

How to record your digital poster presentation by POSTERTALK

The following guidelines should help you to easily record the presentation of your digital poster to be uploaded on the POSTERTALK platform.

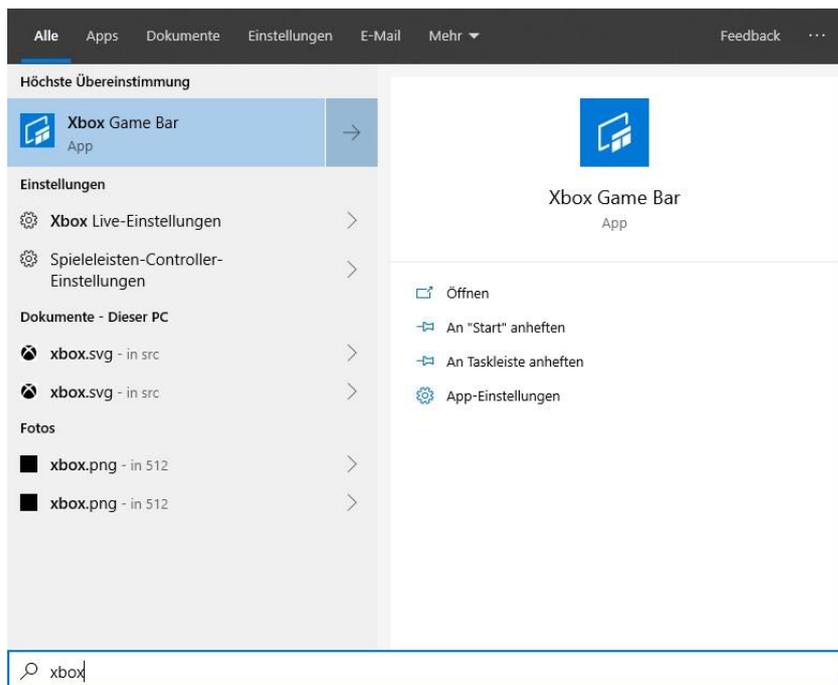
1. The recording will include the picture of your presentation (incl. all the movements like zoom in and out, laser pointer, etc.) and your speaking voice. The picture of the presenter is NOT included.
2. You can use either Windows or Mac OS for the recording. If you are using Mac OS, please continue on page 6.
3. Your Poster should be prepared either in PPTX or PDF format. Please check the technical requirements for the Poster sent in the invitation email.
4. You can use an integrated screen recorder for each operating system.
5. Make sure that you record in a quiet environment so that there won't be any disturbing noises which could get accidentally recorded.

NOTE: Observe the time and do not exceed the dedicated speech time of 4 min.

How to record your digital poster presentation for POSTERTALK with Windows 10 integrated tool Xbox Game Bar?

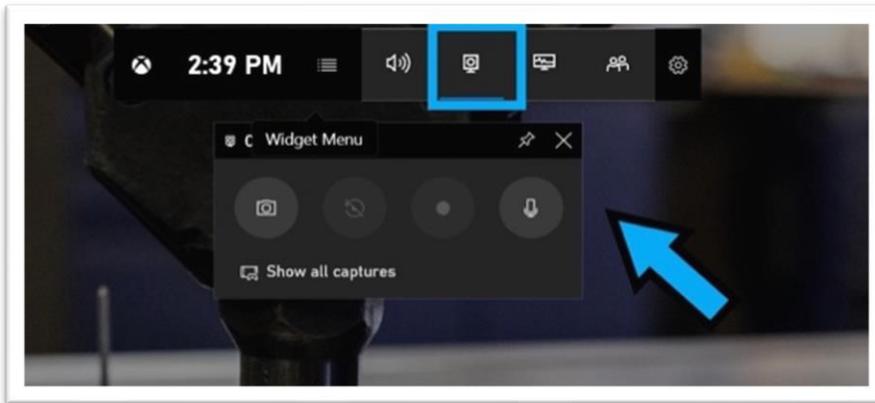
Xbox Game Bar is an integrated Windows 10 software which allows you to record your screen picture and therefore your Poster presentation for POSTERTALK. How does it work?:

1. Depending on the selected file format, open your digital poster in Microsoft® **PowerPoint®** or in **Acrobat Reader DC®**.
2. Open Xbox Game Bar on your computer by selecting it from your start menu or using the shortcut **Win + G**.

