PRESENTATION RECORDING GUIDELINES

CPHA is offering three (3) options for recording your presentation. **All Presentations must be saved as an MP4 file.**

- **Zoom:** Record audio and video synced with your presentation file in Zoom
- **Microsoft PowerPoint:** Record audio to your presentation in Microsoft PowerPoint (no video)
- **Keynote:** Record audio to your presentation in Keynote (no video)

Recording Tips

Creating good quality audio is all in the details. Follow the steps below to ensure your audio is clear.
- Use as quiet an area as possible.
- Avoid areas that have echo. Small rooms with sound dampening fabrics such as carpeting, curtains, and furniture are best.
- Use a good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". If possible, avoid using default built-in microphone on computer.
- Do a test recording of a couple of minutes and review the sound and picture quality.

Zoom:
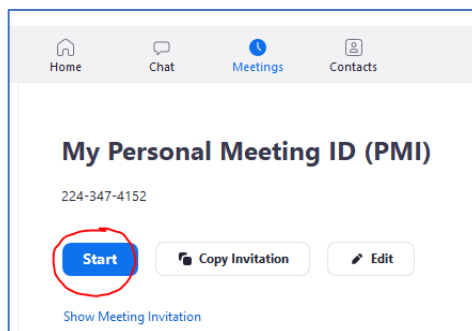## Record Audio and Video Synced with your Slide Presentation

Prepare
1. If required, install Zoom on your computer or device http://zoom.us/download.
   Sign up free to create an account or **Sign In** for existing account users.

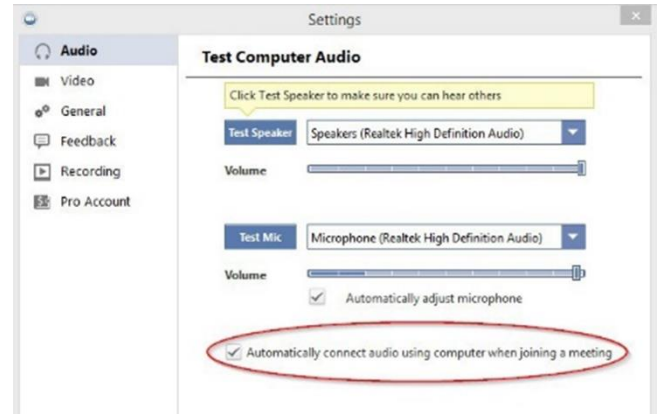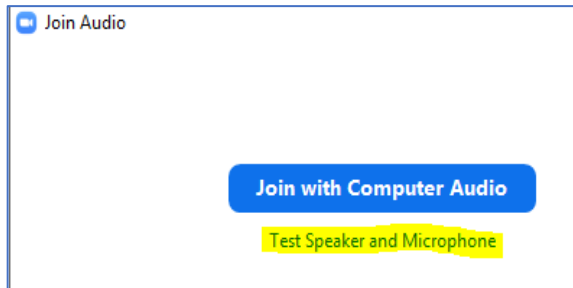2. From the Zoom home screen, click **Meetings** in the top navigation menu.
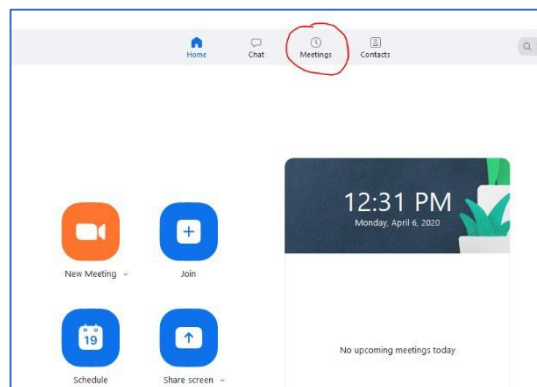
3. In your **Personal Meeting** window, click **Start.**

4. **Join Audio** by either using a microphone or headset through your computer.
   Test the audio by selecting **Test Speaker and Microphone**, and follow the instructions on the screen.

