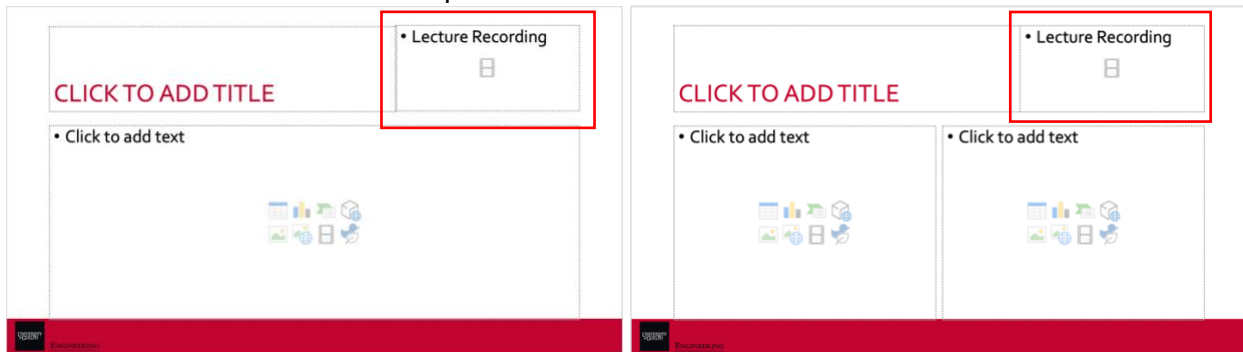# Screencast-o-matic

By Engineering IT
September 1, 2020

Set up your PowerPoint for Picture in a Picture

When adding a video recording to a PowerPoint presentation, it is important to leave a designated spot on every slide to ensure content is not covered by the video. This may require reformatting pre-existing slide decks or even making new slide decks.

1. **Format PowerPoint slides to leave a rectangle of space in the top right corner.** The rectangle should take up about 1/9th of the slide.
   - Note: If needed, PowerPoint presentation templates have been created that have been formatted to include a designated area from video; slide decks may be copied over to these new templates.


2. **Change "Show type" to "Browsed by an individual (window).** This will allow you to control your presentation while using Screencast-o-matic.
   a. Under the Slide Show tab, select "Set Up Slide Show."
   b. In the popup menu change the Show type to "Browsed by an individual (window).
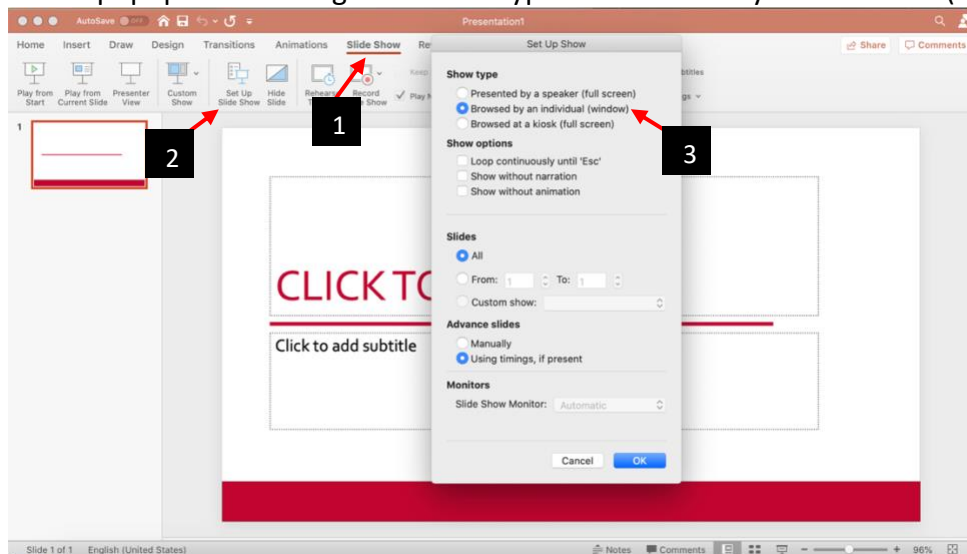
Using Screencast-o-Matic