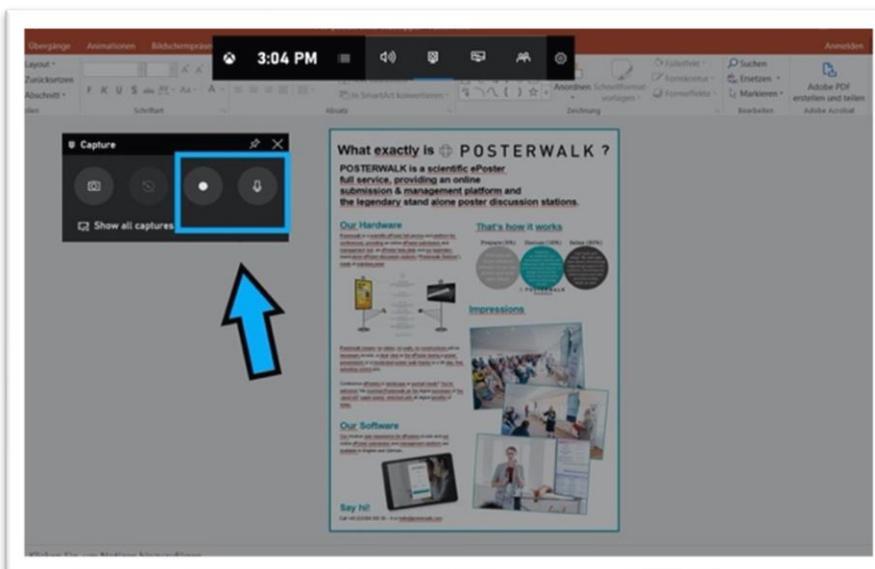


Make sure that the *Record Game Clips, Screenshots, and Broadcast Using Game Bar* options are selected.

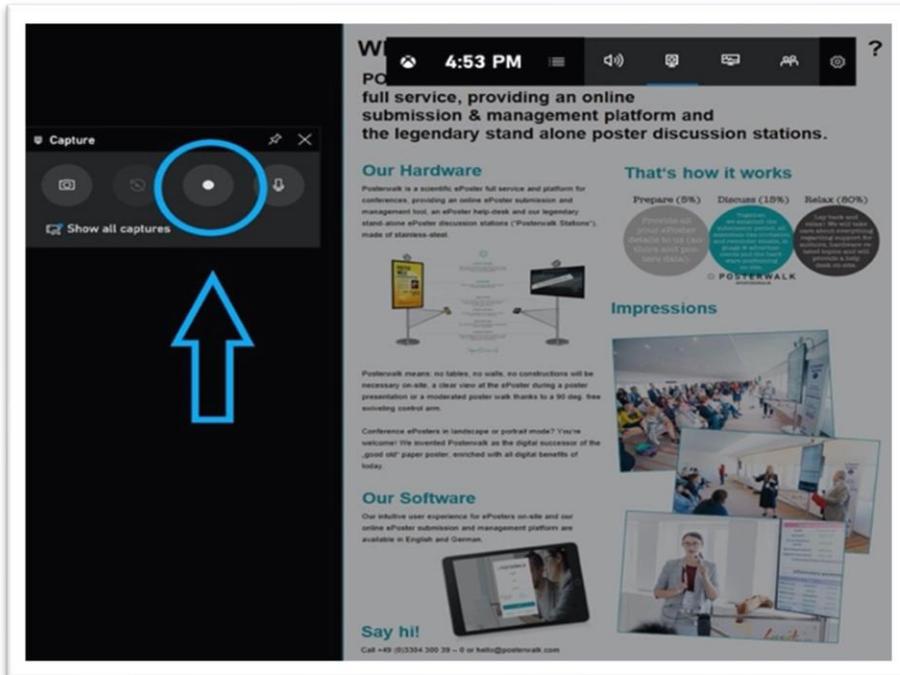
3. The application appears on the top of your screen providing access to multiple functions and settings like sound, capture, performance, etc.
4. The Xbox Game Bar's *Capture Widget* should appear automatically. If not, click the webcam icon on the Xbox Game Bar. You can pin the capture widget to simplify the recording.



