

# ***How To: Record Voiceover in Keynote (/blog/2016/1/22/how-to-record-a-voiceover-in-keynote)***

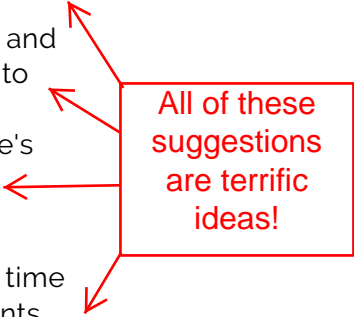
JANUARY 24, 2016 (/BLOG/2016/1/22/HOW-TO-RECORD-A-VOICEOVER-IN-KEYNOTE) MARIA "INA" (/BLOG/?AUTHOR=55197F4BE4B0AC8577B4D038)

Creating a screencast, webinar or guided presentation is super easy with Apple Keynote.

## **WHAT YOU NEED:**

- **The latest version of Keynote** — you may need to update your OS)
- **A script** — add it to your slides' presenter notes so you're not shuffling papers.
- **A perfect presentation** — check everything (spelling, animations\* and images) in full screen preview mode *before you record*. Use slides to support your script, not contain it.
- **A quiet room** — put up signs around the house if you must. If there's *any* noise outside, do a test recording. You may be used to the traffic/squirrel/neighbor, but your audience *will* hear it.

\*set your animations to come in with a click. You may spend more time on an idea than you anticipated, and controlling every build prevents the slides from getting ahead of you (and distracting your audience).



All of these suggestions are terrific ideas!

Let's begin.

When you're ready, find the Record Slideshow button in Document settings, under Audio (top right of screen).



Find Audio options under Document settings.

**CLICKING THE RECORD SLIDESHOW BUTTON WILL OPEN A VERSION OF REHEARSAL/PRESENTER MODE.**

There is a bar at the bottom of the screen with recording functions, including a volume indicator.



Record mode uses a version of presenter mode.

### **CUSTOMIZE THE SCREEN LAYOUT WITH YOUR PREFERENCES.**

If you have lots of builds on your slides, you can keep track of them with Next Slide view and the Ready to Advance Indicator.

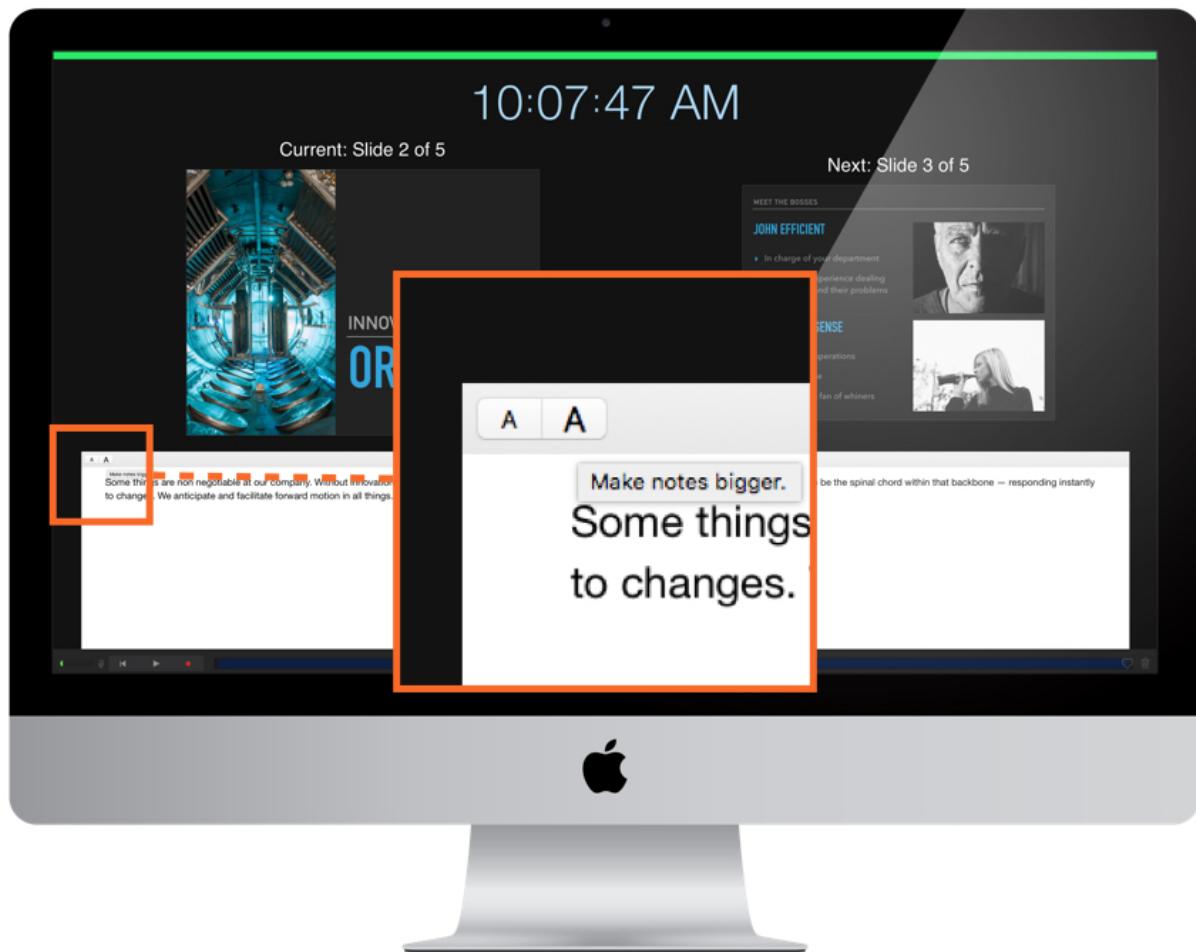
You can also choose to see a clock and/or timer, and opt to see time elapsed/remaining — very handy if you have a set amount of time.



