

F R E E M A N

How to Record Your Presentation

March 4th, 2020

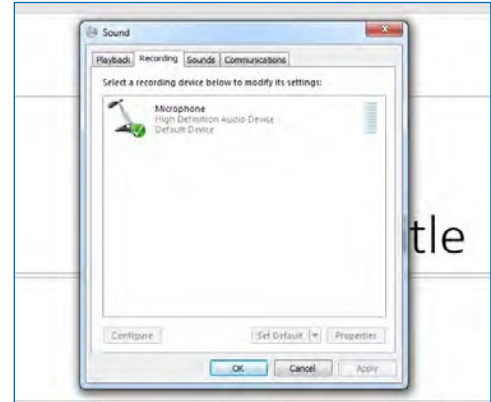
PowerPoint

Step-by-step instructions for how to record your narration and it to your PowerPoint slides

Step 1 Setup Your Microphone

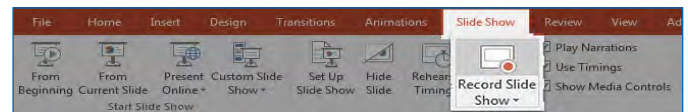
Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.

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.

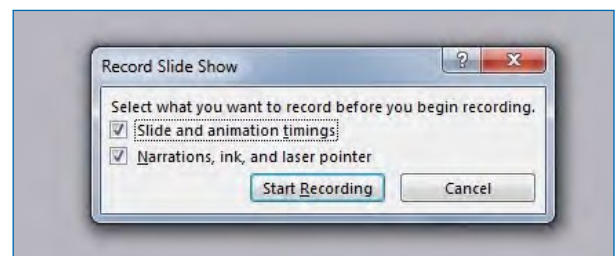
Now, find the **Record Slide Show** button and click on it. A new window will pop up with two options to set before you start recording:

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

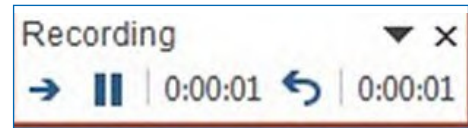
Make sure you're ready before you press **Start Recording**. As soon as you click on it, PowerPoint will begin to record your screen and audio.

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.

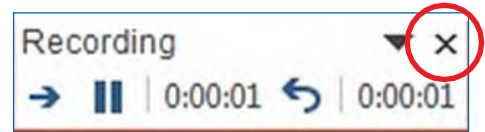
You can use the arrow keys on your keyboard to switch between slides while recording. Use the **right arrow** to jump to the next slide, or the **left arrow** to move to the previous PowerPoint slide.



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

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

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



Step 4 Use Annotations (Optional)

While you're recording your presentation, you can also add **annotations** to your PowerPoint. You can use a digital pen, highlighter or laser pointer to add markings.

This feature is great when wanting to gesture toward something specific on the slide during your narration.

To use annotations, hover in the lower left corner of your presentation while recording the presentation. There are extra tools that you can choose from. For an annotation, click on the third icon of the left to choose from one of the tools.

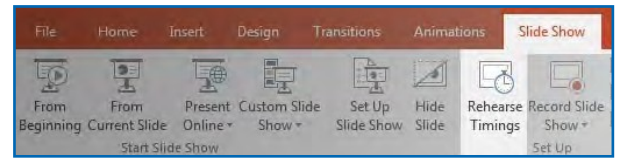


Step 5 Reset Presentation Timings as Needed

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 changes slides to set new timings.

