

Recording Your Presentation

Virtual Format

We're incredibly excited to have you be a part of the event! We've composed this document to act as a guide to make the most of your presentation recording session.

Note About Your Slide Deck

Limit content on screen to “NEED TO KNOW”. There is an opportunity to cut any “NICE TO KNOW” content to narrow the learners focus to the most important takeaway from that slide. Consider making any “NICE TO KNOW” content into an additional resource.

Limit animations in your presentation, if you do have any animations please note that audio WILL NOT RECORD OR PLAY while animations are happening.

Recording Your Presentation

In order to have a smooth virtual meeting, we ask that you record your presentation with audio prior to the event and **submit no later than the specified DUE DATE.** This will help to minimize technical difficulties and allow you to focus on the questions being asked from participants. Use the following guide to record your presentation.

System and Browser Requirements

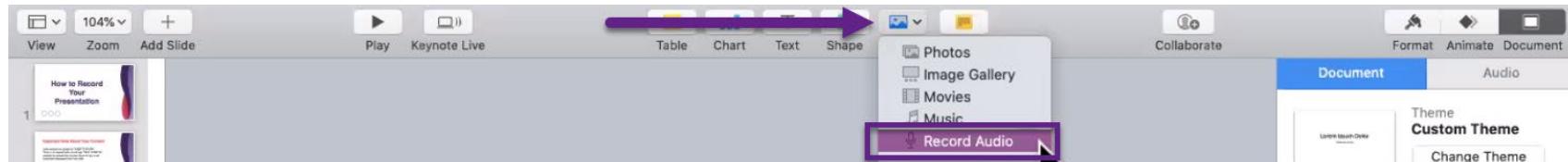
- Modern laptop or desktop with MacOS Sierra, High Sierra, or Mojave
- Use the latest version of Keynote. **DO NOT USE older versions of Keynote – the file output is not compatible with newer systems and it is not supported.**
- Acceptable browsers: SAFARI and FIREFOX

What Do You Need?

- Completed slide deck
- Quiet/disruption-free environment
- Background should be solid backdrop or limited movement (ie don't record with your back to a door or window)
- Silenced cell phone
- USB or plug in microphone (preferably headset)

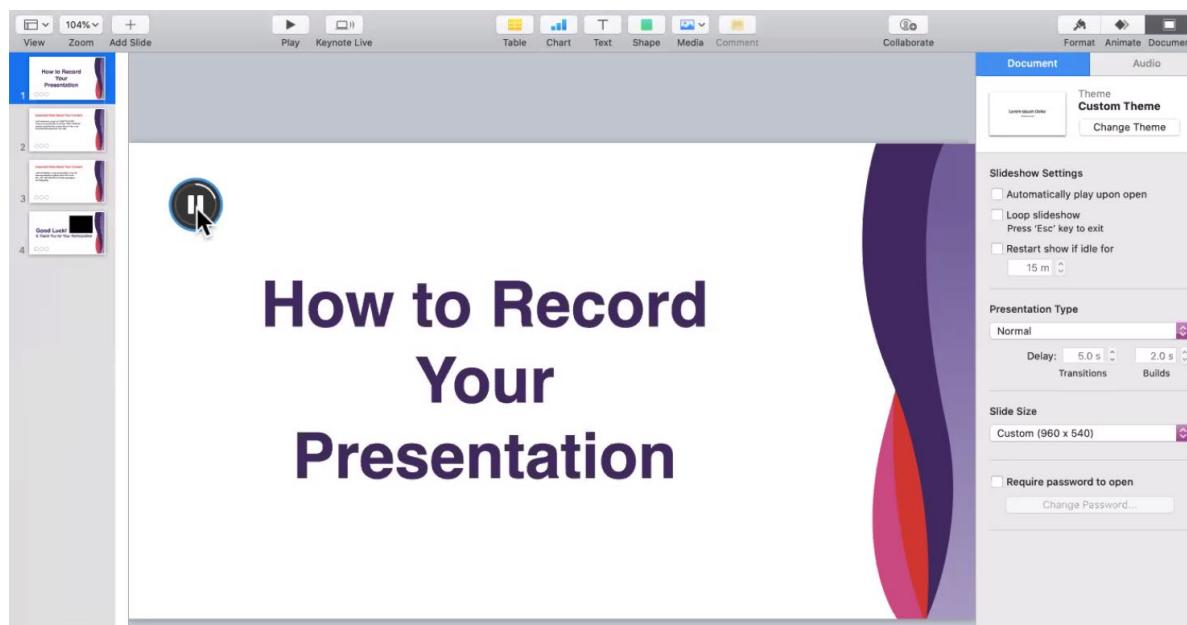
How do I record my keynote presentation?

