



Presentation Recording – QuickTime

Use the [screen recording feature](#) built into QuickTime X and send us the recording as a Quicktime (.mov) file

Recording with QuickTime Player in Mac OS Catalina

IMPORTANT: Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080. Instructions for changing computer resolution in [Mac](#)

1. Press Shift/Command/5. This will open a QuickTime control panel with icons to illustrate your recording functions.
2. Clicking the Options button here will allow you to choose Microphone, Show Mouse Clicks, etc. Choosing Show Mouse clicks is useful when illustrating a point on your slide as each click will show a black circle around your pointer to indicate where you are directing attention.
3. Record Entire Screen: Choose this option in control panel. Your pointer changes to a camera symbol. Click anywhere on your screen to start recording that screen or click Record in the control panel.
4. Record Selected Portion of your screen: Choose this option in the control panel and then drag your mouse to select an area of the screen to record. To move the entire selection, drag from within the selection. Click Record in the control panel.
5. To stop recording press Shift/Command/5 to return the recording control panel to the screen and press the Stop button. Alternatively, you can also press Command-Control-Esc.
6. The recording will default to the desktop unless you choose another location in the Options menu in the recording control panel.
7. If you need to edit such as [trimming the beginning and ending](#), see these instructions.

Prior to Mac OS Catalina: Recording with QuickTime Player

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Instructions for changing computer resolution in [Mac](#)

1. Begin by opening your presentation (not slideshow mode yet).
2. Open QuickTime Player and click New Screen Recording under File in the menu bar at the top of your screen.
3. A small, black Screen Recording control panel will open. Click the down arrow next to the red record button to view your microphone options as well as the ability to Show Mouse Clicks in Recording. Choosing Show Mouse clicks will show a black circle around your pointer when you click.
4. To begin recording, click the red record button. A pop-up window will appear with the following options/instructions:
5. Click to record the full screen.
6. Drag to record part of the screen.
7. End recording by clicking the stop button in the menu bar. (This option is only available if QuickTime is displaying in your menu bar).
8. Once you have made your selection, a black record button will appear at the top of your screen indicating that recording is in progress.
9. Now you can enter slideshow mode in your presentation.
10. The recording will default to the desktop unless you choose another location in the Options menu in the recording control panel.
11. If you need to edit such as [trimming the beginning and ending](#), these are the instructions.

Below is an optional QuickTime Player tutorial you can view as well.



Recording with Keynote:

IMPORTANT: Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080.

Instructions for changing computer resolution in [Mac](#)

1. Open your Keynote Presentation.
2. Select Play in the Keynote Menu bar.
3. Select Record Slideshow. note: Rehearse Slideshow gives you all the visual elements you have while recording without actually recording.
4. Click the red record button at the bottom of your screen to begin recording.
5. Once you click the record button Keynote will give a countdown of 3,2,1 before it starts recording
6. To stop recording click the record button again.
7. After stopping the recording the Rewind button, the Play button, the Slider Bar and the Trash Can will appear.
8. The slider bar allows you to rewind or fast forward to a specific point in your recording.
9. If you want to rerecord a section you can use the slider bar to find that point in your recording.
10. When you click record again a pop-up window will appear and ask if you want to rerecord from the current location.
11. Once you've made a recording if you press record button again, and you've made no adjustments, it will add to the existing recording.
12. To delete a recording and start a new one you can click on the trash can symbol in the recording toolbar after stopping the recording. You can also delete the recording by returning to the Keynote Menu Bar, selecting Play, and then choosing, Clear Recording.
13. When you are satisfied with your recording, click Export To Movie under File in the Keynote menu bar and then choose Movie.
14. Once the Export Your Presentation window pops up make sure Slideshow Recording is selected in the Playback drop down menu and then click Next.
15. Choose the name and location to save your recorded presentation and then click Export.
16. If you need to edit, such as [trimming the beginning and ending](#), these are the instructions.