OVATION®

ELEVATED EVENT EXPERIENCES

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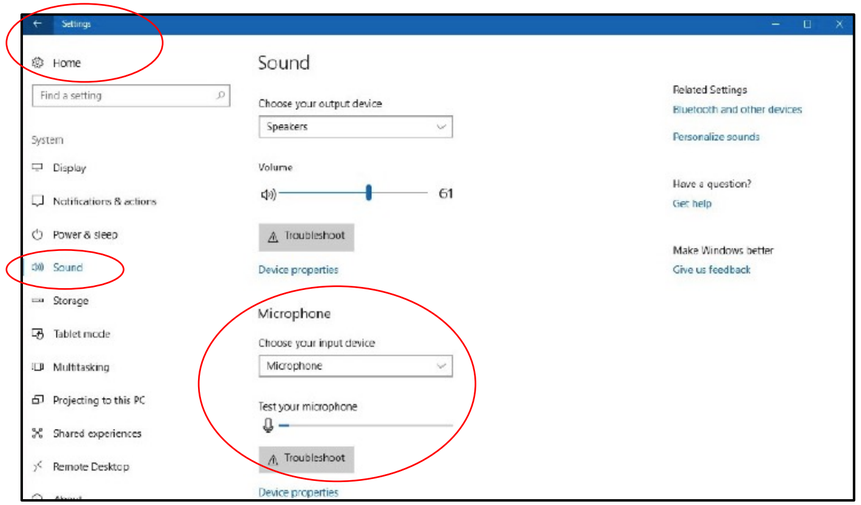
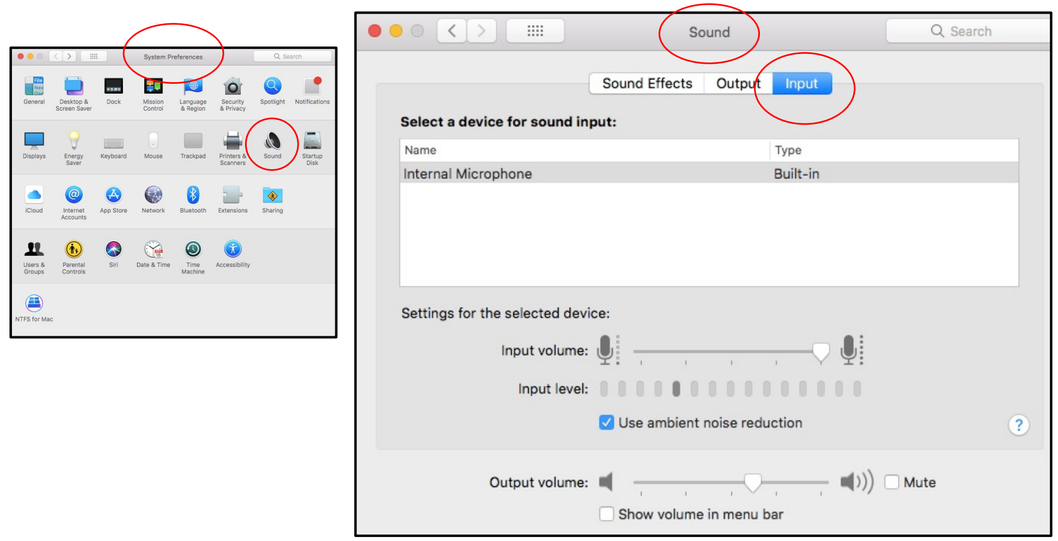
CONFIRMING YOUR SYSTEM SETTINGS

Make sure that your computer has a built-in microphone or that you have attached an external microphone. Test your microphone by following the below instructions for both MAC and Windows operating systems:

- **WINDOWS USERS**: Navigate to SETTINGS → SOUND, select the correct microphone from the drop-down menu and test that the levels are working properly. The built-in microphone will be selected by default, but if you have an external microphone connected to your machine, you can choose that device from this menu.

- **MAC USERS**: Navigate to SYSTEM PREFERENCES→ SOUND → INPUT TAB, select the correct microphone from the device list and test that the levels are working properly. The built-in microphone will be selected by default, but if you have an external microphone connected to your machine, you can choose that device from this menu.





