

## PowerPoint Slide Requirements

1. **No more than 7 slides** in addition to the title and references slides.
  - That is, maximum of 9 slides including the title and references slides.
2. Make sure that your poster is in **4:3 aspect ratio**.
  - You can adjust the aspect ratio by clicking 'Design' – 'Slide Size' in PowerPoint.
3. Make sure that all the text, including figure captions and annotations, is legible when displayed on a laptop screen.
  - Your judges and audience will look at your slides from their laptops instead of a large screen.
4. Please see **ExampleSlides.pdf** for an example.
5. Please save your slides as **a single PDF file** and upload it.

## Record your presentation

1. You also need to **record your presentation** and save it as **an audio/video file** in either **.mp4** or **.wmv** format.
  - **You need to upload the audio/video file.**
  - Your judges and audience will get to see both your slides in PDF and your recorded presentation.
2. Make sure that your oral presentation is **within 7 minutes**.
  - Presentations longer than 7 minutes will be returned.
3. Please see the following step-by-step instructions on how to record your presentation in both PowerPoint and Keynote.

**F R E E M A N**

# **How to Record Your Presentation**

March 4<sup>th</sup>, 2020

---

# PowerPoint 2019

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

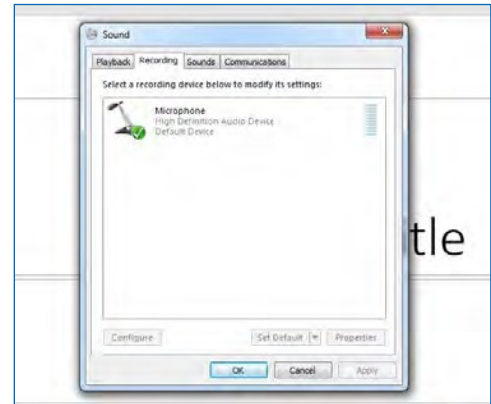
---

## 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.

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



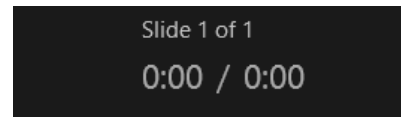
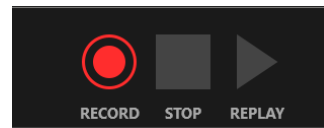
## Step 3 Start Recording Your Narration

---

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 **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.

## 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, or highlighter to add markings.

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



## 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.

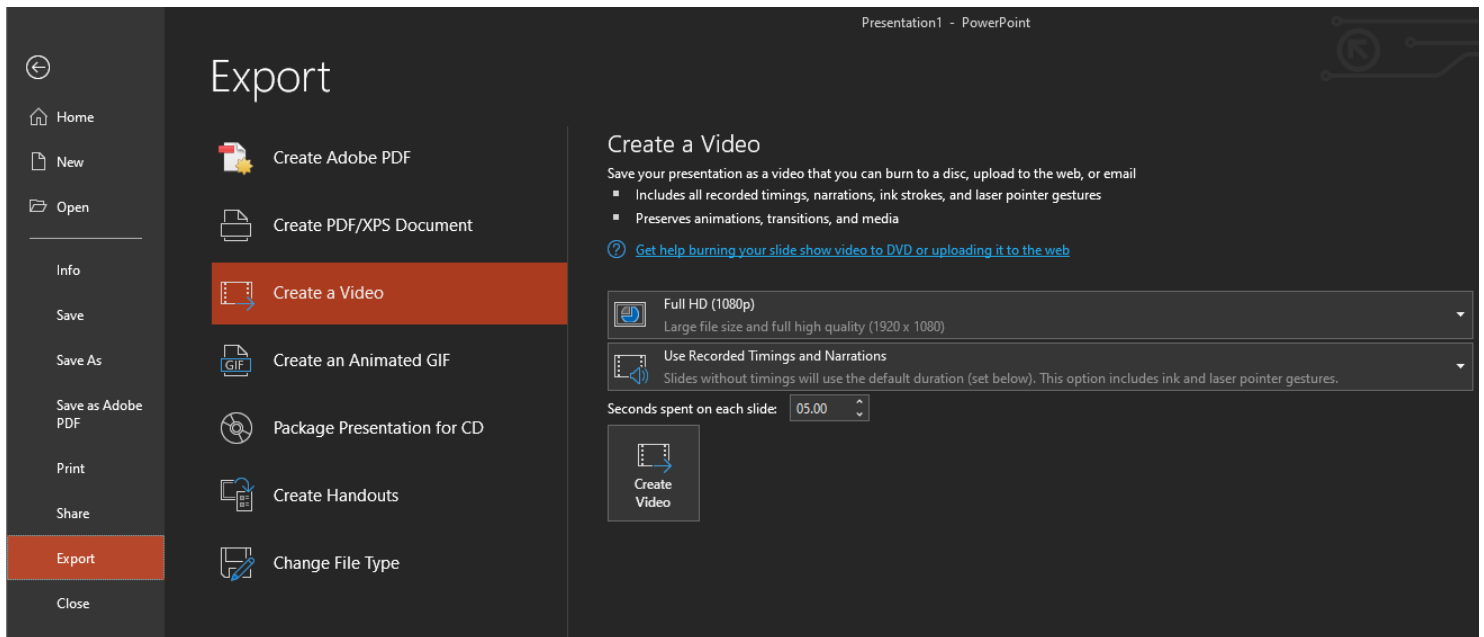
Now that you're finished, it's time to export the presentation as a video.



