How to Record Your Presentation
Speaker Tips Checklist

• Find a quiet room
• Place Do Not Disturb sign on door
• Have a hard copy of your slides
• Turn off all audio notifications on your computer, including email notifications
• Turn off your cell phone or pager
• Make sure headset works & keep mouthpiece close to your mouth
• Speak directly to your microphone
• Keep room-temperature water handy
• Press Mute when not speaking – every noise comes through!
PowerPoint

How to record your narration and add it to your PowerPoint slides

Setup Your Microphone

Before you start to record audio inside PowerPoint, make 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 will not be able to 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 start).
Rehearse Timings

• Select the Slide Show tab from the menu
• Click on the Rehearse Timings icon

• Present your slide show as if it was a live presentation
• Click the arrow when you complete each slide.
• PowerPoint will record your timing.
• If you are comfortable with your practice run save the times in your slide show when prompted.
Recording

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.

![PowerPoint Slide Show tab](image)

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.
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 Record. A runtime counter is under the bottom left corner of the current slide. 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. You can only go forward while recording.

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

When you're finished, there are several ways to exit the record screen. You can Click Stop and then close the window with the X in the upper right corner. You can click past the last slide and the record window will close.
Recording Your Narration: Using Annotations (Optional)

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

The annotation options are located on the lower left side of slide screen while recording.

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

How to record your narration and add it to your slides

Record the Voiceover Narration

To record a voiceover narration, advance through the presentation at your natural talking speed. 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.
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.
7. You can pause the recording at any time by clicking the Pause button. Click ☐ to resume recording.
8. To stop recording, click ☐
9. Press Esc (Escape) to save the recording and exit the presentation.

To listen to your narration, play your slides.
Export the Recorded Video 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 Orchestrate.

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

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

3. Save the File with the name of your presentation then upload the file to Orchestrate.