

Narrating A PowerPoint And Saving It As A Video

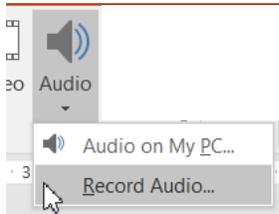
Faculty are encouraged to narrate PowerPoint presentations that are shared with students as pre-class assignments or self-study materials. These instructions share the settings and process for narrating and saving as an MPEG-4 video file. Students like video files because they can speed up the playback. These instructions show you how to record audio screen by screen. Another option, Record Slide Show, is not addressed.

Before You Begin:

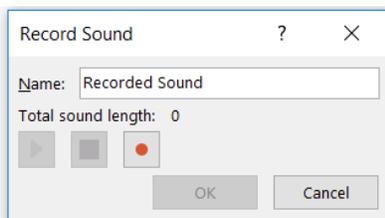
- Review the Helpsheet, “Best Practices for Narrating Online Resources” on the OED Teaching Resources>Online Lectures web page.
- Get a headset with microphone. Logitech USB ones are good enough. Plug it into your computer and make sure it works. If you don’t have a headset, record narration in our Recording studio.
- If recording narration in the OED Recording room, reserve your spot on the OED [Recording Studio calendar](#).
- Write a script or notes to guide your narration. If you’d like to share your notes for each slide (like a transcript) with your students, you need to create a separate PDF. See the end of this document for details.
- Build your slide deck.

To record narration slide by slide:

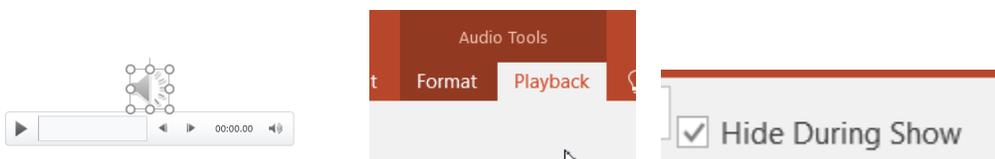
- On your slide, click **Insert>Audio>Record Audio**.



- The **Record Sound** window pops-up. Click the red button to start recording. Click the square to stop. Click the green Play button to listen to your recording. If you like it, click OK.



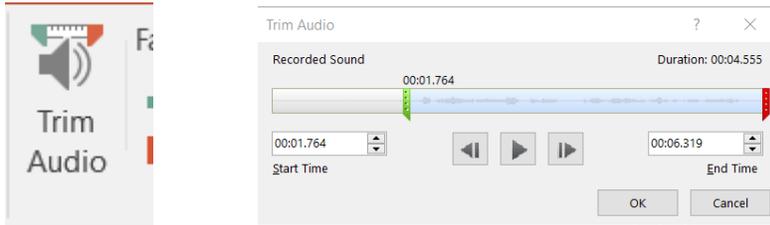
- An audio icon will appear on your screen. You need to remove it from your final video, so either drag it off the screen or double-click the audio icon to hide it (shown below).



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4. The audio editing capabilities are limited, but you can trim off extra space at the beginning and end of your narration.

a. Click the Audio icon. Under **Audio Tools** at the top, select the Playback Tab > **Trim Audio**.

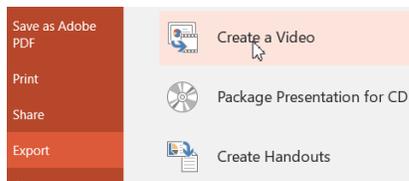


b. Move the green and red bars to eliminate any unwanted audio. Click OK.

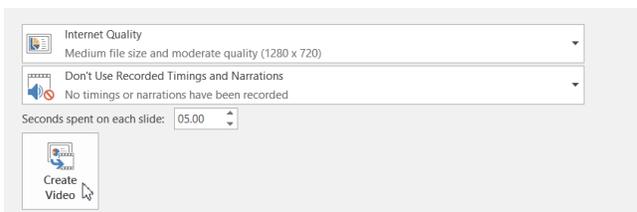
5. Record each slide's narration and review the presentation.

6. Save your presentation as a MPEG-4 video file:

o Select **File>Export>Create a Video**.



o Select **Internet Quality**.



o Click **Create Video** and save it where desired.

7. A processing bar will appear at the bottom of your screen. When it disappears, your video is ready.



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8. You can help students take notes while watching your video or use your notes as a transcript. To do this, **print** your PowerPoint file as a PDF showing the Notes view. You are not actually printing the file, it's just saving the file as a PDF which they can print. Alternatively, you could copy and paste the Notes to a Word document with each Note numbered to its slide.

