Creating Narrated PowerPoint Presentations

These are general instructions. Please follow the directions provided by your instructor for file format and submission. Please note that Microsoft PowerPoint versions *prior* to 2007 (Windows) and 2011 (Mac) will not embed the audio with the file. Therefore, when playback is attempted on another computer (i.e, your instructor's), it may not contain your narration.
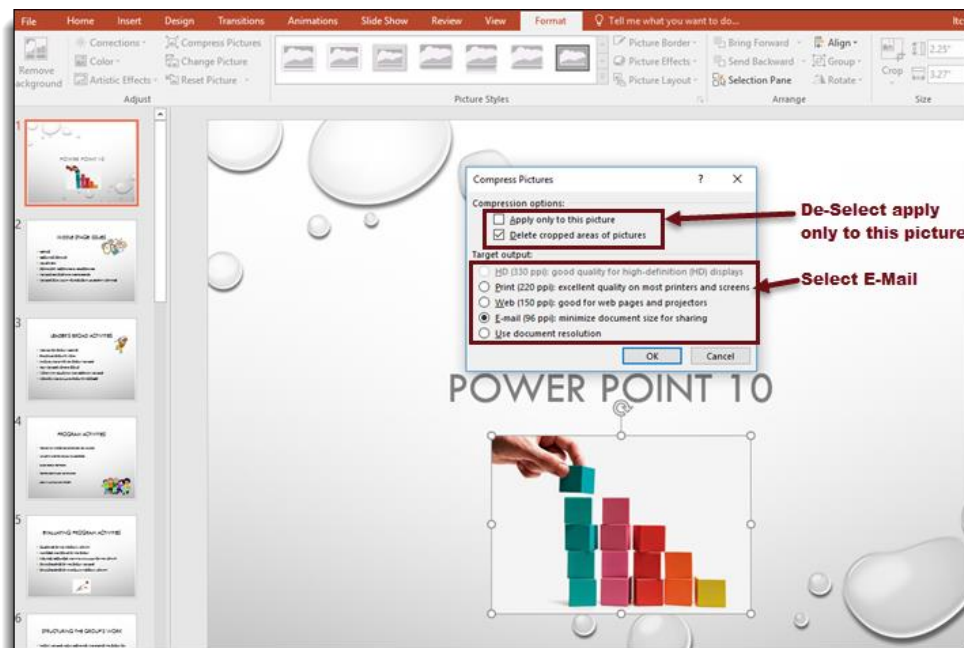
You will need:

1. A windows computer with PowerPoint 2007 or later or Mac with PowerPoint 2011 or later
2. An inexpensive USB headset with microphone
3. The PowerPoint file you wish to narrate

> *NOTE: It is recommended that you compress your image files before saving the final version. Select one image in the presentation and then follow the screenshot below:*

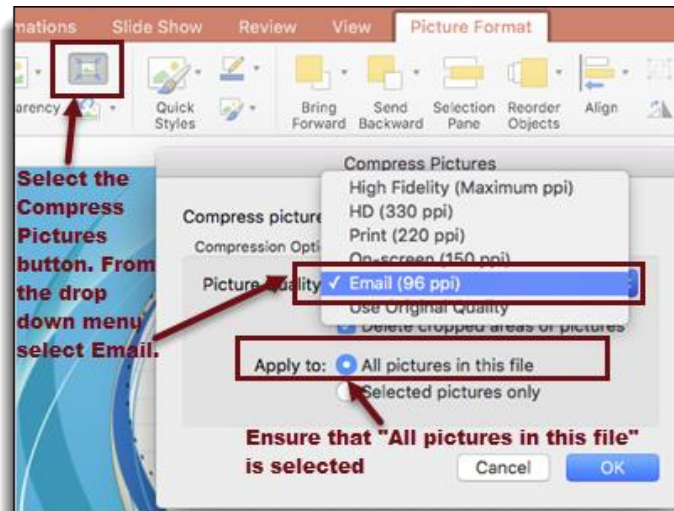## Windows / Compress the images in your PowerPoint:

Adding audio to your PowerPoint will create a large file size which can cause upload problems. It is important to compress any additional media in the presentation, beginning with your images.

