

## RECORDED PRESENTATION SUBMISSION INSTRUCTIONS

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*Submit a video recording of your slide presentation narrated with your audio.*

- Deadline: **COB Monday, April 6, 2020**
- Technical requirements: submit a video recording of your slide presentation as a MP4 file.
- Name the file an abbreviated version of your presentation title
- How to record your video:
  - Record your presentation on your computer
  - Or use a web conferencing platform to record your presentation

### **Technical Suggestions to Get Started:**

- Create your presentation content slides as you would normally in PowerPoint. You hopefully already have these completed. **Please include a Title Slide.**
- Open slides in full screen mode. For example, if using Microsoft PowerPoint, give your presentation in “Slide Show” mode.

### **Audio tips:**

- Use a microphone and test audio before recording. A wired headset will generally produce the best quality audio and pickup less ambient noise.
- Record presentation from a quiet location.
- Begin your presentation on your content slides. A brief pause in between slide transitions may be needed with some recording applications below.

### **Recording suggestions:**

- PowerPoint or Keynote - use PowerPoint or Keynote to record your presentation and export a MP4 file.
  - PowerPoint (Windows, Mac): [Instructions](#) | [How-to-Video](#) | Or See Instructions Beginning on the Following Page
- Record your own - Webinar services
  - Zoom - (Windows, Mac): [Instructions](#) | [How-to-Video](#)
    - Payment required for videos longer than 40 minutes.
  - GoToMeeting - \$19/month (Windows, Mac): [Download](#) | [How-to-Video](#)
  - Skype for Business – (Windows, Mac): [Instructions](#)
  - Teams – (Windows, Mac): [Instructions](#)

### **Save and Review:**

- Make sure your presentation video is saved as a MP4 file
- Playback MP4 file prior to submitting
- Upload Your Video

## Step by Step Instructions Using PowerPoint to Record Presentation

See Full [Recording Instructions Here](#) and [Video Download Instructions Here](#)

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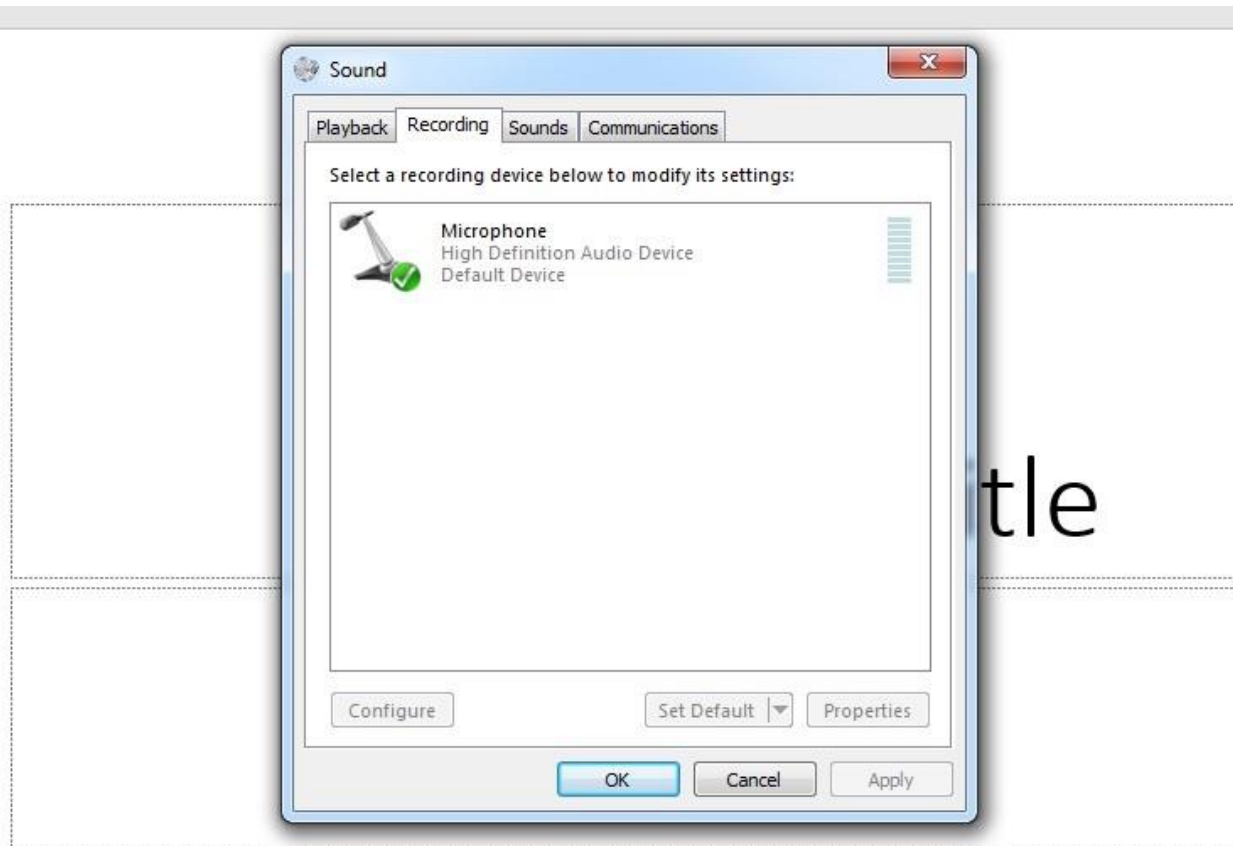
### Record Narration for PowerPoint (Tutorial Steps)

