

Thanks for being a speaker with us!

Below are instructions for your recording.

POWERPOINT RECORDING

- Open your PowerPoint presentation, or whichever program you are using
- Click the “Slide Show” tab
- Click “Record Slide Show”
- Click “Record from Beginning”
- Make sure your microphone is engaged (lower right-hand corner of PowerPoint window)
- Make sure your pointer is being recorded (Right click on your PowerPoint slide; click pointer options; click arrow options; click visible)
- Click the red record button in the upper left hand corner of your PowerPoint presentation
- When you are finished with your recording, click the stop button in the upper left hand corner of your PowerPoint presentation
- Right click on the PowerPoint and click “End Show”
- Click “File” “Save As.” You must name your recorded presentation the same name provided to you in the 27 August email.
- To save as an "mp4" file, select MPEG-4 VIDEO when saving file. (Also acceptable are pptx, .wmv, .fbr, and .mov files)
- Make sure your recording does not go over your presentation time of either 12 minutes, or 15 minutes. Please check the 27 August email for your allotted time.
- Play your presentation to ensure your recording turned out the way you intended

AUDIO

- **Speak clearly** and turn off anything that makes loud noises in the room.

PRESENTATION NAMING

- Make sure to name your presentation using the “FinalPaperNumber” naming data (ie: 8-10.mp4) provided to you in your 27 August email.

MEDIA UPLOAD INSTRUCTIONS

- Click on this link: <https://imageav.sharefile.com/filedrop/dx114b24-c79d-429b-a681-a00e76355be4>
- Enter the “Recipient”: cloud@imageav.com
- Click “Verify”
- Click “Browse files”
- Select your file to upload. File must be named with name provided in 27 August email
- Click the “Upload” button at the bottom of the screen
- When the upload status bar reaches 100%, your upload is complete
- Close the web browser or tab

MAC RECORDING INSTRUCTIONS

- <https://youtu.be/nx1TRm6RW1c>

RECORD YOURSELF PRESENTING (OPTIONAL)

- Embed a video of yourself presenting to make your presentation more personable and approachable.
 - Using PowerPoint: <https://vimeo.com/454506984/7b2dd69564>
 - Using Zoom: <https://vimeo.com/456352405/e744a924e8>