HOW TO RECORD YOUR POWERPOINT PRESENTATION / FOR MAC

BEFORE YOU START, SOME TIPS:

- Presentation must be in English.
- Avoid harsh lighting from any angles.
- Webcam should be positioned eye level.
- Turn off computer and mobile notifications and avoid background noise.
- Set up soft lighting to frame your face coming from the direction of the camera.
- Font in PowerPoint slides should be in 24 pt.
- Do not sit with back against a window.
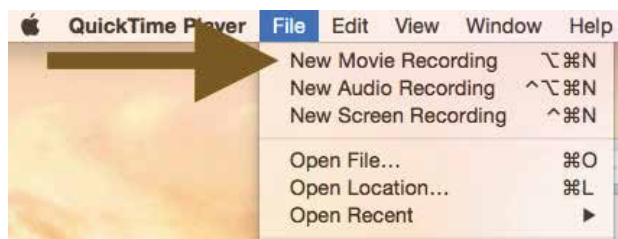- Professional attire is suggested.

STEP ONE: Check Your Microphone and Your Recording Setting

1. Click "System Preferences" on Dock.

2. Select "Sound".

3. Verify your device is shown under "Output" as "Headphone port" and "Input" as "Microphone port".

## STEP TWO: Set up to Record Your Narration on PowerPoint

1. Launch PowerPoint and go to the "Slide Show" tab. Keep this open so that this is ready in the background while you prepare to record through QuickTime.

2. Launch QuickTime player. It can be found in the applications folder.

3. Select File > New Movie Recording. You will see a camera window appear.

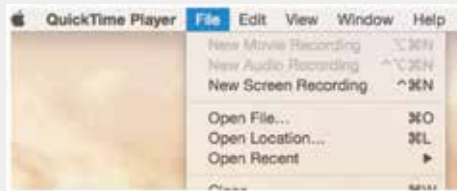**4.** Select View > Float on top so that your camera window will be on top of any other application anywhere on your screen. If you do not select this, your video may not record you.
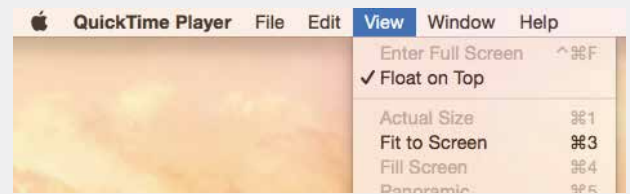
5. Now you can resize the camera window. You can move this camera view anywhere you want (left, right, top, bottom, etc).

6. Now, again, in QuickTime Player, select File > New Screen Recording.

You will see a second QuickTime window appear which looks like the screenshot to the right. This is the window you will use to record your whole screen (your PowerPoint slides plus your camera window)

7. Click the arrow next to the Record button to select your microphone. You are now ready to record your screen.

8. Click the Record button. You will see the below message. As you want to record your entire screen, click anywhere on your screen to start the actual recording. Now you are recording your screen and your camera view (e.g. your face).

Click to record the full screen. Drag to record part of the screen.
End recording by clicking the stop button in the menu bar.

9. Click back into PowerPoint, and on "Slide Show" tab, select "Play from Start" so that your presentation is ready. Don't worry that the recording has already started as we can trim the start of your video.
   – To advance slides during your recording, you can use the right arrow key on your key board, or click your mouse (left side), or click the space bar.
   – Please ensure you are recording your presentation from the first slide in your presentation.
PowerPoint will automatically stop recording when you click past the last slide in your presentation.

10. When you are done recording you may press the Command-Control-Esc keys. Again, don't worry that the recording carries on for a few seconds while you press the buttons to stop, we can trim the end of your video.

11. After you done, you may want to use QuickTime to trim the start and end of your talk yourself: go to QuickTime > Edit > Trim to remove the unwanted start and end of your video.

PowerPoint will not always automatically default to beginning of presentation on a Mac. Please ensure you are recording your presentation from the first slide in your presentation. PowerPoint will automatically stop recording when you click past the last slide in your presentation.

NOTES
• Please be aware when you are using the camera function during the PowerPoint presentation, there will be an area of the slide which will be covered by your presenting box. Please format slides so the presenting box is not covering material you wish to show.