We highly suggest recording your audio, slide-by-slide. Open your Keynote presentation and click on the **Media** tab at the top of the presentation. Select **Record Audio** from the drop-down.



To begin recording, click ; to stop recording, click .

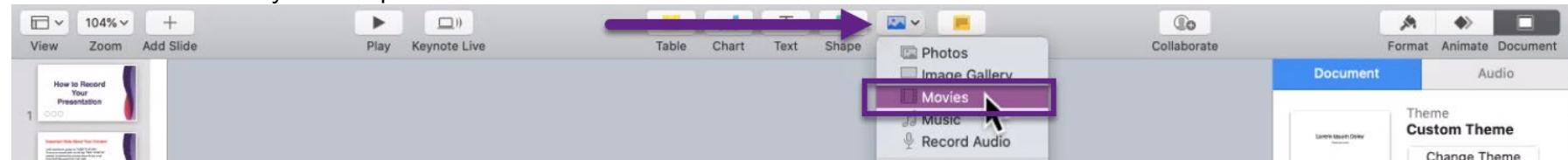
Preview your audio by selecting the audio on screen.



To delete recording on slide, select the on-screen audio icon and delete.

Inserting Video

If you have a video you need to embed in your presentation, click on the **Media** tab at the top of the presentation. Choose **Movies** and select the movie from your computer.

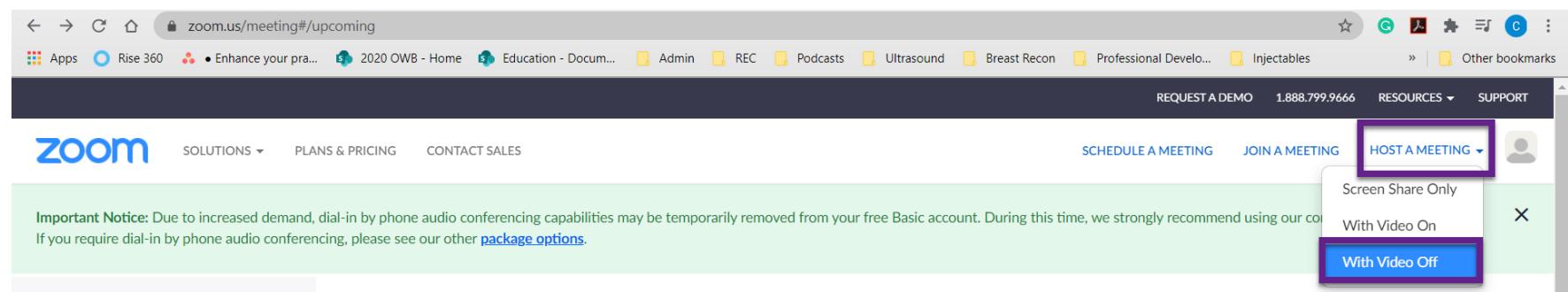


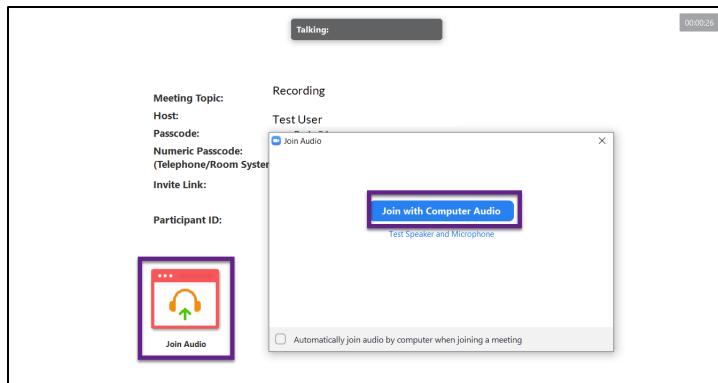
Please note: In the final file that is sent, audio will play on slide and then video will play.

