



INSTRUCTIONS TO CREATE WEBINARS FOR CONTINUITY PLANS

May 15, 2016



Overview

The following instructions are provided to enable Continuity Coordinators to convert their Training Seminar for agency Continuity Plans to a webinar that may be used for a variety of purposes that include:

- Training new hires during in-processing;
- To conduct makeup training for those employees who were unable to attend the agency's annual training seminar on the Continuity Plan; and
- Use as general refresher training available online for employees who may later have questions.

Webinar Information

You have the ability to record over PowerPoint to produce a webinar. This can be useful in that a Training Seminar used to "teach the Continuity plan" to agency employees can be scripted and later used as a webinar:

- to train new hires during in-processing;
- as a makeup for those employees who were unable to attend the Training Seminar; and
- as a general refresher available online for employees who may later have questions.

Recommendations:

- Use a Sans-serif font like Arial
- Avoid complete sentences
- Limit each slide to one idea
- Use graphics, images, etc., to make the slide interesting. Ensure that the images you use do not violate any copyright laws.

Do not:

- Read every word on your slide
- Use too much text per each slide

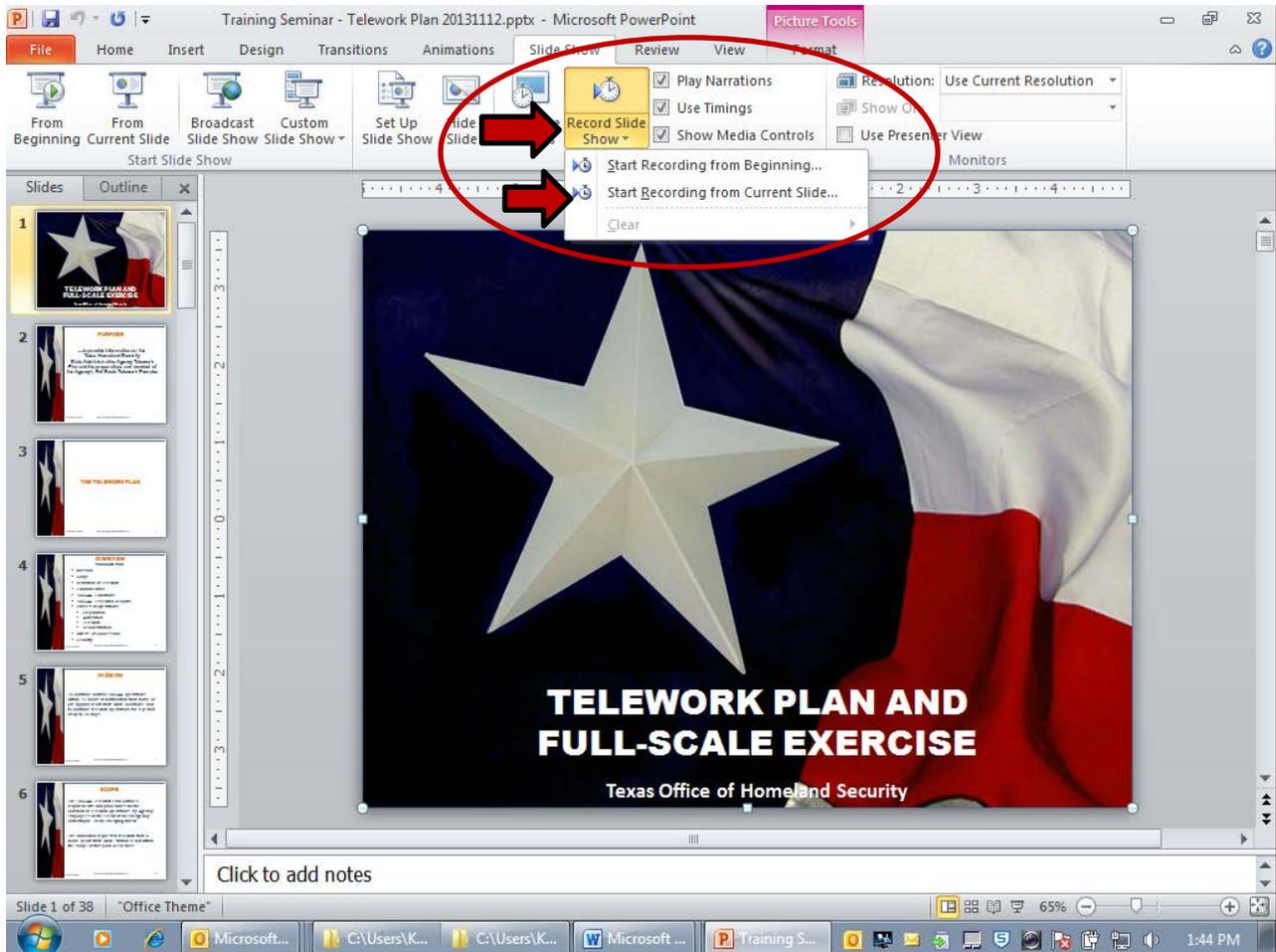
When recording a voice-over of your PowerPoint presentation recommend that you:

- Prepare your PowerPoint presentation slides in advance
- Script your comments to each slide so that you will just need to read from your notes
- Ensure that you record in a work area that is free from external noise (telephones, television, air conditioning, vacuum cleaners, animals, etc.)
- Close Outlook so that reminders and the sounds of new emails are not recorded
- Use a headset for the recording that allows you to adjust the positioning of the microphone
- Be careful if your notes are printed on paper as the shuffling of paper can be heard in most recordings
- Keyboard strokes can be heard on recordings. Use only the down button to change slides

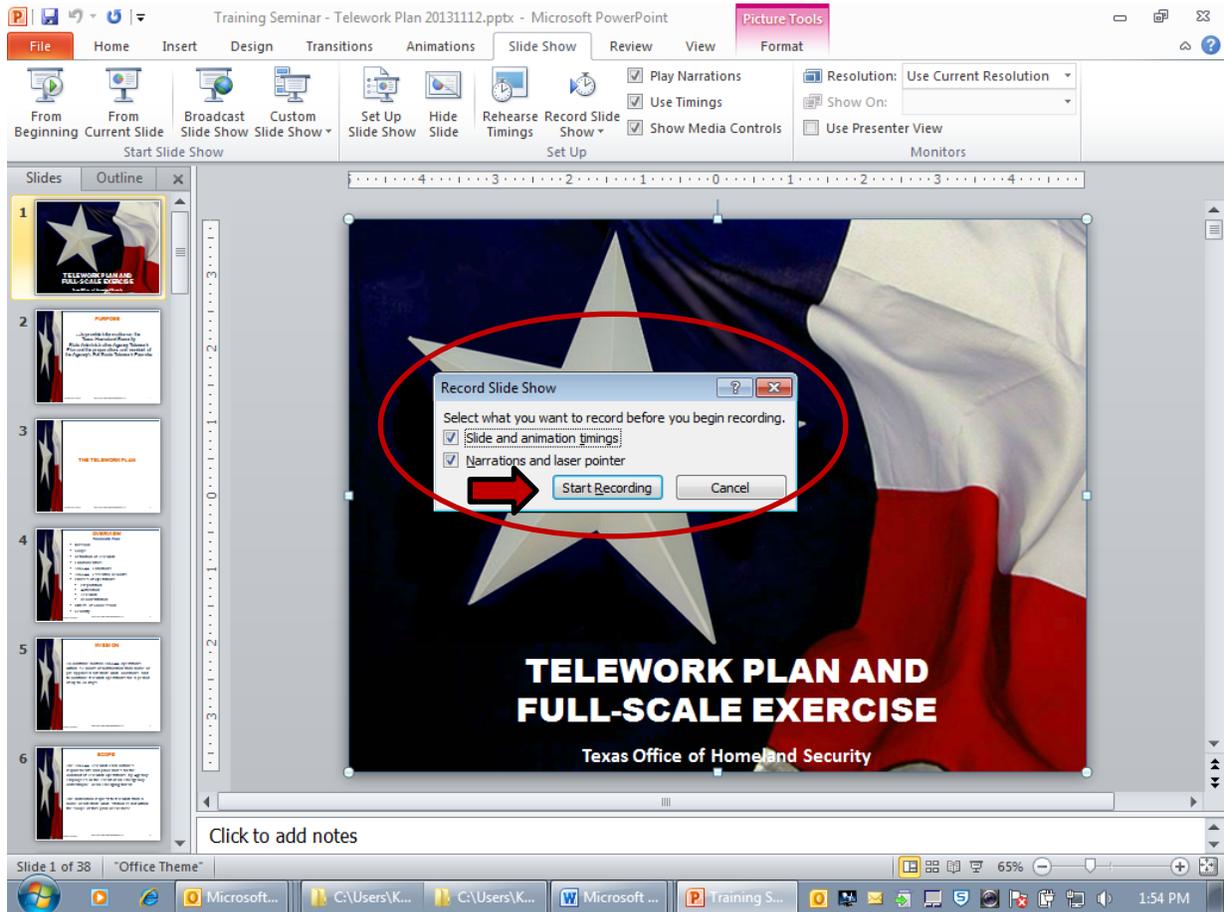
Recommend that you do separate audio recordings per each slide. It is possible to record your presentation in one large audio session from the beginning to the end of your slide show. However, if you make a mistake – or if you want to change a slide later, separate audio recordings will work to your advantage.

