

# 2020 Annual Meeting Presentation Recording

## Presentation Recording

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All presentations should be pre-recorded via PowerPoint or Keynote and submitted via the Annual Meeting Presentation Management link which is located in [Speaker Center](#) under the "My Presentations" tab.

We recommend saving the completed narrated presentation as a Movie file in the mp4 format.

- In PowerPoint this is done via the "Save As" menu
- In Keynote it is under the "Export" Menu

### PowerPoint

Here is a link to Microsoft instructions for creating a narrated presentation via PowerPoint:

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

### Apple Keynote Narration Instructions

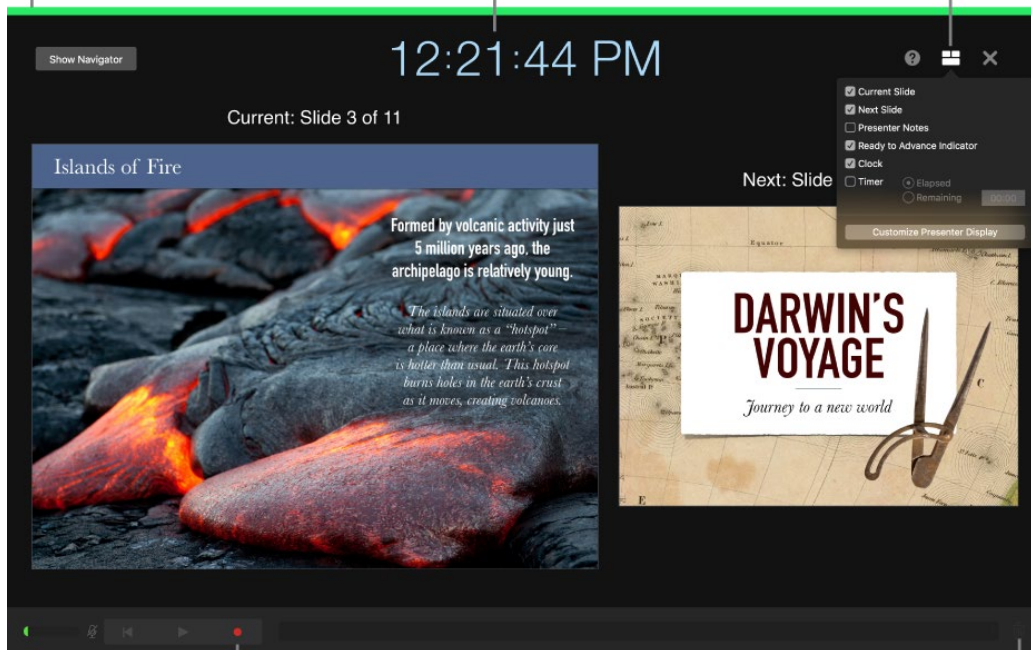
See below. These can also be found in Keynote Help by searching "Record a Voiceover narration".

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.

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.


## Step by Step Instructions for Keynote

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.

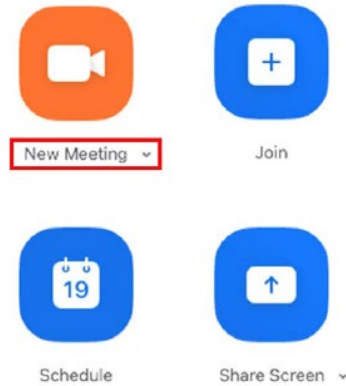
7. To stop recording, click .

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

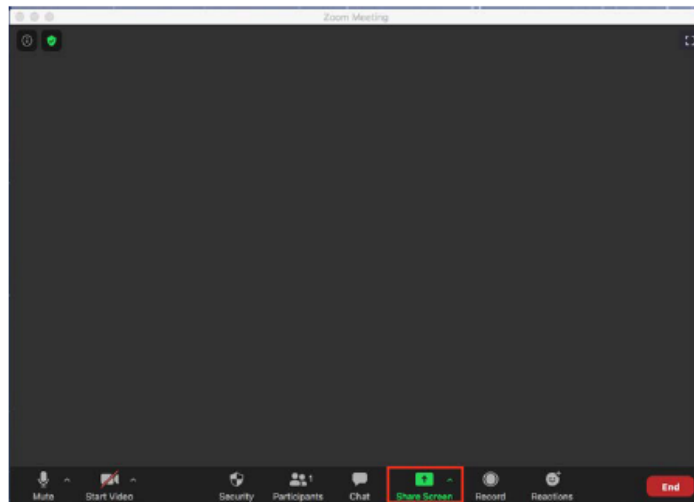
9. To listen to your narration, play your slides.

