Logo

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How to record with a video embedded in your PowerPoint presentation

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**Embedding a video in a PowerPoint presentation**

1. **Graphical user interface, diagram

   Description automatically generated**To insert a video, click on the “Insert” panel.
2. Click on “Video”.

A screenshot of a computer

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1. If you would like to insert a video which is already on your computer, click on “video from file”, and select the video you would like to embed.

Graphical user interface, text, application

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If you would like to insert a video from the internet, select “online film” and past the link into the text box.

Graphical user interface, text, application

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Graphical user interface, text, application

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1. With the video selected, navigate to the “Playback” panel, and choose when you would like the video to start.

Graphical user interface, text, application

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Graphical user interface, text, application, chat or text message

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**In Click Sequence:** Starts the video as you click to progress.

**Automatically:** Starts the video when you begin the slide.

**When Clicked on:** Starts the video when you click on the video.

**Preparing your Rapidmooc to record**

1. With your presentation open and your device connected to the HDMI PC port, open the Rapidmooc application and select “Record video”

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1. Select your desired video mode.

Graphical user interface, website

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1. Enable and adjust the necessary audio inputs by navigating to “Settings” > “Microphones”.   
   **N.B.,** Red indicates an input is disabled, and green indicates an input is enabled.

Graphical user interface, application

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1. Perform a test recording to ensure the audio levels are satisfactory and make any necessary adjustments.
2. When you’re ready, record your video.