

# REMOTE PRESENTER BEST PRACTICES



During your recording and the live meeting, please follow these guidelines to ensure the best possible audio and video quality for your presentation:

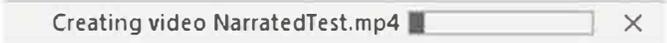
- Always make sure that your Internet connection is through a hard wire Ethernet LAN if possible. Do not use a wireless Wi-Fi connection for your remote presentation if you can avoid it as these types of connections can experience packet loss that can degrade the quality of your audio or video and may even cause the signal to stutter or drop entirely.
- If you are using a webcam, please consider the following:
  - Sit in a comfortable position and ensure that you are centered in the webcam view. Ideally your webcam is either at, or slightly above your eye level. Place a sturdy item underneath your laptop if needed.
  - Think about what is behind you! The last thing you want is for your audience to be distracted. Try to choose a professional and neutral background where there is little or no possibility someone may walk behind you. A book shelf or home office environment works well.
  - Lighting is important. Your computer screen will typically put off a blue light. Make sure any light source in the room, such as a window or a lamp is in front of you. Make sure there is no light source behind you as this may cause your face to appear dark in the camera.
  - What you wear can interfere with the webcam. Try to avoid wearing pure white clothing as it can look overexposed. Try to avoid wearing checked patterns as they don't usually read well on a webcam. Solid colors other than white work well.
  - Look directly into the camera as much as possible when presenting. This will make your virtual audience feel as if you are talking directly to them. People naturally tend to look at the video of themselves while presenting. If this is the case position the video of yourself on your computer screen as close to your webcam as possible. This will make it look as though you are looking directly into the camera.
  - If you wear glasses, they will reflect what is directly in front of you into the camera. Tilt your head slightly, or adjust your glasses to eliminate this effect.
  - Your microphone will pickup any noises around you. Try to eliminate any background noises and mute any telephones or other devices so they will not provide a distraction during the talk.

# POWERPOINT WITH NARRATION

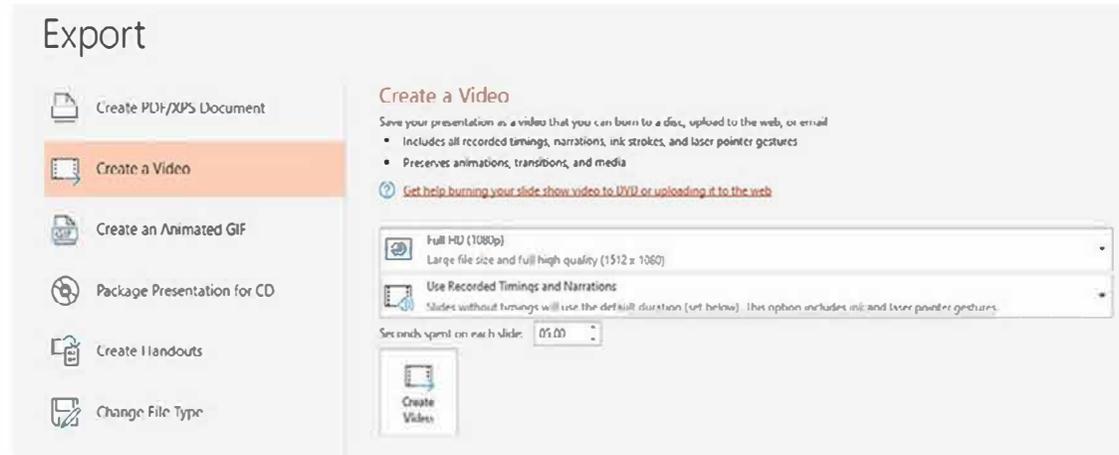
Please follow these steps to create, test and upload your narrated presentation:

- Create your PowerPoint (as you usually would).
- Using your computer's microphone or headset microphone (headsets tend to provide higher sound quality), follow the directions on Microsoft's support page [\[Link\]](#).
- Make sure you stop speaking your narration during every slide advance to avoid any loss of audio in your recording.
- Once finished, test the file to ensure audio level quality and that the slides advance properly.
- When the sound and timing are all set please Save this file under a new name and include the word Narrated in the file name (Please keep the file name to 30 characters or less) - Make sure to note where this file is saved on your computer.
- We are going to save the PowerPoint presentation as an MP4 video file. Please follow the instructions below. If your version of PowerPoint does not include this option. Please continue to the end of these instructions and upload the PowerPoint file itself to us and we will convert it.

- Within PowerPoint click the "File" Menu and Choose "Export". You should see something similar to the image below:
- The settings should be "Create a Video" (On the left) and then "Full HD (1080P)" and "Use Recorded Timings and Narrations".
- Click the "Create Video" button and save the file as an MP4 – Note: This will save in the same location as your presentation file and the process may take a few minutes, depending on the complexity of your slides. You will see a progress bar in the bottom right of your screen as the video is being encoded:

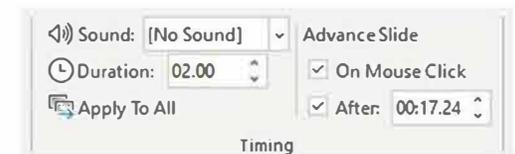


- Once the file is saved as an MP4, close out of PowerPoint and open the MP4 video on your computer. It should playback now as a video on your machine.
- Now, please login to the provided ProjectionNet upload site and upload this file to our presentation management system. The file will be available for viewing online exactly as it appears on your machine.



