بسمه تعالی

راهنمای تصویری ضبط صفحه نمایش و کاهش حجم ویدئوهای آموزشی برای ارائه در سامانه آموزش الکترونیک

نکته: *بسته به نسخه های مختلف نرم افزارها، تصاویر متفاوتی استفاده شده است.*

مرحله ۱ — ضبط صفحه در پاورپوینت در نسخه های مختلف

روش کار

۱- پاورپوینت را باز کنید

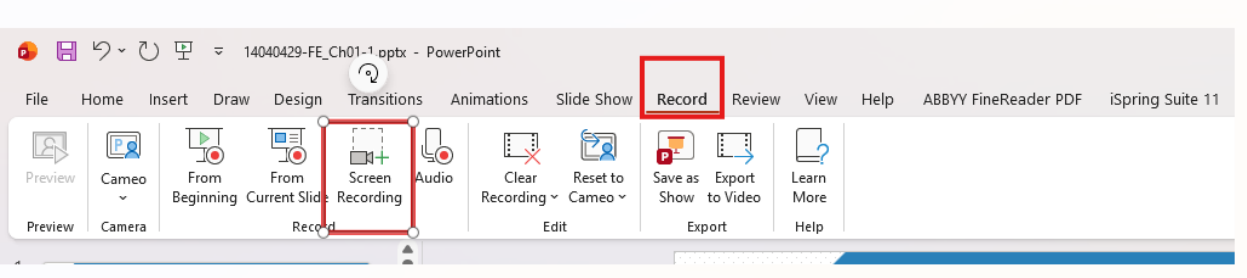
۲- از منوی **Record** یا در نسخه‌های قدیمی‌تر **Insert**

۳- گزینه **Screen Recording** را انتخاب کنید

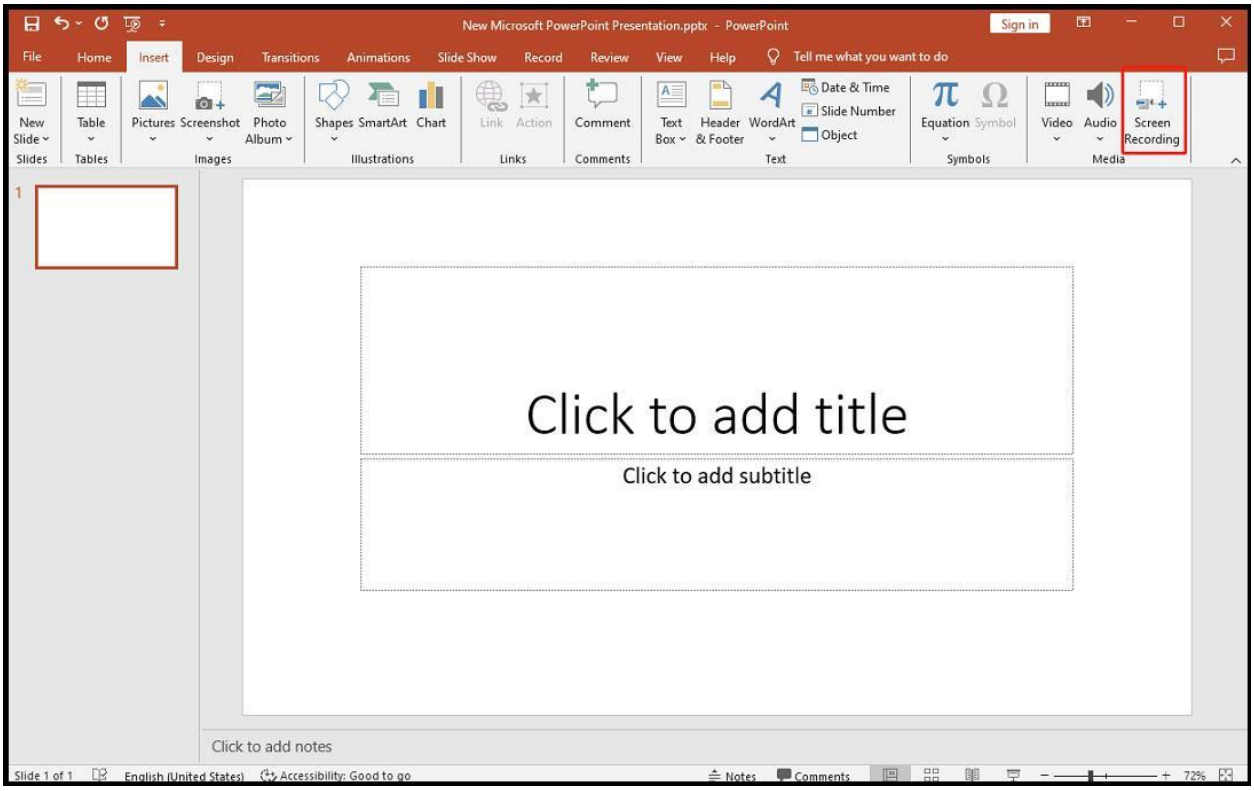
۴- محدوده صفحه را مشخص کنید

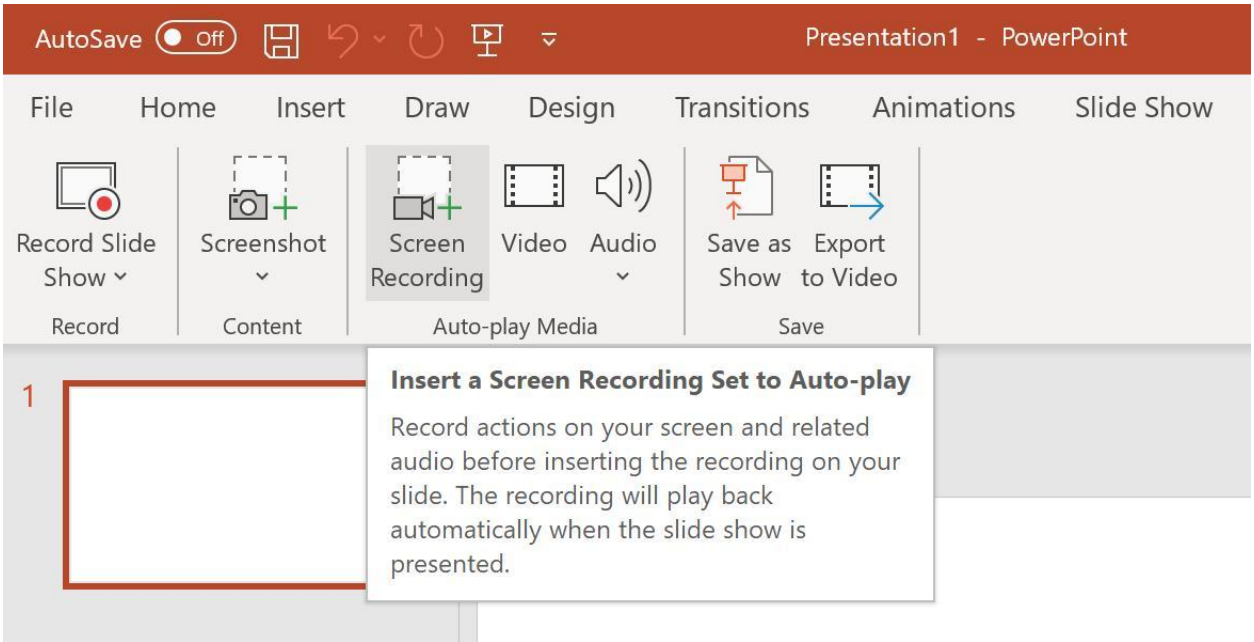
۵- دکمه **Record** را بزنید.

