

## Recording Your Oral Presentation in Catalyst

*Please take the time to review the provided best practices documents prior to recording*

- Quit all software not related to your presentation. In particular:
  - Any software running in the background that may interrupt your recording with pop-up or sound notifications, such as email, instant messaging, or antivirus monitoring.
  - Maximize your bandwidth by disconnecting other services that may be running on your network.
  - Automatic backup software, which could cause the recording to stutter if it starts backing up your computer during your presentation.
- Log into Catalyst and open your submission.
- In your submission you will see a “Final Uploads” tab:
  - Video Upload: Here you will find these detailed steps along with helpful links for troubleshooting.
  - PowerPoint Upload: Upload your PowerPoint files WITH notes for publication in the on-demand library.
  - Manuscript Upload: Upload your PDF version only for non-peer reviewed manuscripts, upload PDF **and** Word formats for peer reviewed manuscripts.
- To prepare for recording, switch from your browser to open your PowerPoint slides for use during video presentation; do NOT minimize the application.
- Return to your browser with Catalyst open and click “new recording”; recording will not begin until you click the circle icon at the bottom center of the screen.
- You may be prompted to allow access to your microphone and camera.
- Next, click the screen icon at the bottom center to share your screen with the software.
  - Next, you will need to select which image to share; click on “application window” and you should see your PowerPoint presentation to select. Select this window and click share below.
- Return to your browser, and verify that your camera is enabled so the video will capture your image while recording:
  - In a few seconds you will see your image as a picture-in-picture at the bottom right of your screen; now you are ready to record.
- Click the round record icon at the bottom of the screen and follow the prompts to begin recording.
  - Once recording starts, a round orange icon will display REC at the top of the screen.
  - Immediately switch to your PowerPoint slides to start your slide show.
    - If your recording with a single screen (laptop), the thumbnail of your image will disappear, but it is still being captured.
- Deliver your presentation as you have practiced.
- When you have completed your presentation, switch back to your browser, and click on the round record icon again to stop recording. You will be prompted to confirm the end of the recording.
- Catalyst will now save the video recording file in MP4 format within your submission. This may take a few moments.

- Once the video has been saved, you will now be able to review your file, delete, and re-record as needed until you are happy with the final version.