

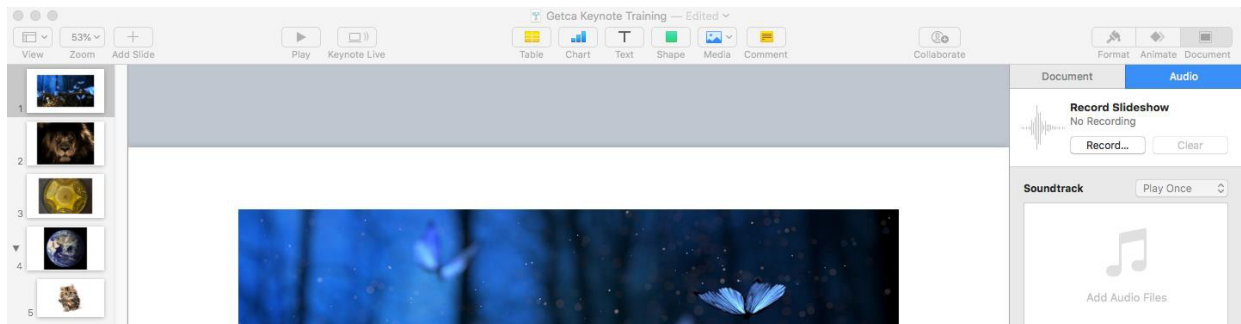
CONVERTING YOUR **KEYNOTE** PRESENTATION TO MP4 WITH TIMING AND VOICEOVER.

If this is a new experience for you, it might be a good idea to test the process with a one minute 3 slide mockup so you are familiar with the steps prior to starting the actual recording

As you want the slides to advance manually, make sure that the slides are set to advance upon click. (Standard presentation mode)

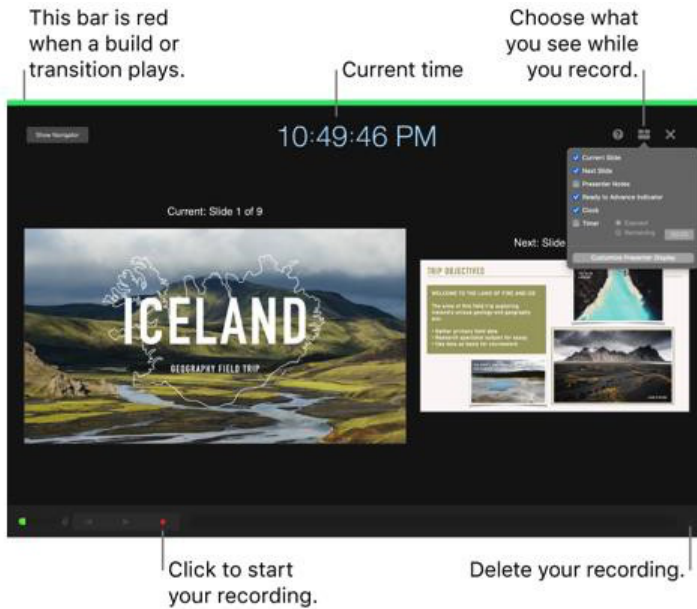
Click on the slide where you want the recording to start.

Go to the “**Document**” button in the toolbar.



Click the “**Audio**” button on the far right side of the sidebar.

Click “**Record**” in the sidebar, the recording window opens.



To start recording, press the red button at the bottom. Keynote gives you a 3 second count in.

Speak clearly in your microphone.

Advance the slides at the pace you prefer (by clicking the mouse or by pressing the right arrow button), taking a breather between transitions as there will be a brief break in audio record in between slides.

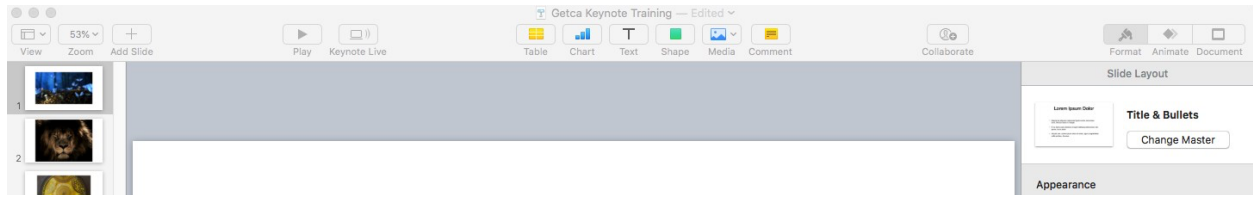
You can pause recording at anytime by hitting the pause button.

Resume recording at any time by clicking the red button.. Click the red button again to finish the recording.