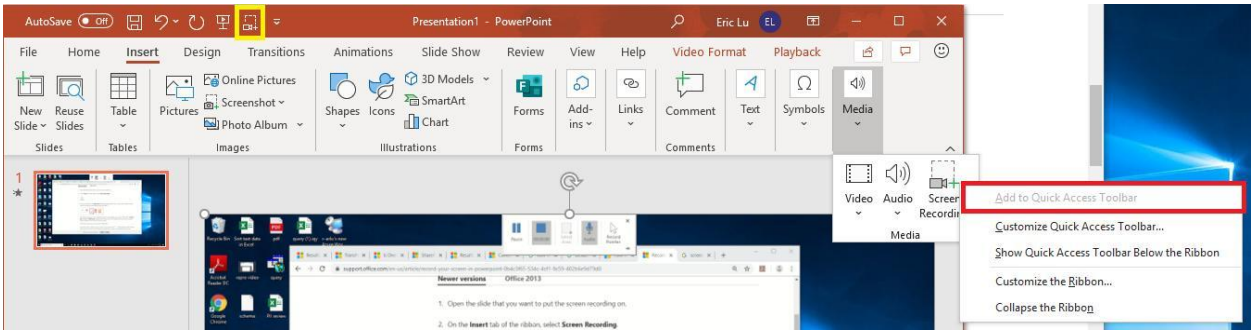
۶- برای پایان کلید Windows+ shift+Q را بزنید

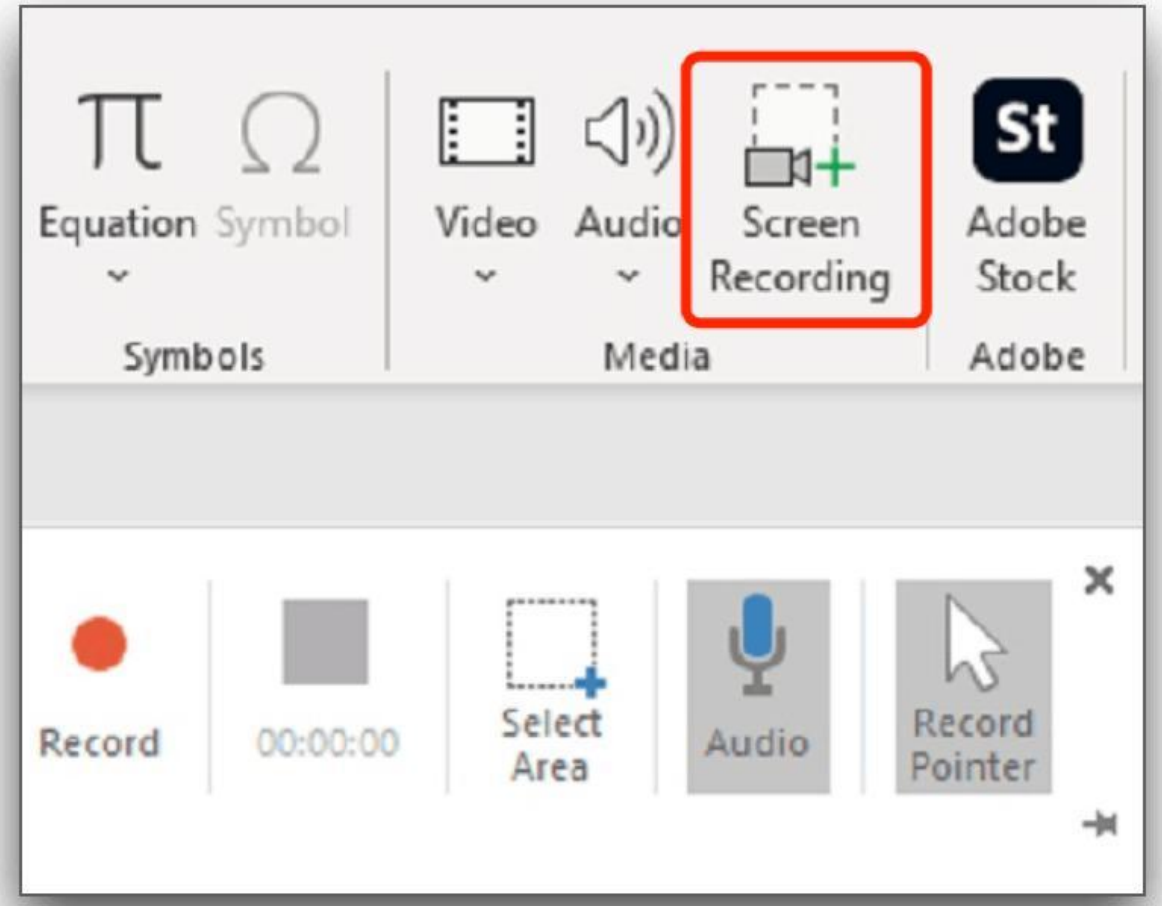


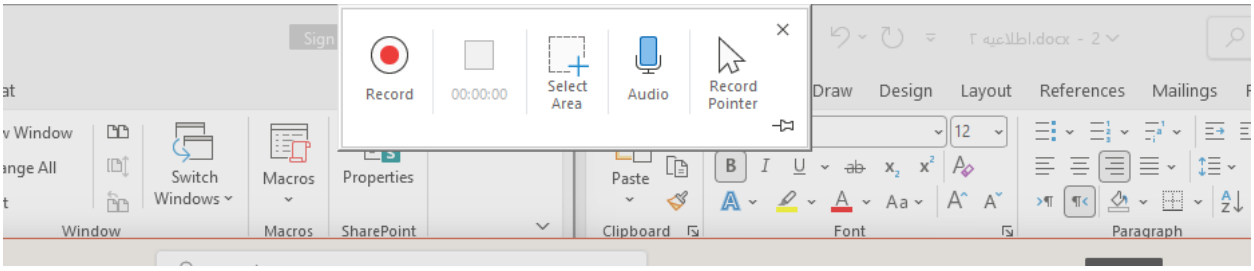
در ورژن های قدیمی تر از تب insert سپس screen record


New Microsoft PowerPoint Presentation.pptx - PowerPoint
Sign in
File
Home
Insert
Design
Transitions
Animations
Slide Show
Record
Review
View
Help
Tell me what you want to do
New Slide
Table
Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Link
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
Equation
Symbol
Video
Audio
Screen Recording
Slides
Tables
Images
Illustrations
Links
Comments
Text
Symbols
Media
Click to add title
Click to add subtitle
Click to add notes
Slide 1 of 1
English (United States)
Accessibility: Good to go
Notes
Comments
72%


AutoSave
Off
Presentation1 - PowerPoint
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Record Slide Show
Screenshot
Screen Recording
Video
Audio
Save as Show
Export to Video
Record
Content
Auto-play Media
Save
Insert a Screen Recording Set to Auto-play
Record actions on your screen and related audio before inserting the recording on your slide. The recording will play back automatically when the slide show is presented.


AutoSave
Presentation1 - PowerPoint
Eric Lu
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Help
Video Format
Playback
New Slide
Reuse Slides
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
Icons
3D Models
SmartArt
Chart
Forms
Add-ins
Links
Comment
Text
Symbols
Media
Slides
Tables
Images
Illustrations
Forms
Comments
Video
Audio
Screen Recordin
Media
Add to Quick Access Toolbar
Customize Quick Access Toolbar...
Show Quick Access Toolbar Below the Ribbon
Customize the Ribbon...
Collapse the Ribbon


Equation
Symbol
Symbols
Video
Audio
Screen Recording
Media
Adobe Stock
Adobe
Record
00:00:00
Select Area
Audio
Record Pointer


Record
00:00:00
Select Area
Audio
Record Pointer
Draw
Design
Layout
References
Mailings
Switch Windows
Macros
Properties
Window
Macros
SharePoint
Paste
Clipboard
Font
Paragraph

فیلم ضبط شده به صورت **ویدئو داخل اسلاید** ذخیره می‌شود.

