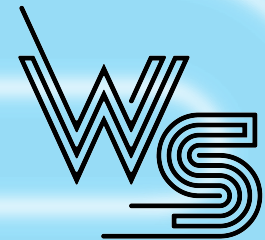


# Pre-recording your presentation

## *the PowerPoint method*

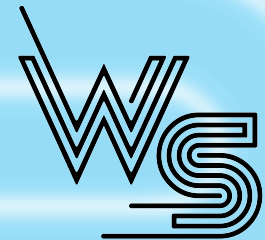
- Create your presentation like normal
- Using a headset microphone, record your presentation like so:
  - Under the **Slide Show** tab, click **Record Slide Show**
  - Click **End Show** when you are ready to stop recording
  - A Save dialog box will appear. Click **Yes** to save your recording, or **No** if you want to record it again. You may want to save it under a different name so it doesn't overwrite the original file.
- Under the **File** tab, choose **Export**. Choose to create a video (mp4) and be sure to select **Use Recorded Timings and Narrations**.
- While the video is being created, you'll see a progress bar. This may take a few minutes depending on how complex your slides are.
- Once the encoding is complete, you can close PowerPoint and find the .mp4 version in the same folder.
- Open the file to see your presentation play as a video and you can verify that it looks and sounds as perfect as you want.



# Pre-recording your presentation

## *the Keynote approach*

- Create your presentation like normal
- Using a headset microphone, record your presentation like so:
  - Under the **Play** menu, click **Record Slideshow**
  - Click the red circle at the bottom of the window to start recording. You will see a 3 second countdown before recording starts.
  - Click the red circle again when you are ready to stop recording
  - Press the Esc key to exit presentation mode and save the recording
  - Under the **File** menu, select **Export to** and choose movie. Choose **Slideshow Recording** and **1080p**, then click Next to start the encoding.
- Save your new video file
- Open the file to see your presentation play as a video and you can verify that it looks and sounds as perfect as you want.



# Pre-recording your presentation

## *the Zoom way*

- Create your presentation like normal
- Open Zoom and do a quick audio test using your microphone
- With your presentation open, click the **Share Screen** button in Zoom. You will be given the option of which screen/application you want to share. Select your presentation.
- In the Zoom presentation controls, you should see an option to **Start Recording**. You may have to click on the **More** option.
- Give your presentation as though it is live
- When finished, click the **Stop Recording** from the Zoom controls
- Click the **Stop Share** button to get back to the main Zoom window
- End the Zoom meeting
- A dialogue box will pop up saying the video is being processed. Once that finishes, a folder should pop up showing you the final file.
- Open the file to see your presentation play as a video and you can verify that it looks and sounds as perfect as you want.