5. Before you start recording your Poster presentation, make sure your microphone is turned on (like in the picture below). If you have any doubts, please check your sound settings.



6. Open your digital poster in full screen using **F5** for Microsoft® **PowerPoint®** or **CTRL+L** for **Acrobat Reader DC®**.
7. Start recording by clicking the round *start recording* button on the *Capture Widget*.



8. Observe the time and do not exceed **your dedicated speech time 4 min.** Click the stop button to end the recording.



Alternatively, you can use the shortcut **Win + Alt + R** key combination to start and stop recording with Game Bar enabled.

9. After the recording is finished, the video file with your Poster presentation is automatically saved to the *Videos/Captures* folder as an mp4 file which can be easily uploaded to our POSTERTALK submission platform. If necessary, you can edit, cut, etc. the video before uploading.

Please note: all videos embedded in the poster must be muted. Otherwise, there will be sound overlays during the recording.

Laser pointer mode

You can use a laser pointer to highlight important content of your digital poster.

a. Laser Pointer options in PowerPoint

There are two different ways to use **PowerPoint**'s built-in pointer.

Using your mouse cursor: To turn your mouse cursor into a laser pointer during your Poster PowerPoint presentation, simply:

1. Right-click on the slide in the presentation mode to open the Menu
2. Open the Pointer Options
3. Select Laser pointer

After that, your mouse cursor will change to a colored pointer that can be moved around on your screen to highlight specific content.

Please note: *the default color for the PowerPoint pointer is red. However, it can be changed in the PowerPoint settings.*

The second way is by using the shortcut **CTRL + left mouse button**. While holding CTRL AND left mouse button pressed, your mouse cursor turns into a laser pointer.

Please note: *the laser pointer is available in 100% view of your digital poster only. While using the zoom you will have to use the regular mouse cursor to highlight the content.*

b. Laser Pointer mode in Adobe Acrobat Reader DC

Unfortunately, there is no integrated laser pointer in **Adobe Acrobat Reader DC**. However, you can still use the cursor in the full screen view while recording your Poster presentation.

Zoom function

a. Zoom options in PowerPoint

If you use PowerPoint (*PowerPoint for Microsoft 365, PowerPoint for Microsoft 365 for Mac, PowerPoint 2019*) and you want to make your Poster presentation more dynamic and exciting, you can also use the integrated Zoom function for PowerPoint. For more information, please see [this link](#).

You can also use the magnifying glass function to zoom in. You can find this function  in the presentation view in the lower left corner of your screen. While zoomed in, the mouse pointer turns into a hand  to indicate that you can click and drag to move the zoom effect to a different area of the slide. To turn off the Zoom effect, press **ESC** or click the magnifying glass icon again. The on-screen slide zoom back out to standard view.

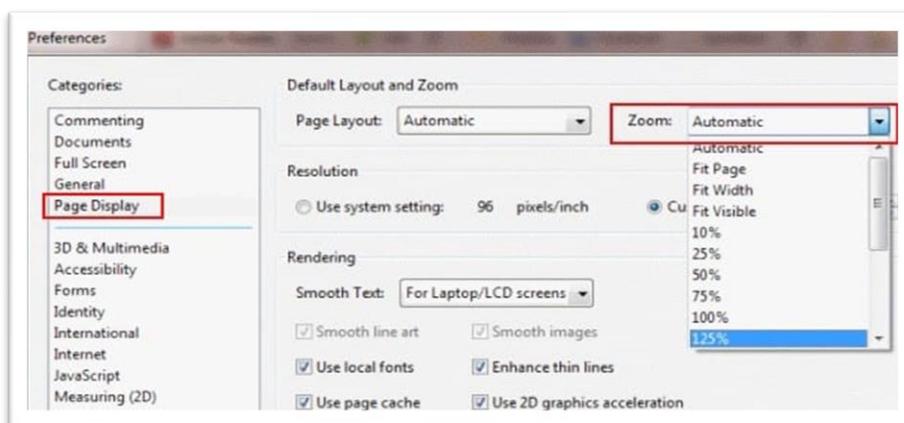
And of course, you can also use **CTRL + mouse wheel** to zoom in and out.