Now let's walk (step-by-step) through how to set up for proper audio recording, professionally record your narration, and add it to your PowerPoint slides:

#### Step 1. Setup Your Microphone

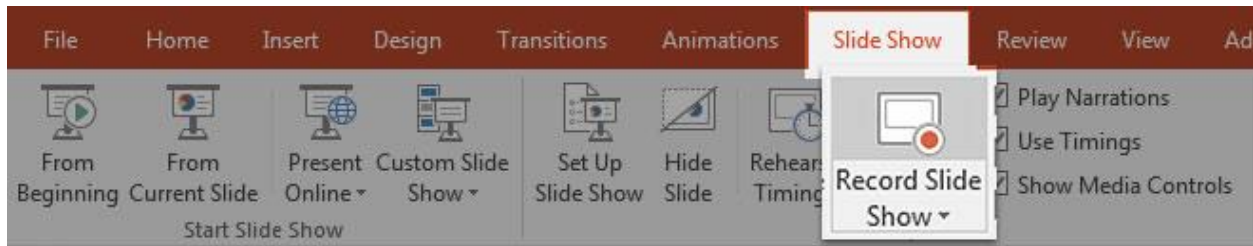
Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.

You can't change which device to record from or set volume levels for the microphone inside of PowerPoint, so make sure that it's ready for recording before you dive into PowerPoint.



#### Step 2. Press Record in PowerPoint

To record narrations in PowerPoint, start off by finding the **Slide Show** tab on PowerPoint's ribbon. Click on the Slide Show tab to change the available options.



On the **Slide Show** tab, choose **Record Slide Show** to launch the recording options. Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation.

Now, find the **Record Slide Show** button and click on it. A new window will pop up with two options to set before you start recording:

1. **Slide and animation timings.** Leave this option checked if you want to setup the timings for your slides. Basically, this option allows you to sync up your narration with slides. I recommend leaving it on.
2. **Narrations, ink, and laser pointer.** Definitely leave this option checked to record audio narrations, even if you don't plan to use ink or the pointer to add illustrations.



Leave both of these options checked to record audio narrations and synchronize slide change timings. Make sure you're ready before you press **Start Recording**. As soon as you click on it, PowerPoint will begin to record your screen and audio.

### Step 3. Start Recording Your Narration

Once you Start Recording, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone.

In the upper left corner of the window, you'll see a **Recording** window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.

You can use the arrow keys on your keyboard to switch between slides while recording. Use the **right arrow** to jump to the next slide, or the **left arrow** to move to the previous PowerPoint slide.