If there is a video that you would like to narrate follow the Narrating Video in Zoom instructions below otherwise your audio will play and then your video will play.

Narrating Video in Zoom

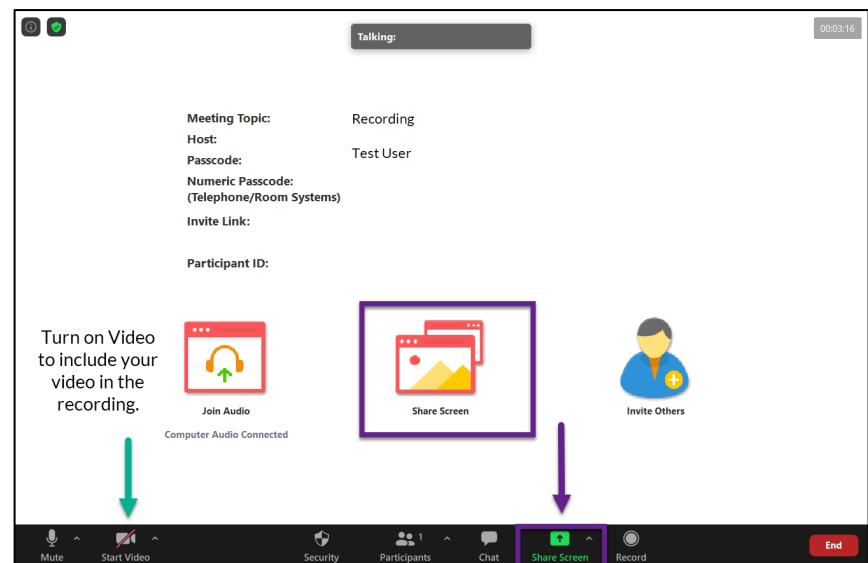
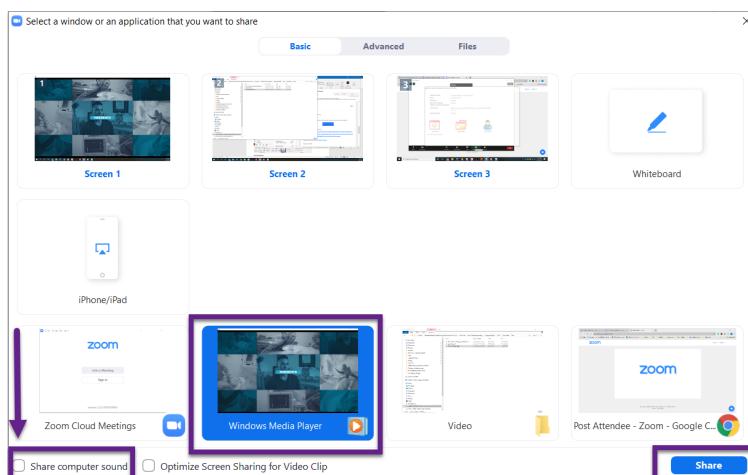
Login to your Zoom account via [Zoom.us](https://zoom.us). Accounts are free to create; however you are limited on your time which is why we suggest recording directly in PowerPoint. Select the **Host a Meeting tab** and **With Video Off** from the drop-down menu.





