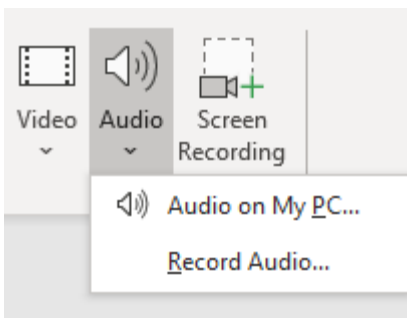UAMS®

Narrating a PowerPoint and Saving it as a Video

Faculty are encouraged to narrate PowerPoint presentations that are shared as pre-class assignments or self-study materials. These instructions are the settings and process for narrating and saving as an MP4. The following screenshots are taken from PowerPoint 365.
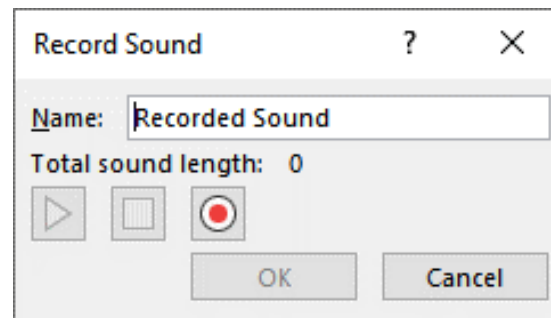
Before you begin:
- Review "Best Practices for Narrating Online Resources."
- Get a headset with a microphone, plug it into your computer, and verify it works. If you don't have a headset, you can reserve a spot in the OED Recording Studio.
- Write a script or notes to guide your narration. If you'd like to share your notes for each slide, you should create a supplemental PDF. See the end of document for details.
- Build your slides.

To record narration slide-by-slide:

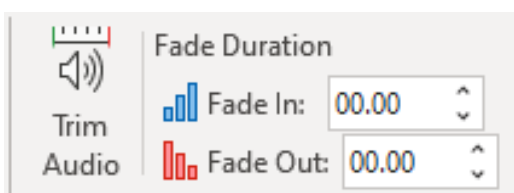**1.** On your slide, under the **Insert** tab, click **Audio > Record Audio.**

2. The **Record Sound** window pops up. Click the circle to start recording and the square to stop. Click the Play button for playback. If you like it, click **OK.**
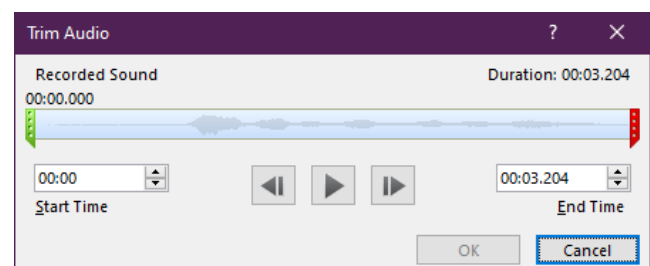

3. The **Audio** icon will appear on your screen. Drag it off the slide to remove it from the final video.

4. Trim off extra space at the beginning and end of your narration by clicking the **Audio** icon. Then, under the **Audio Tools** tab, select **Playback > Trim Audio.**
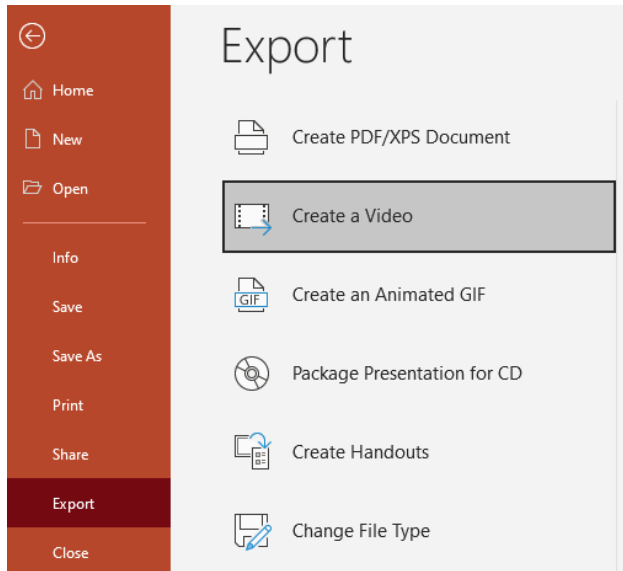

5. Move the red and green bars to eliminate unwanted audio. Click **OK.**
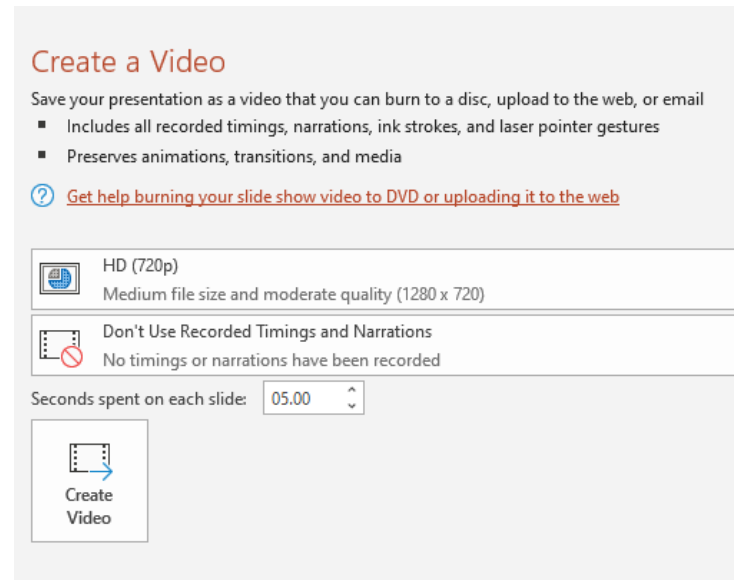
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6. Record narration for each slide and review the presentation.

7. Save your presentation as an MP4. Under the **File** tab, select **Export > Create a Video.**

8. Select **HD (720p,)** then click **Create Video.**

9. Under the **File** tab, select **Print.** Select **Notes Page** under **Settings.** This will "print" your PowerPoint slides, along with whatever is written in the notes section. This saves it as a PDF that you can include alongside your narrated video.

Alternatively, you can copy and paste the notes to a Word document, numbering each section to correspond to the appropriate slide.