RECORDING PRESENTATION WITH ZOOM

POWERPOINT WITH AUDIO NARRATION ONLY

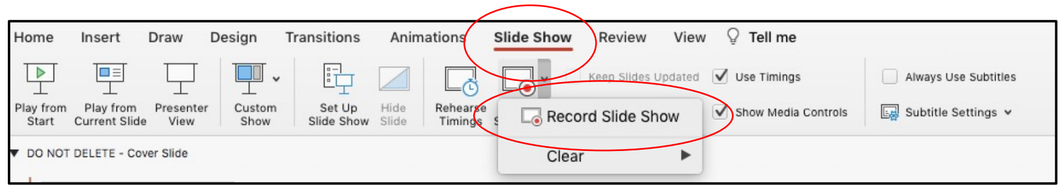
- https://ovationevents.box.com/s/gbb4gse538obg4nfrlprr9dnje6zbqui

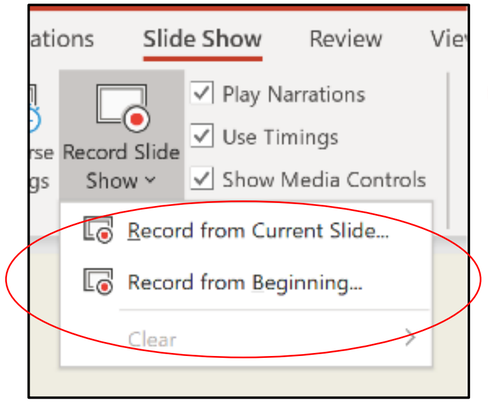
POWERPOINT WITH AUDIO NARRATION AND WEBCAM

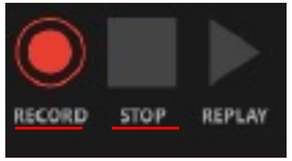
- https://ovationevents.box.com/s/dnori6sgkawqa36vybvu2tckhiqkl46j

RECORDING NARRATION IN POWERPOINT (WINDOWS)

- Make the PowerPoint presentation to your satisfaction and then save the presentation.
- You are now ready to record your voice over narration with your slides. Navigate to the first slide of your presentation and then select the SLIDE SHOW tab in PowerPoint and select RECORD SLIDE SHOW → if you have the option, select → RECORD FROM BEGINNING.
- Your presentation will open in presenter/record mode. To ensure a successful recording, you will need to make the following adjustments:
  - Ensure that your microphone is enabled and that your camera is disabled.
  - When you are ready to start the recording, press the RECORD button at the top left. You will see the countdown to when the recording will begin, and you can begin your narration and begin advancing through slides.
- Once you have finished recording your narration, press the STOP button in the top left corner next to the red record button.
- Press the ESC button on your computer's keyboard and go back to your main PowerPoint window.
- Save your presentation with a new name.
- You are now ready to export your presentation as a video file.