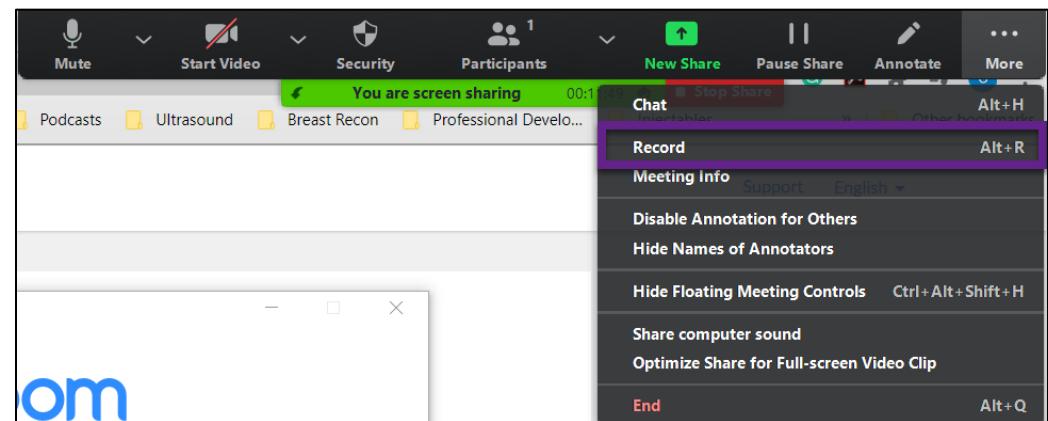
The zoom application will immediately start and you will see the Join Audio Box. Select **Join with Computer Audio** from this dialogue box or on the zoom meeting itself.

Select **Start Video** to include a video of yourself in the recording. Select **Share Screen** from the Zoom bar at the bottom of your Meeting Screen or on the Zoom meeting itself.

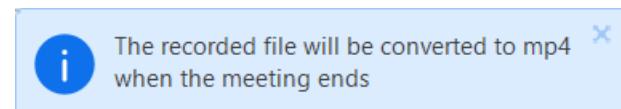
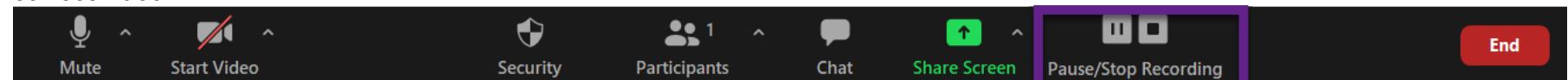


The Share Screen box will appear, you want to **choose the application your video is playing in**, rather than the screen it's playing on. **If you would like the end video to include the sound from the original video you must check the box in the bottom left corner Share Computer Sound.** If you do not want the audio to play and you would just like to speak while the video is playing do not check this box. Click the Share button in the right corner.

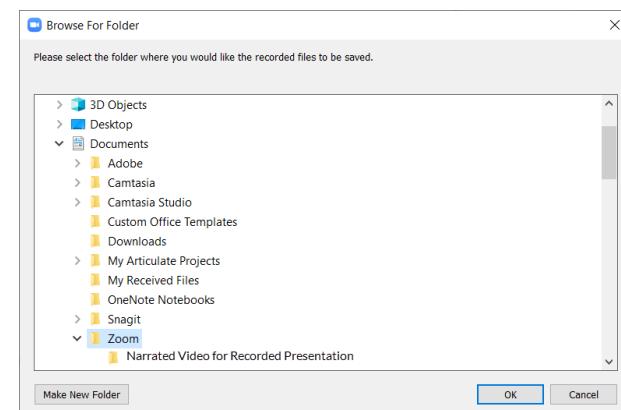
When you are ready to record, select **Record** from the **...More tab** on your zoom bar. Please note this is usually at the top of your screen.



Press play on your media player to play the video and record your narration. When you are finished select **Stop recording** from your Zoom bar. You can make multiple recordings, just be aware that all will save to the folder and you will have to determine which is the correct video.



A dialogue box will appear notifying you that the recorded file will be uploaded once the meeting ends. Select **End** from the Zoom bar to close your meeting.

