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USING Microsoft PowerPoint FOR CREATING AND RECORDING VIDEO LECTURES

Contact for Help:

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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.
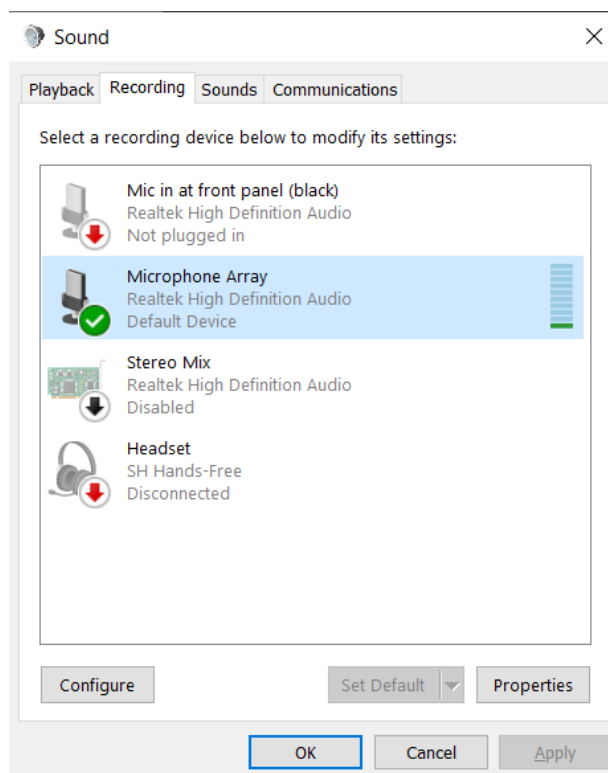

3. Now come back to your PowerPoint presentation. Check for the **Slide**

Show on the Ribbon and choose **Record Slide Show** >> **Start Recording from the Beginning**
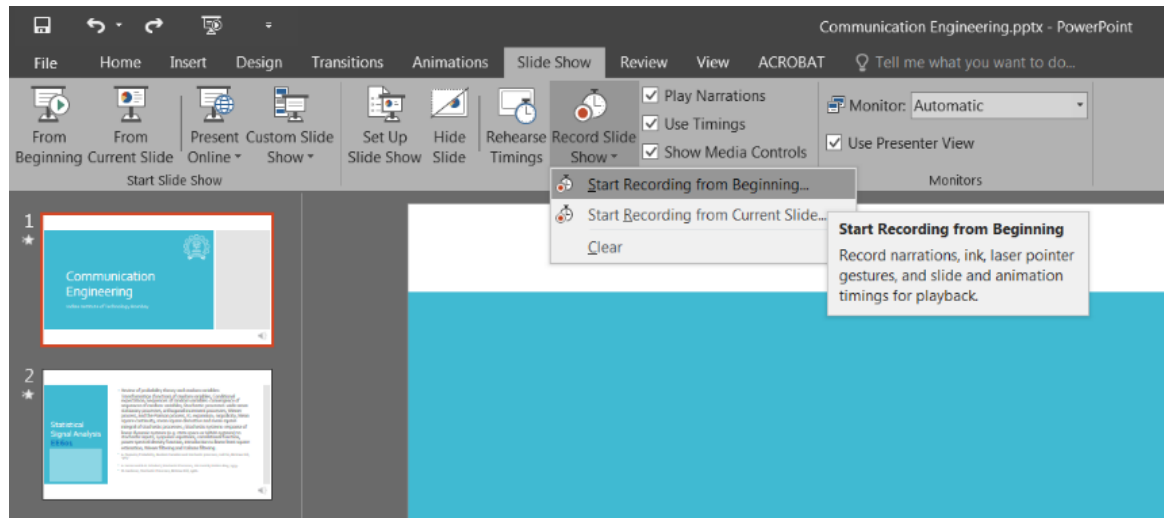
5. Get your stylus ready any make sure its connected to your computer. This will work as the pointer. If you don't have one, Mice will do the job as well.
6. After starting to record this options will appear, click on start recording.
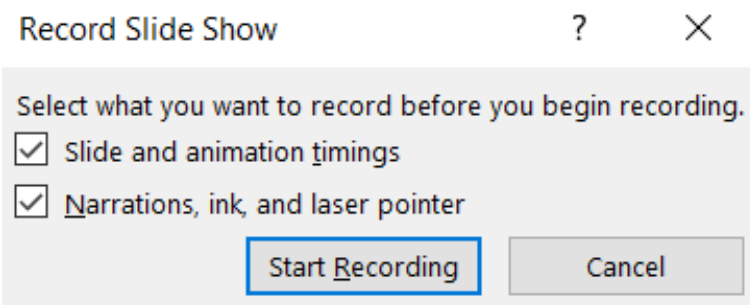
7. Once started, your presentation is live and getting recorded, everything you speak and mark on presentation will be recorded until the last slide.

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.

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

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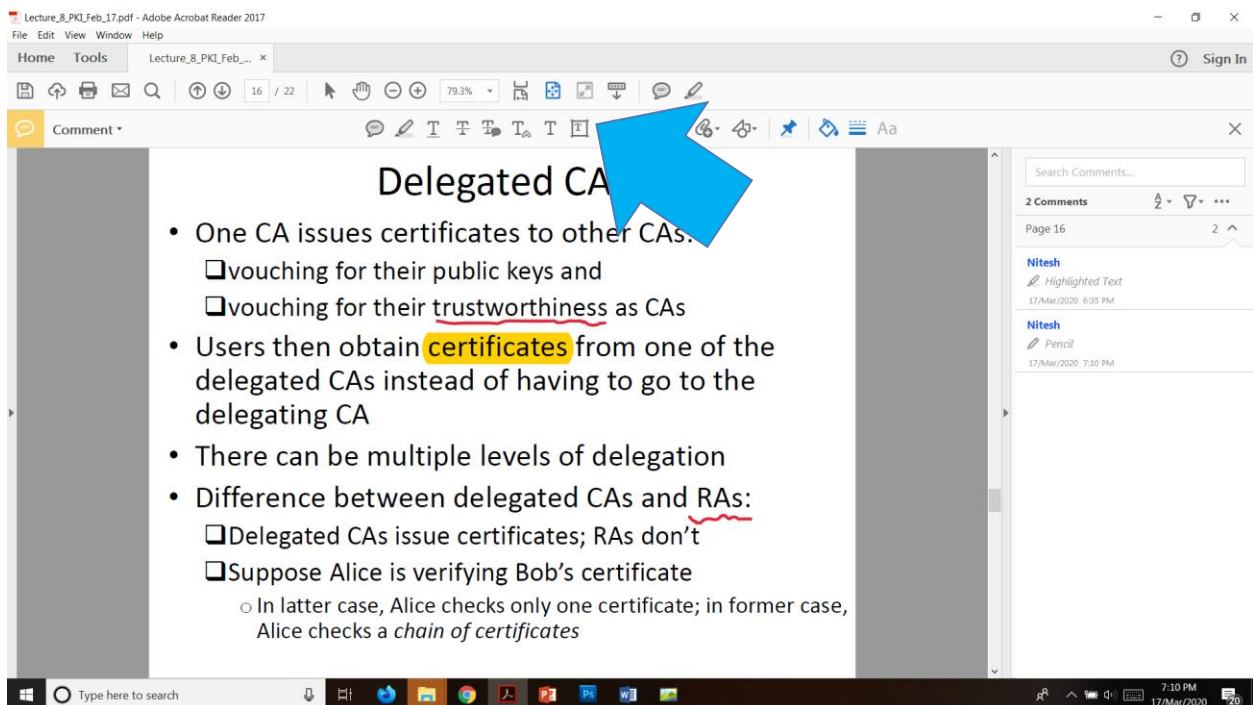
USING Adobe Reader FOR CREATING VIDEO LECTURES AND ADDING ANNOTATIONS TO IT