The audio track is recorded separately from the visual presentation – you can change either one without affecting the other.

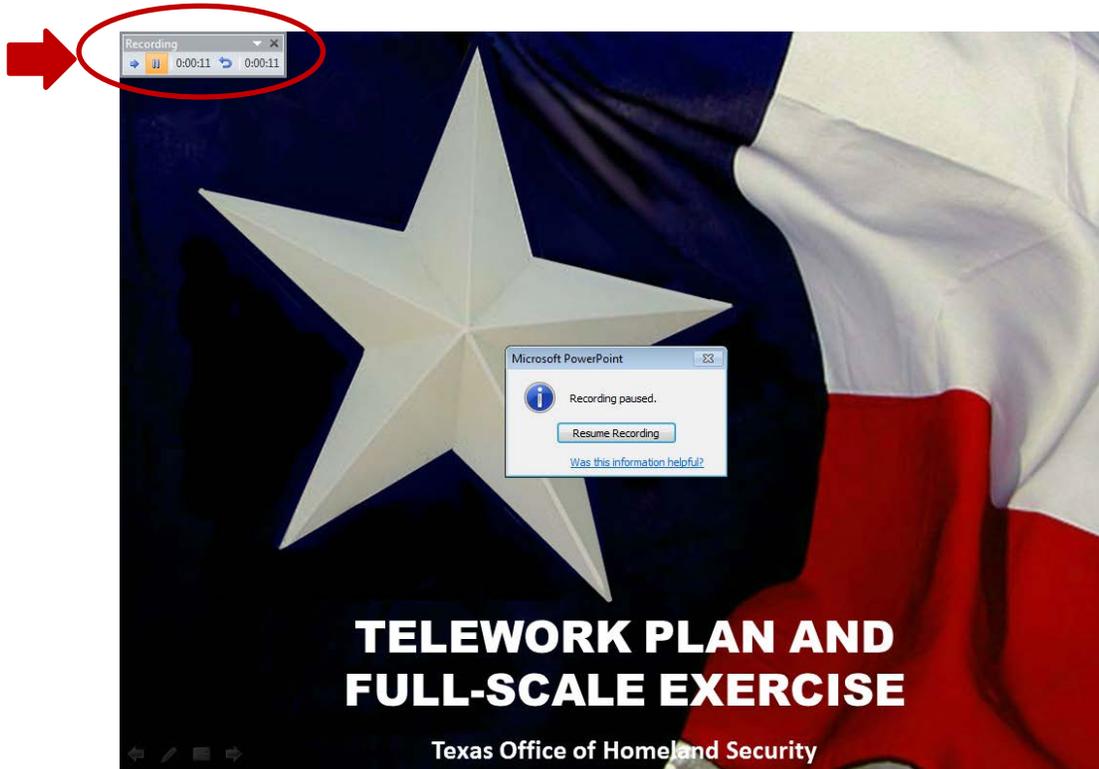
1. Open your PowerPoint presentation
2. Click on the “Slide Show” Tab; “Record Slide Show”; and “Start Recording from Beginning.”



3. A small window will open up. Select which items you want to record by placing check marks in the boxes. Then select **“Start Recording”**



4. After selecting “**Start Recording**” you will see the slide to which your voiceover is attached. Notice the toolbar that appears. You can pause your recording and continue it. This is the slide where you can use the laser pointer (**Alt + left click**)



5. To end your slide show recording (or at the end of each slide), right click the presentation slide and click “End Show”

6. To delete a recording, click the speaker icon in the lower right corner and delete it. (See the image below)



Or you can select "Record Slide Show"/"Clear"/ "Clear Narration on..." and make your selection.