

How to record your presentation with PowerPoint (Mac)

General Guidelines:

- Presentations should be no longer than the given time of your actual presentation timeslot.
- Please save your file as an **mp4 video file** and review your final recording for length before uploading.
 - All videos files must be named using the following format (no spaces):
BTS_PRS_<your_company_name>.mp4
- Please introduce yourself at the start of your presentation and recording.
- If you are recording with webcam switched on, please have your camera window in the lower left or lower right corner of your screen.
- Upload your digital content onto the partneringONE[®] platform as soon as you have it available.

Tips & Tricks:

- You will get best audio results using a headset.
- Don't position your microphone directly in front of your mouth.
- Prepare notes, if possible.
- Switch off your computer and phone notifications and avoid background noise.
- Webcam should be positioned at eye level.
- Set up soft lighting to frame your face coming from the direction of the camera.

Check your microphone and your recording setting

- ✓ Click **'System Preferences'** on Dock.
- ✓ Select **'Sound'**.

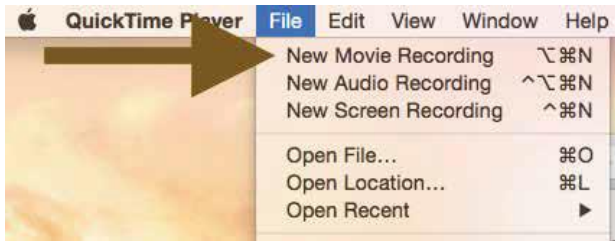


- ✓ Verify your device is shown under **'Output'** as **'Headphone port'** and **'Input'** as **'Microphone port'**.

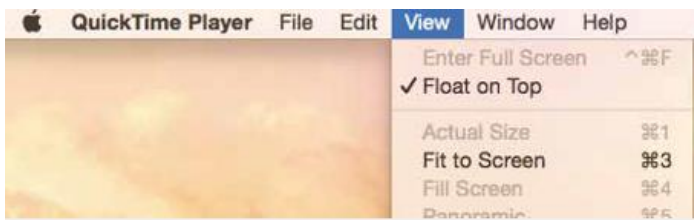


Recording WITH webcam

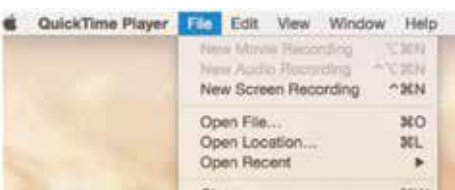
- ✓ Launch PowerPoint and go to the '**Slide Show**' tab. Keep this open so that this is ready in the background while you prepare to record through QuickTime.
- ✓ Launch QuickTime player. It can be found in the applications folder.
- ✓ Select '**File**' > '**New Movie Recording**'. You will see a camera window appear.



- ✓ 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.



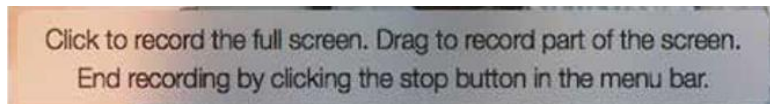
- ✓ Now you can resize the camera window. **Please move your camera window to the lower left or lower right corner.**
- ✓ Now, again, in QuickTime Player, select '**File**' > '**New Screen Recording**'.



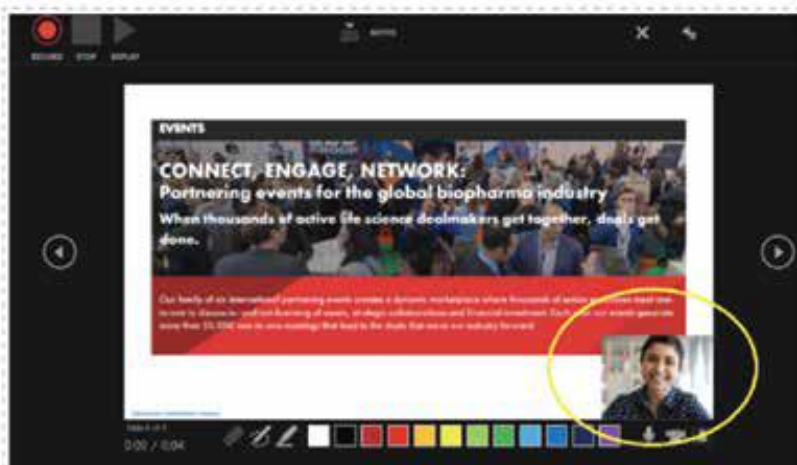
- ✓ You will see a second QuickTime window appear which looks like the screenshot below. This is the window you will use to record your whole screen (your PowerPoint slides plus your camera window).