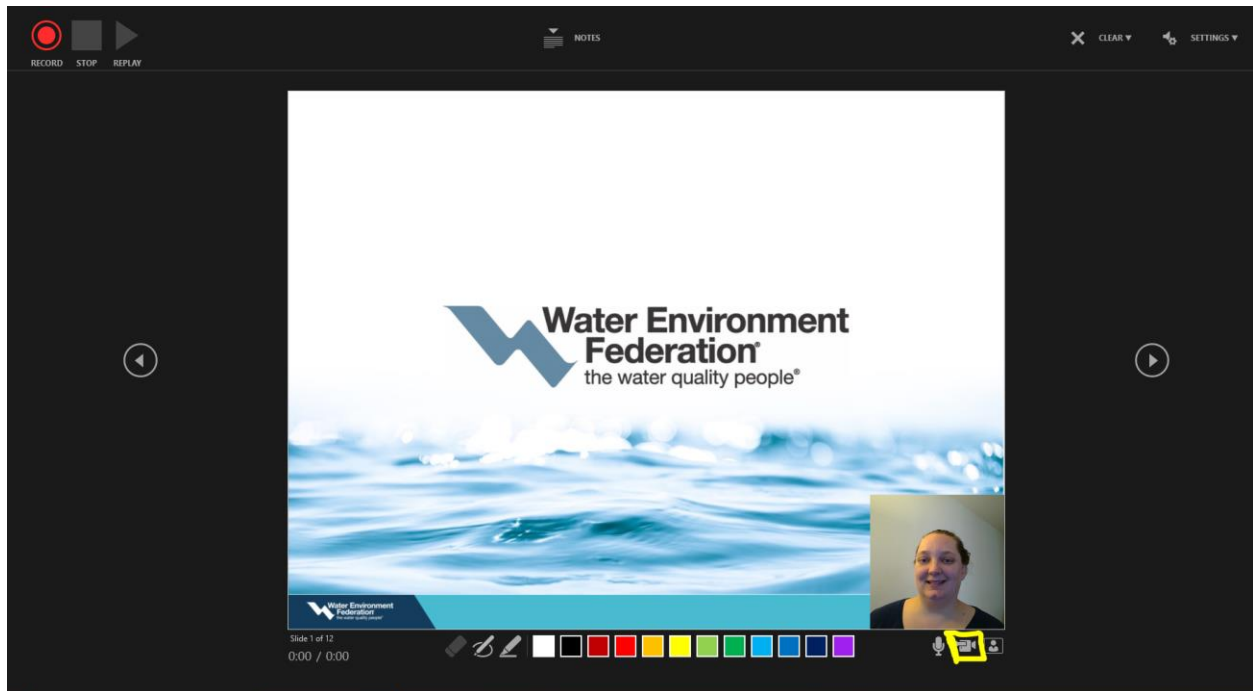


While recording, you'll see a window with the runtime of your current recording.

**Note:** We're using the popular [Simplicity PowerPoint template](#) from GraphicRiver. Find more [professional PowerPoint templates](#) with great designs.