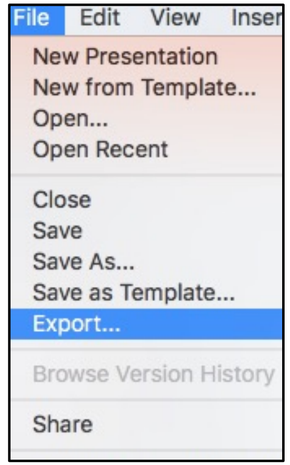


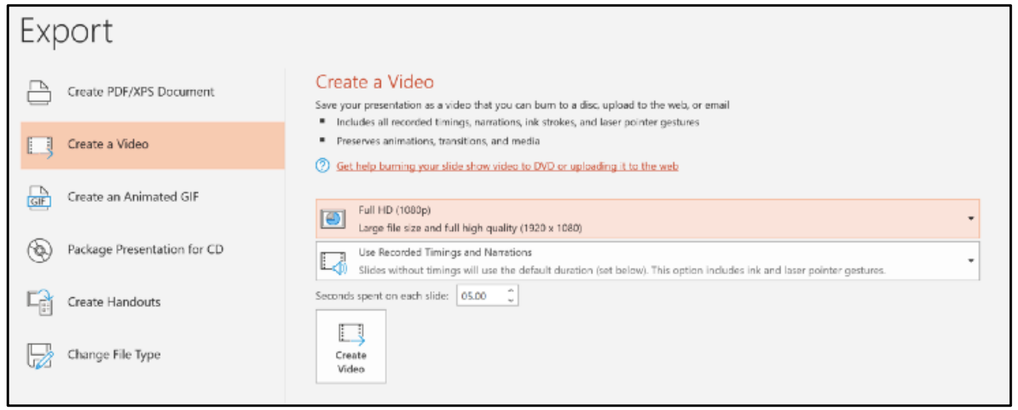




EXPORTING A VIDEO FILE (WINDOWS)

- Export your presentation as a video file by clicking FILE in the top left corner of your screen and then choosing EXPORT.
- Click CREATE A VIDEO and then select Select FULL HD (1920 x 1080) and then select USE RECORDED TIMINGS AND NARRATIONS.
- Press the CREATE VIDEO button and save the file.
- The video file will save in the location you chose as an .mp4 video file.

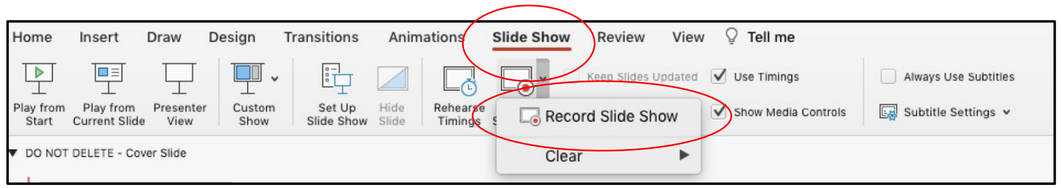




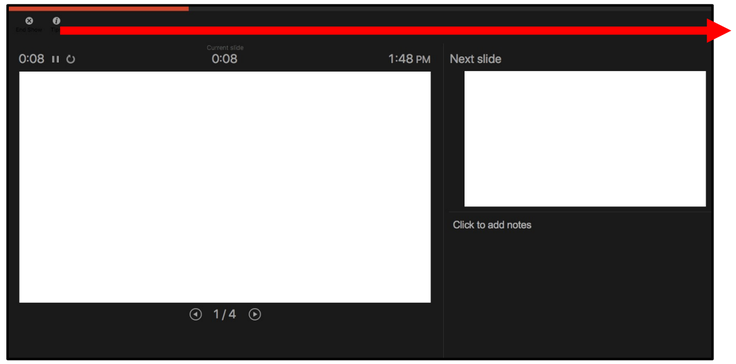
RECORDING NARRATION IN POWERPOINT (MAC)

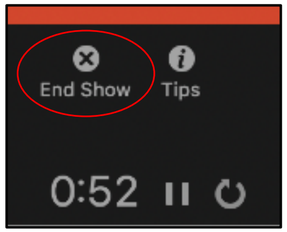
- Make the PowerPoint presentation to your satisfaction and then save the presentation.

- When you are ready to record narration with your slides, go to the first slide within your presentation and then navigate to the SLIDE SHOW tab in the tool bar and select RECORD SLIDE SHOW. Your presentation will open in presenter mode and begin recording automatically. Begin speaking and advancing through your slides at any time.



- When you have finished with your presentation and all narration, select the END SHOW in the upper left corner.
  - If a pop-up dialog box asks if you want to “save the new slide timings?”, select YES.





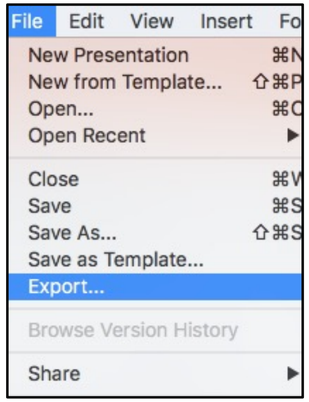
- Save your presentation with a new name.