مرحله ۲ — کاهش حجم فیلم در پاورپوینت

اگر حجم ویدئو زیاد بود:

۱- ویدئو را در یک اسلاید قرار دهید. (برای ویدیو های خارج از پاورپوینت که داخل اسلاید آورده شده هم می توان این کار را انجام داد)

۲- به مسیر زیر را بروید

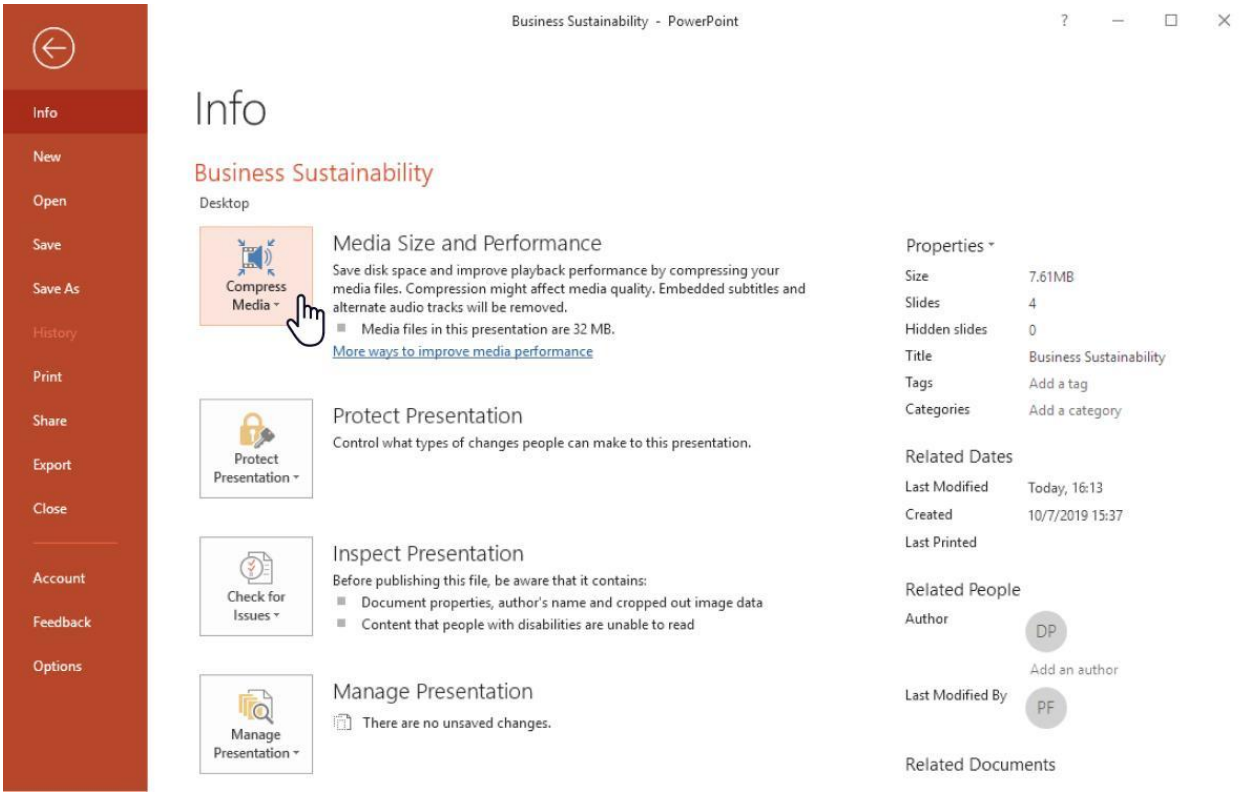
File → Info → Compress Media

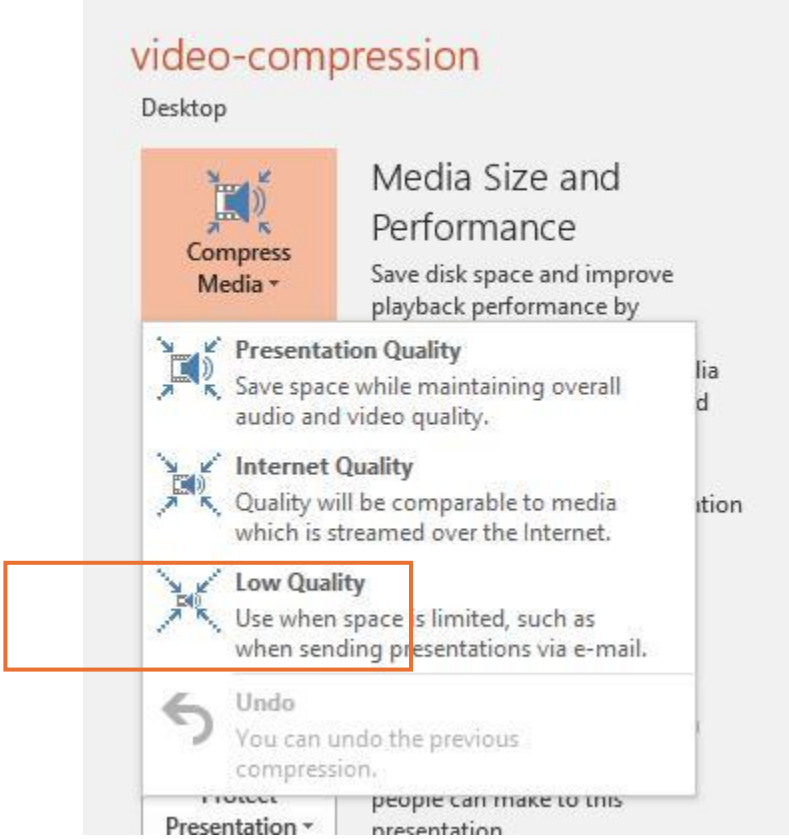
۳- یکی از گزینه‌های فشرده‌سازی را بسته به اهمیت کیفیت انتخاب کنید و فایل را ذخیره کنید.