Customize your record screen.

### TWEAK NOTES FONT SIZE.

Make sure you can read your presenter notes by **setting the font size** within presenter notes. You can change this even while you're recording — just be mindful of mouse-click sounds!



Increase Presenter Notes font size.

**AND — ACTION!**

When you're ready, hit record in the bottom left.

You can pause your recording at any time, but you'll have to restart it. Add to the beginning



The Record button is at the bottom of the screen. It's the RED button.  
The Green half circle is a volume indicator.



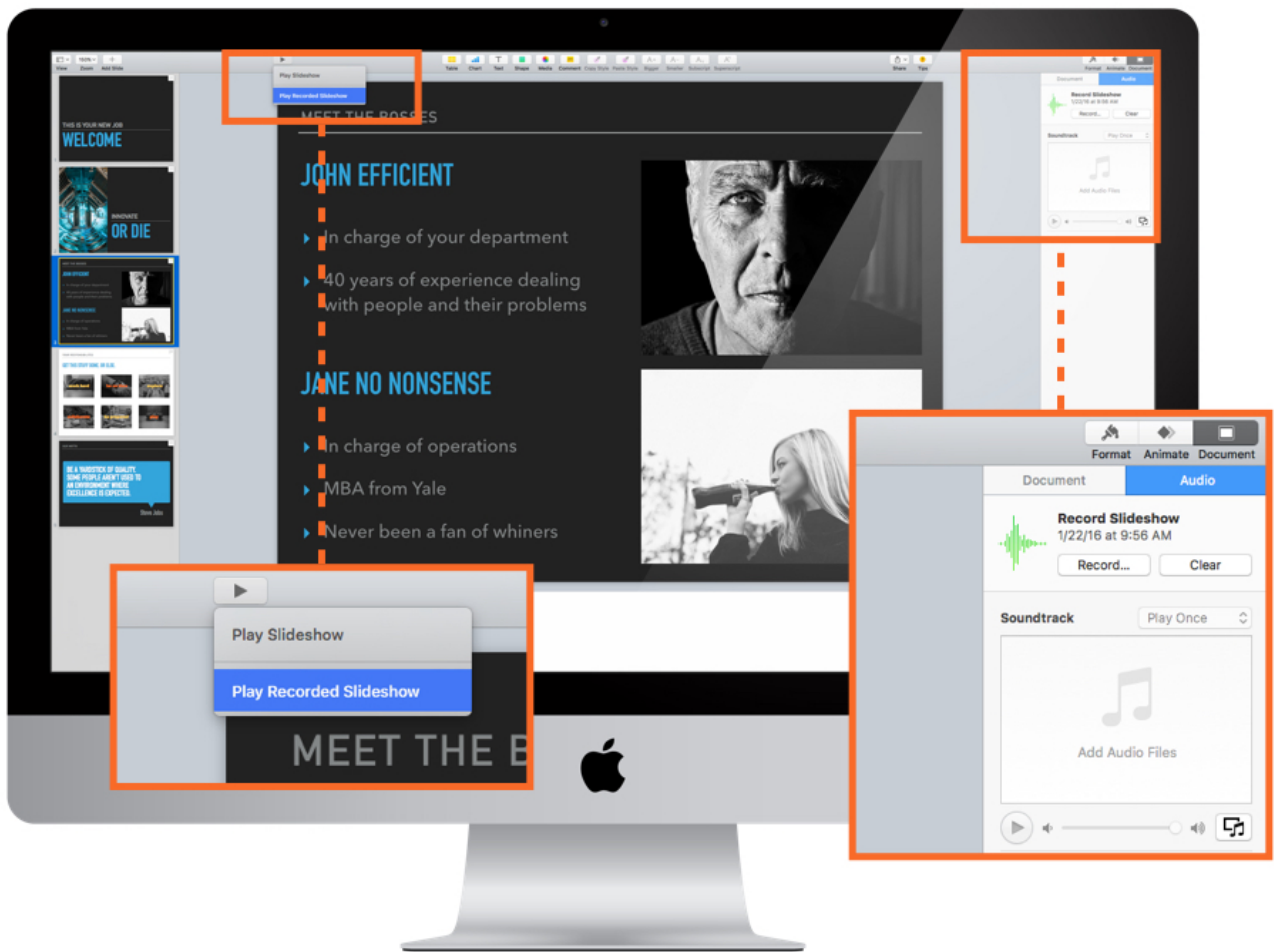
A countdown initiates the recording session.