Recording *WITHOUT* Webcam

1. In PowerPoint, open the finished presentation you would like to narrate.

2. Go to the "Slide Show" tab.

3. Select "Record Slideshow" and choose the "Recording from Beginning" option.
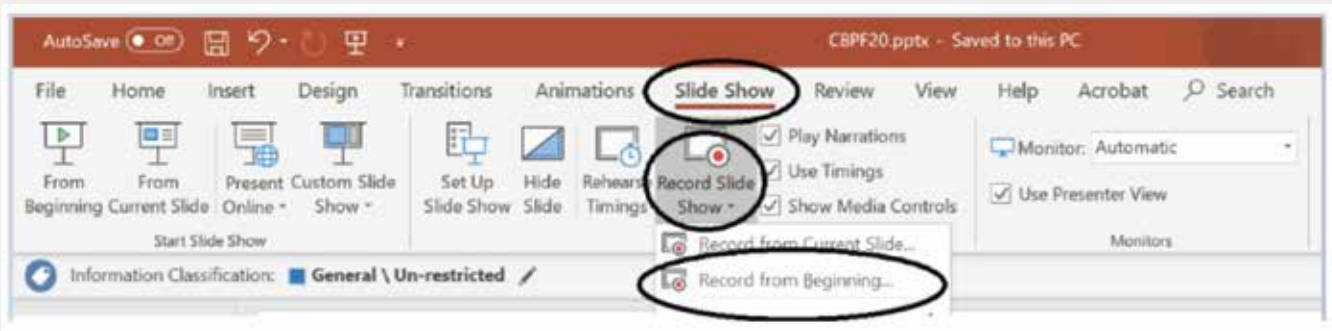
4. Once you select "Record from Beginning", the PowerPoint will automatically display presentation mode.

5. Only sound needs to be recorded, so please ensure your camera is turned off. You can turn off the camera at the bottom right of the record screen.

6. To begin audio recording, select the red "Record" button on the upper left-hand corner of screen. Start speaking and click through your slide deck. If you have a video, it will automatically play as you click through.


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NOTES

- The overall length of the PowerPoint recording should not be longer than the given time of your actual presentation timeslot and should be formatted by 16x9.
- Please introduce yourself at the start of your presentation and recording.
- PowerPoint does not record audio or video during transitions between slides, so don't speak while advancing the slide.
- If you want to use your PowerPoint "Notes" while speaking, print the notes out or have them open in another application - for example in a Word document. You will not be able to see the notes within the presentation because recording is done while your presentation is in full screen mode.
- To advance slides during your recording, instead of clicking on the arrow in the Recording toolbar, you can also use the right arrow key on your keyboard, or click your mouse (left side), or click the space bar.
- To stop recording the audio for a slide, instead of using the Esc keyboard button, you could also click on the close button (X) in the Recording toolbar, or right click the slide and choose "End Show".

STEP THREE: Saving the recorded PowerPoint Presentation

1. Once finished go to "File" and "Export".

2. Select a location and give your file your Company Name.

3. Select File Format MP4.

4. Select Quality "Internet Quality".
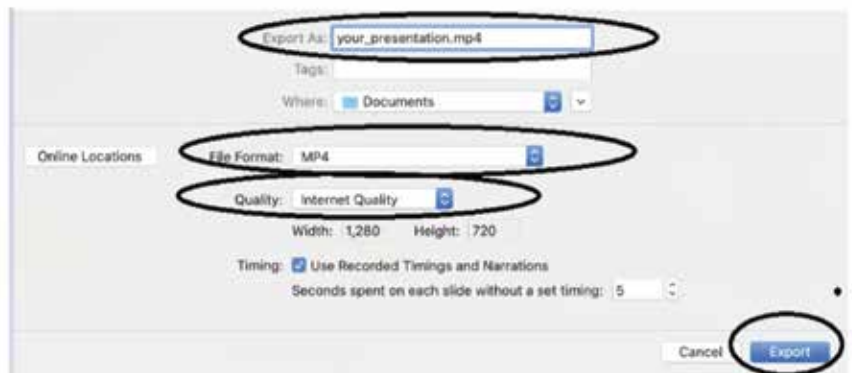
5. Select "Export".

NOTES
- Individual steps may vary slightly due to different PowerPoint versions.
- Video may take some time to save.
- Do not try to close PowerPoint until the file is saved completely.

STEP FOUR: Sending Your File to EBD

1. Go to https://filerequestpro.com/up/prs-upload

2. Please fill out the required information on the form.

3. Drag and Drop your file or click to choose your file at the bottom of the page.

4. Select "Send Files".