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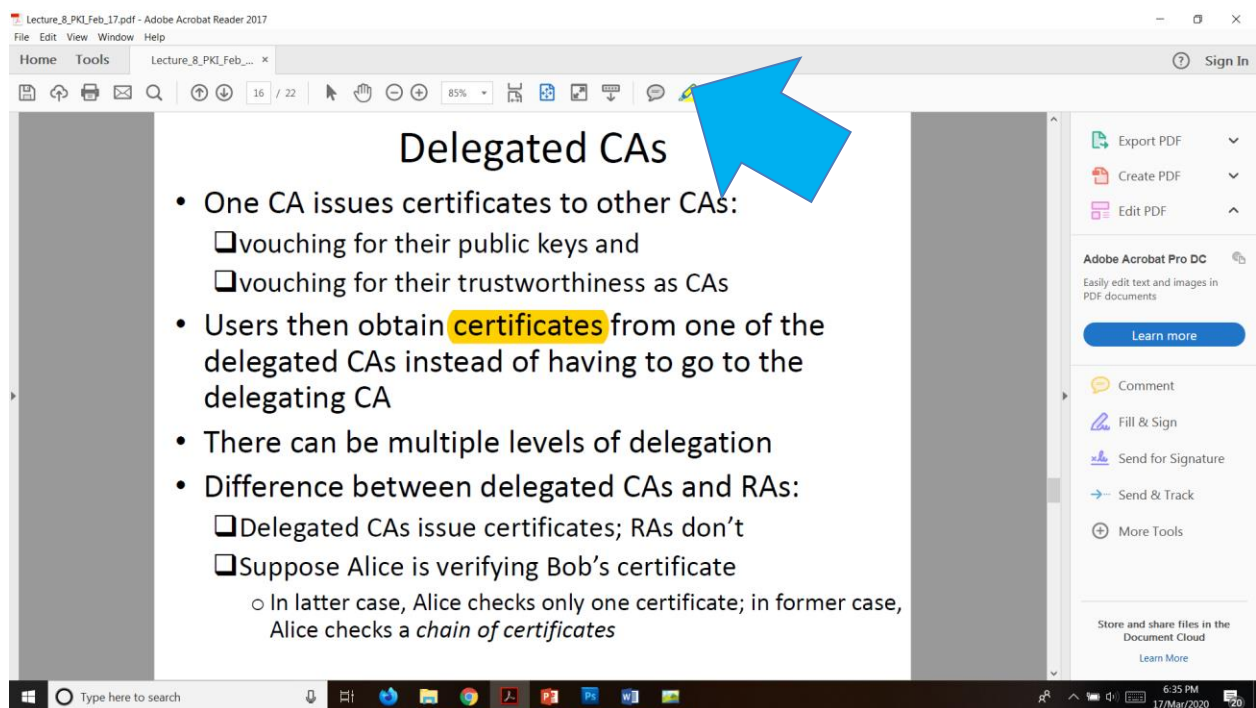
4. You can also scribble on PDF, using pen tool just connect your stylus to your computer, use it as a pointer. Just click on **Comment** and you will see a now toolbar appear.
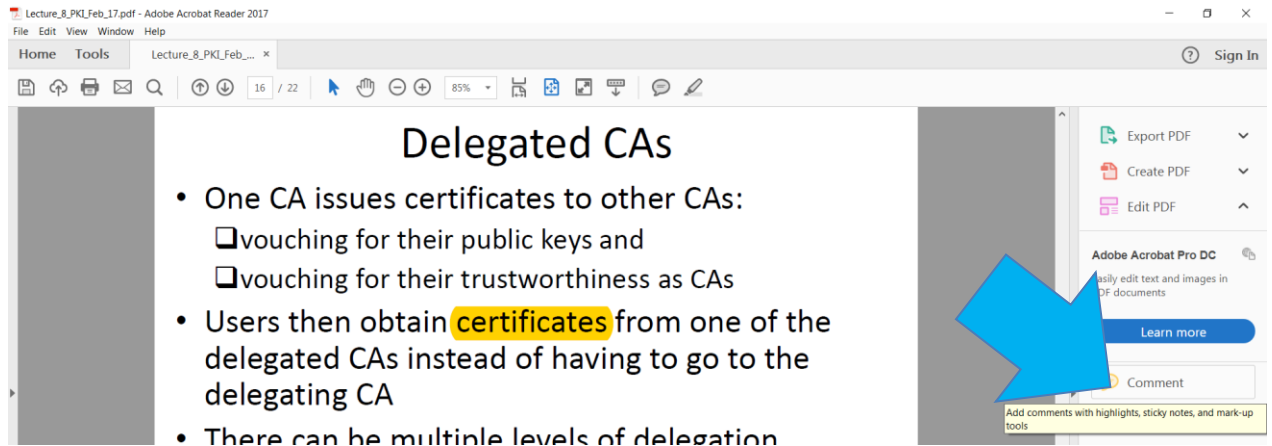
5. You can now write on PDF for explanation, using the **freeform** tool.