1) Open the presentation you wish to narrate
2) Select an image > Picture tools > Format tab > Compress Pictures in the "Adjust" group
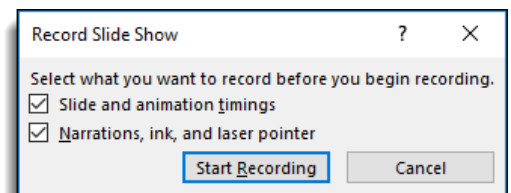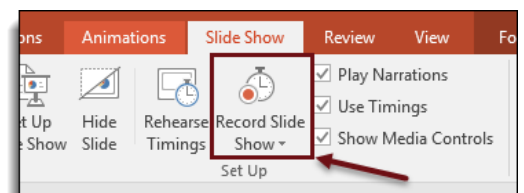3) Save the presentation in the .ppt format.

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Mac / Compress the images in your PowerPoint:

1) Open the presentation you wish to narrate
2) Select an image > Picture tools > Format tab
3) Select the Compress Picture button > and from the drop-down menu
4) Apply to "All pictures in this file"

Windows / Record Narration and edit or re-record separate slides

1) Open the presentation you wish to narrate
   o Select the **Slide Show** tab
   o Select "Record Slide show"
   o From the drop down menu:
      • Record from "Beginning"
      • Or, from "Current Slide" (if editing one slide)
   o Select "Start recording"
   o Your PowerPoint will open in Slide Show view and you will see the recording controls in the upper left portion of the screen.
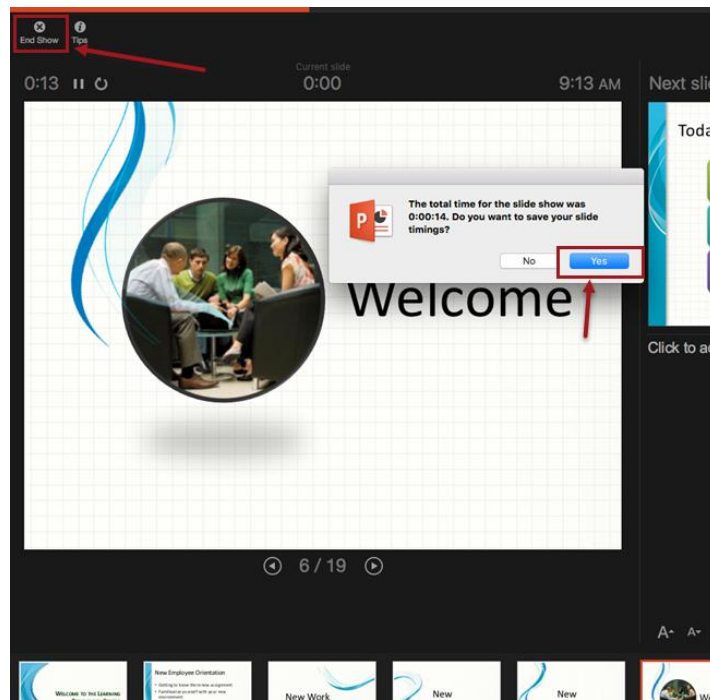   o Pause/Resume as needed

2) "Esc" when finished; after a few moments, your PowerPoint will display in **"Slide Sorter View"**
   o In "Slide Sorter", you can view timings and narration on each slide
   o Select a single slide to review the narration and/or edit the narration
      • "Start recording from current slide" to record over the previous narration
3) **SAVE** your presentation (.pptx)

MAC / Record Narration and edit or re-record separate slides

NOTE: Follow the steps above to narrate your PowerPoint on a MAC.

Before you before you begin recording:

> ➢ Make sure your microphone is set up correctly. On the Mac, go to System Preferences > Sound.

1) After Clicking Start Recording, a new page will automatically appear, and your recording will begin.
2) When you are finished recording, select "End Show" at the top of the page.
3) Then save your changes

Compress Media (Windows only)

1) File tab > Info > Compress Media* > Internet Quality
   a. Please note: Compress media is only available after you have added any type of multimedia files, such as narration or video, to your presentation.
2) **SAVE** your presentation (.pptx) – keep the original format in case you need to edit later.

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Upload to D2L Assignment Folder (students)

1) Presentation files with sound and images can be very large and will take longer to upload. It is recommended that you upload your file using a hard-wired broadband connection to avoid connectivity issues, or D2L upload/ time-out problems.

2) Do not try to upload the file directly from a flash drive (usb) or online storage location like Dropbox (online), or One Drive.