#### REVIEW AND EDIT.

Preview your Recorded Slideshow with the ► button that is in the menu at the bottom of the screen (near the Record button)

or by going the top line Play menu > Play Recorded Slideshow.

You can also stop recording if you make an error, and record over where you've made your error, and then continue recording. Or you can record over everything by recording from the beginning.



You can choose to play the Slideshow in normal or recorded mode. Delete or continue recording under Audio in Document settings.

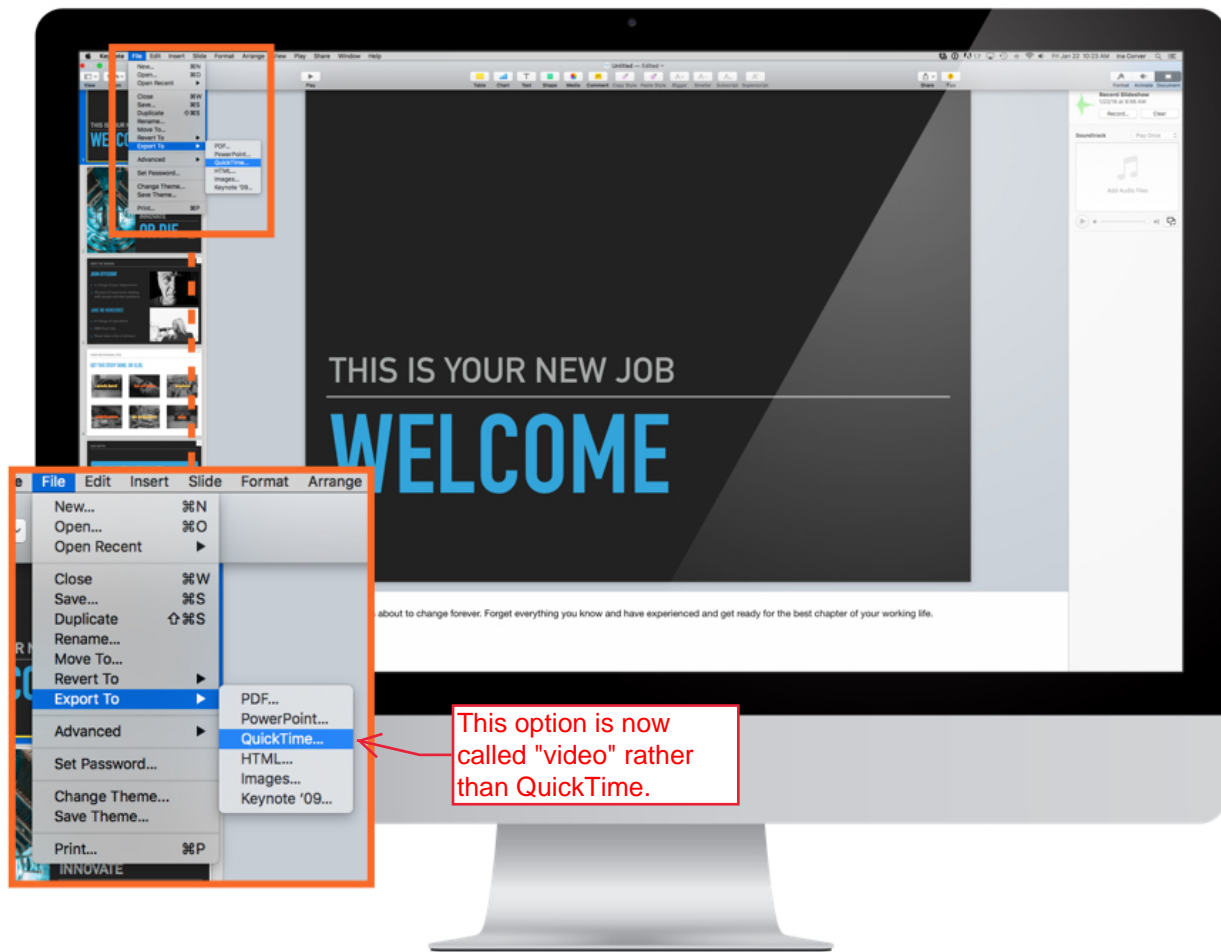
### EXPORT AS VIDEO.