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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"**

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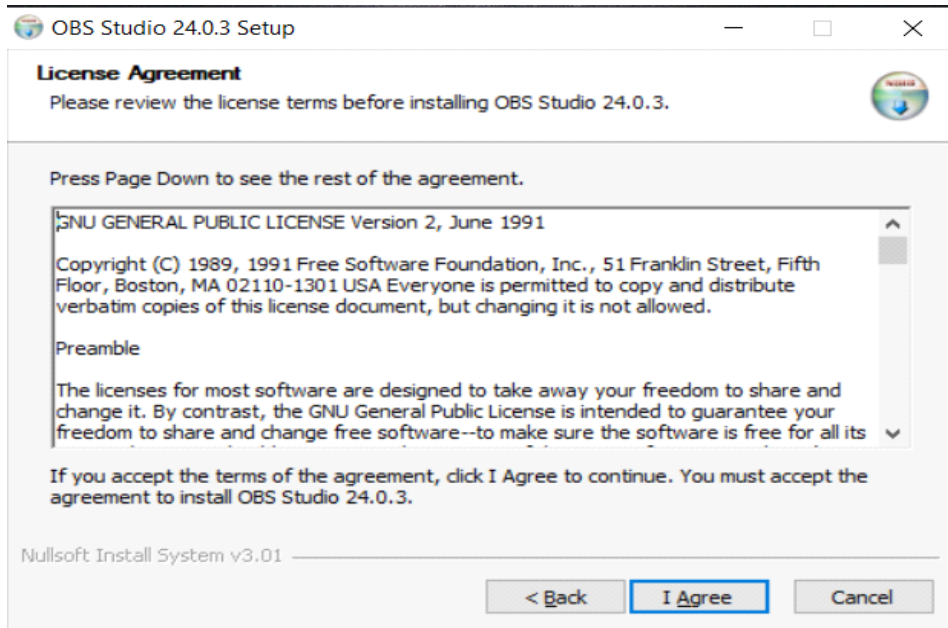
- In the next Setup window keep the directory of installation same as default i.e. just click next.

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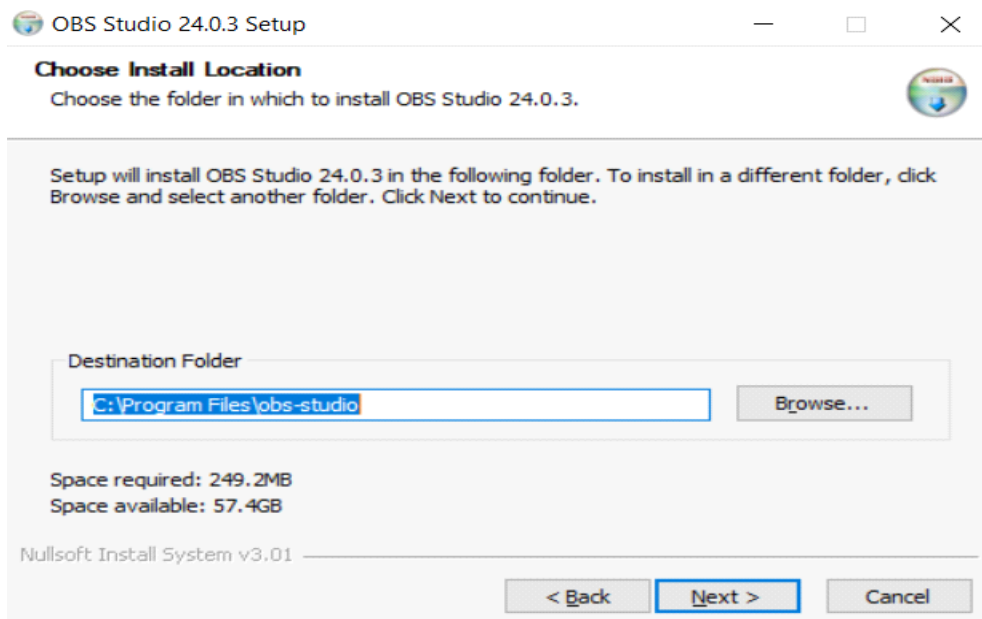
● Select the default choices as shown below:
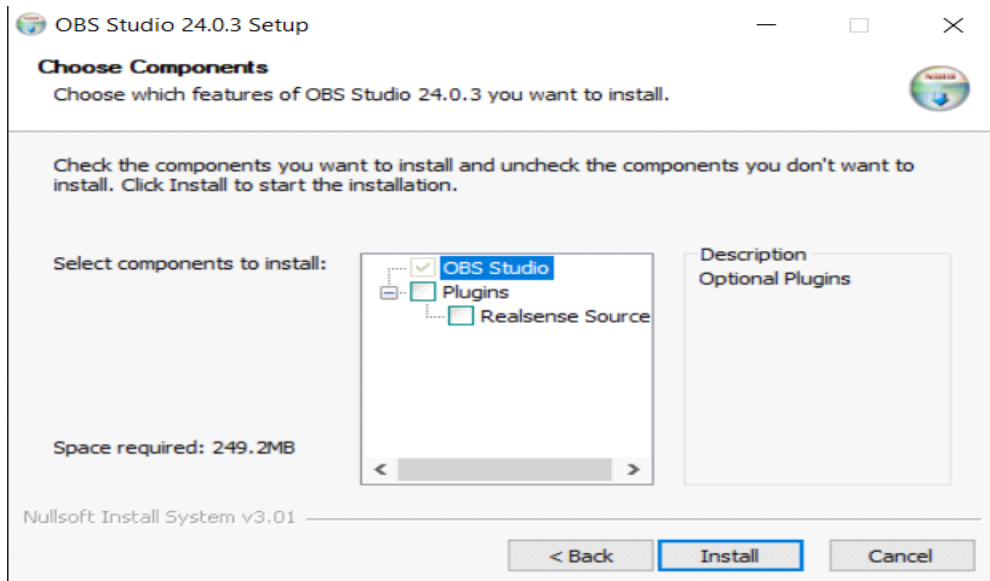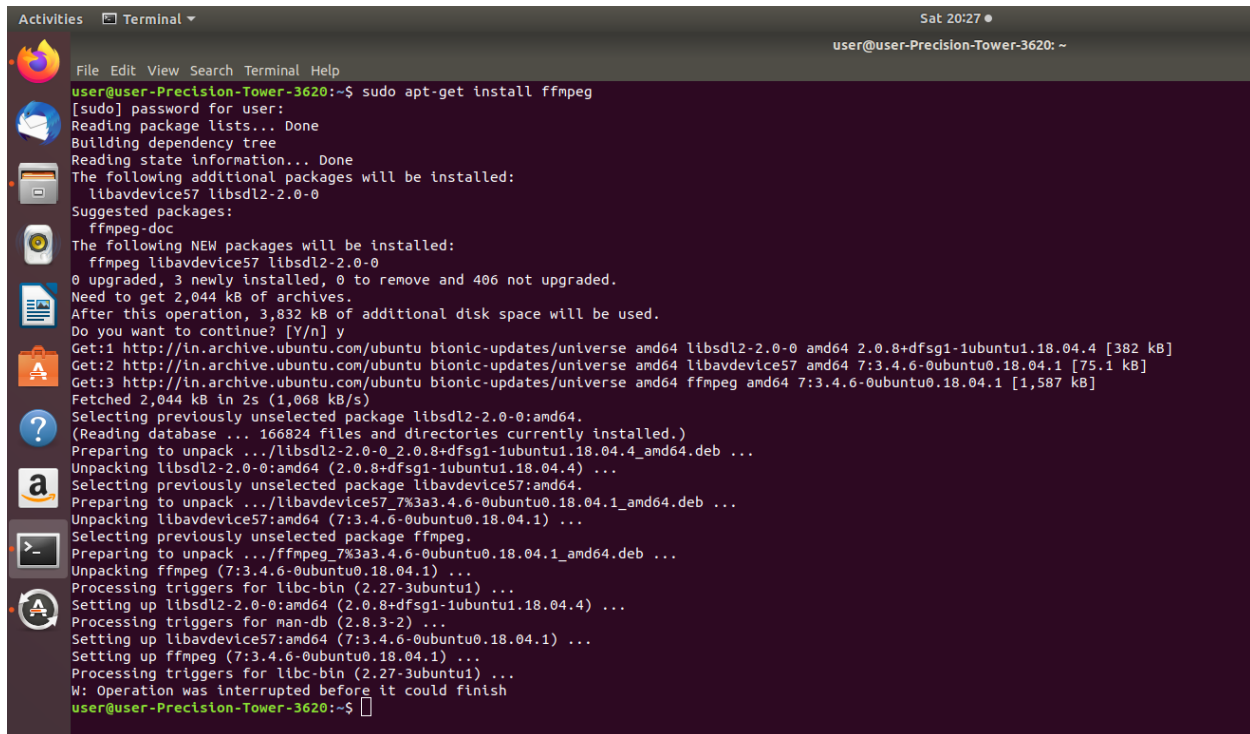
After clicking on "**Install**", the software will be installed.