b. Zoom options in Acrobat Reader

To quickly zoom in and out, you can press **CTRL + "+"** or **CTRL + "-"**.

You can set the default zoom percentage for when you open PDF files in Adobe Reader using these steps:

1. Open Adobe Reader and select "Edit" > "Preferences".
2. Select "Page Display" on the left panel.
3. Under the "Default Layout and Zoom" area, change the "Zoom" dropdown menu to a desired setting.

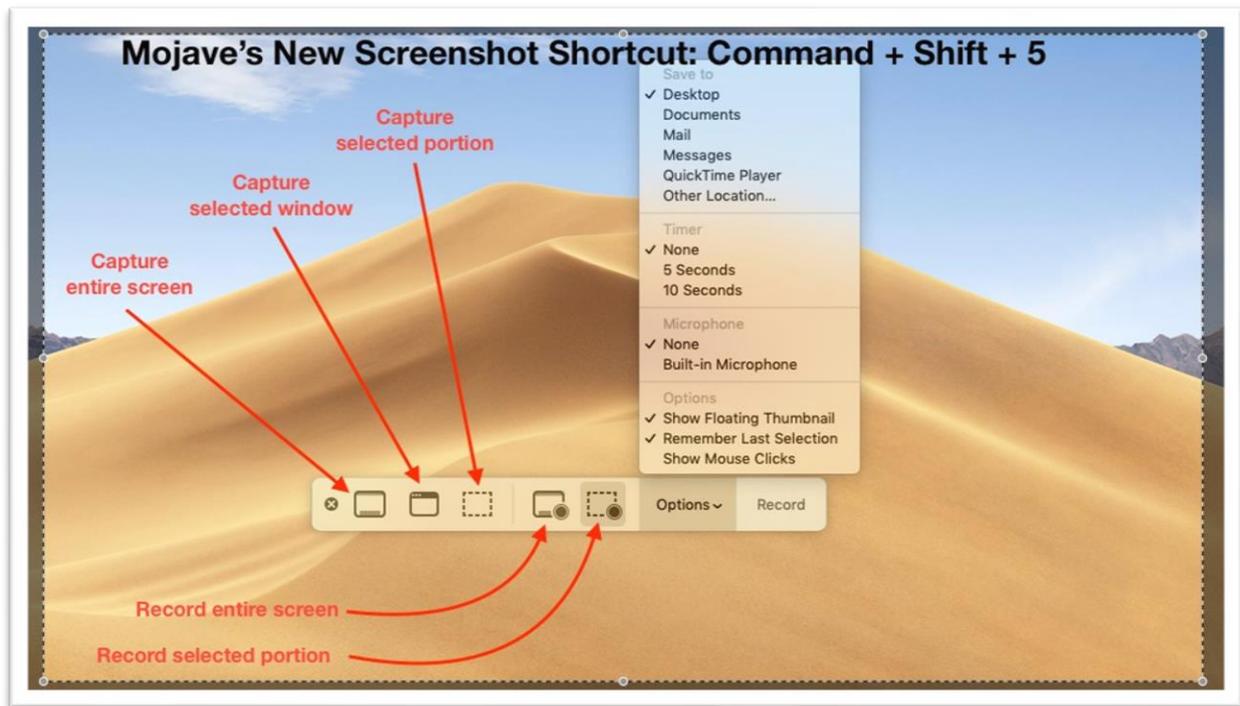


Or just use **CTRL + mouse wheel** to zoom in and out.