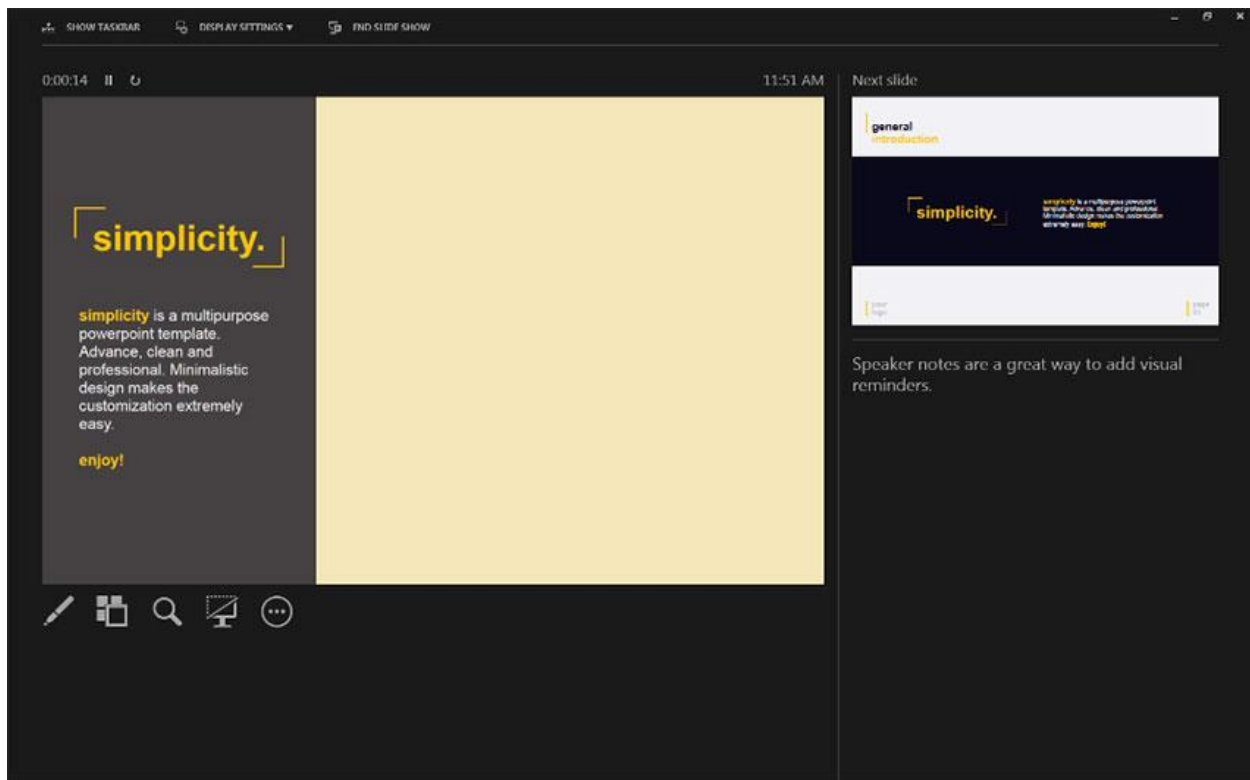
Basically, PowerPoint is recording exactly what's on your screen along with the audio you speak into your microphone.

In some cases, PowerPoint will include a small video in the right corner of your face. You can turn that on or off by clicking on the video camera icon at the bottom. If you'd like to include your face while presenting, that is fine. The graphic below shows what it looks like in the case you have two screens.



When you're finished, click on the **X** button in the upper right corner of the Recording window to complete the audio recording.

It's ideal if you have a dual monitor setup and you can use **Presenter View**, which puts a preview of your next slide with your speaking notes on a second screen. Turn on Presenter View on the **Slideshow** tab by checking **Use Presenter View**.



It's great to have Presenter View on a second screen while you're recording your narrations. You can use this to show your Speaker Notes and a preview of the next slide to keep you on pace.

#### Step 4. Reset Presentation Timings as Needed

Let's say that you had the perfect audio take, but the timings of your slide changes were off by a bit. That's no problem; we can readily restart the process of setting your slide timings.

To do that, make sure that you're on the **Slide Show** tab and click on **Rehearse Timings**. Your presentation will go into full screen mode and you can use the **arrow keys** to change slides to set new timings.



Choose

Rehearse Timings to re-do the timing of your slide changes as needed.

