

Record a Narrated Presentation or Screen Recording with QuickTime (Mac)

If you have an older version of PowerPoint for Mac, it is not possible to create a video of your narrated presentation. We recommend using QuickTime. You can also use Quicktime to record anything on your screen plus your voice.

Record Your Presentation

- Have the content you are presenting ready and open in PowerPoint for Mac, Keynote, or your preferred program.
- Open QuickTime. If the icon is not on your Desktop or Application menu bar, you can find it in Finder, in Applications.
- In QuickTime, open the File menu and click New Screen Recording.
- A small window will appear (see figure). The Record Entire Screen button is selected by default, but you can choose to select a portion of the screen.



- Click the Options tab to confirm that the correct microphone is selected.
- Click the Record tab or click anywhere on your screen to start recording. If you have two monitors, you can select one to record here.
- Click on the Stop Recording button in the upper right of your screen when you are finished.



Tips

- Do a quick test before spending a lot of time recording.
- You will be able to trim off the beginning when you put your presentation into full screen or Presentation Mode.
- You may want to have your script or notes printed out or on a different monitor.
- One drawback of 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 and luckily, research shows that retention and understanding is greater when lectures are logically divided into shorter chunks.

Trim Your Recording

- When you stop recording, a pop-up window with the video will appear so you can review it, (see figure).
- To trim the beginning and end, click on Edit in the upper menu and choose Trim from the dropdown list.
- Click and drag the yellow tabs at the ends of the timeline to trim off the beginning and end of your recording.
- Click the Trim button when you are done.



Save Your Recording

- 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 Upload a Video to YouTube and Embed in Blackboard” for instructions.

Need more assistance?

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