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

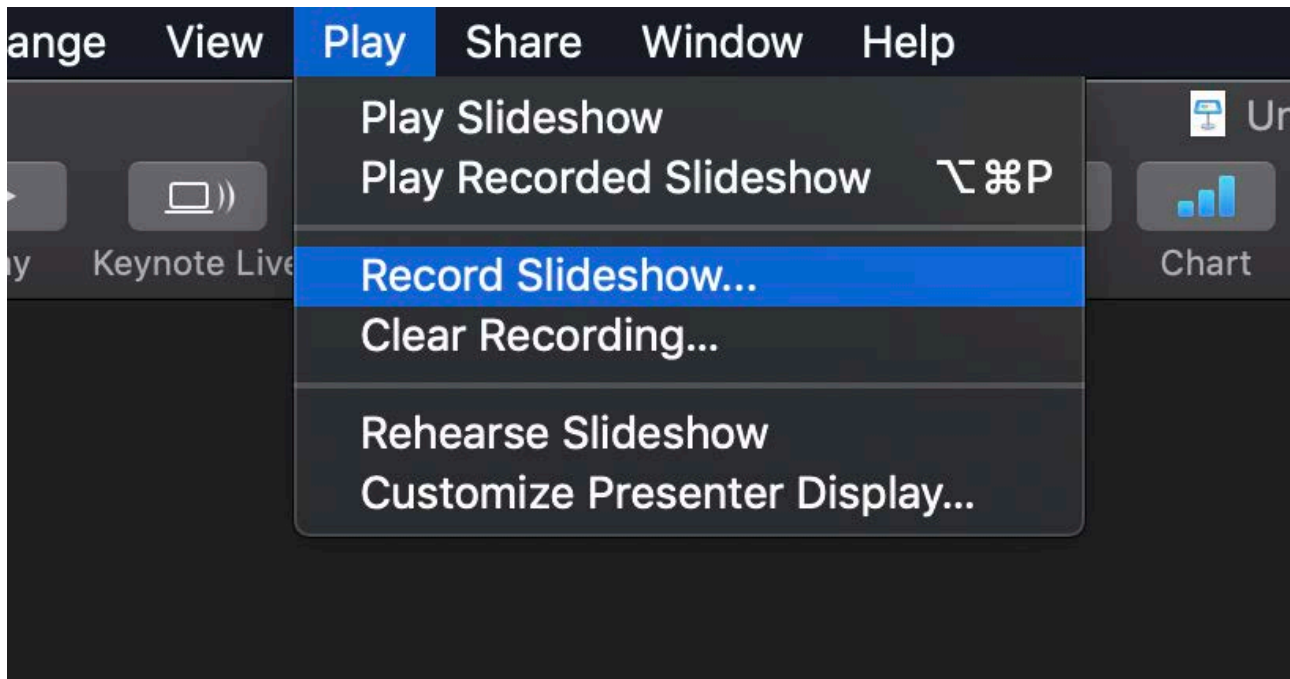
Step-by-step instructions for how to record your narration and add it to your slides