To export your Recorded Slideshow as a video, go to File > Export To > QuickTime...

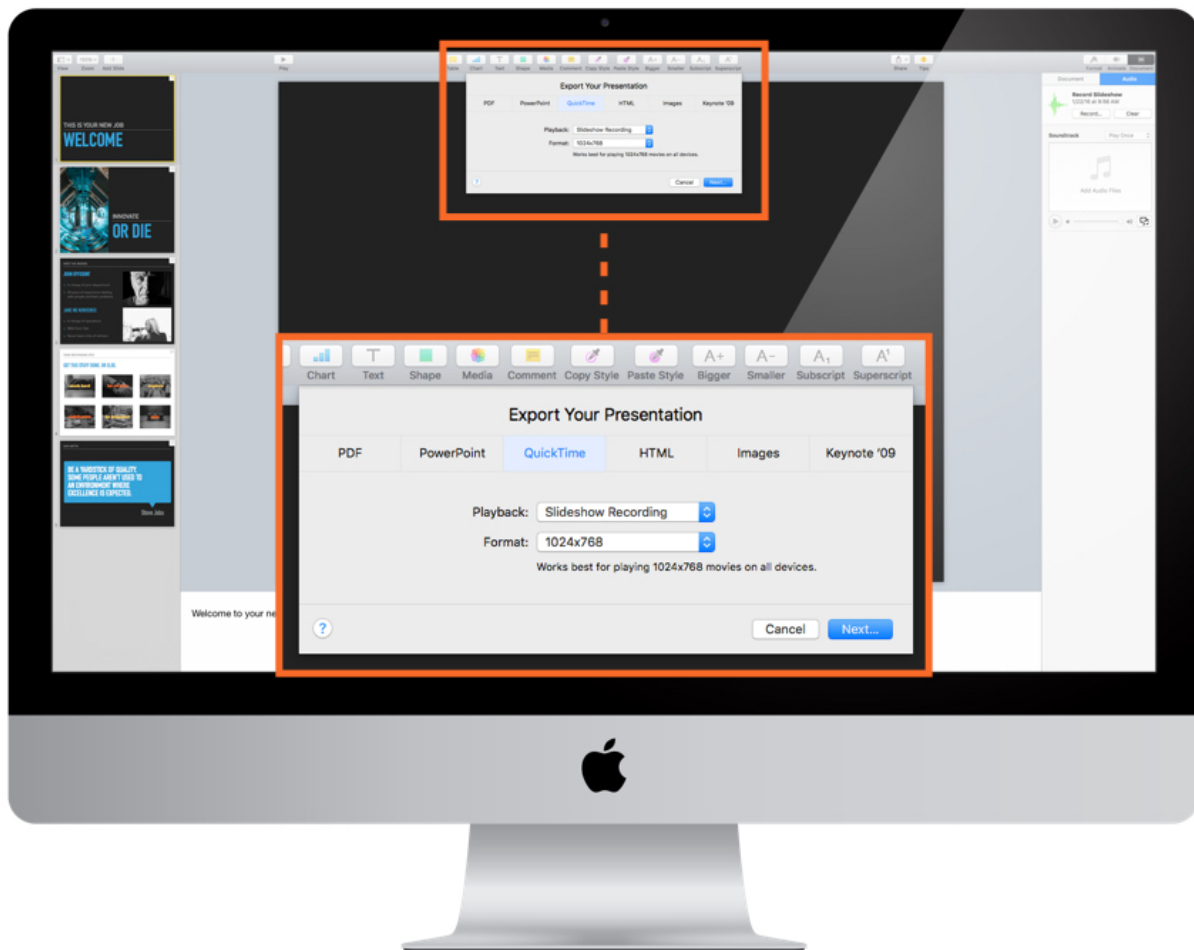
**Select Slideshow Recording as your Playback, and a format for your intended screen(s):**

- Use 720p for mobile devices, such as iPads at a kiosk.
- 1080p is best for Retina displays and Apple TV — excellent if you're presenting your slides on an HDTV or screen projector.
- **When uploading (or in doubt) keep the recommended 1024x768 setting — it works great all devices.**





Export Recorded Slideshow as a video file.



Select Slideshow Recording and format, then click Next... to choose destination.