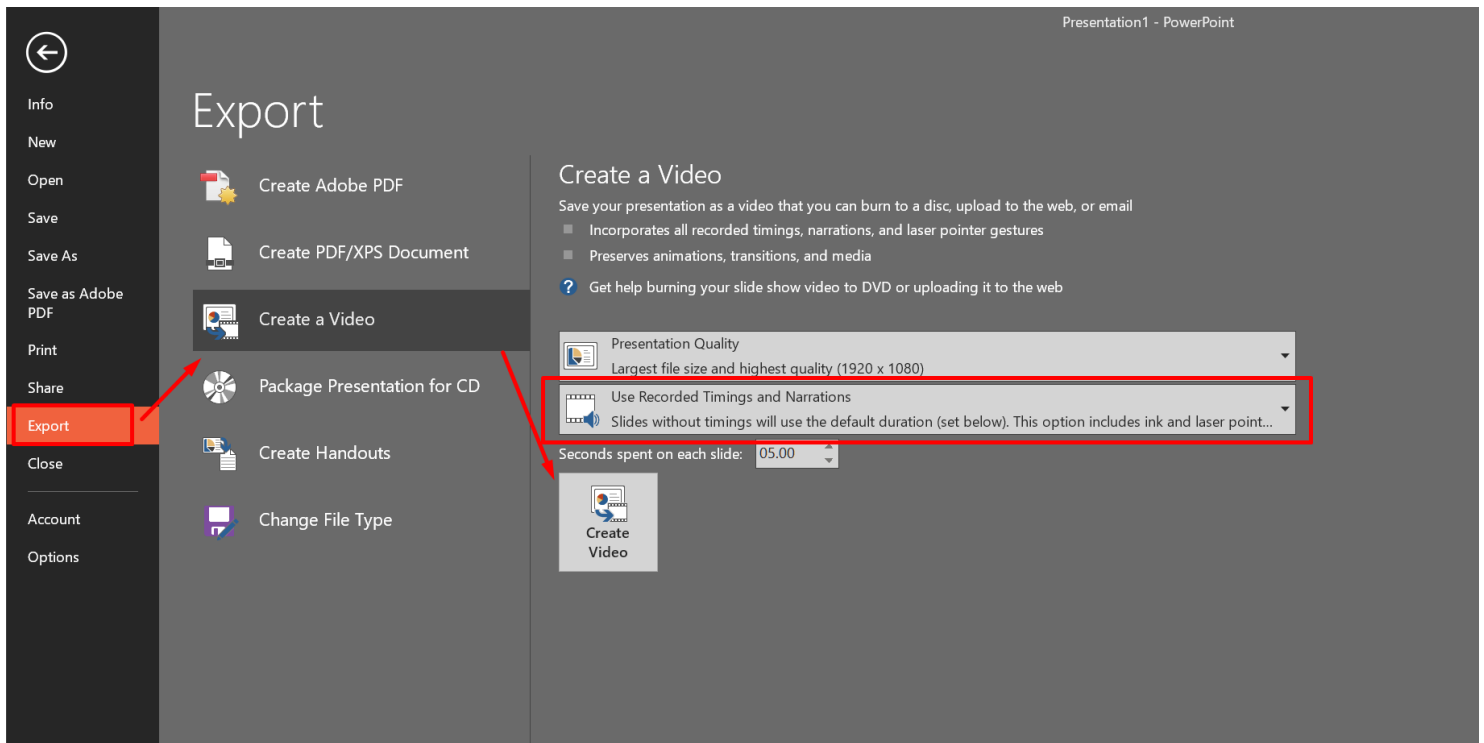
Now that you're finished, it's time to export the presentation as a video.



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

Step 6 Export Presentation as a Video

Now that you have the perfect audio and slide timings it's time to export the PowerPoint as a video to be uploaded to Orchestrate or a cloud storage provider like Dropbox. You will choose where to save the file when you click "Create Video".



Make sure that the export options look like the above. The "Use Recorded Timings and Narrations" option is the most important.

