

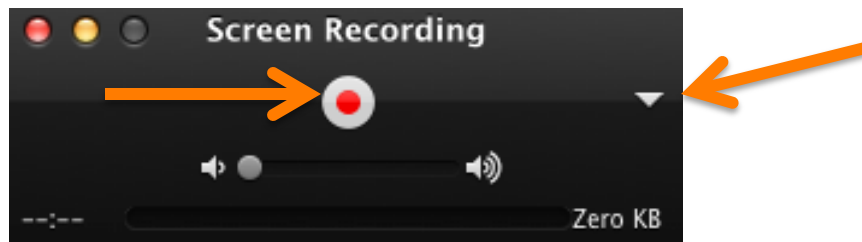
How to Record a Narrated Presentation with QuickTime (Mac)

Due to issues with audio in PowerPoint for Mac, we recommend using QuickTime when producing narrated presentations on a Mac computer.

1. Have your presentation ready to go in PowerPoint for Mac, Keynote or whatever you prefer.
2. Open QuickTime. If the icon (see below) is not on your Desktop or Application menu bar, you can find it with the Finder, in Applications.



3. In QuickTime, open the File menu and click on New Screen Recording.
4. A small window will appear (see below). Click the down arrow on the right side of the window and check that your microphone is selected.

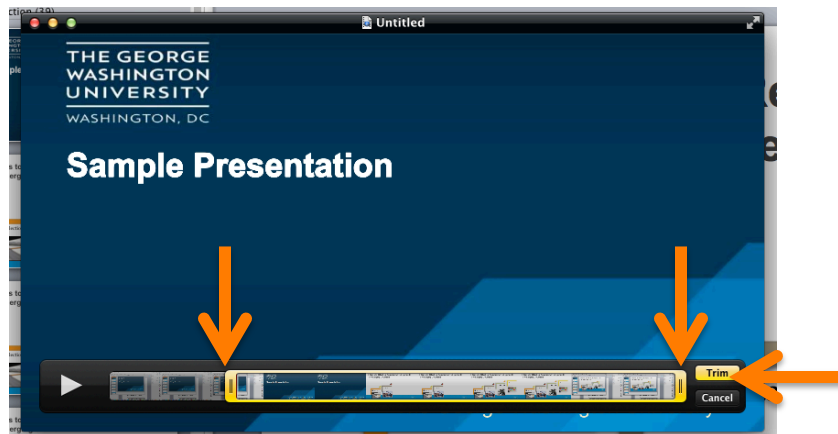


5. Click the red button to start recording. Keep in mind you can cut off the beginning and ending on the recording. So, don't worry about what is on your screen at the beginning.
6. This note will appear:

Click to record the full screen. Drag to record part of the screen.
End recording by clicking the stop button in the menu bar.

7. Most likely, you will want to give your presentation in full screen or Presentation Mode. So click (anywhere) to start recording your entire screen. You may want to have your script or notes printed out or on a different monitor.
8. Record your presentation. One drawback of using QuickTime is that you must record your entire presentation in one take. You cannot go back and redo a slide. Shorter presentations are easier to record without making mistakes.

9. Luckily, research shows that student retention and understanding is greater when online lectures are logically divided into shorter chunks (of say, 10 to 20 minutes).
10. When you have finished, click the ESC button to exit out of Presentation Mode. Click the QuickTime icon while holding down the Control button, and click Stop Recording Presentation.
11. A pop up window with the video should appear. Hover over it and you use the controls to play it if you like.
12. To trim the beginning and end, click on Edit in the menu and choose Trim from the dropdown list. You can click and drag the yellow tabs at the ends of the timeline to trim off the beginning and end or your recording (see below). Click the Trim button when you are done.



13. Click the File menu, click Save, and give your recording a name. The video is in QuickTime or .mov format, which can be uploaded to YouTube and embedded in Blackboard. Please see the tutorial on “How to Share a Narrated Presentation in Blackboard” in the Bb FRED community for instructions.

Have questions or need further assistance? Please contact:

Linda Cotton
cottonl@gwu.edu
(202) 994-9172

Laurie Lyons
lbl@gwu.edu
(202) 994-8376