1. Visit https://screencast-o-matic.com/GuelphEngineering
   a. Select "Download Install" to download the full app to run outside the web browser.
   b. Contact soeithelp@uoguelph.ca with a request for the password to obtain a license.
   c. Once downloaded, select "Start Recorder" to launch the app and enter the password provided by SOE IT.
   - **Note: To launch the recorder this website will need to be visited each time. The license will expire after one month; if you still need to use the application re-enter the provided password.**
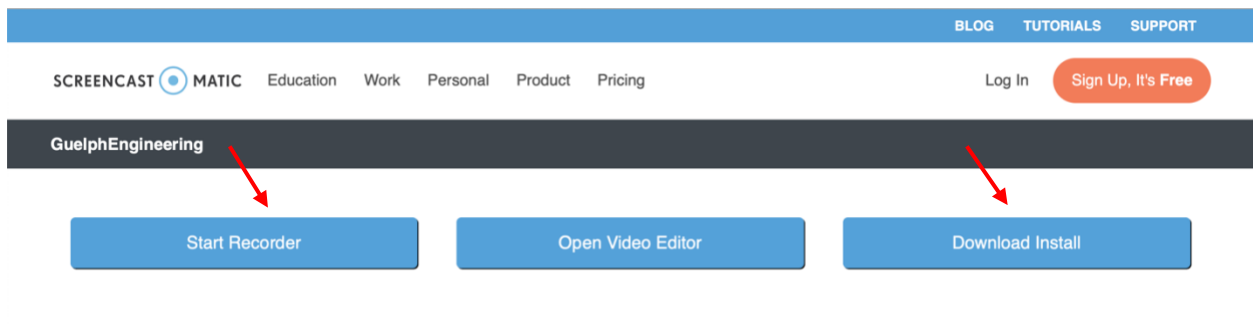
2. After launching the screen recorder, an options box should appear on the screen.
   a. Choose "Both" to record both your screen and your webcam to produce a picture in a picture video. Choose the video size of your preference.
   b. Launch your PowerPoint presentation, and when you are ready to begin, select the red "Rec" button in the bottom left of the screen. There will be a 3 second countdown.
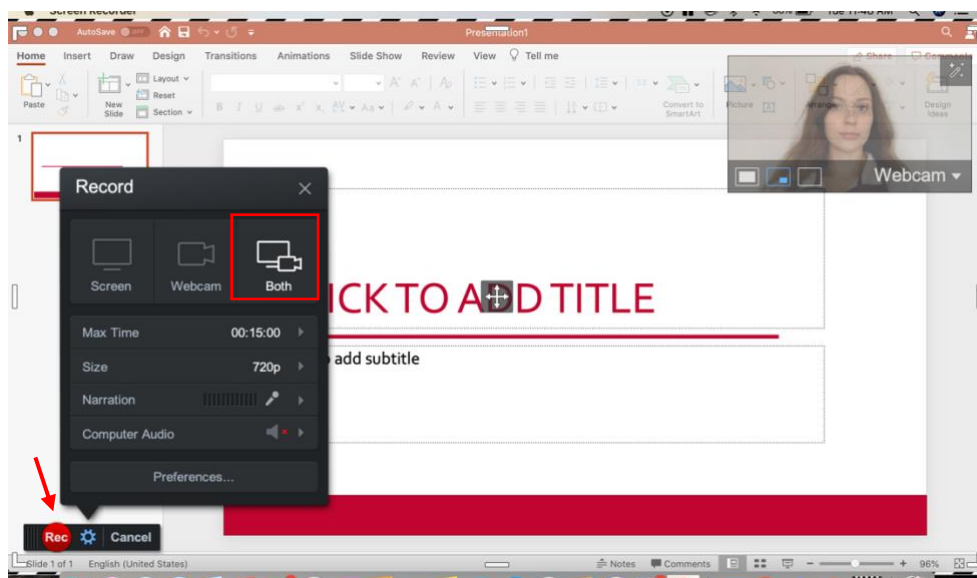
3. Run through your presentation as you normally would. The application will track your mouse and highlight it a yellow circle. You can also pause the recording at any time.

4. **When you are done recording, select the pause button.** You will have the option to delete the recording or select done. From here you can choose to save/upload or edit the video.