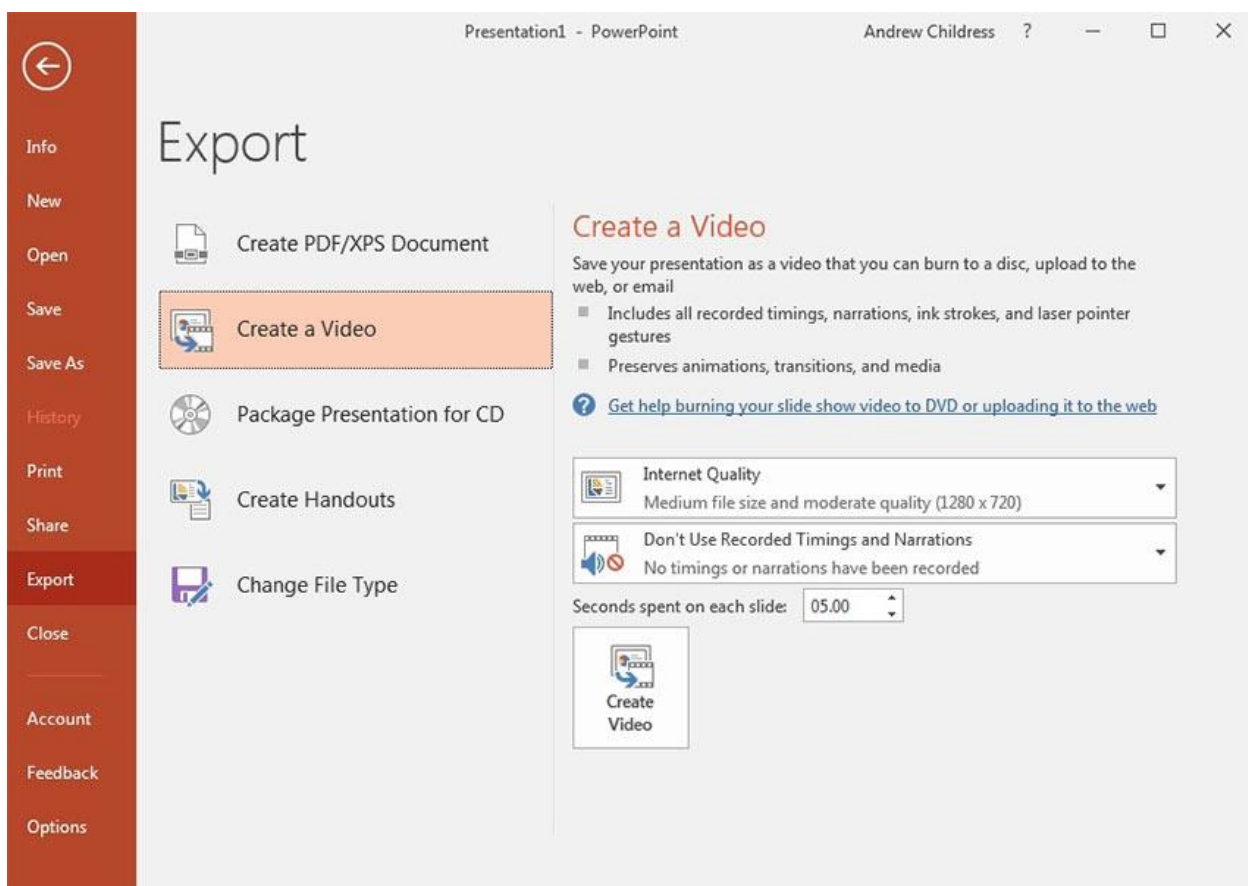
Now that you're finished, you can send your presentation onto a viewer with your narration embedded. When they play the presentation, your record narration will play with it, on the timings you've setup while rehearsing.

## Step 5. How to Export Your PowerPoint to Video

Start off by opening your PowerPoint presentation. Exporting a PowerPoint presentation to a video file should be the last step of your process. This is because you'll need to convert the PowerPoint presentation to video each time you make changes.

As I mentioned earlier, PowerPoint will export animations and transitions when you export the file as a video.

To begin the export, go to the **File > Export > Create a Video** menu option.



Go to **File > Export > Create a Video** to choose the export settings for your PowerPoint presentation video.