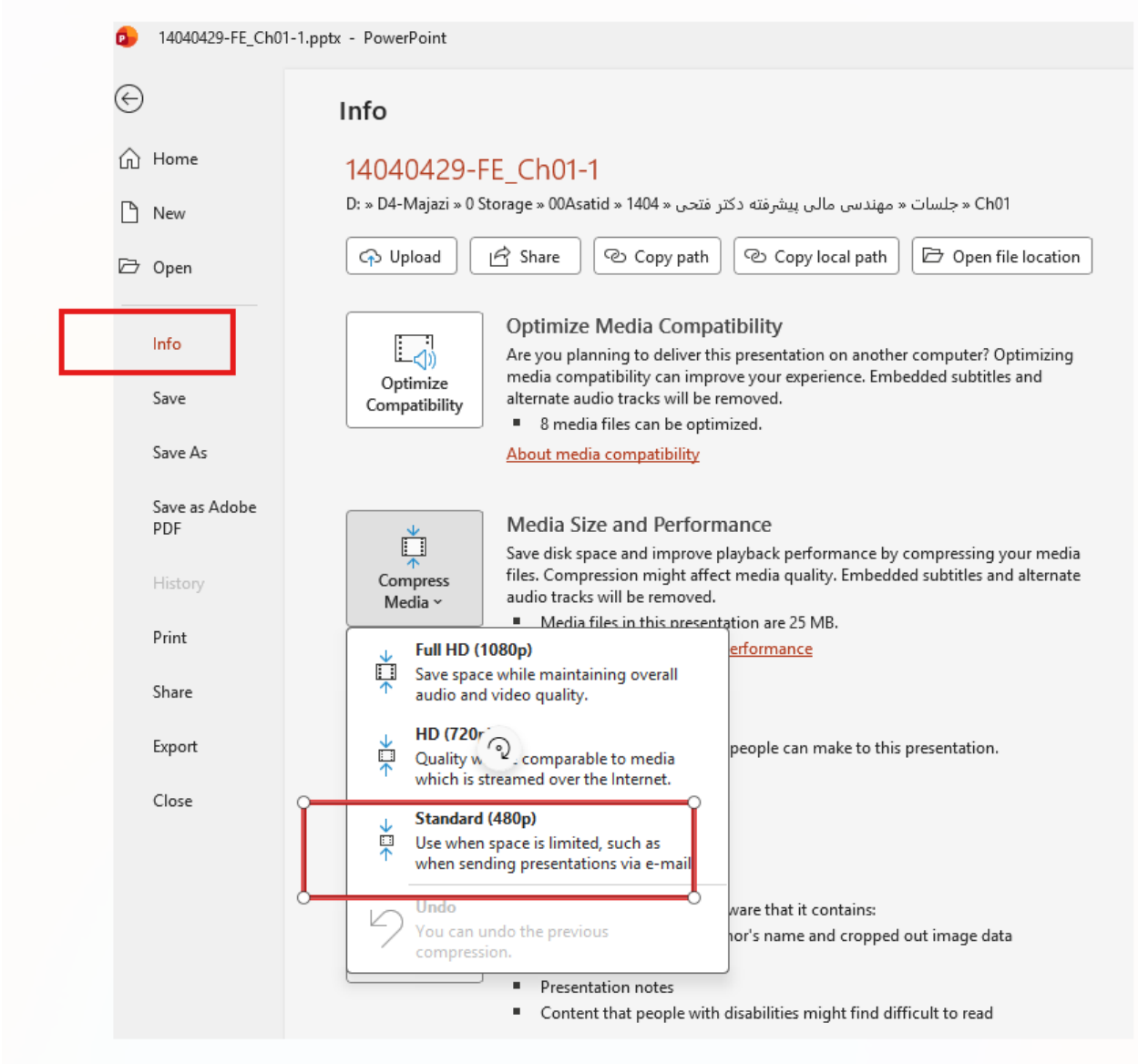
۴- سپس روی ویدئو **Right Click** کنید

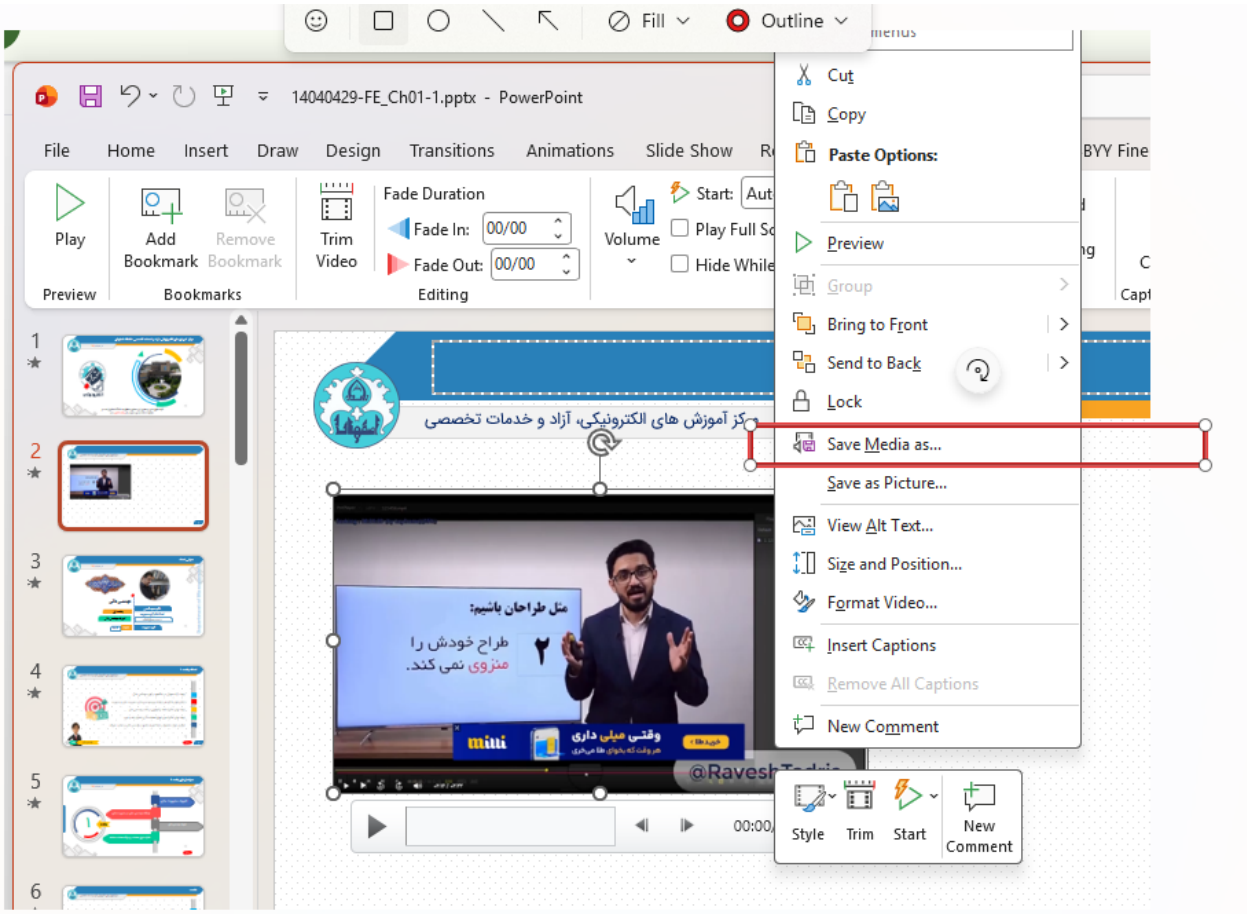
۵- گزینه **Save Media As** را بزنید و فایل را ذخیره کنید.

در این حالت **حجم ویدئو بسیار کمتر می‌شود.**


Business Sustainability - PowerPoint
Info
New
Open
Save
Save As
History
Print
Share
Export
Close
Account
Feedback
Options
Info
Business Sustainability
Desktop
Compress Media
Media Size and Performance
Save disk space and improve playback performance by compressing your media files. Compression might affect media quality. Embedded subtitles and alternate audio tracks will be removed.
Media files in this presentation are 32 MB.
More ways to improve media performance
Protect Presentation
Protect Presentation
Control what types of changes people can make to this presentation.
Check for Issues
Inspect Presentation
Before publishing this file, be aware that it contains:
Document properties, author's name and cropped out image data
Content that people with disabilities are unable to read
Manage Presentation
Manage Presentation
There are no unsaved changes.
Properties
Size 7.61MB
Slides 4
Hidden slides 0
Title Business Sustainability
Tags Add a tag
Categories Add a category
Related Dates
Last Modified Today, 16:13
Created 10/7/2019 15:37
Last Printed
Related People
Author DP
Add an author
Last Modified By PF
Related Documents


video-compression
Desktop
Compress Media
Media Size and Performance
Save disk space and improve playback performance by
Presentation Quality
Save space while maintaining overall audio and video quality.
Internet Quality
Quality will be comparable to media which is streamed over the Internet.
Low Quality
Use when space is limited, such as when sending presentations via e-mail.
Undo
You can undo the previous compression.
Presentation


