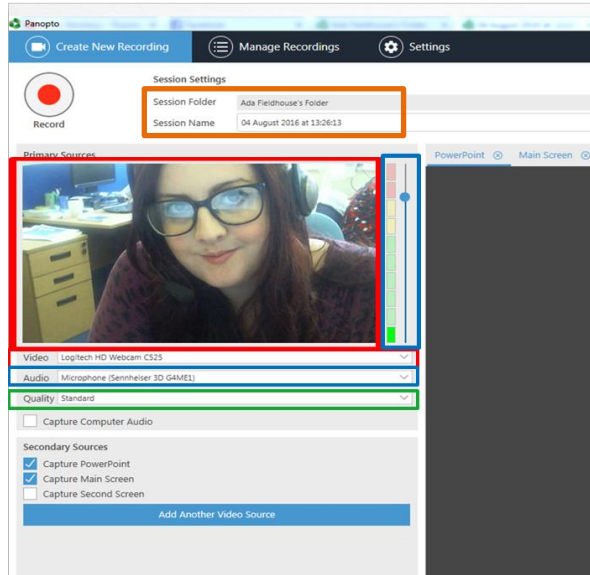




Pre-recording checks



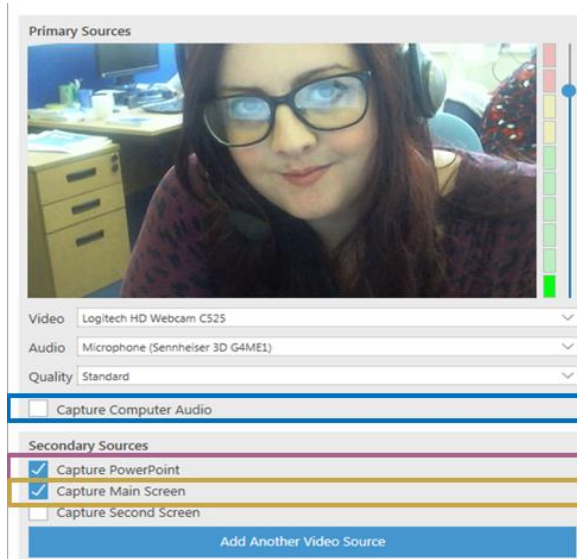
1) With the Panopto ReView recorder in front of you, check that you're **clearly in shot** on the left-hand side of the recorder.

2) Check that the **Audio** is being picked up by speaking a few lines: the volume should peak into the yellow area of the bar. Use the slider to adjust if the sound is too quiet or too loud.

3) Choose 'High' for **Quality**.

4) Look at the top of the screen and ensure that your recording will go into the **correct Folder** (e.g. [Your Name]'s folder). Directly underneath, you can type in a more meaningful **Name** for your recording.

5) Ensure that 'Capture PowerPoint' is ticked if you intend to present using PowerPoint.



If any aspect of your presentation involves exiting PowerPoint, such as to showcase a webpage or Word document, tick 'Capture **Main Screen**' as well.

Beneath this is 'Capture **Computer Audio**'. Tick this box if you intend to use any audio from your computer within your presentation, such as from video or audio clips.

6) For a smooth beginning when using PowerPoint, select the PowerPoint tab, click 'Open a Presentation' and select 'Start presenting when recording starts'.

