







- Closed captioning
- Playback at different speeds from 80% slower to twice as fast
- *Coming soon:* playback via mobile applications

## Data analytics components

After your mix has been viewed by one or more people, you can see data about it:

- By slide
- By visitors (i.e., viewers)
- By exercises (for mixes that contain interactive content like quizzes, polls, etc.)

## Getting started: Tips & Tricks

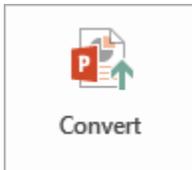
Now that you've begun planning your online lessons, here are a few tips and tricks to get you up and running with Office Mix successfully:

1. **Make sure you're using PowerPoint 2013.**

If you don't already have PowerPoint 2013, you can [buy a subscription](#) or get a [free trial version](#). If you're not sure which version you're using, click **File** on the menu bar, and then click **Account** to see the version number. (If you don't see a **File > Account** item, [find out which older version you're using](#).)

2. **Make sure your slide deck is saved with a PPTX extension.**

If you want to start with a slide deck saved in the older, PPT format, open it in PowerPoint 2013. Then click **File** on the menu bar, and click **Convert**:



PowerPoint will open the **Save As** dialog with the filename and PPTX extension already filled in.

3. **Use an external web cam for higher-quality video.**

Built-in cameras (and mics, for that matter) are suitable for most tasks. But if you want more professional-looking video, invest in an external web cam. If you're using Office Mix on a tablet or laptop and you're inking with a stylus, an external camera and mic will allow you to minimize stylus noise.

4. **Test your audio level before you start recording.**

No matter how engaging the content of your lesson is, your video content is only as good as the quality of your audio. Do a test recording with your mic and adjust the volume to find the optimal setting. To do this:

- On the **Mix** tab, click **Slide Recording**,





























2. **Expect animations to play automatically.**

If you added animation effects in PowerPoint that start "On Click," they will play automatically in the video version.

3. **Do not create videos when saving interim versions of your mix.**

Saving a video version of your mix can be a time-consuming process because PowerPoint plays the slideshow during the export process. For example, if the runtime of your PowerPoint presentation is one hour, it will take just over one hour to export it to video. To speed up the upload process, clear the **Enable playback on mobile devices** box, and enable it only when you're ready to upload your final version.

# Appendix

## Office Mix best practices

Congratulations! You decided to use Office Mix for your recorded lessons rather than investing in traditional video-making equipment includes screencasting software, pen annotation, interactive whiteboards, high-end microphones, video cameras, recording software, and compositing/editing software.

But that's just the start. Below are seven steps for creating video-based lessons that will help you create mixes that engage your students' minds and attention:

1. **Keep it short (6 minutes or less).**

Shorter videos are much more engaging to students who are growing up in the YouTube generation than videos the length of a TV program or more. Studies show that engagement drops sharply after just six minutes. If you plan your lessons so that one video equals one topic, you're more likely students to keep your students' attention with many short videos (e.g., five six-minute videos) than with one long video (e.g., one 30-minute video).

2. **Don't feel compelled to use video.**

Video slides take longer to record, and more iterations to get right. A common practice is to use a full screen video for the introduction and then switch to audio and inking. This makes it much faster to create your mix. However, videos that show you talking directly to your students are more engaging. Think about when and where students will benefit most from seeing you speaking to them, either in a thumbnail video in one corner of the mix, or in a full-size video that takes up the entire area of the mix.

3. **Amateur, authentic videos beat high-end, rehearsed recordings.**

Videos with an "indie" feel, meaning they can be rough-around-the-edges but communicate your message clearly, are often more engaging than high-fidelity studio recordings that feels as if they've been rehearsed over and over. To give your videos more of an authentic look and feel, record them





Check out the tips and tricks below to make sure your slide recording plays back the way you expect.

### Audio tips & tricks

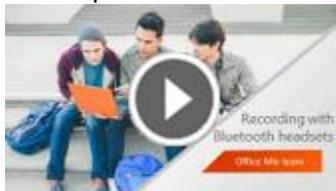
If you haven't already read [Getting Started: tips & tricks](#), be sure to read tip #4: Test your audio level before you start recording.

1. **Invest in a better mic than what's built into your tablet or laptop.**

Office Mix does not recommend a particular make or model of microphone, but it's easy to find good alternatives to what's built into your computer by searching for "high quality podcast microphone" on your favorite electronics shopping sites. [See search results by Bing.](#)

2. **If you use a Bluetooth headset, set it up correctly.**

If you want to record using a Bluetooth headset, watch [Recording with Bluetooth headsets](#) to see a couple of different style headsets used by Mix users, and learn how to set your default device options.