14040429-FE_Ch01-1.pptx - PowerPoint
Home
New
Open
Info
Save
Save As
Save as Adobe PDF
History
Print
Share
Export
Close
Info
14040429-FE_Ch01-1
D: » D4-Majazi » 0 Storage » 00Asatid » 1404 » مهندسی مالی پیشرفته دکتر فتحی » جلسات » Ch01
Upload
Share
Copy path
Copy local path
Open file location
Optimize Compatibility
Optimize Media Compatibility
Are you planning to deliver this presentation on another computer? Optimizing media compatibility can improve your experience. Embedded subtitles and alternate audio tracks will be removed.
8 media files can be optimized.
About media compatibility
Compress Media
Media Size and Performance
Save disk space and improve playback performance by compressing your media files. Compression might affect media quality. Embedded subtitles and alternate audio tracks will be removed.
Media files in this presentation are 25 MB.
Full HD (1080p)
Save space while maintaining overall audio and video quality.
Standard (480p)
Use when space is limited, such as when sending presentations via e-mail
Undo
You can undo the previous compression.
Presentation notes
Content that people with disabilities might find difficult to read



مرحله ۳ — استفاده از نرم‌افزار حرفه‌ای(Camtasia)

در نرم‌افزار **Camtasia** نیز می‌توان:

- صفحه نمایش را ضبط کرد.
- فیلم را ویرایش نمود.
- هنگام **Export / Publish** و یا دکمه سبز رنگ **Share** قسمت باللای سمت چپ نرم افزار نیز امکان تنظیم کیفیت و کاهش حجم فایل به آسانی وجود دارد.

لینک آموزش:

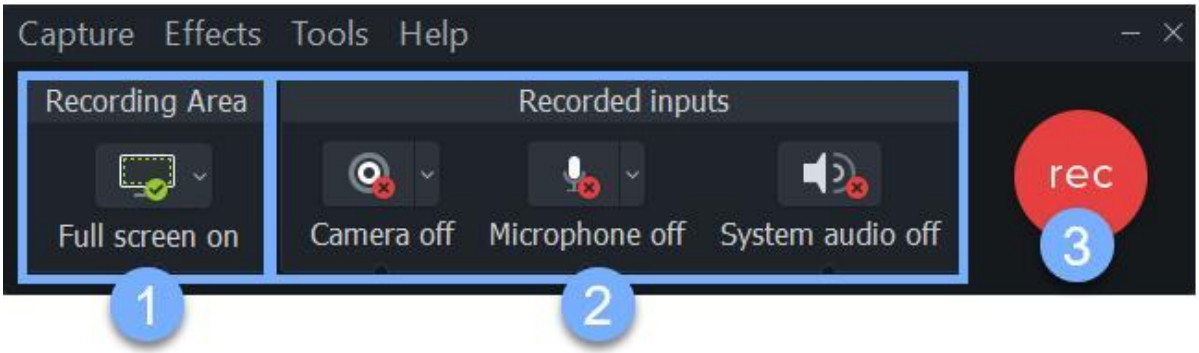
(کاهش حجم فیلم بدون افت کیفیت با استفاده از نرم افزار کمتازیا)

https://www.aparat.com/v/c677b8y

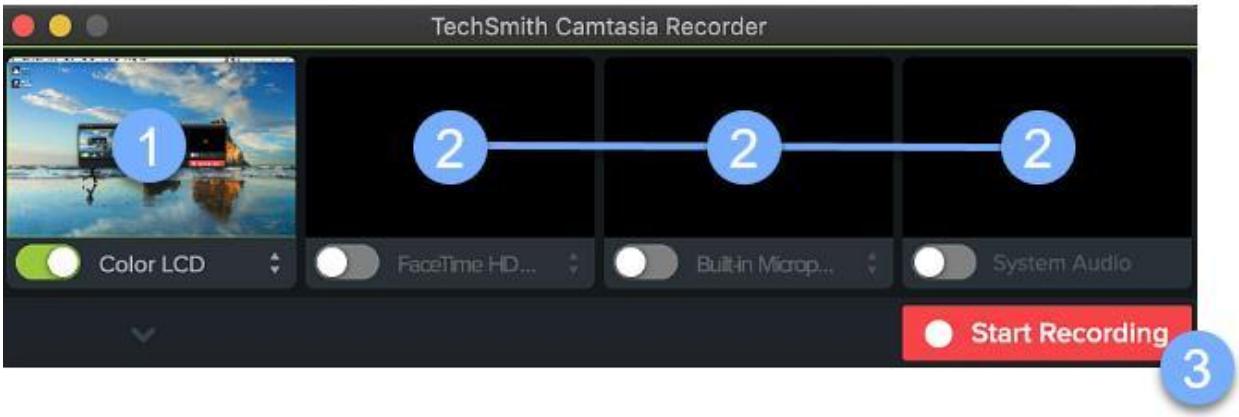
لینک دانلود نرم افزار:

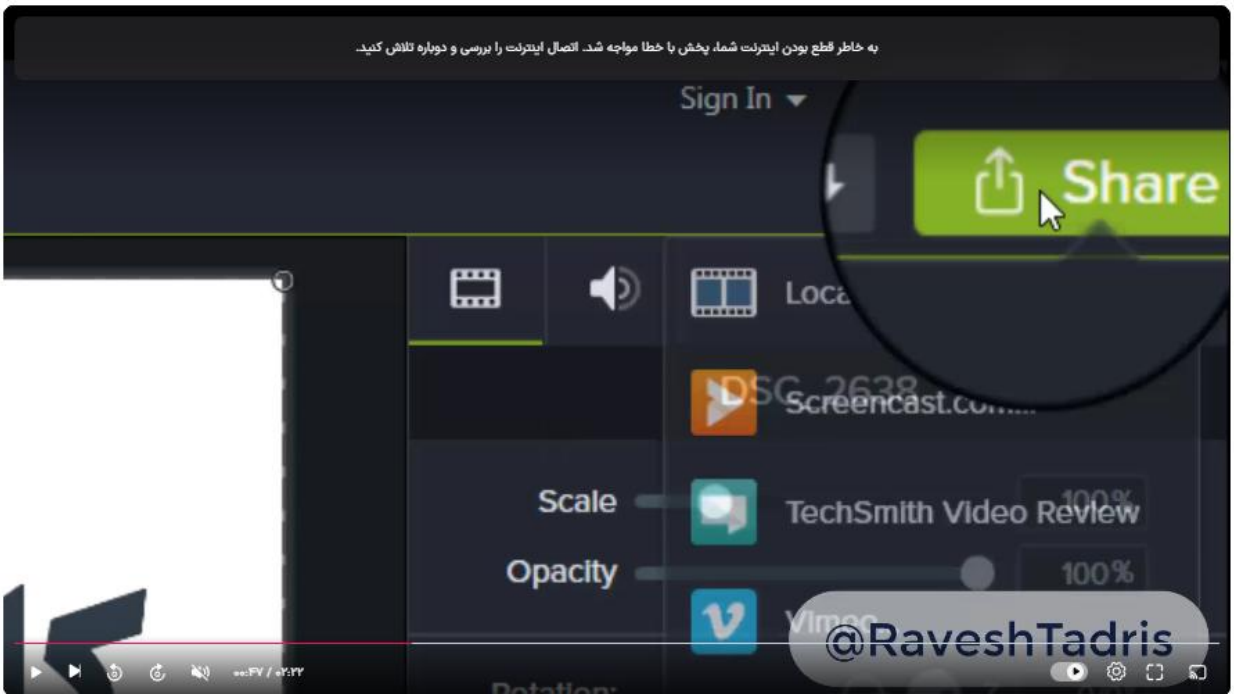
https://soft۹۸.ir/multi-media/screen-capture/۶۸۰-camtasia.html