PRESENTATION RECORDING GUIDELINES

Recording

5. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should the menu bar below.
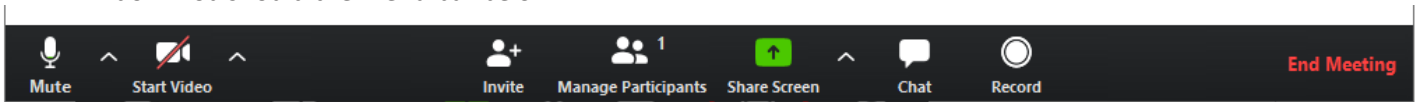

6. Before you start your recording, select **Share Screen** (Alt + S) to view your presentation file. Once your screen is shared, the menu will move to the top of your screen.

   In the top right corner, select **More** and **Record**.
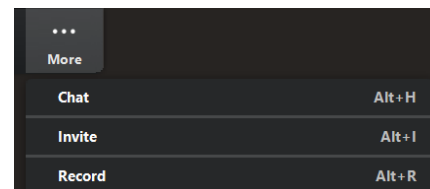
7. To capture yourself on video while speaking, click the **Start Video** button.

8. You can pause or stop your recording at any point during the presentation.
   End Meeting will also stop the recording.

9. After your recording is complete, your recording will be converted. To review your record
   - Select **Meetings** at the top of the Zoom window.
   - Select **Recorded** and click **Open**. This will open the folder where the recording is saved.
   - By default, the recordings (MP4 format) are saved in your **Documents** folder in a sub-folder called Zoom.
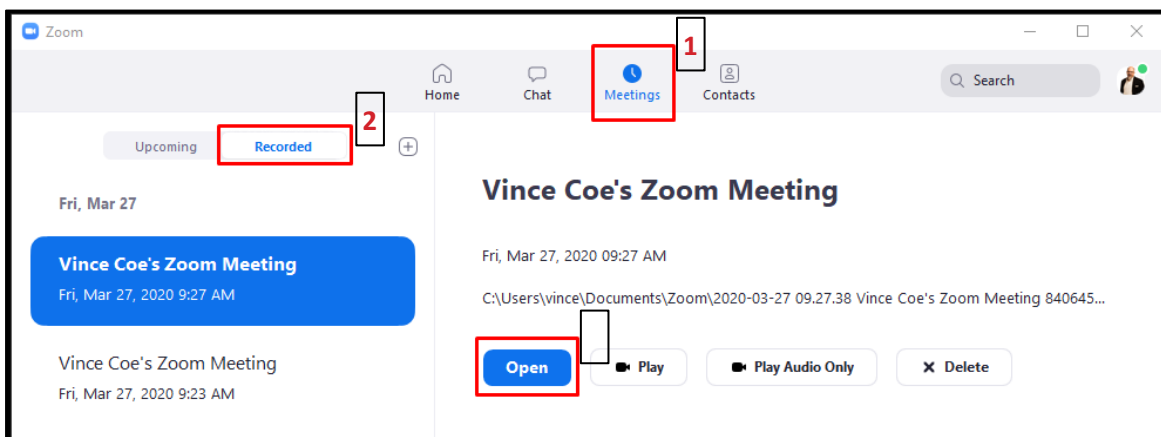
PRESENTATION RECORDING GUIDELINES

Microsoft PowerPoint
Record audio to your presentation in Microsoft PowerPoint (no video)

Prepare

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.
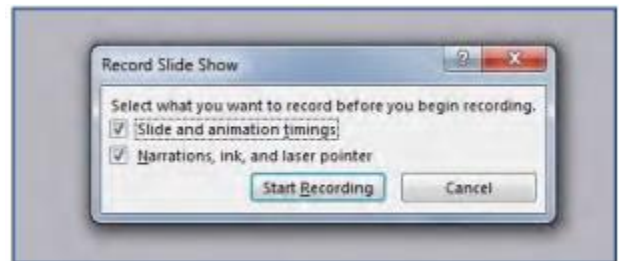
Record

2. 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.
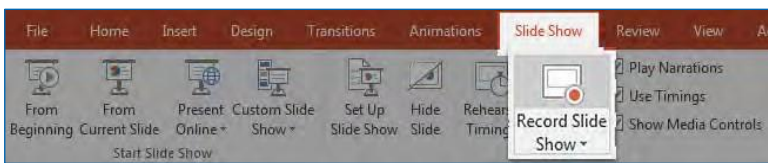
3. Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation. Click **Record Slide Show** and a new window will pop up with two options to set before you start recording:

   - Slide and animation timings: Leave this option checked if you want to setup the timings for your slides. This option allows you to sync up your narration with slides. Recommendation is to leave this on.
   - Narrations, ink, and laser pointer: 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 options checked to record audio narrations and synchronize slide change timings.