3. **Choose the right Audio and Video setting for what you plan to record.**

By default, Office Mix is set to record audio at a low bit rate, which is suitable for voice recordings, and keeps your mix file smaller. But if you plan to record music, for example, and you want to capture the full range of that music at high fidelity, then you should change the default setting. To do this:

- In the **Audio and Video** pane, click the Settings button that looks like a gear:



- In the dialog box, clear the **Audio for voice (noise reduction and auto-adjust volume)** checkbox.
- Click **OK**.

For more information about the different audio settings and how to set up your mic correctly, watch [Mix Audio](#).

### Video tips & tricks

Because Office Mix keeps track of timings for your audio, video, and inking, adding other elements that have timings (animations, transitions, etc.) to a slide could produce unpredictable results. For that reason, follow these video tips to make sure that your screen recording always plays the way you expect.



1. **Do not insert more than one video on a slide.**

If a slide contains two videos, Office Mix won't know which one to play first. However, there is a workaround if you want to insert two videos on a slide:

- Create two identical-looking slides.
- On the first slide, insert video 1 and *an image of video 2*.
- On the second slide, insert video 2 and *an image of video 1*.

When your mix plays, video 1 will play on the first slide and video 2 will play on the second slide. But to the user, it will look as if video 1 will play and then video 2 will play on the same slide.

2. **Do not insert an animation on a slide that contains a video.**

The same challenge applies to this situation as to the situation above. The good news is that you can use the same workaround:

- Create two identical-looking slides.
- Decide whether you want the animation or the video to play first.
- On the first slide, insert the element you want to play first, and also insert *an image of the element that will play second*. For instance, if you want a video to "float in" to your slide, add that animation effect to an image of your video.
- On the second slide, insert the element you want to play second and *an image of the element that played on the slide 1*.

3. **You cannot ink on a video or interactive content (the one you insert by clicking Quizzes Videos Apps).**

4. **You cannot create a slide recording of a hidden slide.**

If you want to record a hidden slide, "unhide" it. Office Mix allows you to publish a mix that contains hidden slide. But note that: (a) the slide will not appear in the mix; and (2) the hidden slide could bloat the size of the mix file.

5. **You can change the size of your video after you create your slide recording.**

Before you create a slide recording, you need to select either **Thumbnail** or **Full Screen** below the video preview. After you finish recording and close the Slide Recording window, the video will appear on your slide. At that time, you can dynamically resize it the same way you would resize any other shape on your slide.

6. **Choose the right Audio and Video setting for what you plan to record.**

By default, Office Mix is set to record video at a low resolution, which is suitable for most videos, and keeps your mix file smaller. But if you want to record in high definition (HD) for a mix that you plan to save as a video and not upload to the Office Mix website, then you need to change the default setting. To do this:

- In the **Audio and Video** pane, click the Settings button that looks like a gear:



- In the dialog box, select the **Record HD Video (not for web)** checkbox.
- Click **OK**.



### Inking tips & tricks

If you haven't already read [Office Mix best practices](#), be sure to read tip #4: Draw on your slides just like you'd draw in your classroom.

- 1. For best-quality ink strokes, use a digitizing tablet instead of a mouse.**  
A pen or stylus will give you more control over what you draw than a mouse (or a keyboard, for that matter).
- 2. Focus viewers on the inking and not on video of your drawing.**  
Unless you're an art teacher and you want your students to see you in the act of creating ink strokes, don't include video of yourself inking because it will divide their attention. But do include audio of yourself talking while you're inking so students know why you're drawing their attention to something on your slide.
- 3. Move your microphone far away from your input device.**  
When possible, ink as far away from your mic as possible to avoid the clicking sound that pens, styluses, and mice make when you draw on a slide.

### For more information

- See the complete list of keyboard shortcuts for slide recording at: <https://officemix.uservoice.com/knowledgebase/articles/382397-what-are-the-keyboard-shortcuts-in-the-lesson-reco>
- Watch the following mixes to learn some advanced capabilities about slide recordings:

<p><a href="#">Recording tips</a> shows some of the above tips and tricks in action.</p>	 A video thumbnail with an orange background. It features a play button icon in the center, a small video inset of a man speaking in the top right corner, and the text 'Recording tips' at the bottom.
<p><a href="#">Mix recording internals</a> explains how Office Mix creates screen recordings.</p>	 A video thumbnail with an orange background. It features a play button icon in the center, a small video inset of a man speaking in the top right corner, and the text 'Mix recording internals' at the bottom.
<p><a href="#">Audio Mix</a> explains the different audio settings and lets you listed to different output samples.</p>	 A video thumbnail with an orange background. It features a play button icon in the center, a small video inset of a man speaking in the top right corner, and the text 'Mix Audio' at the bottom.



[Trim your mix](#) explains the Office Mix timeline and shows you how to trim your recordings.

