

Instructions to create a Pecha Kucha 6x20 for the SGS Research Showcase

MS PowerPoint for PC

To create your Pecha Kucha, you will create 6 slides to tell your research story.

Create your Pecha Kucha PowerPoint slideshow

1. Open PowerPoint
2. Create six blank slides – slides 1-6

Set up Recording / video features

Click **Slide Show**

If Recording does not appear in your Ribbon, do the following:

- Right click on the Ribbon
- Select Customise the Ribbon
- See Main Tabs on right hand side of screen
- Click the Recording box, click OK
- Check **Recording** appears on the Ribbon toolbar

Create your PowerPoint slides

SLIDE 1 (Title slide and intro)

- Add your Name
- Add your School or Department and Faculty or Institute
- Add the title of your presentation
- Remember that you have 20 seconds for speaking to this slide

SLIDES 2-6

- Remember that you have 20 seconds per slide for speaking
- Make your slides impactful (see resources on the [SGS Research Showcase Pecha Kucha page](#))
- When you record, your picture will show in the bottom right-hand corner of the slide, so take that into account when positioning your images

Practice speaking

- Practice speaking to your slides to ensure you can stick with the 20 second time limit
- When you are ready, you can start recording. (You can always re-record a slide if you make a mistake)

Record a voice over on your slides

- Click Record Slide Show
- Choose Record from Beginning
- Click Record and begin speaking. If you need to stop while speaking, click pause. When ready, click Record again
- Stop when the timer hits 20 seconds
- To review your recording, click replay
- If you want to do your voice over again, simply click Record and begin speaking.
- Repeat this until you are happy with your voice over
- To move to the next slide, click the right arrow
- Repeat the process from above
- When you are happy with your presentation, you can create a video of it

Make your slideshow a video for submission

- Ensure you are in Slideshow / Recording
- Click **Export to Video**
- Select Medium file size and moderate quality
- Select 20 seconds spent on each slide
- Click Create video
- The video will take a while and save as an mp4 video
- Review your video to make sure you are happy with it