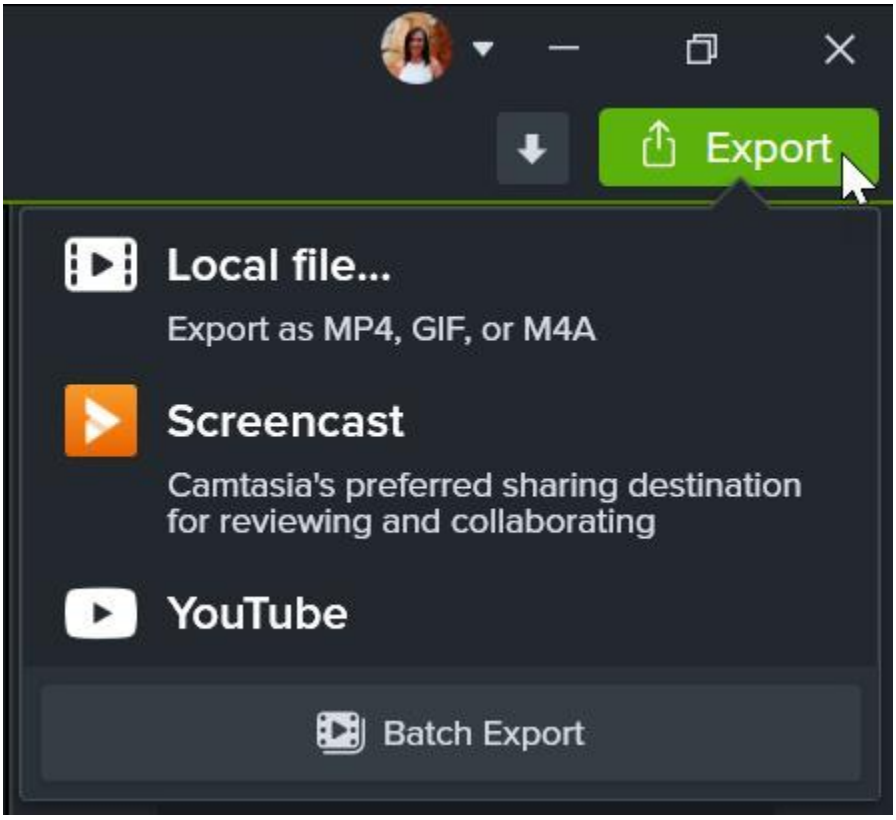
Windows Recorder

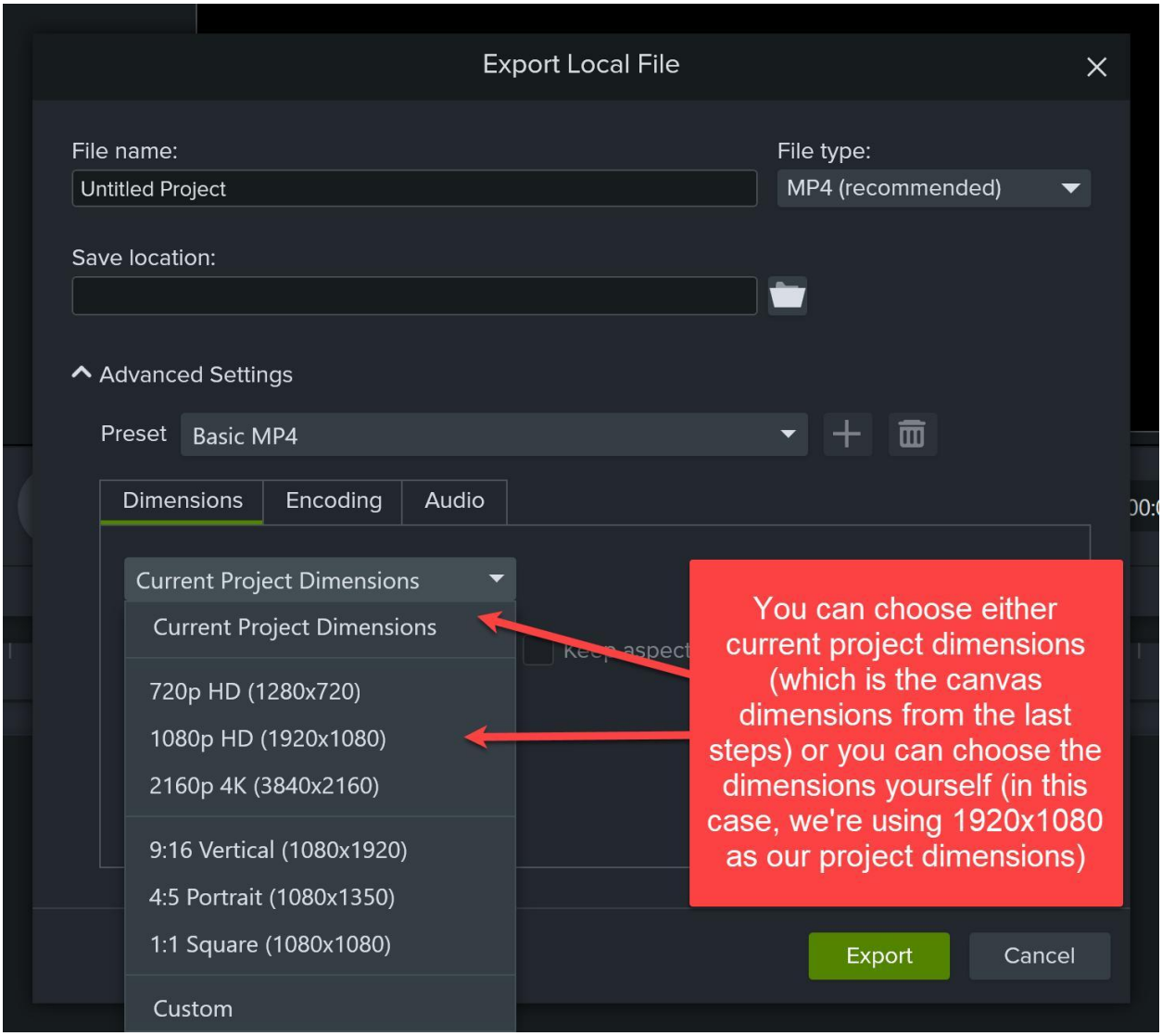


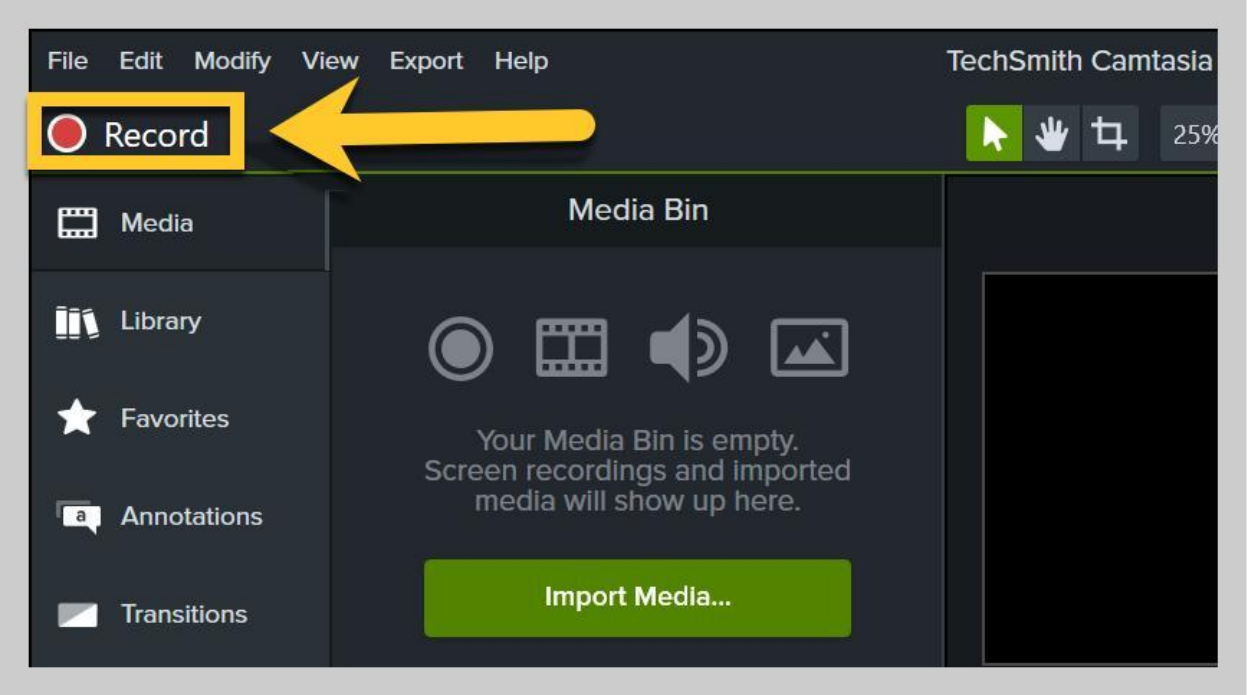
Mac Recorder

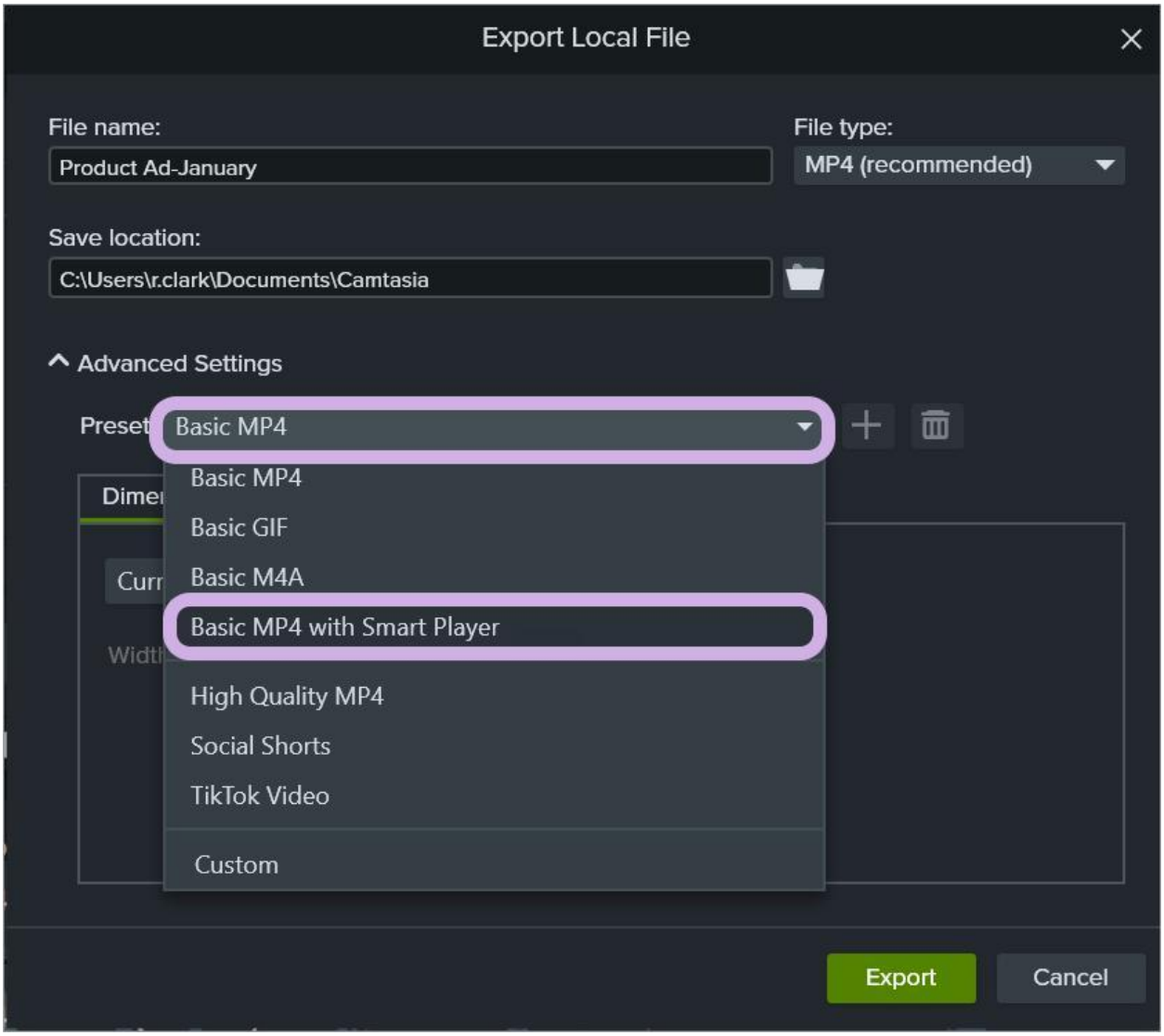


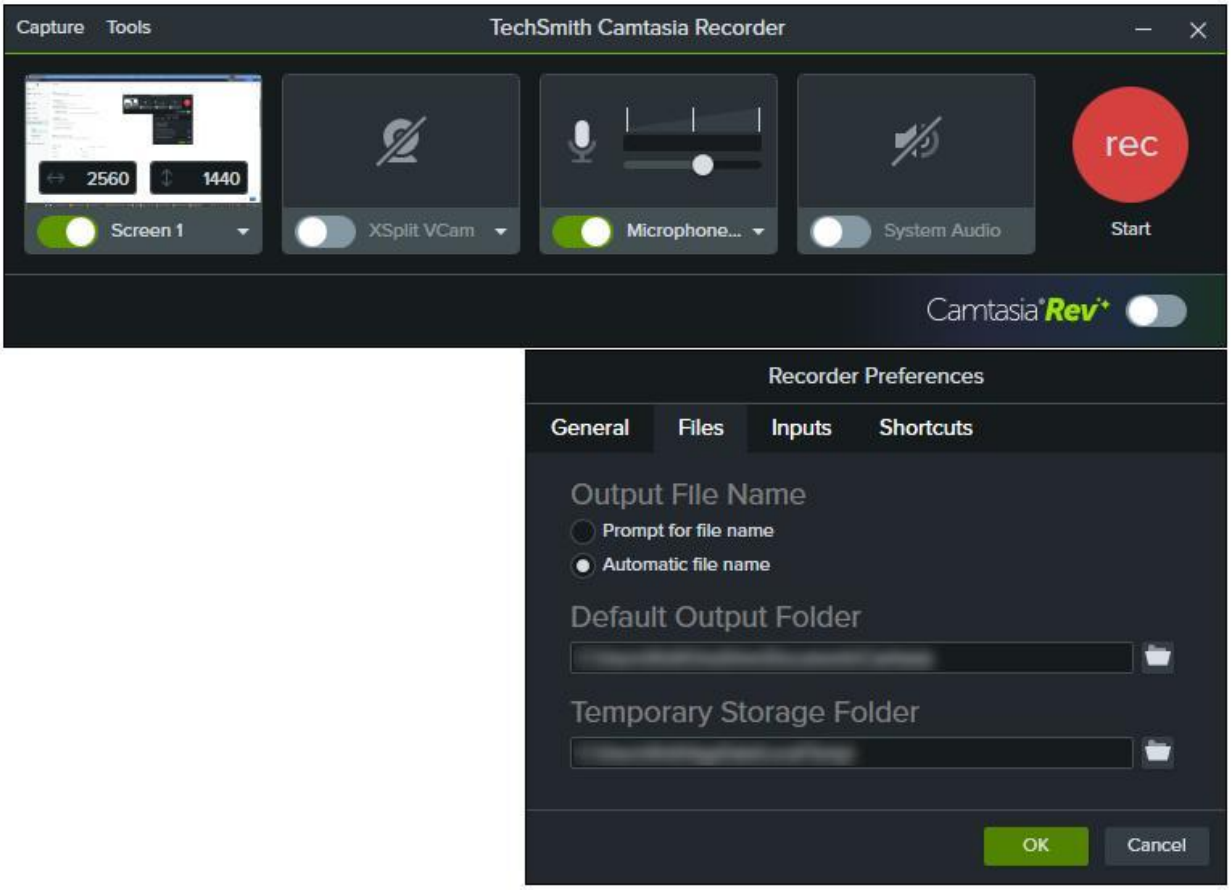

به خاطر قطع بودن اینترنت شما، پخش با خطا مواجه شد. اتصال اینترنت را بررسی و دوباره تلاش کنید.
Sign In
Share
Scale
Opacity
100%
TechSmith Video Review
@RaveshTadris

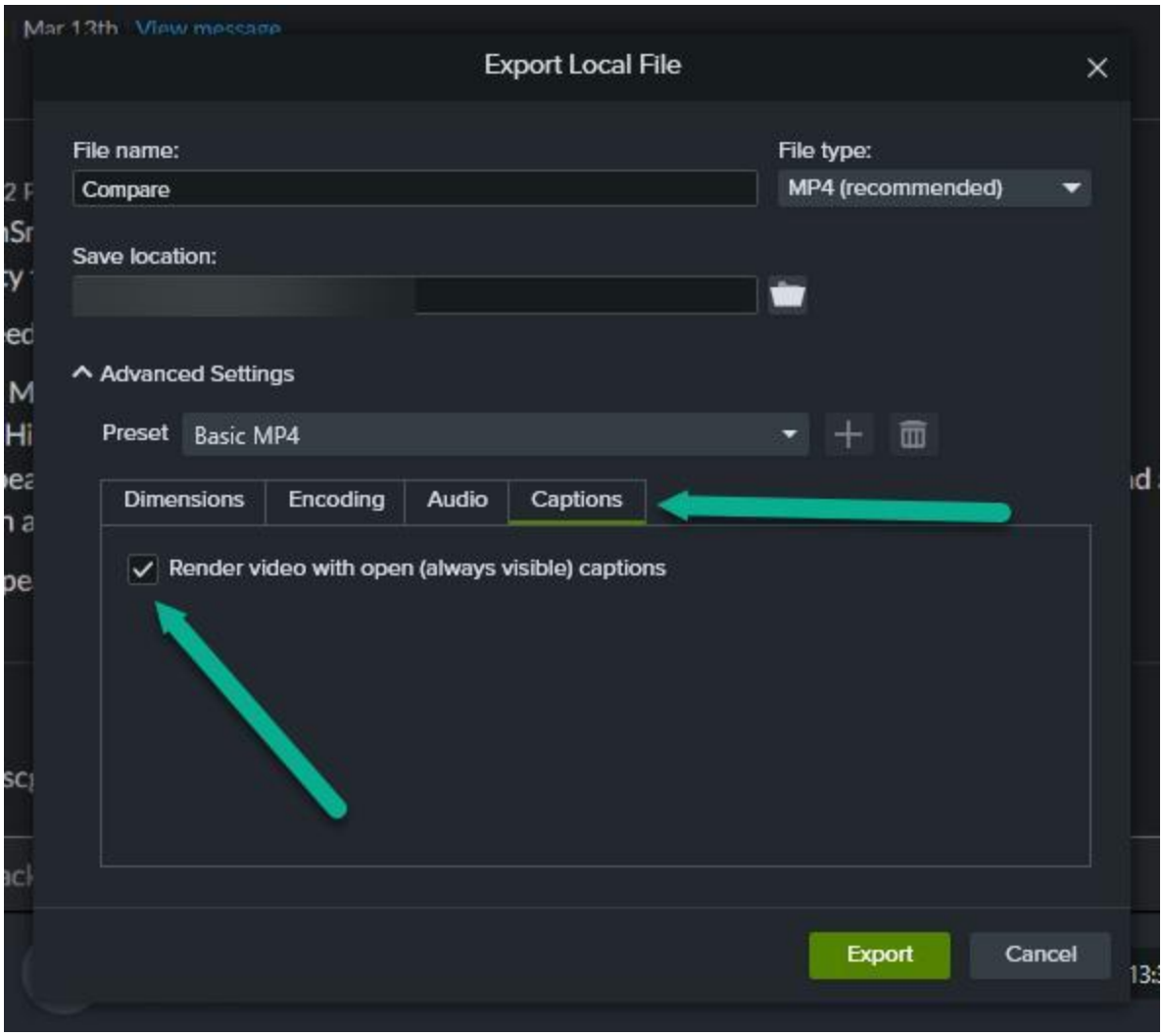

Export
Local file...
Export as MP4, GIF, or M4A
Screencast
Camtasia's preferred sharing destination for reviewing and collaborating
YouTube
Batch Export


Export Local File
File name:
Untitled Project
File type:
MP4 (recommended)
Save location:
Advanced Settings
Preset
Basic MP4
Dimensions