---

## 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.

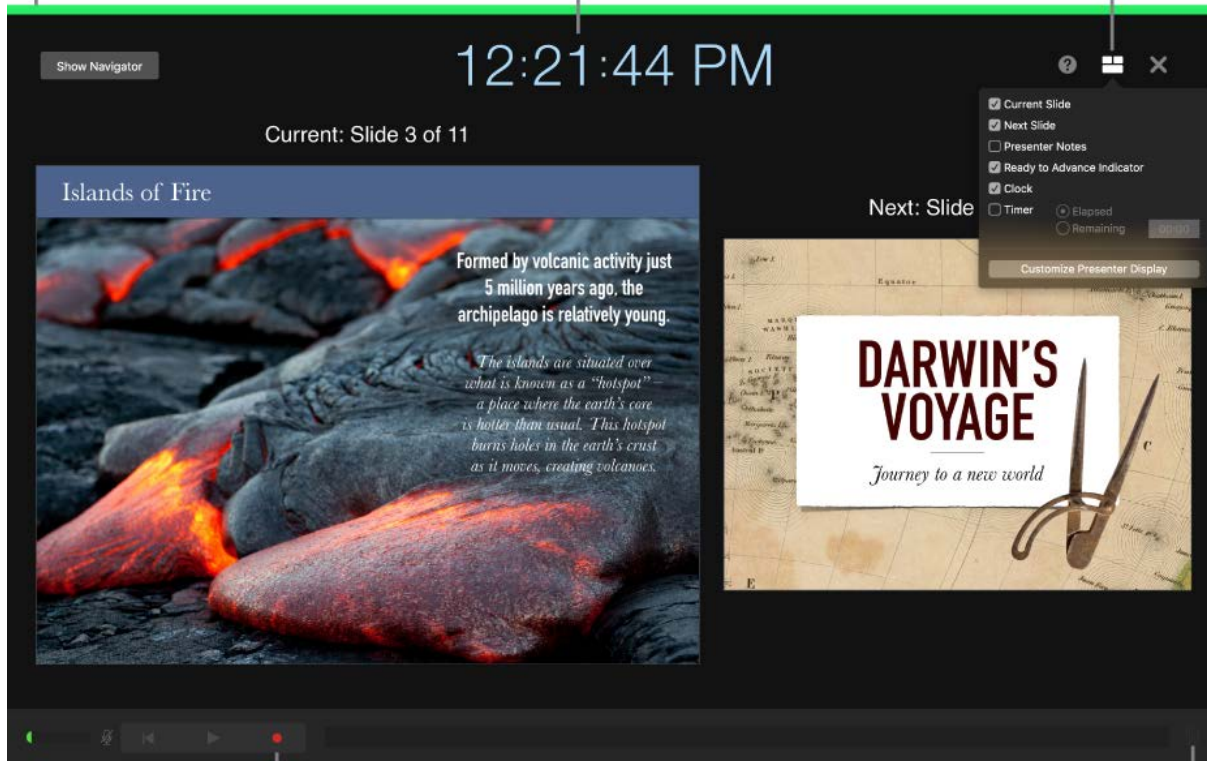
To get to the screen to start recording click Play in the top bar and select Record Slideshow.



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 .

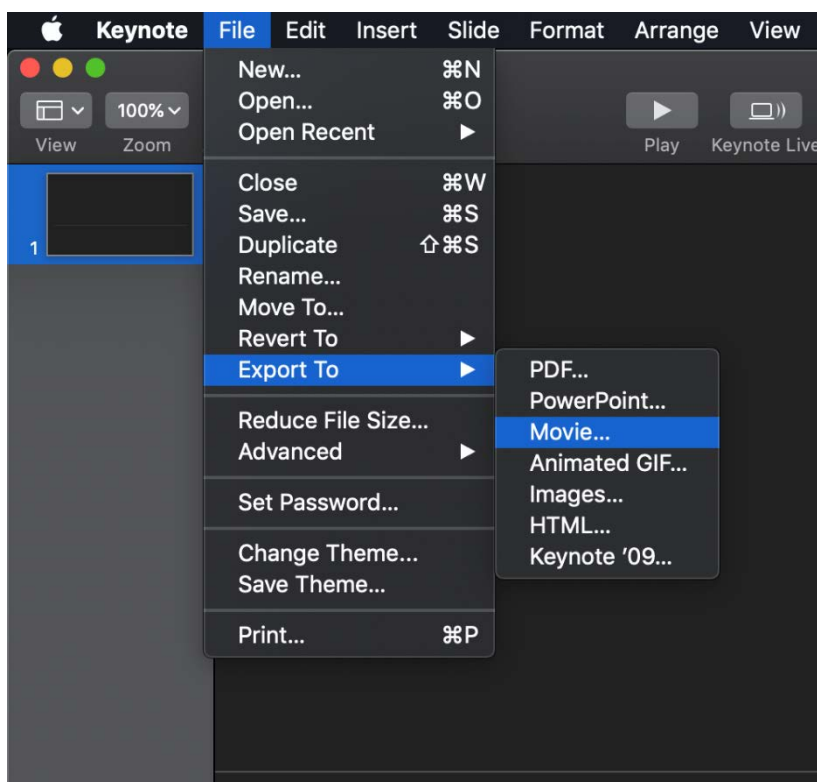
8. Press Esc (Escape) to save the recording and exit the presentation.