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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.

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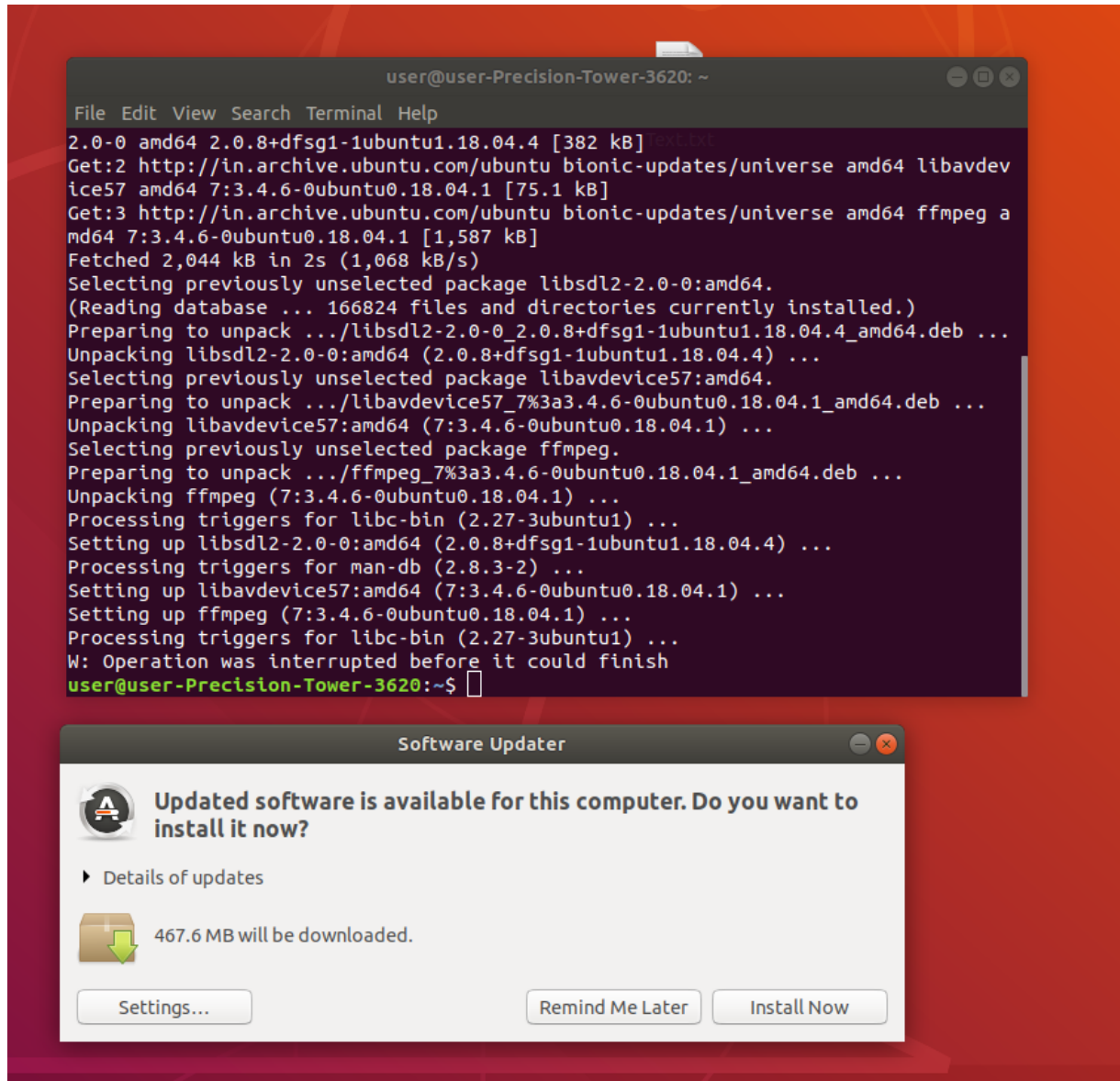
      d. Finally type "sudo apt-get install obs-studio", without quotes, Press Enter. Press "Y" to intimate Yes and again press enter.