## NARRATION AND SLIDE TRANSITIONS

Slide transition timing should be a few seconds longer than the length of the slide content. The slide content length is found in the lower right hand corner of the slide. In the upper right hand side of the "Transitions" tab is the "Timing" tool panel.



Transition > Timing Panel



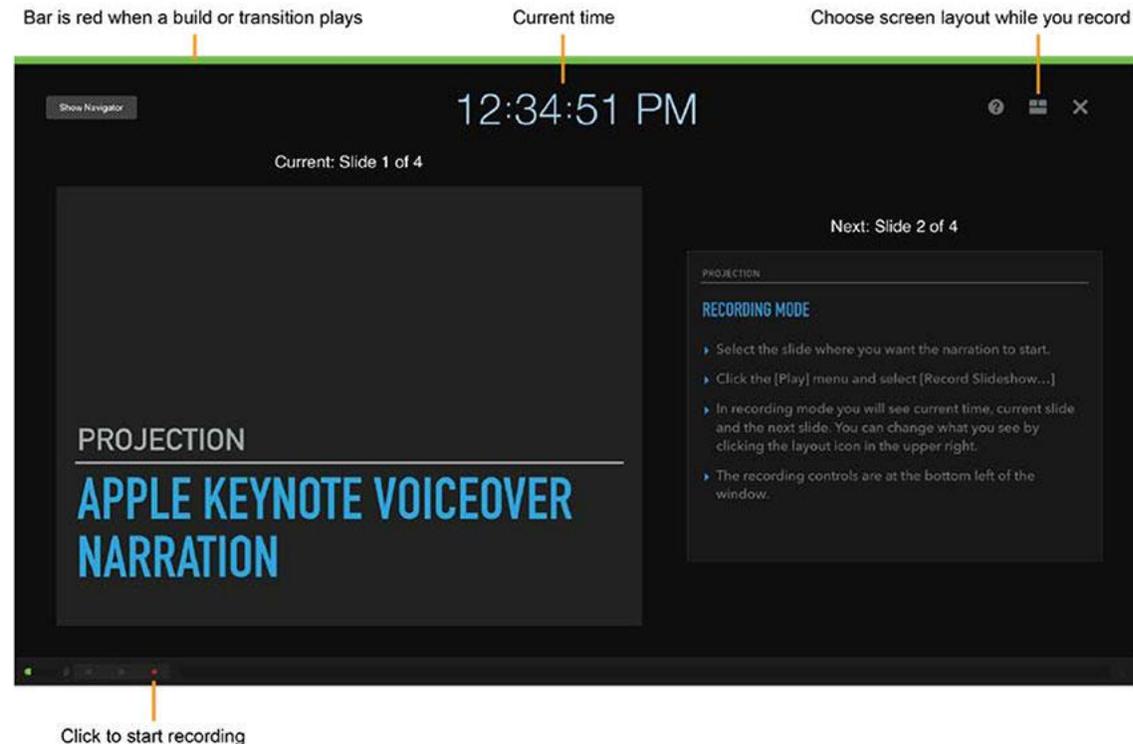
Slide Content Length

# APPLE KEYNOTE WITH NARRATION

Please follow these steps to create, test and upload you narrated presentation:

- Select the slide where you want the narration to start.
- Click the [Play] menu and select [Record Slideshow...].
- In recording mode you will see current time, current slide and the next slide. You can change what you see by clicking the layout icon in the upper right.
- The recording controls are at the bottom left of the window.

## KEYNOTE RECORDING MODE SCREEN



- To start recording, click the [Red Circle] icon at the bottom of the window in the recording controls. The timer begins a 3 second countdown before recording starts.
- Begin speaking into the microphone. You can pause recording by clicking the pause button at any time.
- Advance to the next slide using the [Shift] + [Down Arrow]. Make sure you to stop speaking your narration during every slide advance to avoid any loss of audio in your recording.
- When you have finished recording click the [Red Circle] icon to stop recording.
- Press the Escape [Esc] key or the [Exit] button in the upper left to save the recording and exit recording mode.
- To export your presentation to a movie file (\*.m4v) click the [File] menu and select [Export to] then [Movie]. Select Playback [Slideshow Recording] and Resolution [1080p] then export your presentation:



- Now, please login to the provided ProjectionNet upload site and upload this file to our presentation management system. The file will be available for viewing online exactly as it appears on your machine.

**NOTE:** Adding a new slide to your presentation after recording narration will trigger an alert that the recording could be out of sync with the presentation. To delete a voiceover narration in a presentation, in the [Play] menu select [Clear Recording]. To delete your narration in recording mode click the [Trash Can] icon in the lower left.