

The really easy way to record a video is to use PowerPoint (or similar) and QuickTime (or similar):

1. Set up your PowerPoint slides (or on google slides) and write yourself a script to go with it.
2. Practice with your script and the slides a few times to make sure you know where to advance the slides and what to say.
3. Open QuickTime. Start “new screen recording.”
4. Open PowerPoint and start your presentation from the first slide, set to full screen. (QuickTime is now recording your sound and what is on your screen.)
5. Wait a few seconds silently to make sure there’s a clean audio recording start.
6. Do your presentation with you speaking and going through the slides.
7. At the end, pause a few seconds (just be quiet) before you turn off the recording.
8. Turn off the recording on QuickTime.
9. Then use the “trim” feature in QuickTime to slice off the beginning and end to have a clean start and finish.
10. Save the file. Now you can upload it somewhere. If you upload to Vimeo or YouTube, you can then embed the video in various things like mailers.