To listen to your narration, play your slides.

## [Export the Recorded Voiceover as a Movie](#)

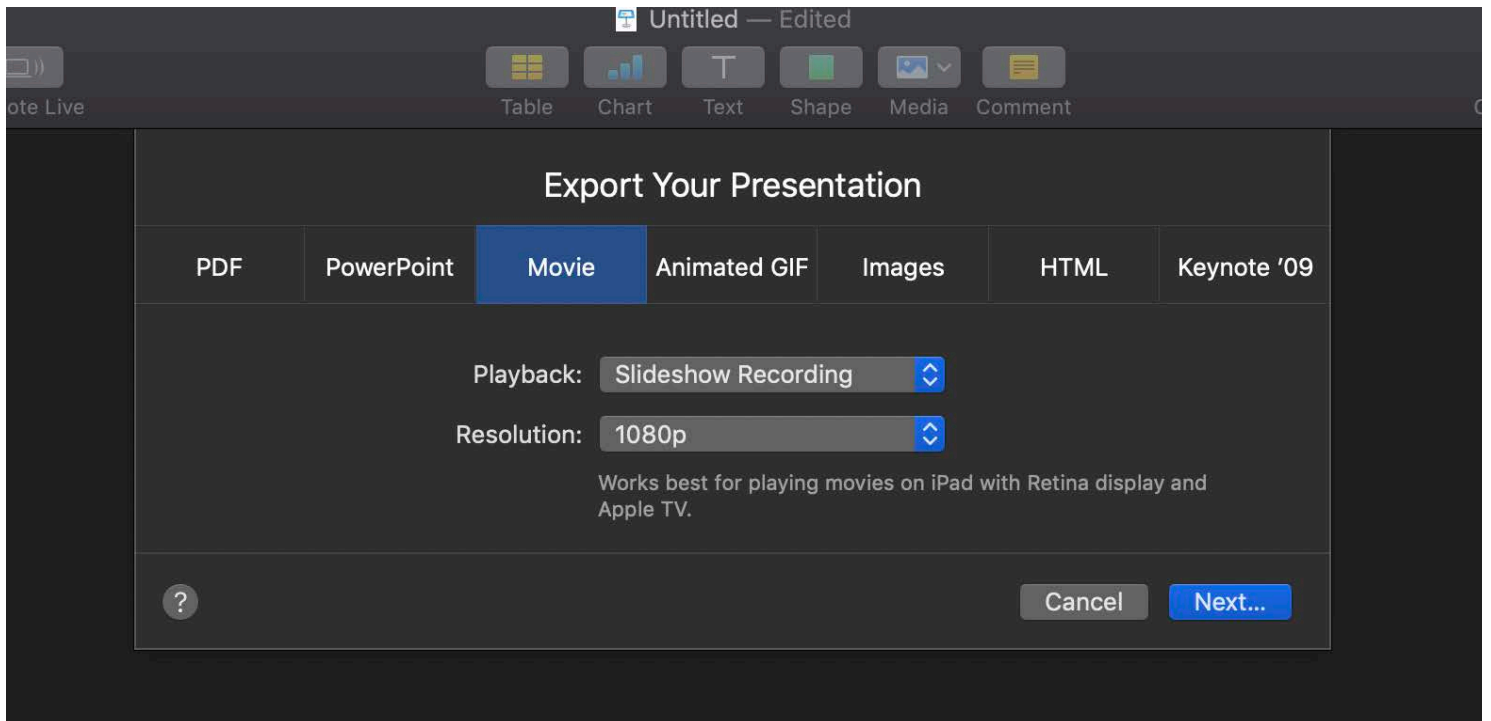
Now that you have recorded your voiceover it's time to export your slides as a movie. This lets us upload the file to Orchestra or a cloud storage provider like Dropbox.

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.