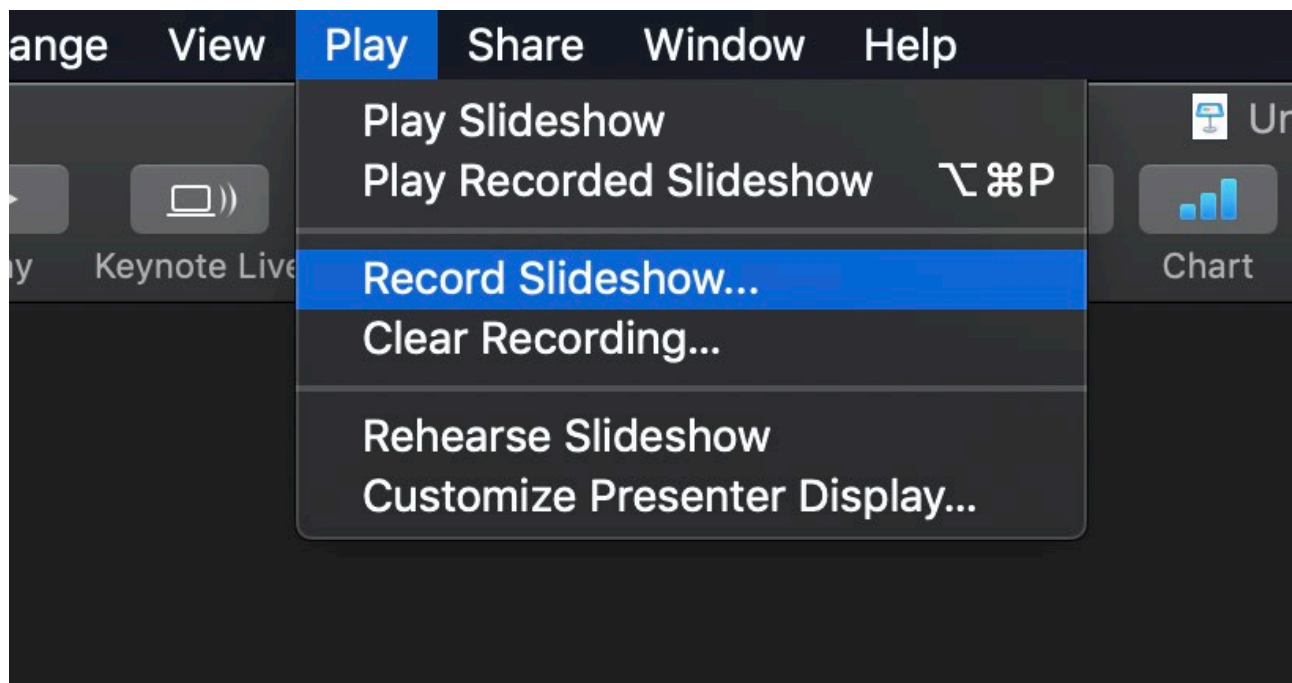
Keynote

Step-by-step instructions for how to record your narration and add it to your slides

Record the Voiceover Narration

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.

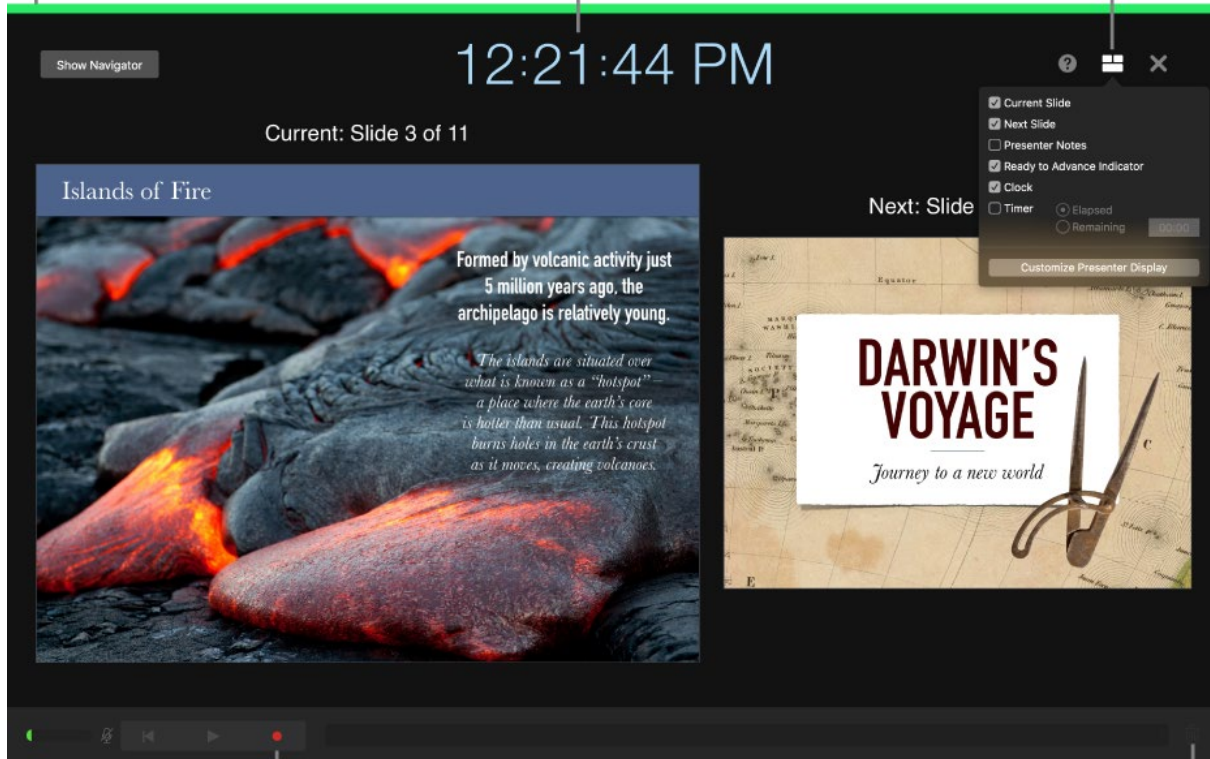
To get to the screen to start recording click Play in the top bar and select Record Slideshow.