How to record your Poster presentation for POSTERTALK with MacOS Mojave integrated tool and the Quick Time Player for older MacOS versions

MacOS Mojave and higher versions bring a feature that allows you record your screen and thus your Poster presentation for POSTERTALK.

Press **Shift + Command (⌘) + 5** on your keyboard to show the recording control bar and select whether to record the entire screen or a selected area only such as your digital poster.



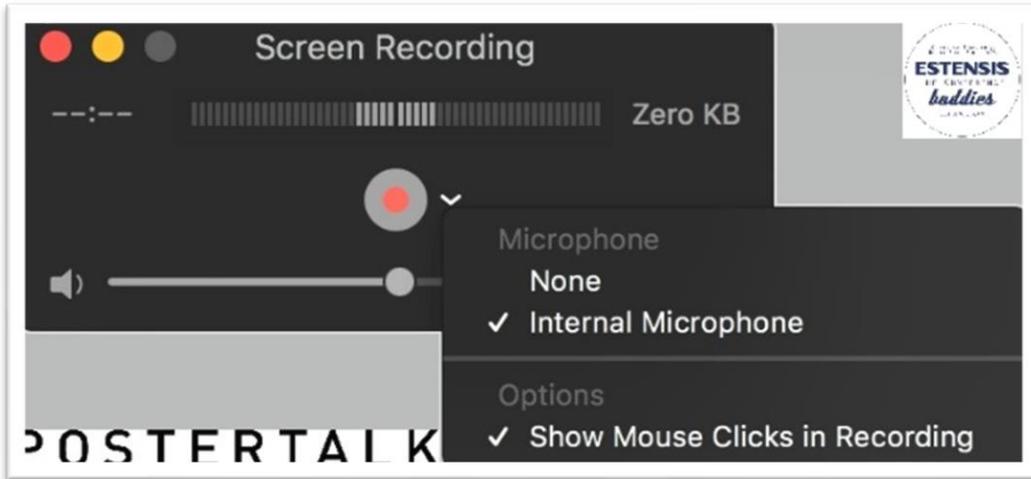
Record your digital poster as a selected area of the screen

1. Click  in the control bar.
2. Select the area of your digital poster. To move the entire selection, drag from within the selection.
3. To start recording, click *Record* in the control bar.
4. To stop recording, click *Recording* button  or press **Command + Control + Esc**.
5. After you stop recording, a thumbnail of your recorded Poster presentation appears in the lower-right corner of your screen. Take no action or swipe the thumbnail to the right and the recording is automatically saved. Click the thumbnail to open the recording of your digital poster. You can then click *Trim* to cut the video.
6. You can now upload the recording of your Poster presentation to the POSTERWALK submission platform.

Please note: more options like timer, microphone and laser pointer can be found in the options menu in the control panel.

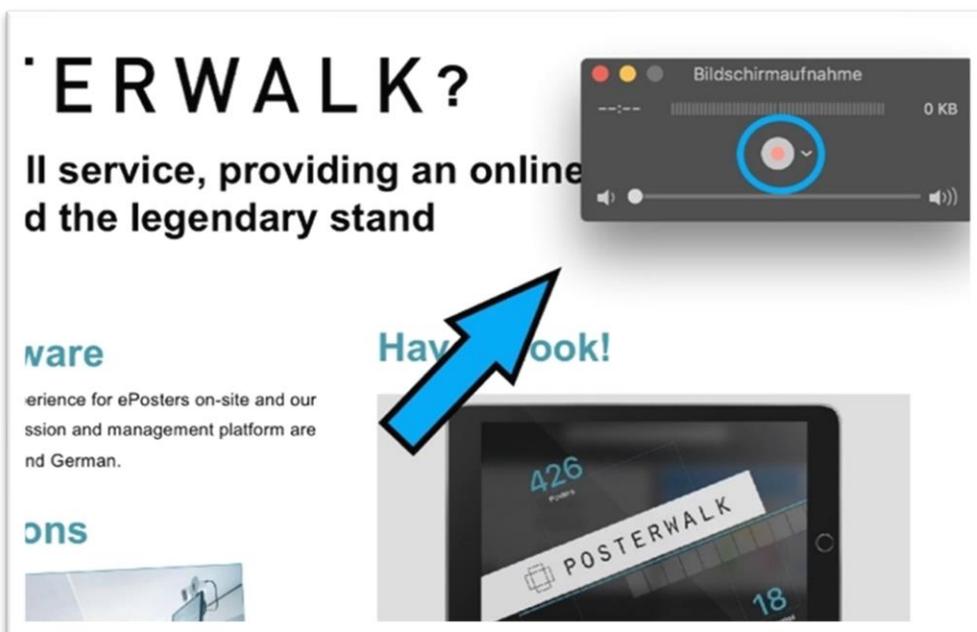
If you have an older MacOS version than Mojave, you can record your Poster presentation with **QuickTime Player**.

