

# How to Make a Narrated Presentation - Open Office Impress

## PSY 225 (prepared by Nathaniel Rigier)

### Getting Started

1. You'll need to create sound files via a third-party recorder. For Windows, you can use **Sound Recorder** (also known as **Voice Recorder** in Windows 10). For Macs (Apples), you can use **QuickTime**.
2. You will need one sound file for each slide in your Impress presentation. (So, if you have 5 Impress slides, you will need to create 5 different audio files to narrate each of the 5 Impress slides.)

### For Windows

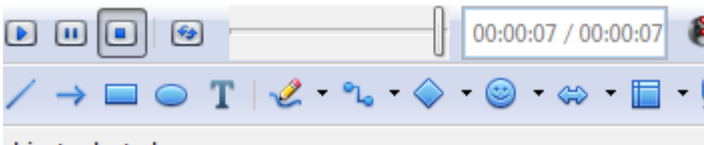
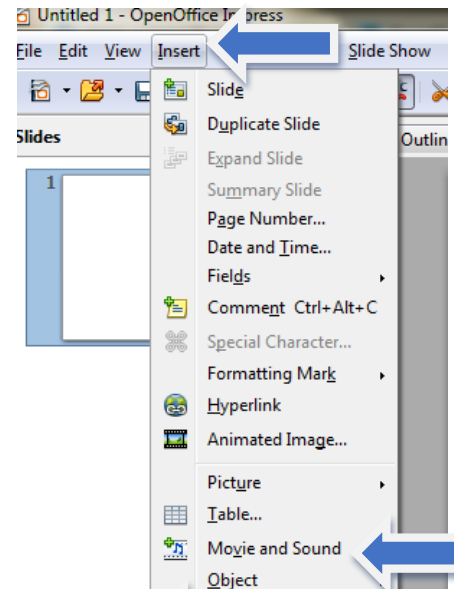
1. Click on the **Start** menu and search for **Sound Recorder**.
2. Open **Sound Recorder**.
3. When you're ready to record, press **Start Recording** and speak into the microphone.
4. When you've finished recording the narration for each slide, press **Stop Recording**.
5. Pressing **Stop Recording** will automatically bring up a Save window, which will ask you to name the file and choose where you want to save the file.
6. Repeat this for all sound files.

### For Macs (Apple)

1. Open **QuickTime**.
2. Press new **Audio Recording** and record your audio.
3. Press **Stop Recording** when you are finished.
4. Repeat this for all sound files.

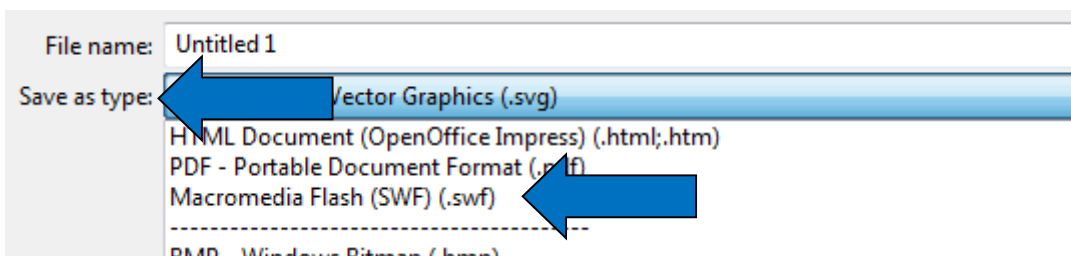
### Adding your recording to Impress

1. Open your completed Impress.
2. On the slide you want to add audio, click **Insert** which will open a dropdown box.
3. Click **Movie and Sound**, which will open a dialogue box where you can find your previously recorded audio file.
4. Select the file you want to upload and click **Open**.
5. The upload will automatically begin.
6. Repeat for each of your impress slides.
7. You can listen to your audio on the slides by using the audio controls at the bottom of the slide.



### Converting your Narrated Impress to a Video

1. When your Impress is finished, click **File** and **Export**, which will open a save dialogue box.
2. Under the **Save as type** dropdown box select **Macromedia Flash (.swf)**



3. **IMPORTANT: Your video will be saved as a Flash video (.swf file), which you will need to convert to a .mov, .mp4, or .wmv file before being uploaded to the Discussion Board.** Google for free .swf converters; there are many to choose from, but you must convert the .swf to .mov, .mp4, or .wmv before uploading to the Discussion Board.