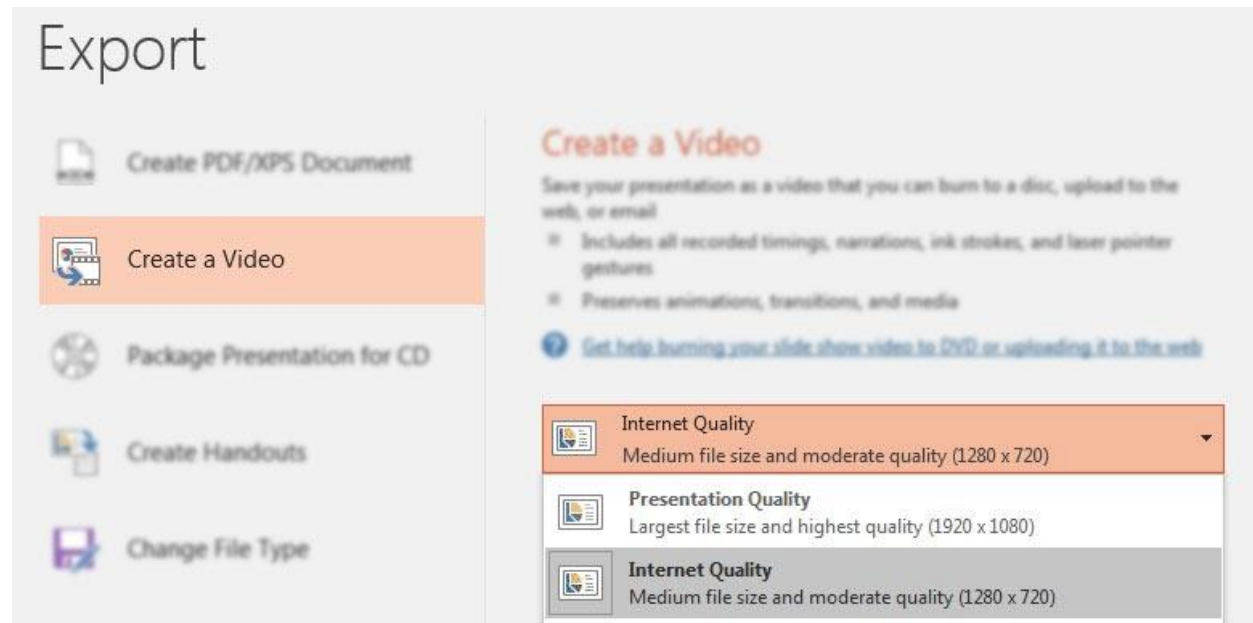
From this menu, there are several key settings to choose before you export your finished video. The dropdown boxes on the right side control the **quality** and **timing** of your presentation.

Here are the key choices you'll need to make before converting your PowerPoint to video:

1. Set PowerPoint Video Quality

Choose a quality setting from the dropdown to find the sweet spot between file size and video quality.

The better the quality setting you choose, the larger the finished file will be. If you're going to upload the video online to a service like YouTube, it's fine to export at the highest quality and let them handle the compression.



Choose a quality setting from the dropdown based on where you're exporting or sharing the finished video file.

If you're sharing this video with a colleague via email or posting it on your own server, a smaller file size might be the right choice. Here are my recommendations for when to use each of the settings:

- **Presentation Quality.** When keeping the file size small is no object, use Presentation Quality. It will render a video that looks extremely close to your original presentation alongside a large file.
- **Internet Quality.** This is ideal if you want to upload quickly to a social service like Facebook or Twitter. Using Internet Quality is a good middle ground between file size and clarity.
- **Low Quality.** This is the right choice when you're trying to save space, such as when you'll attach a video to an email.