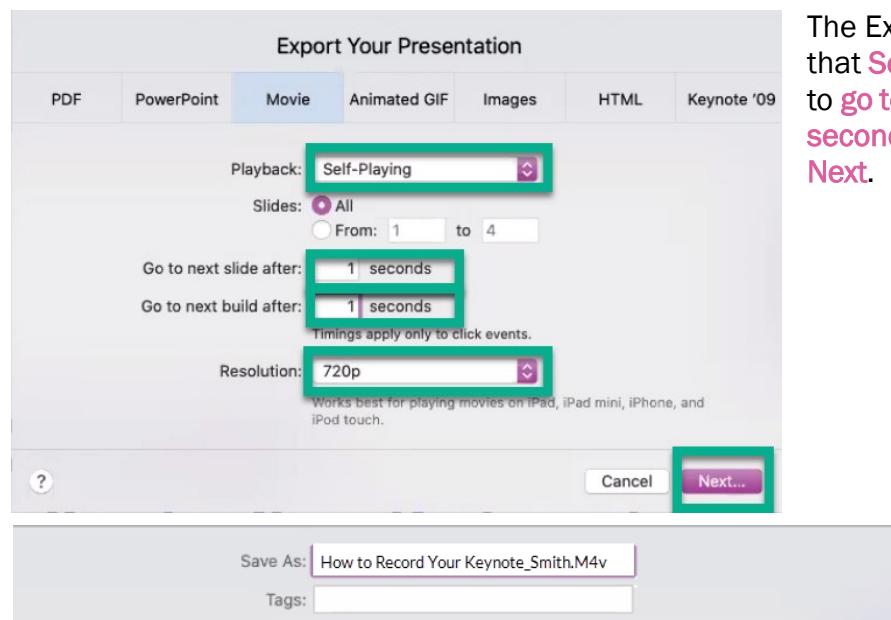
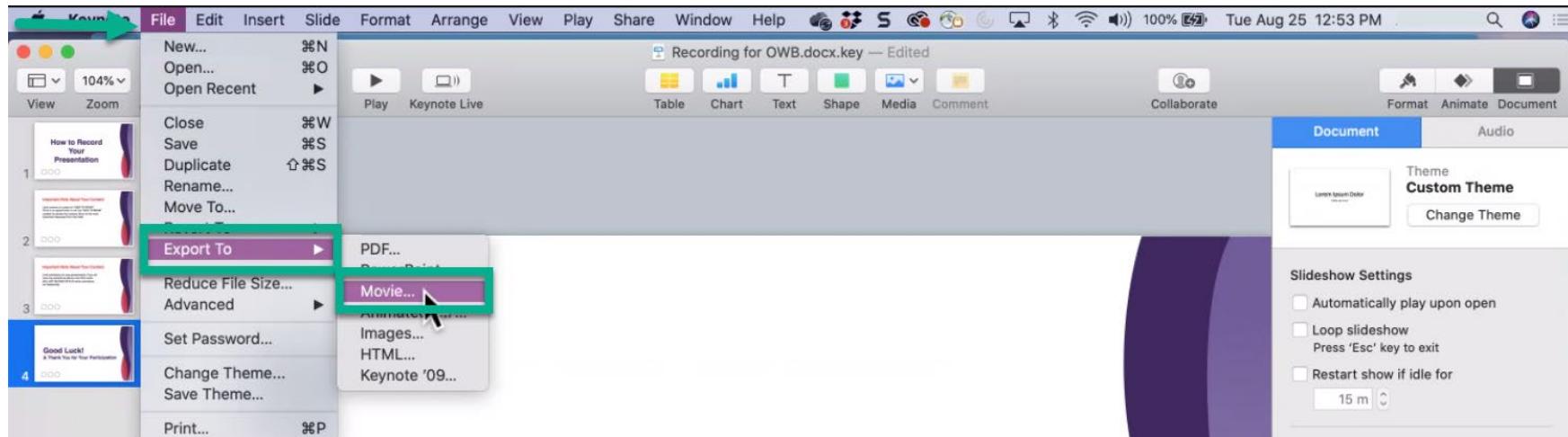


Select the folder where your recording will save to. Please note: it will automatically be saved under the zoom folder unless you choose another location. The file will save with the date at the beginning , so if you are unsure of where it has saved search for the recording date. Example 2020-08-25 on your computer.

Once you have your narrated video, you can follow the instructions in the section above, **Inserting Video**.

Saving your Keynote

When you have completed your slide narrations and inserted any video content and are ready to submit, save your presentation as you normally would. Click on the **File Tab** and select **Export to**. From the drop-down list select **Movie**.



The Export Your Presentation box will appear. For Playback make sure that **Self-playing** is selected. We suggest you change the timing of slides to **go to next slide after 5 seconds** and to **go to next build after 3 second**. Select **720p** from the resolution drop-down menu, then select **Next**.

The Save As box will appear follow this naming convention for your presentation <session title>_<lastname> example: **How to Record Your Presentation_Smith**