1. Open QuickTime Player from your application folder, then select File > New Screen Recording from the menu bar. The screen-recording window opens.
2. Open the drop-down menu to the right of the record button and choose the microphone you are going to us to record.



Please note: to record your voice with the screen recorder, select a microphone. Adjust the volume slider to avoid audio feedback or use headphones.

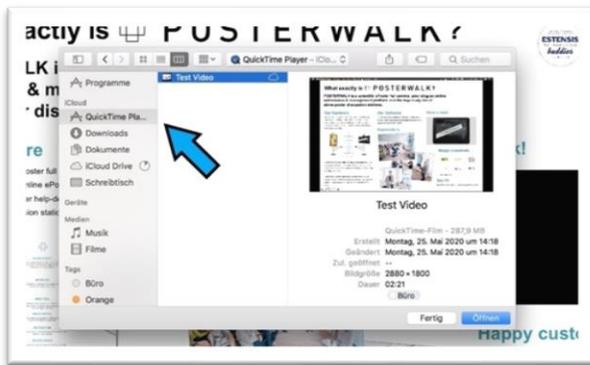
3. Open your digital poster in PowerPoint (if in .pptx format) or in any preferable PDF format reader (for .pdf files) in full screen view.
4. Start recording by clicking the *Recording* button  on the *Capture* toll bar.



Click anywhere on the screen to start recording the entire screen or select an area of your screen to record, then click start recording within that area.

5. To stop recording, click the Stop button in the menu bar, or press **Command + Control + Esc**.

6. After you stop recording, QuickTime Player automatically opens the recorded video. You can now play, edit, and upload the video with your Poster presentation to the POSTERWALK submission platform.



Please note: all videos embedded in the poster must be muted. Otherwise, there will be sound overlays during the recording.

Laser pointer mode

You can use a laser pointer to highlight important content of your ePoster.

a. Laser Pointer options in PowerPoint

There are two different ways to use **PowerPoint**'s built-in laser pointer.

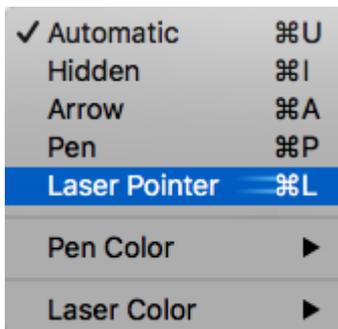
You can turn your **mouse cursor** into a laser pointer during your Poster PowerPoint presentation as follow:

1. Right-click in the slide to open the menu
2. Open the pointer options
3. Select Laser pointer

The second way is by clicking on the pen button at the lower left corner of your digital poster in full screen view:



Click that pen button, and then choose **Laser Pointer** from the pop-up menu:



The default color of the pointer is red, but green and blue are also available via the pop-up menu.

The pointer is set to “Automatic” which means that it disappears automatically after three seconds of inactivity. The pointer appears again when you move the mouse.

Of course you can also choose the MacOS shortcut such as to use the laser pointer.