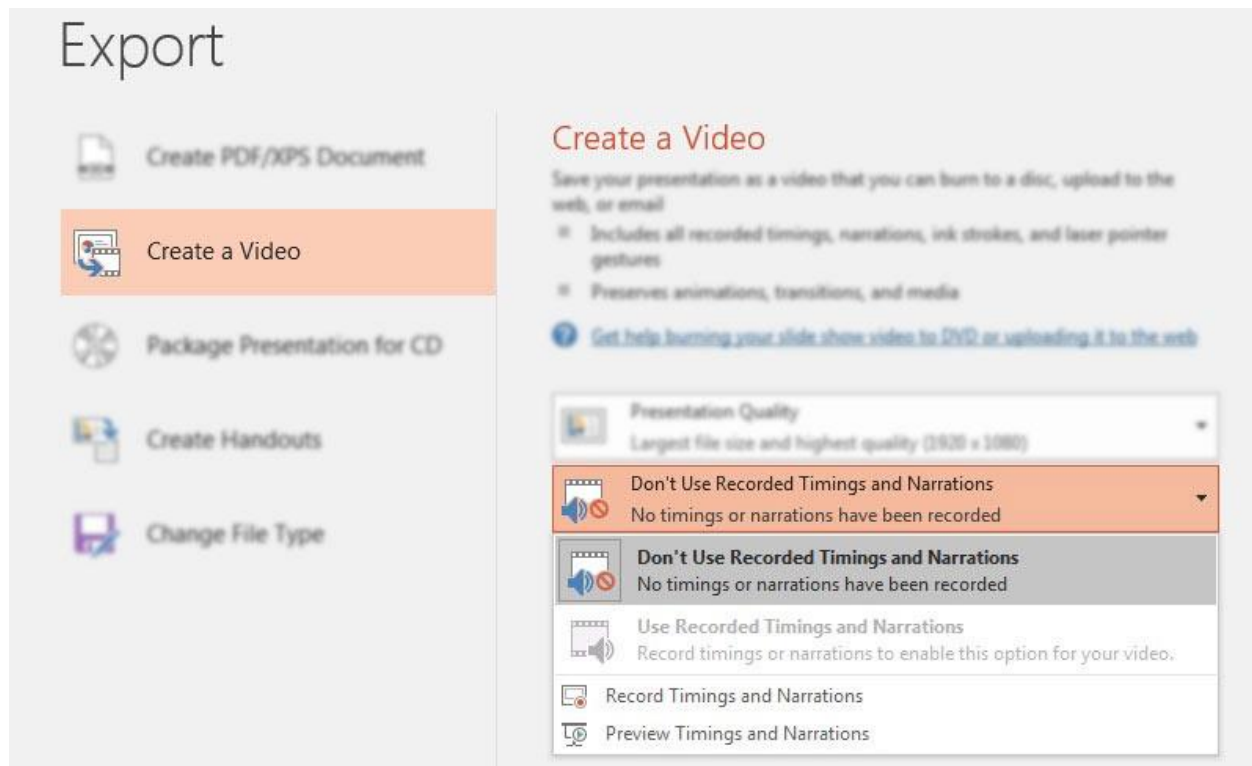
Choose a quality setting from the dropdown option to make your selection.

## 2. Control PowerPoint Slide Timings

Now, you need to set **timings**, the runtime for each slide in your video. There are two options for timings on the dropdown menu:

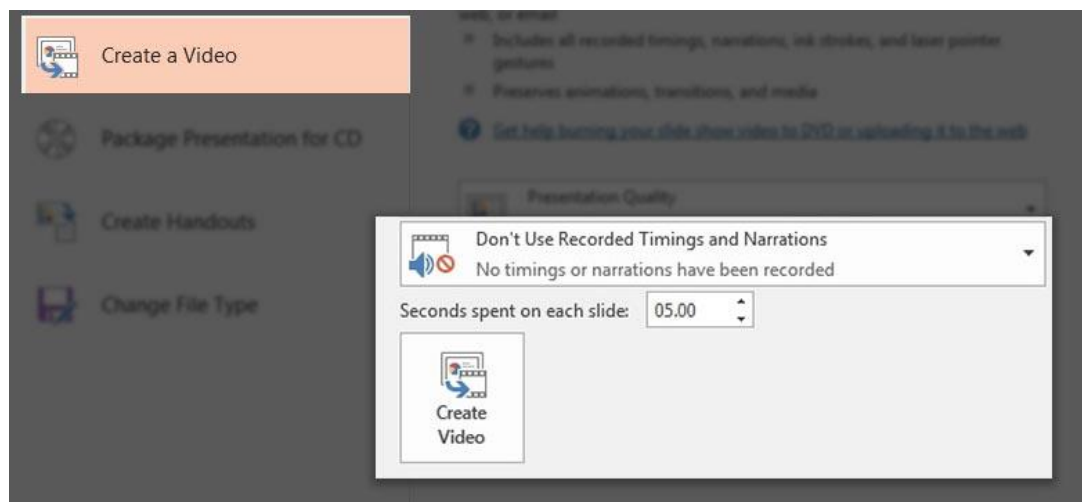


1. **Don't use Recorded Timings and Narrations.** Simply set a length of time for each slide to show in the video, such as 5 seconds each.
2. **Use Recorded Timings and Narrations.** Setup specific lengths of time for each slide to show, and optionally record narrations for the video version.



Choose to either use specific timings or set a length for every slide to stay on screen. Basically, these two options let you choose between setting specific timings or using the same runtime for each slide.

