

CREATING NARRATED PRESENTATIONS WITH POWERPOINT FOR WINDOWS (and Office 365 PowerPoint Version 16 and Windows 10)

CHECK YOUR VERSION OF POWERPOINT

These directions were written for Version 16 of Office 365.

SET MICROPHONE / AUDIO LEVEL (Windows 10)

1. Click on the Windows *Start* button and go to *Settings* | *System* | *Sound*.
2. Under *Input*, select the recording device you will use to record your audio.
3. Speak into the device and check the levels in the *Test your microphone* section. If you need to increase volume, click *App volume* and device preferences under *Advanced sound options*.
4. Close window.

PREPARE FOR RECORDING

1. To aid in the recording process, and to refer to later in proofing the transcript, it is best to have a script written out for each slide. This will ensure that content is presented in a clear, short, and precise. As you record, you will make errors that will require you to re-record slide narration. Having content written down will make that process easier.
2. Once the presentation script is ready, open the presentation in PowerPoint.
3. Copy and paste slide script into the Notes section for each slide.
4. Make sure the following options are selected under the *Slide Show* tab: *Play Narrations*, *Use Timings*, and *Show Media Controls*.

RECORDING

1. Prior to recording audio for all of your slides, it is a good idea to check that your computer is configured correctly. To do so, click the *Slide Show* tab, then click *Record Slide Show*.
2. Record the audio for the first slide.
3. Press ESC to end recording.
4. From the Slide Show menu, select Play from Current Slide. You should hear the audio you recorded. If not, return to the *Set Microphone /Audio Limits* section above.
5. With audio recording confirmed, click *Slide Show* tab, then click *Record Slide Show*.
6. Click the Record button to record audio for that slide.
7. If you make a mistake and need to record audio for that slide, continue recording audio for remaining slides. (After recording audio for all slides, exit the presentation mode. Navigate to the slide with the error. Click *Record Slide Show* again to re-record audio for that side. Click the *Clear* menu and select *Clear Recordings on Current Slide*. Re-record audio for that slide and click *Stop* button to end recording.)
8. Click the next slide button to progress to the next slide and record the audio for that slide. Continue until audio for all slides has been recorded.
9. Press the *ESC* key to end recording.

EXPORTING & PUBLISHING

1. Select *File* | *Export*. Select *Create a Video*.
2. Specify the size and quality of the video. *Standard (480p)* is recommend for low-bandwidth viewing.
3. Specify that you want to **Use Recorded Timings and Narrations**.
4. Click *Create Video*.
5. Select *MPEG-4 Video* under *Save as Type*.
6. Specify the desired location for the saved file and click *Save*.
7. Select *File* | *Save* to save a native PowerPoint version of your file to use later if changes are needed.