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

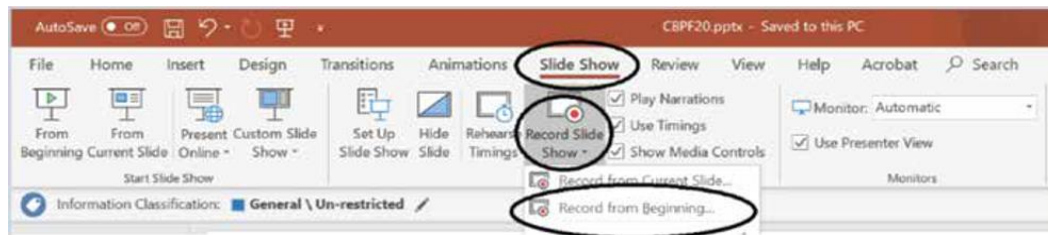


- ✓ Click back into PowerPoint, and on **'Slide Show'** tab, select **'Play from Start'** so that your presentation is ready.
- ✓ To advance slides during your recording, you can use the right arrow key on your keyboard, or click your mouse (left side), or click the space bar.
- ✓ When you are done recording you may press the **Command-Control-Esc** keys.
- ✓ After you are 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.
- Please note that 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.
- **Please format slides so the camera window is not covering material you wish to show.**



Recording WITHOUT webcam

- ✓ In PowerPoint, open the finished presentation you would like to narrate.
- ✓ Go to the '**Slide Show**' tab.
- ✓ Select "Record Slideshow" and choose the '**Recording from Beginning**' option.



- ✓ Once you select '**Record from Beginning**', the PowerPoint will automatically display presentation mode.
- ✓ 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.

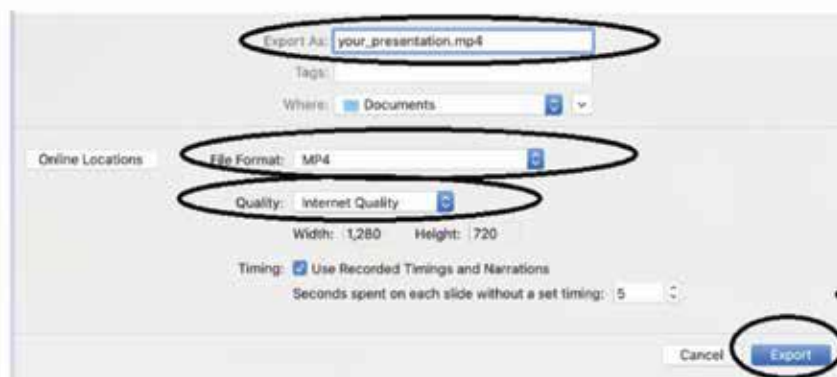


- ✓ To begin audio recording, select the red '**Record**' button on the upper left-hand corner of screen. Start speaking and click through your slide deck. If you have a video, it will automatically play as you click through.



Saving the recorded PowerPoint Presentation

- ✓ Once finished go to 'File' and 'Export'.
- ✓ Select a location and give your file your Company Name.
- ✓ Select File Format **MP4**.
- ✓ Select Quality '**Internet Quality**'.
- ✓ Select '**Export**'.



- ✓ Video might take some time to save, do not try to close PowerPoint until the file is saved completely.
- ✓ Upload your digital content onto the partneringONE[®] platform as soon as you have it available.