

Thanks for being a speaker with us!

Below are instructions for your recording

COMPUTER SETTINGS

- A built-in or external webcam and microphone will be adequate. Mobile phones and tablets are not recommended.
- Open your **PowerPoint** presentation and close all other applications on your computer. .
- **Disable all pop-up notifications** on your computer (and phone) that could cause a distraction including email.

LIGHTING

- Make sure there is **plenty of light** in the room, and the light is facing you. Don't use any lighting behind or below you to avoid shadows in the face.
- If the light is not even on your face, try adding secondary lighting to achieve even lighting across your face.
- Avoid being in direct sunlight through windows.

AUDIO

- **Make sure you speak clearly** and turn off anything that makes loud noises in the room.

RECORDING YOUR PRESENTATION

- Set up your webcam at **eye-height**. Make sure your face is centered and some of your shoulders are showing. Look at the camera while you're talking and not the screen.
- Avoid using language that references time, like good morning or good afternoon.
- **Be mindful of the background**. Try to sit in front of a nice-looking background without clutter, distractions, or embarrassing items. Avoid sitting in front of logos/branding.
- With your PowerPoint presentation open, select "**Slide Show**" or "**Recording**" from the top menu bar, then select "**Record Slide Show**"
- If you have notes in your presentation, you can choose to view them on-screen as you are recording. Your notes will not appear on the recording.
- You will have **annotation** tools available to you to emphasize key points in your presentation. These tools include a laser pointer and a highlighter. These tools are found at the bottom of your screen when in record mode.
- You will see your webcam in the corner of your slides. When you press the "**Record**" button, a 3 second countdown will commence, leading to the beginning of the recording.
- When you are finished, select "**File**" from the top menu bar, then "**Save As**". Under the dialog box for your file name, change the drop-down selection from "**PowerPoint Presentation (*.pptx)**" to "**MPEG-4 Video (*.mp4)**". When you click "**Save**" an mp4 video of your presentation will be save in the file location you designate under the "**More Options**" link.
- **You can re-record as many takes as you wish!** If you are starting from the beginning, make sure you select the drop-down arrow next to "**Record Slide Show**", then select "**Clear**". **Clear all timings and narrations on all slides before you start again!**