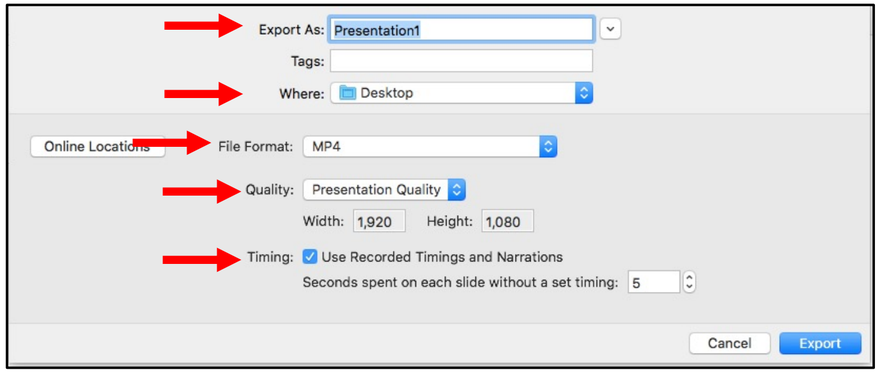
- You are now ready to export your presentation as a video file.

- Link to video instructions: https://ovationevents.box.com/s/pwgbmm5c18vveni82k1qdbfsowd5xc4m

EXPORTING A VIDEO FILE (MAC)

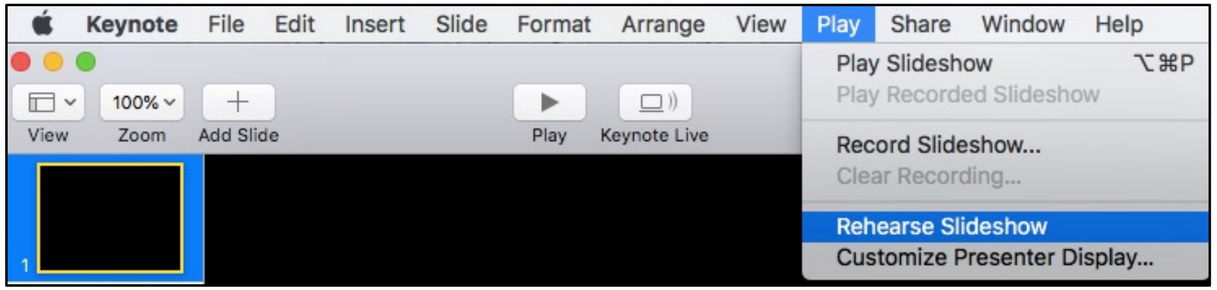
- Export your presentation with narration as a video file by clicking FILE in the top left corner of your screen and then choosing EXPORT.
- Choose the name of the new file and the location of where this file will be saved.
- Choose the file format: .MP4
- Chose the Quality: Presentation Quality with 1920 x 1080
- Check the TIMING box: USE RECORDED TIMINGS AND NARRATION.
- Select EXPORT. Your video file will begin saving.