****** IF YOU MAKE A MISTAKE** Just pause the recording, scroll back in the timeline before the mistake occurred. Press the red button, and proceed to record which will overwrite the slide/audio

Press the Esc (Escape) button to exit the presentation and save the recording..

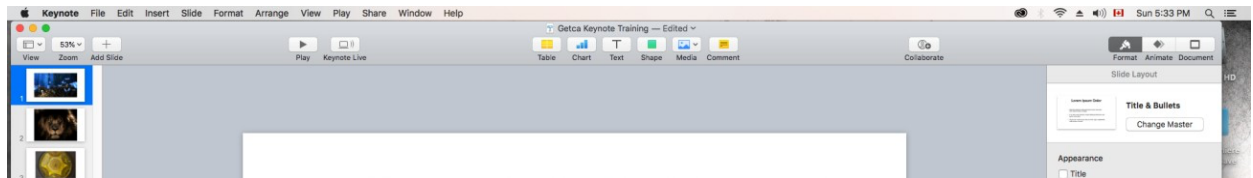
To listen to your narration, play the slideshow.



This is the simplest way to add voiceovers to your presentation. If this option has worked for you **Export your presentation to a Movie**

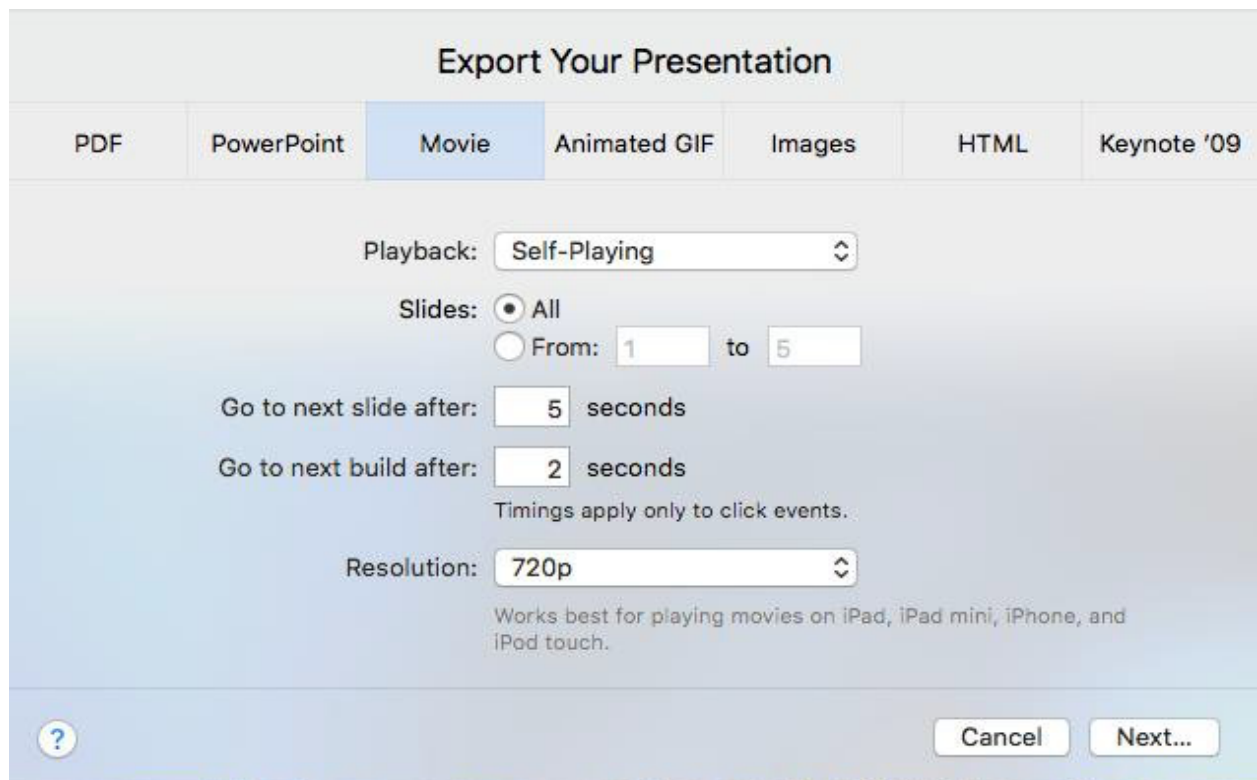
“Exporting your presentation to a Movie”

In the FILE menu of the top toolbar,



Choose **-Export to** and choose **Movie**

The **Export Movie** Dialogue box appears.



From the **Playback** dropdown menu, choose **Slideshow Recording**.

From the **Resolution** dropdown menu, **choose 1080p**.

Click **Next**.

Name your movie and choose where it will be saved.

Click **Export**. **Keynote will create an MP4**.

Depending on the duration of your presentation, the exporting process may take considerable time to complete