4. 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.

5. 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.
   - When you're finished, click on the X button in the upper right corner of the Recording window to complete the audio recording.
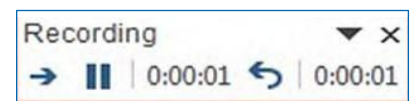
Export Presentation as a Video

6. Once your presentation is complete, export the PowerPoint as a video.
    ▪ Go to the **File** tab and navigate to **Export.**
    ▪ Select **Create a Video**
    ▪ Ensure **Use Recorded Timings and Narrations** is selected
   ▪ Select **Create Video** and you will be prompted to save the **MP4 file**.
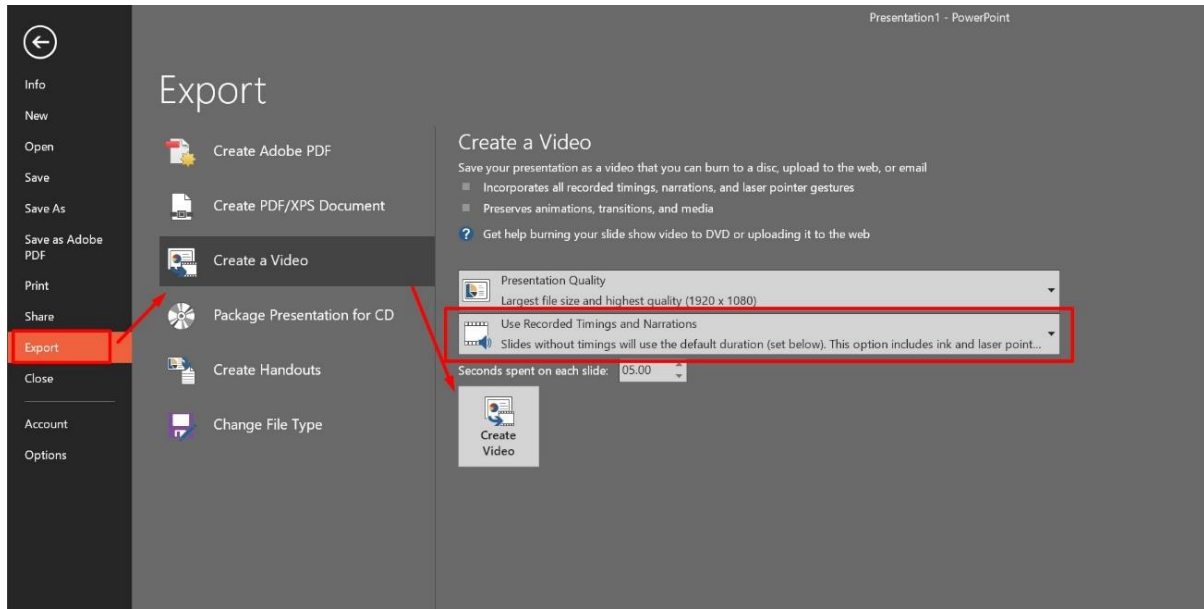
Keynote
Record audio to your presentation in Keynote (no video)

Record

1. To record a voiceover narration, you advance through the presentation at your natural speed as you talk. As you advance through each slide or build, your voice and timing are recorded and preserved for playback. To get to the screen to start recording click **Play** in the top bar and select **Record Slideshow.**
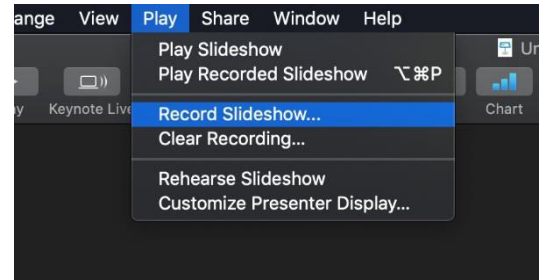