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

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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
   https://www.support.com/how-to/how-to-install-obs-streaming-software-on-a-mac-12835

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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:

- Select **"Optimize just for recording"** option
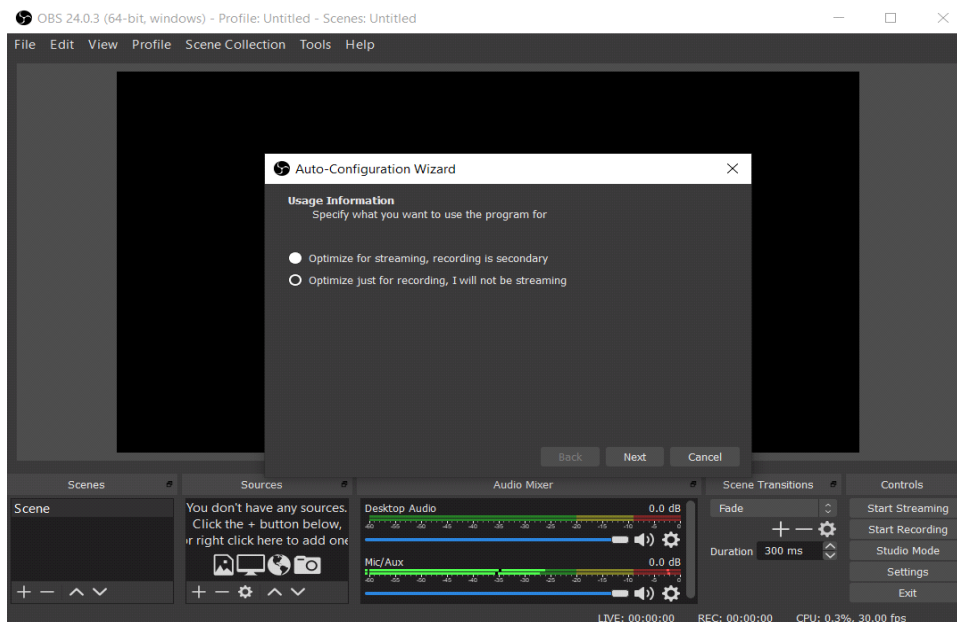
- Click **"Next"** without any modification in the settings.
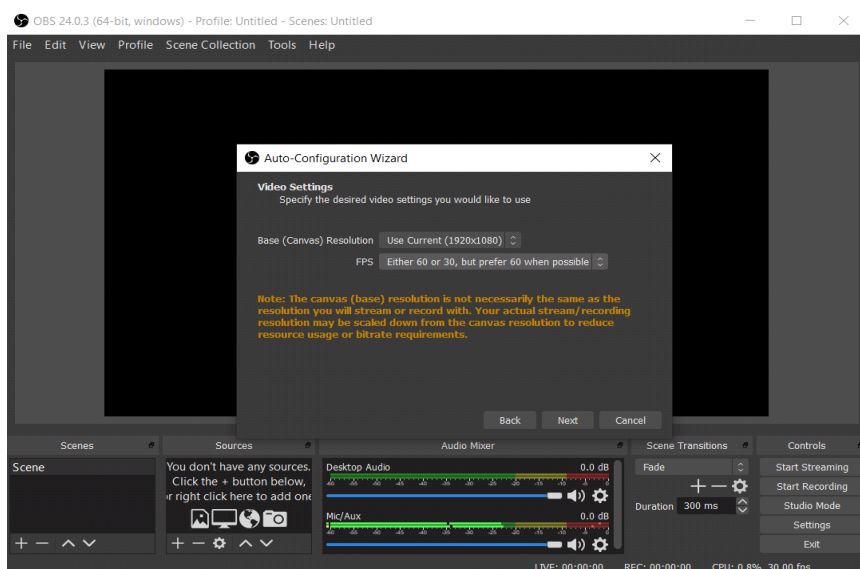
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- ● Final window that will pop up will be like:
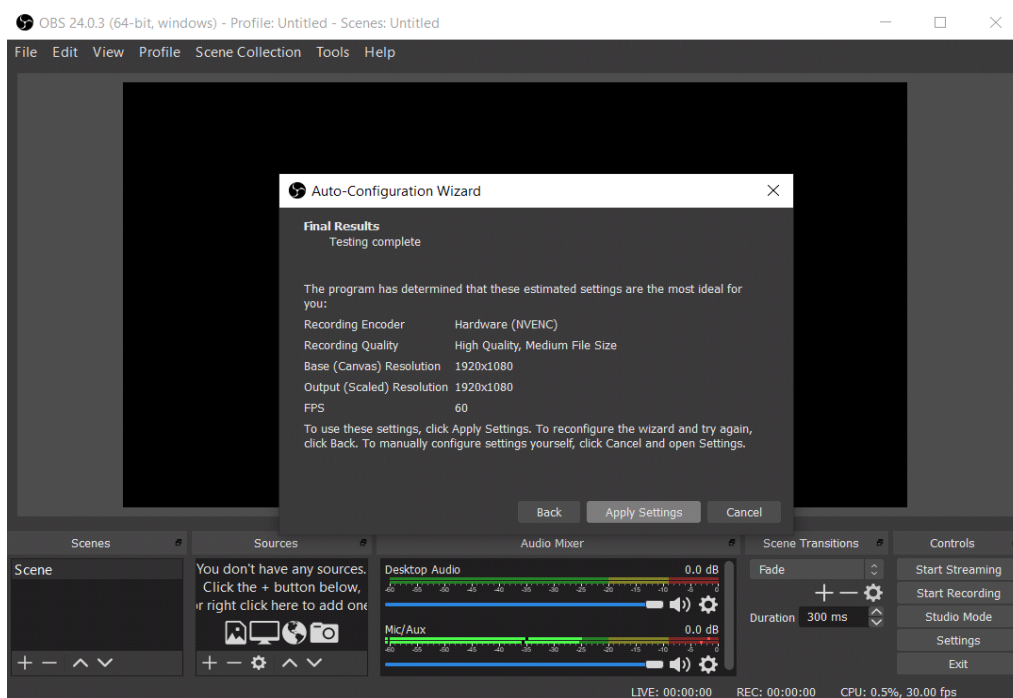
After this your Application is ready to use