This bar is red when a build or transition plays.



Current time

Choose what you see while you record.




Click to start your recording.

Delete your recording.

1. Click to select the slide where you want the recording to start.
2. Click  in the [toolbar](#), then click the Audio tab at the top of the sidebar on the right.
3. Click Record in the sidebar.
The recording window appears.
4. To start recording your presentation, click  at the bottom of the window.
The timer counts down from 3 before recording begins.
5. Speak clearly into the microphone to begin your narration.

6. 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.

7. To stop recording, click .

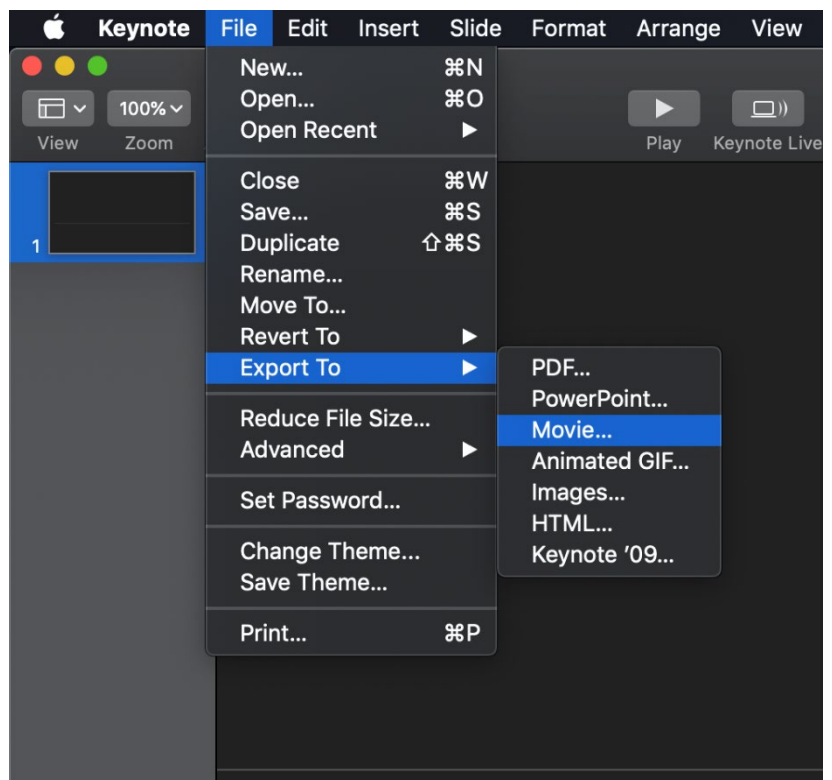
8. Press Esc (Escape) to save the recording and exit the presentation.