2. Click to select the slide where you want the recording to start.

   - Click ▢ in the toolbar, then click the Audio tab at the top of the sidebar on the right.
   - Click **Record** in the sidebar.
   - The recording window appears.
   - To start recording your presentation, click 🔴 at the bottom of the window.
   - The timer counts down from 3 before recording begins.
   - Speak clearly into the microphone to begin your narration.
   - To advance to the next slide, click the slide in the recording window, or press the Right Arrow key on your keyboard.
   - You can pause the recording at any time by clicking the Pause button. Click 🔴 to resume recording.
   - **To stop** recording, click 🔴 . Press Esc (Escape) to save the recording and exit the presentation.
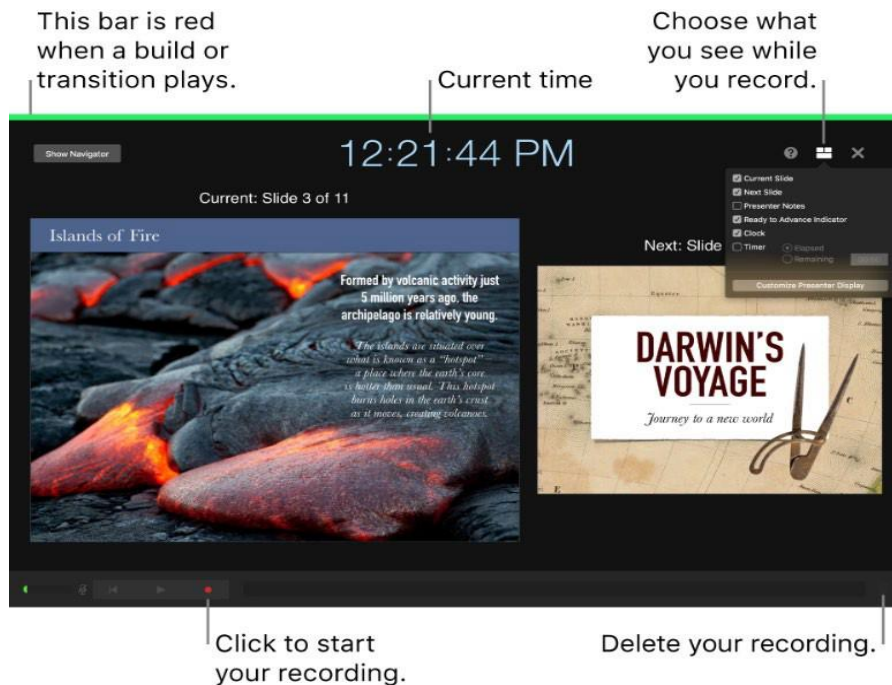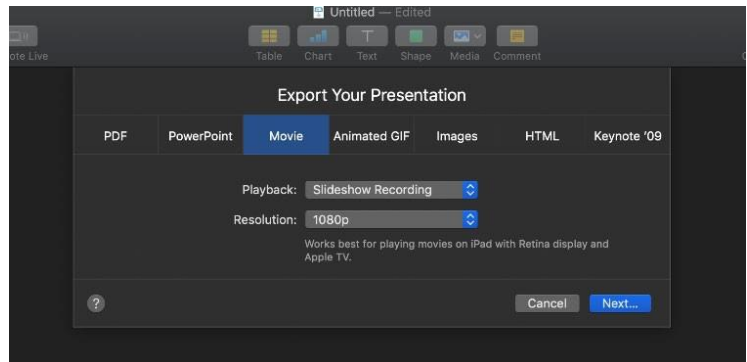
3. To begin your export, click **File** from the top bar, then select **Export To > Movie**
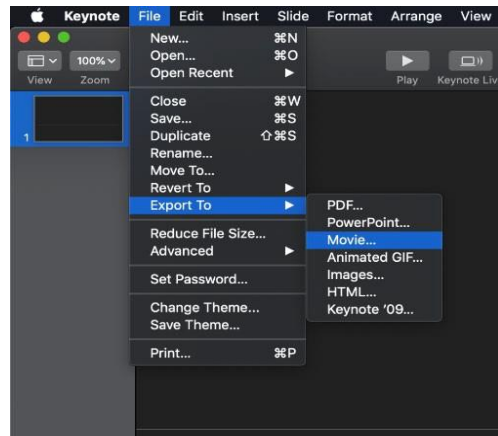
4. Select **Slideshow Recording for Playback and 1080p** for the Resolution.

5. Appropriately rename the file and ensure it is saved as an MP4 file.