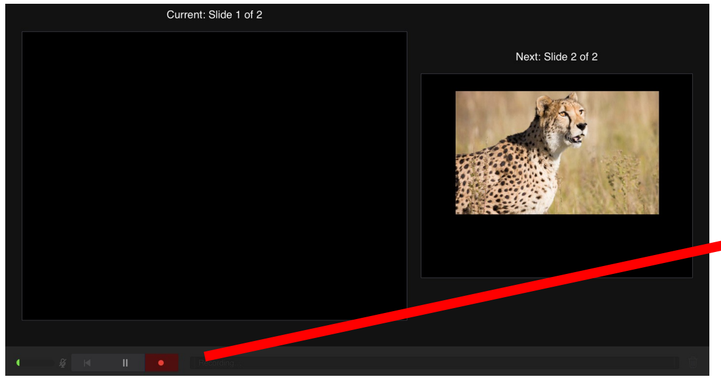


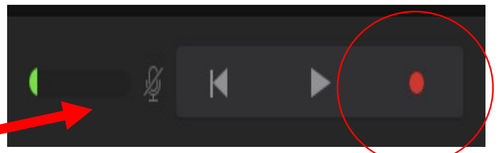


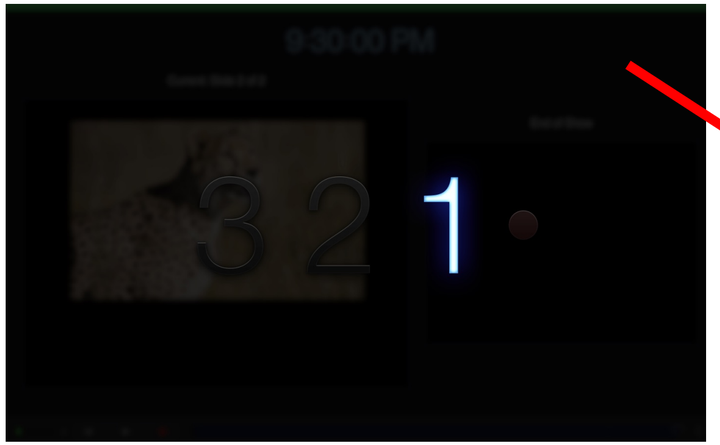
RECORDING NARRATION IN KEYNOTE

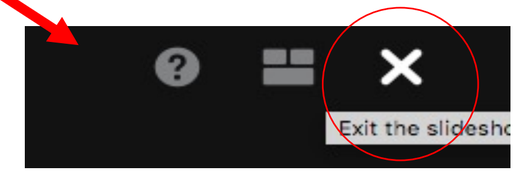
- Make the Keynote presentation to your satisfaction and then save the presentation.
- When you are ready to record your narration, make sure you on the first slide of your presentation and then navigate to the toolbar at the top, click PLAY and select RECORD SLIDESHOW.
- Your presentation will then open in presenter mode. Click on the red circle at the bottom of the page when you are ready to record.
- A 3 second countdown will flash on your screen after which you can start your narration and advance through the slides.
- When you have finished recording, press the red circle again to stop the recording.
- Press the X in the top right corner to exit presenter mode.











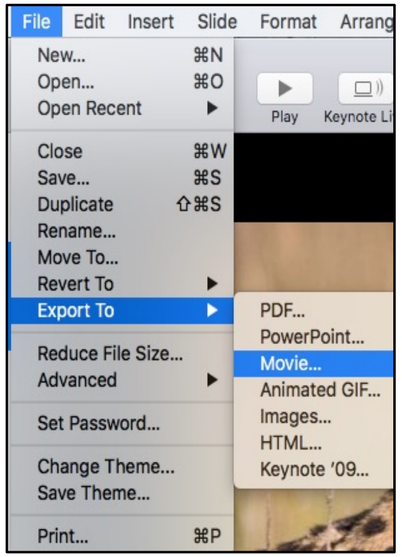
EXPORTING VIDEO FILE IN KEYNOTE

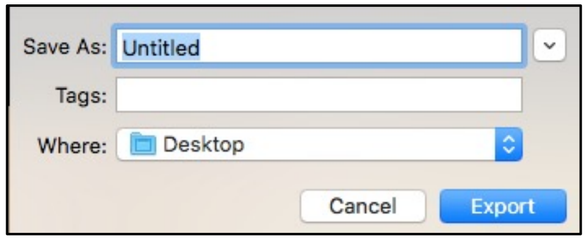
- Export your presentation with narration as a video file by clicking FILE in the top left corner of your screen and then choosing EXPORT TO → MOVIE.

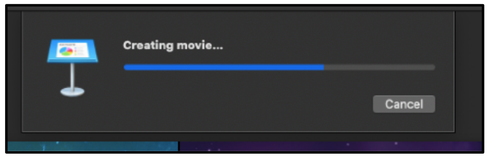
- Select the settings:
  - Playback: Select SLIDE SHOW RECORDING.
  - Resolution: 1080p.
  - Click the NEXT… button at the bottom.

- Choose the name of the new presentation with narration and choose the location where is new video file will be saved, press EXPORT.

- Your video file will begin exporting. Your video file will save with a .mp4.







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