For this example, let's leave the option set to **Don't Use Recorded Timings and Narrations.**

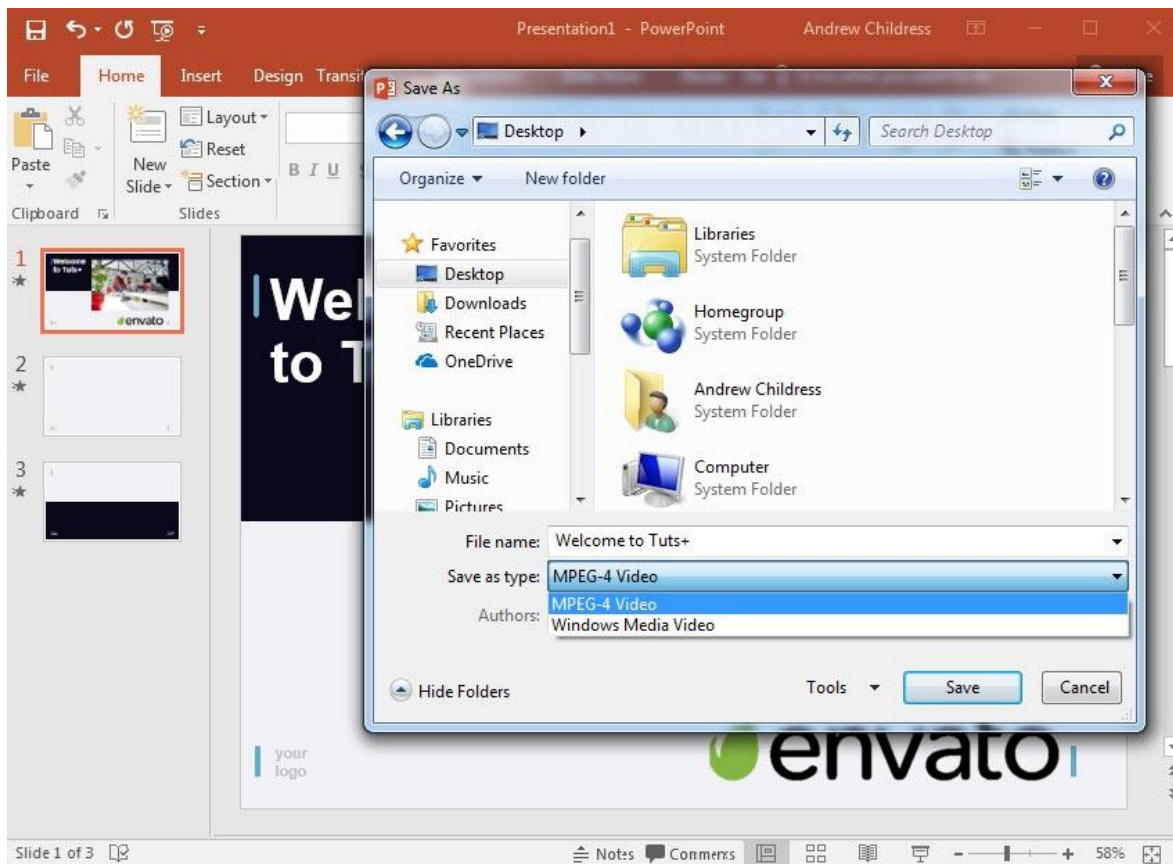


If you aren't using recorded timings, you'll need to set a **Seconds spent on each slide**, which is the runtime for each slide in the video version of your presentation.

When you choose this option, you'll need to set the **Seconds spent on each slide** option. This is how long each slide will show in the video version. The default is 5 seconds as you can see in the screenshot above.

### 3. Create Your PowerPoint Video

Finally, click on **Create Video**. PowerPoint will open up a **Save As** window, and you'll need to set a folder and filename for your finished video.



Set a folder and filename to save your finished video, as well as a video format.

You can also choose between an MPEG-4 video (.MP4 file) or Windows Media Video (.WMV) file when exporting, so choose the appropriate format if your device has any limitations. I typically leave this set to MP4.