

## ASCRS Speaker Guide:

### Creating Your Narrated Paper Presentation in Keynote (Mac Only)

Keynote allows presenters to easily narrate their presentation and export to video format. Simply follow these steps to create your paper presentation for the ASCRS Virtual Meeting.

#### What You Need

You will need your completed paper presentation open in Keynote, a microphone that is built into your computer/laptop or plugged in, and a quiet place to make your recording.

#### **Not sure if your computer or laptop has a built-in microphone?**

Use this [simple website](#) to run a microphone test.

#### Steps to Making and Publishing Your Recording

*While this process is intuitive, we suggest you try recording a few slides in a test Keynote file and get acquainted with the below steps before embarking on your final presentation recording.*

##### Step 1

Once you have your final presentation open in Keynote, click on the "**Inspector**" icon, and then click "**Audio**." Click on the "**Record**" button.

##### Step 2

Click the "**File**" button, and then click "**Record Slideshow**." The recording will start immediately.

##### Step 3

To record your presentation, click "**Play**" to navigate through your slides. Provide narration of each slide, taking your time to present as you would in a live environment. Click your mouse or touchpad or push the right-arrow key to advance to the next slide.

#### **Using Webcam "Talking Head"**

If you are using a webcam that provides both video and audio, Keynote may default to showing a small window of your webcam video, i.e. a "talking head." This often provides a nice experience for the viewer, as they can see your face while watching the presentation. You may use this or turn off based on your preferences and comfort level.

Once you have completed narrating all slides and are finished with the slideshow, push the "**Esc**" button on your keyboard.

##### Step 4

Review your final presentation by clicking on "**Play**," and then "**Play Slideshow**." If you are unhappy with any slides, feel free to re-record your presentation.

#### Step 5

Once you have viewed your recorded presentation and are happy with the results, click on "**File**," and then click on "**Export**" to export your slideshow as a video. If you are given the choice of video quality output, please select the highest possible option. Please note that it may take some time to create the final video.

#### Step 6

Upload to Orchestrate system via separate instructions.

#### Help/Assistance

For more information on how to perform this task, visit this [Apple Support page](#) for detailed instructions and a demonstration video.