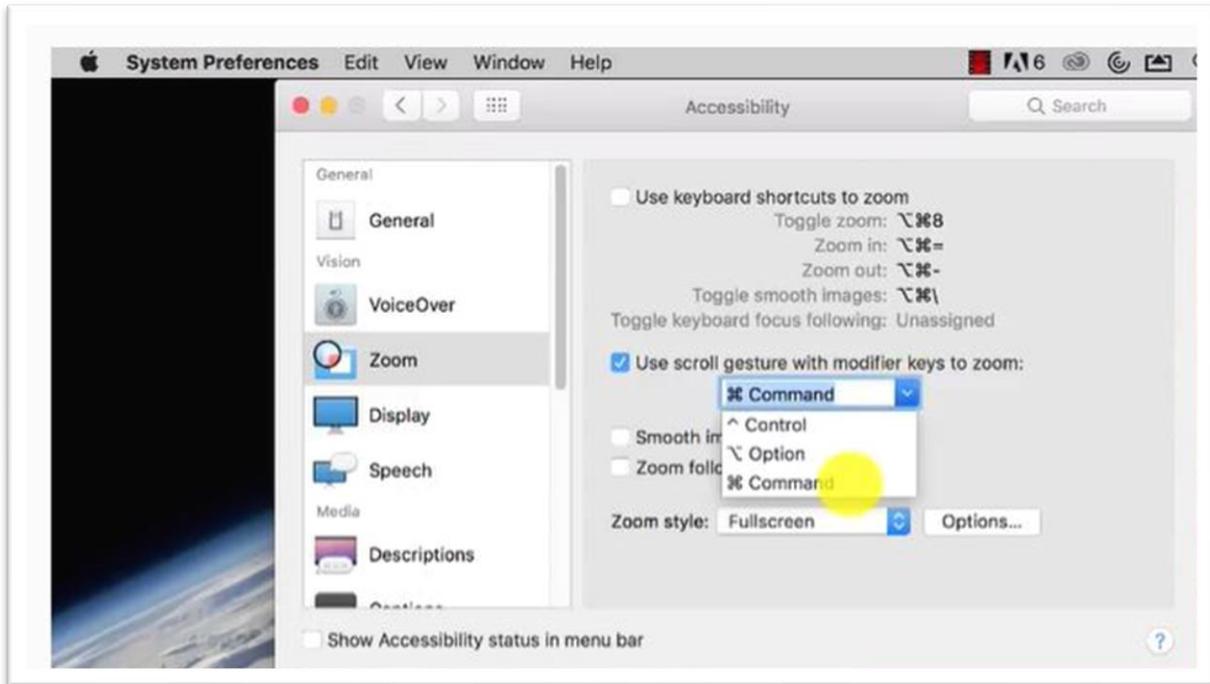
Please note: *the laser pointer is available in 100% view of your digital poster only. While using the zoom you will have to use the regular mouse cursor to highlight the content.*

b. Laser Pointer options in Adobe Acrobat Reader DC

Unfortunately, there is no integrated laser pointer in **Adobe Acrobat Reader DC**. However, you can still use the cursor in the full screen view while recording your Poster presentation.

Zoom function

The MacOS users can use the scroll gesture to zoom in and out. To enable this feature, go to *System Preferences > Accessibility > Zoom* and make sure *Use scroll gesture with modifier keys to zoom* is ticked. After that you can press **Command (⌘) and swipe with two fingers** on your touchpad to zoom in and out.



a. Zoom options in PowerPoint

If you use PowerPoint (*PowerPoint for Microsoft 365, PowerPoint for Microsoft 365 for Mac, PowerPoint 2019*) and you want to make your Poster presentation more dynamic and exciting, you can also use the integrated Zoom function for PowerPoint. For more information, please see [this link](#).

b. Zoom options in Acrobat Reader

This is rather simple. Here are some how-tos :

You can set the default zoom percentage for when you open PDF files in Adobe Reader using these steps:

1. Open Adobe Reader and select “Edit” > “Preferences”
2. Select “Page Display” on the left panel
3. Under the “Default Layout and Zoom” area, change the “Zoom” dropdown menu to a desired setting.

Or just use **CTRL + mouse wheel** to zoom in and out.