or for this program:					
2. Select the preferred graphics process	or for this program:					
2. Select the preferred graphics process Integrated graphics	or for this program:	^				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program:	or for this program:	100000				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program: Feature	or for this program:	on				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program: Feature Ambient Occlusion	or for this program:	on				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program: Feature Ambient Occlusion Anisotropic filtering Antialiasing - FXAA	or for this program: Setting Not supported for this applicati Use global setting (Application: Use global setting (Off)	on controlled)				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program: Feature Ambient Occlusion Anisotropic filtering Antialiasing - FXAA Antialiasing - Mode	or for this program: Setting Not supported for this applicati Use global setting (Application- Use global setting (Application-	on controlled) controlled)				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program: Feature Ambient Occlusion Anisotropic filtering Antialiasing - FXAA Antialiasing - Mode Antialiasing - Setting	or for this program: Setting Not supported for this applicati Use global setting (Application- Use global setting (Application- Use global setting (Application- Use global setting (Application-	on controlled) controlled)				
2. Select the preferred graphics process Integrated graphics 3. Specify the settings for this program: Feature Ambient Occlusion Anisotropic filtering Antialiasing - FXAA Antialiasing - Mode	or for this program: Setting Not supported for this applicati Use global setting (Application- Use global setting (Application-	on controlled) controlled)				

6. Now try running the **OBS Studio Application** and Display Capture feature shall work fine.

STEPS TO ADD ANNOTATIONS and MARKING in OBS

If you're using a PowerPoint presentation the you can use a pen tool to mark or write on the presentation using the stylus, just right click the presentation and go to pointer options and choose the color of the pen.

For PDFs you can add comments and write or draw if you have stylus. Illustrations of working on PDF and PPT is given later in this document.

STEPS TO DO THE RECORDING WITH HOTKEYS:

To skip the part where OBS Studio interface is shown in the recording and directly start the recording from the PPT or PDF, "hotkey" option can be used.

For this just go to the "Settings" option in the right bottom corner tab and then go to hotkeys tab and set the desired set of keys for **starting** and **stopping** the recording, preferably combination of keys that are not generally used like **CrI + Tab** or **CtrI + Alt + SomeKey** can be used as shown below:

Settings			×				
General	Filter						
('*) Stream	Start Streaming *		⊃±±+−				
	Stop Streaming *		⊃ @ + — @ C				
Output	Stop Streaming (discard delay)		つ 🛍 十 一				
Audio	Start Recording *		つ 値 十 一				
	Stop Recording *	×	つ 値 十 一				
Video	Pause Recording		つ 値 十 一				
	Unpause Recording *		⊃@+-				
📖 Hotkeys	Start Replay Buffer *	μ.	⊃ @ + — @ C				
Advanced	Stop Replay Buffer *	e e e e e e e e e e e e e e e e e e e	⊃ @ + — @ C				
	Enable Preview *	÷	⊃ @ + — @ C				
	Disable Preview *	e e e e e e e e e e e e e e e e e e e	⊃ @ + — @ C				
	Studio Mode	÷	⊃ @ + — @ C				
	Transition	ł	⊃ @ + — @ C				
	Quick Transition: Cut	ł.	⊃ @ + — @ C				
	Quick Transition: Fade (300ms)	ķ	⊃ @ + —				
	Scene						
	Switch to scene	L. L	⊃逾+— і́				
	Show 'Display Capture' *		つ 値 十 一 [~]				
	Hide 'Display Capture' *		 - 一 一 @ -				
	Desktop Audio Mute *		ン ⑪ 十 一				
	Unmute *		フローー フローー 回				
		OK Can	cel Apply				

For additional help contact CDEEP, IIT Bombay

Help on Video Recording: <u>https://www.cdeep.iitb.ac.in/vdo_help.pdf</u>

Help on Uploading Video to YouTube: https://www.cdeep.iitb.ac.in/upload_vdo.pdf

Help on Skype Interaction: https://www.cdeep.iitb.ac.in/Skype Student interaction.pdf

Contact for Help:

022-25764820, 9324470007, 9833237744 , 8369758185, 8169298598, 9833490281, 9869510207

Email - cdeepiitb1@gmail.com

CDEEP, Indian Institute of Technology, Bombay