Encoding
Audio
Current Project Dimensions
Current Project Dimensions
720p HD (1280x720)
1080p HD (1920x1080)
2160p 4K (3840x2160)
9:16 Vertical (1080x1920)
4:5 Portrait (1080x1350)
1:1 Square (1080x1080)
Custom
You can choose either current project dimensions (which is the canvas dimensions from the last steps) or you can choose the dimensions yourself (in this case, we're using 1920x1080 as our project dimensions)
Export
Cancel


File
Edit
Modify
View
Export
Help
TechSmith Camtasia
Record
25%
Media
Library
Favorites
Annotations
Transitions
Media Bin
Your Media Bin is empty.
Screen recordings and imported
media will show up here.
Import Media...


Export Local File
File name:
Product Ad-January
File type:
MP4 (recommended)
Save location:
C:\Users\r.clark\Documents\Camtasia
Advanced Settings
Preset
Basic MP4
Basic MP4
Basic GIF
Basic M4A
Basic MP4 with Smart Player
High Quality MP4
Social Shorts
TikTok Video
Custom
Export
Cancel


Capture
Tools
TechSmith Camtasia Recorder
2560
1440
Screen 1
XSplit VCam
Microphone...
System Audio
rec
Start
Camtasia Rev
Recorder Preferences
General
Files
Inputs
Shortcuts
Output File Name
Prompt for file name
Automatic file name
Default Output Folder
Temporary Storage Folder
OK
Cancel


Mar 12th View message
Export Local File
File name:
Compare
File type:
MP4 (recommended)
Save location:
Advanced Settings
Preset
Basic MP4
Dimensions
Encoding
Audio
Captions
Render video with open (always visible) captions
Export
Cancel