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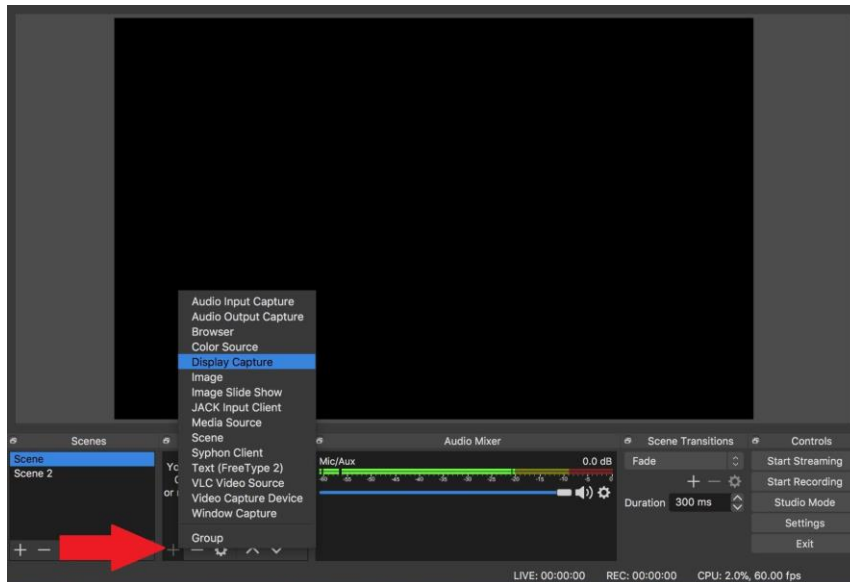
You will get a pop up just click on "**OK**" and the source will be added.

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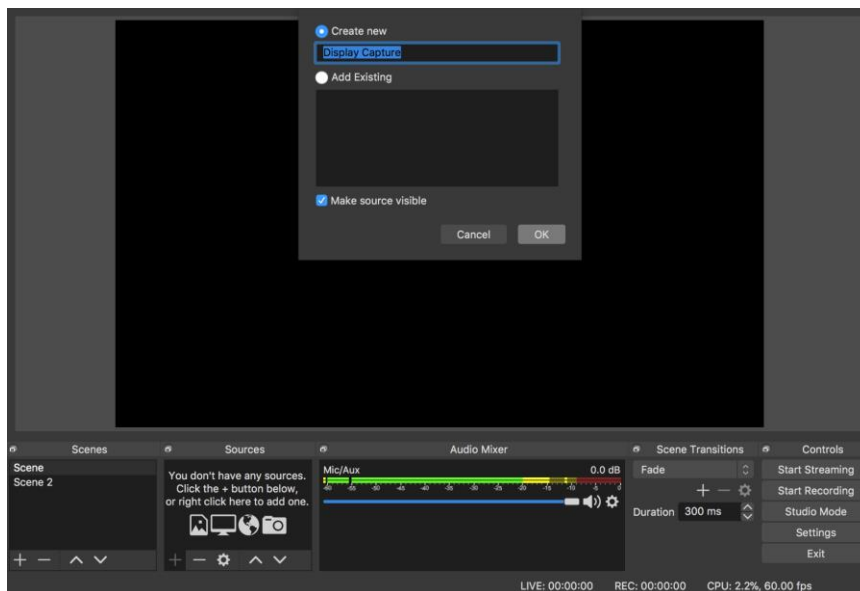
You will see a window in the window like the following. Basically you are sharing your monitor screen in this mode. When the recording is started, whatever happens on the screen gets recorded.
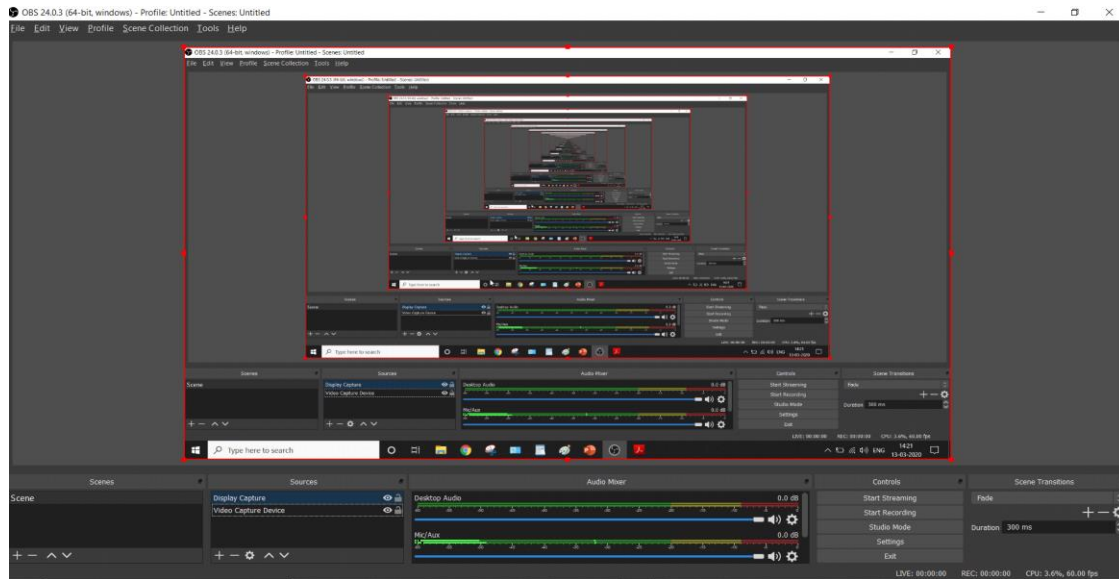
If you do not see this just restart the application once and you will be able to see this. You will see this window in window display while

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:

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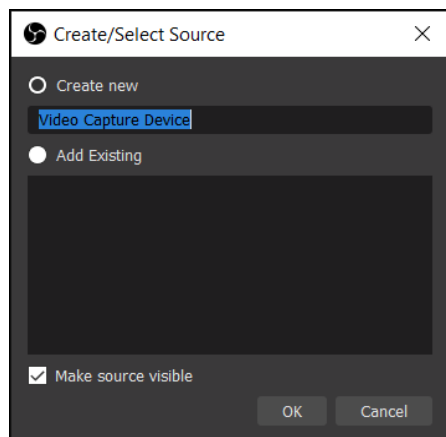
Click "**OK"** and on the next window it will detect webcam on your laptop or you can choose the source of video from device scroll down window which will look like the following image.
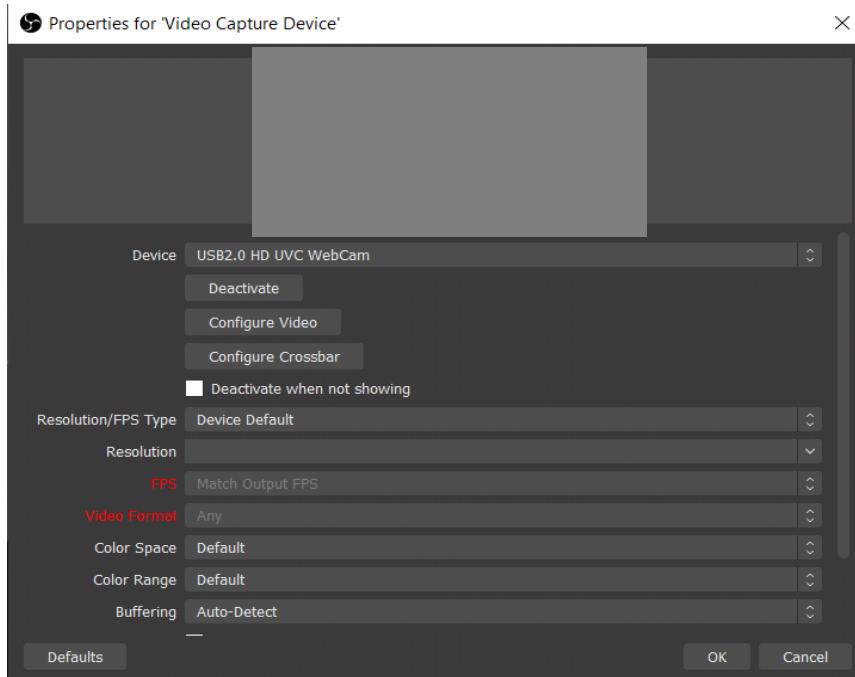
Click on "**OK**" and the initial part of the setup is complete.

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.

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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
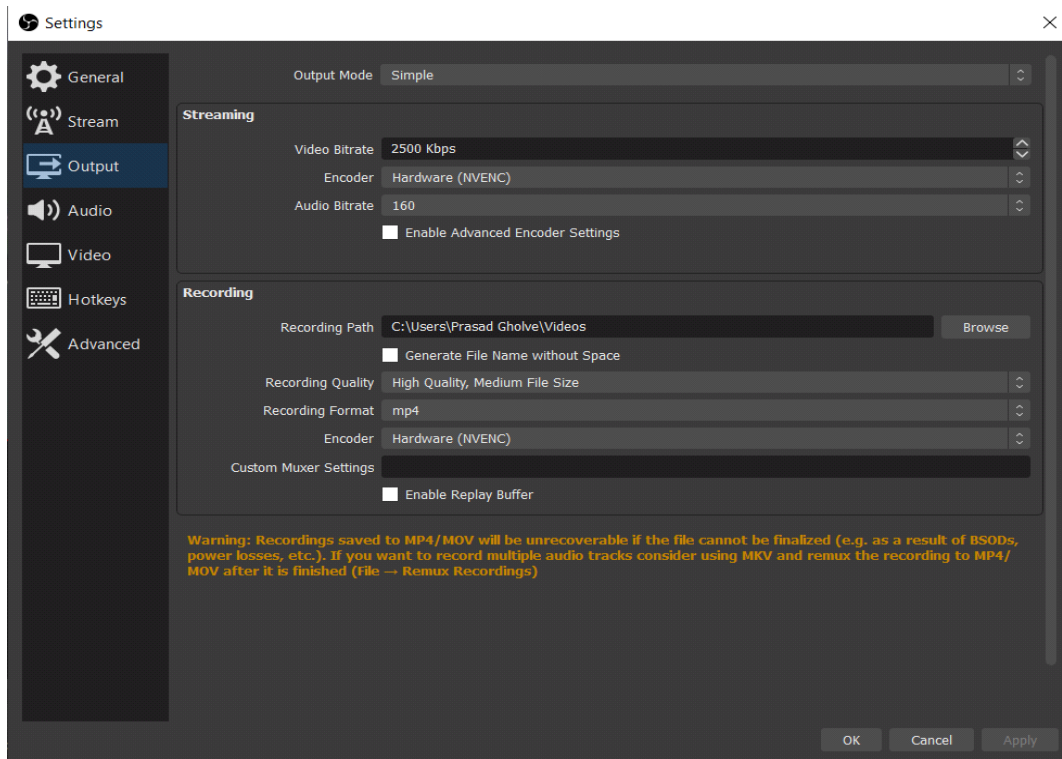
Now you are good to Record the lectures.

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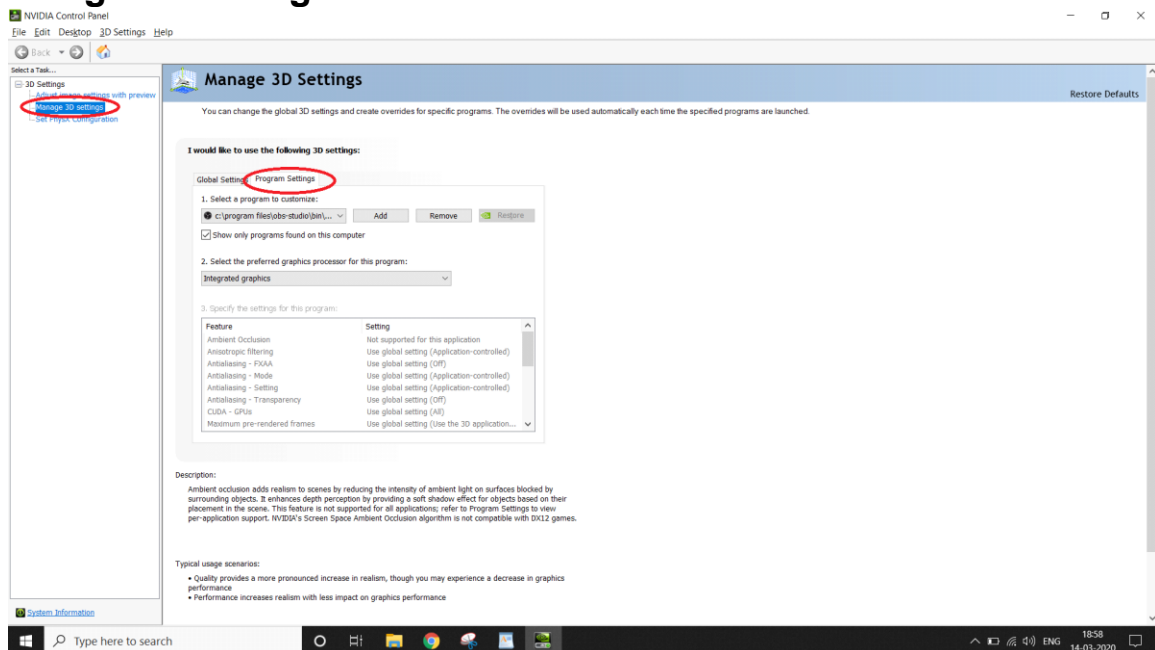
4. Check for "**OBS Studio**" in the drop down menu and if it is not present then add it by going to the "**Add"** button.

