Installing OBS

OBS for Mac, PC and Linux can be downloaded from https://obsproject.com/. Note that the following instructions describe OBS use on MacOS with base canvas resolution set to 1920 x 1080 at initial setup.

Recording Instructions

1. Open your PowerPoint presentation and set the presentation to **Reading view**.

2. Launch OBS.

3. Under the **Sources** panel at the bottom of the OBS program, click on the **+** and **Window Capture**.

4. A properties window will pop up. In the **Window** drop down menu, select your presentation.

5. Within OBS, reposition your presentation to ensure it fits within the recorded window. (Note: the presentation slide may seem truncated if the PowerPoint window is at full screen. Decreasing the size from full screen should allow for the entire slide to be visible in OBS).

6. If you wish to have a recording of yourself during the presentation: Under sources, click on the **+** and select **Video Capture Device**. A properties window will pop up. In the **Device** drop down menu select your camera. Minimize the camera window and position in a top corner to ensure it does not cover details from your slides.

7. Click on **Start recording** and return to your PowerPoint presentation. Present!

8. When you are finished return to OBS and click on **Stop recording**.

9. As a reminder, your presentation should not exceed 12 minutes. If your presentation exceeds 12 minutes, the presentation will cut off at the 12 minute limit.

10. OBS saves files in an .mkv format. To convert to .mp4, go to **File** > **Remux recordings**. Select your OBS recording by clicking on **…** and click on **Remux**.

11. To view your recording, go to **File** > **Show recordings**.