To listen to your narration, play your slides.

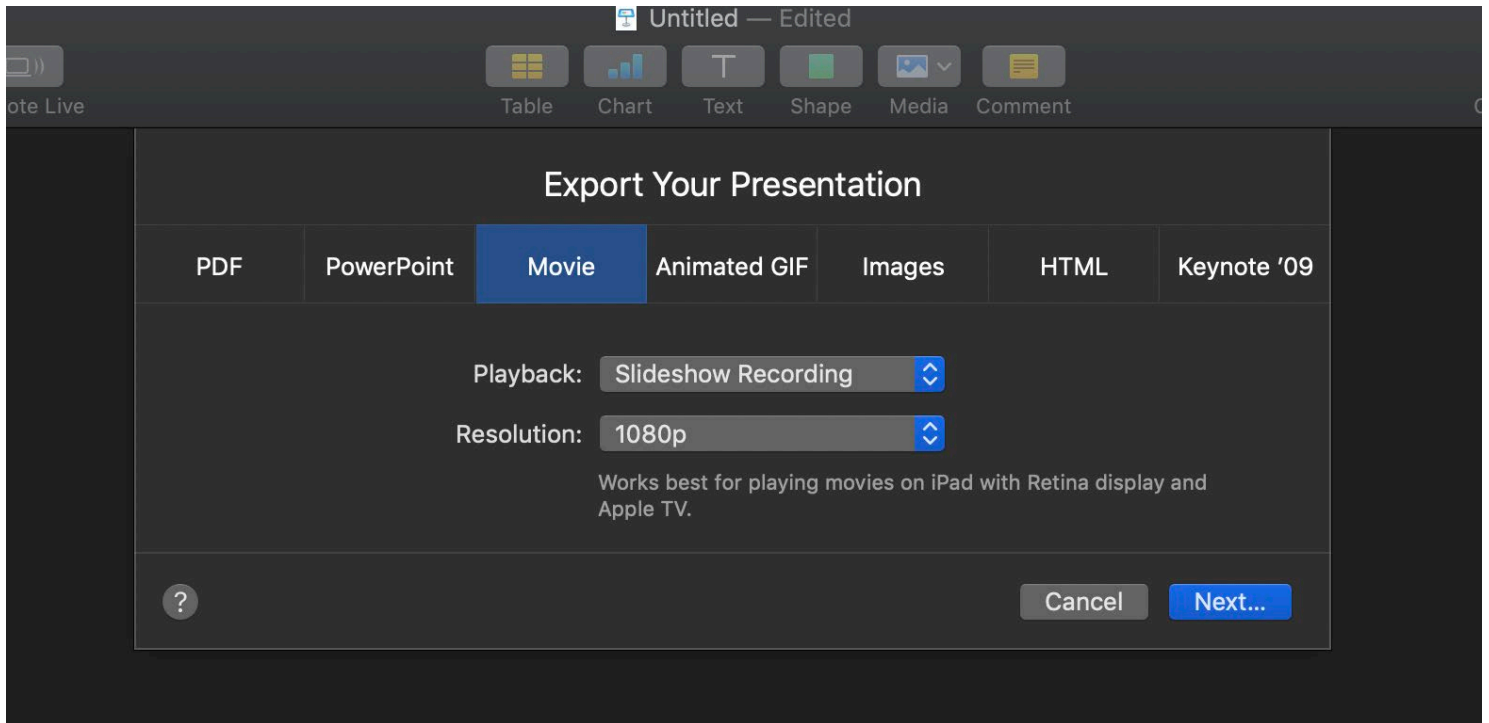
Export the Recorded Voiceover as a Movie

Now that you have recorded your voiceover it's time to export your slides as a movie. This lets us upload the file to Orchestra or a cloud storage provider like Dropbox.

To begin your export, click File from the top bar, then select Export To > Movie.



Next, Select Slideshow Recording for Playback and 1080p for the Resolution.



Save the File with the name of your presentation then upload the file to Orchestrator or a cloud storage provider like Dropbox.