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5. Select the "**Integrated Graphics**" option from the second drop down menu saying "**Select preferred graphic processor for this program**"
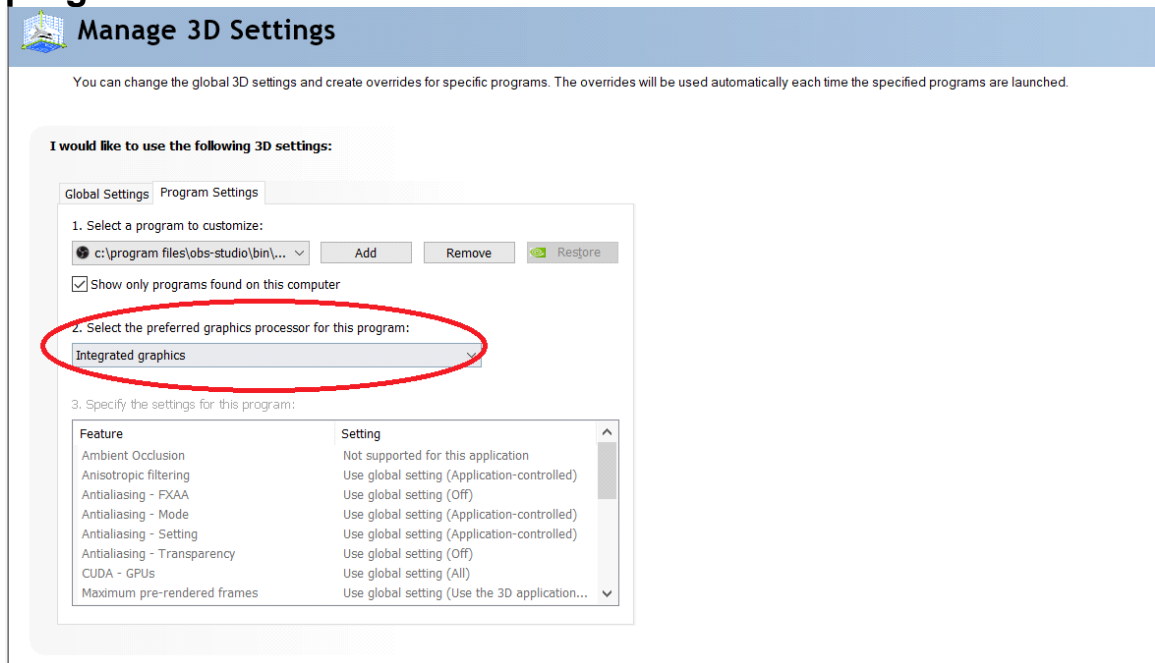
6. Now try running the **OBS Studio Application** and Display Capture feature shall work fine.

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.

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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 **Crl + Tab** or **Ctrl + Alt + SomeKey** can be used as shown below:
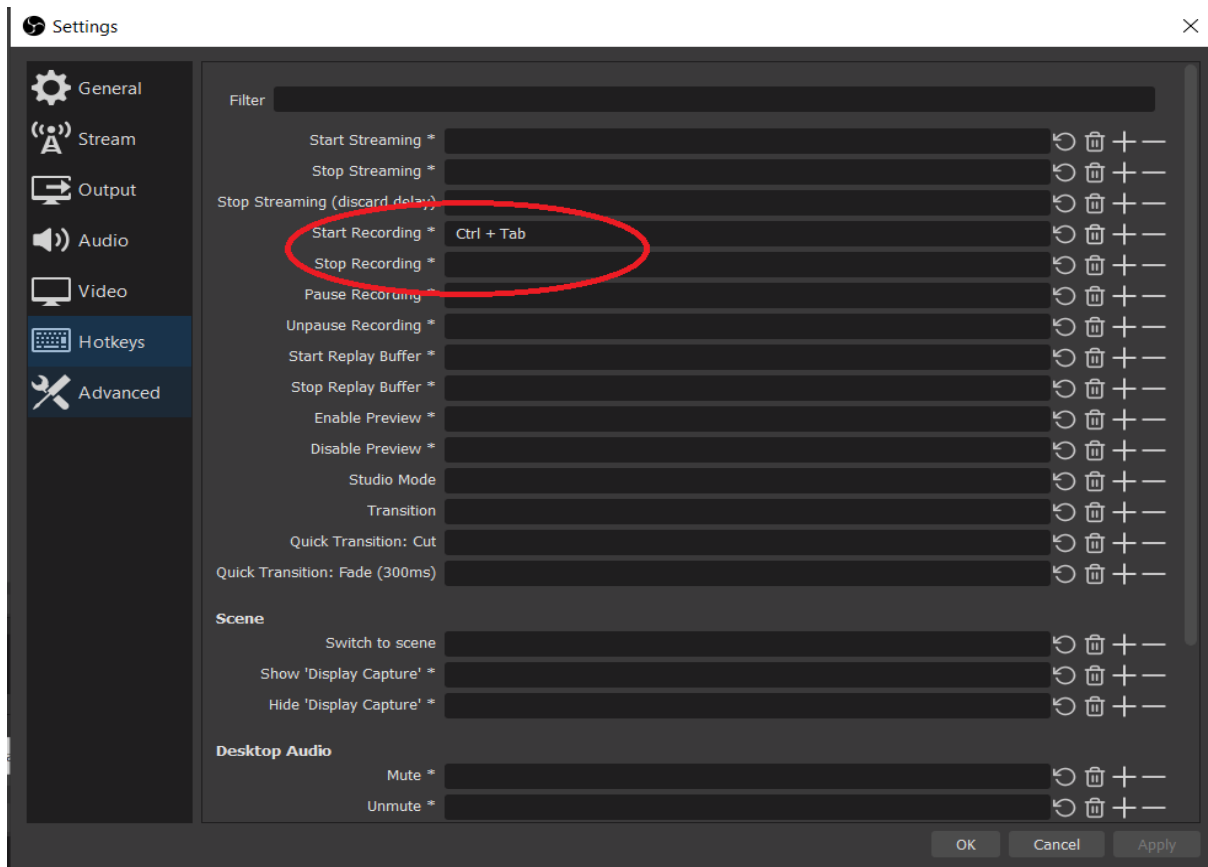
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For additional help contact CDEEP, IIT Bombay

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

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

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