## Recording your Presentation on Zoom

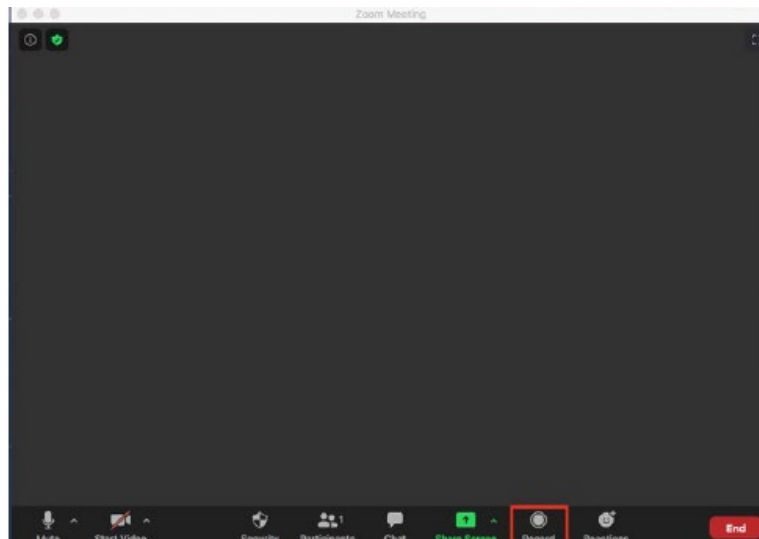
1. Open the Zoom Application.
2. Select **“New Meeting”**, you can choose to start the meeting/recording with or without your camera by clicking on the arrow to access a pull-down menu.



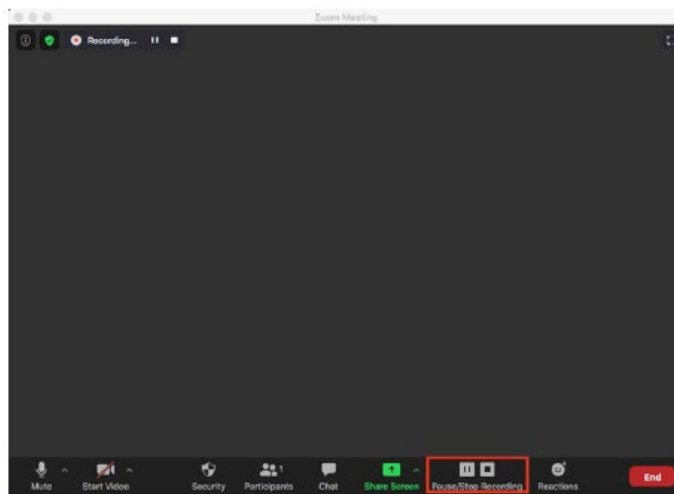
3. You should get a pop-up window asking if you want to **“Join with Computer Audio”**, click Yes.
4. Click **“Share Screen”**.



5. Choose the screen you want to share.
6. Select your presentation on the screen in slideshow mode so it fills the screen.
7. At the bottom right of the zoom window you should see a button marker **“Record”**. Click it and then select **“Record on this Computer”**



8. You are now recording. You can pause and/or stop the recording with the buttons on the zoom window.



9. After you stop the recording, end the meeting and Zoom will create an MP4 video file for you to upload.

10. We recommend making a short test video and checking your results before recording your full presentation.

11. If you have another recording software you are familiar with please feel free to use it. The recording should be in MP4 format, with a resolution of 1920 X 1080.

## Audio

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Please ensure your audio is clear. We recommend using a headset or microphone. Below are a couple of options if you do not have one.

A good lightweight headset

[https://smile.amazon.com/gp/product/B00ODRSBPW/ref=ox\\_sc\\_act\\_title\\_2?smid=ATVPDKIKX0DER&psc=1](https://smile.amazon.com/gp/product/B00ODRSBPW/ref=ox_sc_act_title_2?smid=ATVPDKIKX0DER&psc=1)

Adapter for headset if your computer only has USB C (small connector)

[https://smile.amazon.com/gp/product/B07ZTBX5LV/ref=ox\\_sc\\_act\\_title\\_1?smid=A23FWTZ8UX6LWK&psc=1](https://smile.amazon.com/gp/product/B07ZTBX5LV/ref=ox_sc_act_title_1?smid=A23FWTZ8UX6LWK&psc=1)