

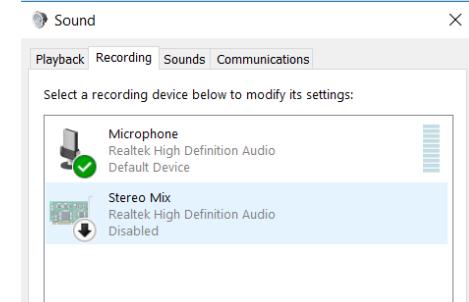
## How to Make a Narrated PowerPoint Presentation- Windows

PSY 225 (prepared by Nathaniel Riger)

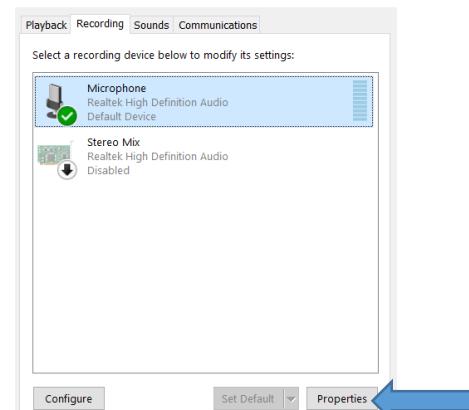
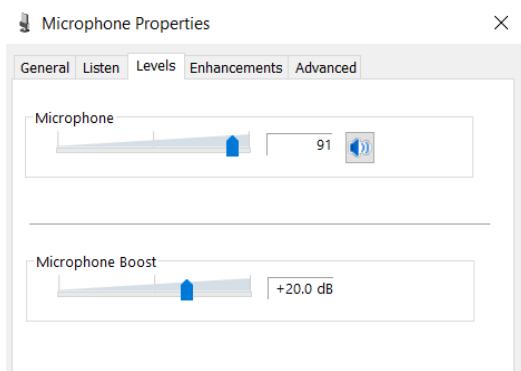
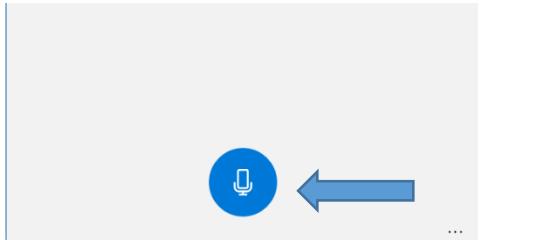
### Set-Up

If you want to check that your computers built in microphone is working, follow the instructions below. Otherwise, skip to next page and begin reading the topic, **PowerPoint Recording**.

On Windows, click the **Start** panel and click on **Control Panel**; then click **Hardware and Sound** followed by **Sound**. (Note: Sound may also be titled **Manage Audio devices**.) In Sound, click the **Recording** tab, which will bring up a menu showing all microphones connected to your computer. Your built-in microphone will be selected by default and marked with a **green check mark**. If the check mark is there (as pictured to the right) the microphone is ready to use.



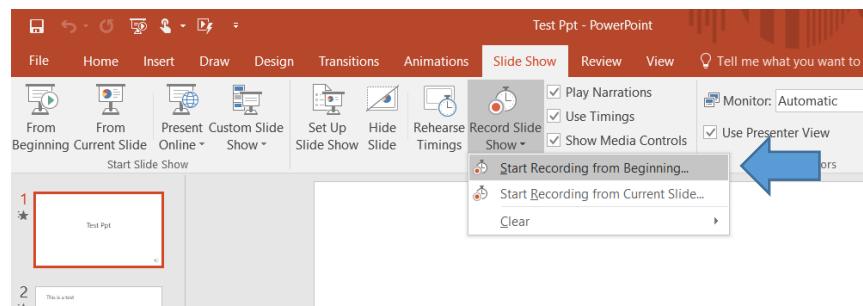
If you want to test your microphone by creating a test recording, click on the Windows Start tab and select **Voice Recorder** (for operating systems prior to Windows 10, this is called **Sound Recorder**). Click on the record icon at the bottom of the window to begin recording, Record a short message and click **Stop** when done. Press **Play** to play back the message and ensure that the recording works. If your voice is too soft or loud you can adjust the volume in the **Sound** menu. Under **Sound**, click on the **Recording** tab and select your microphone and click on the **Properties** tab and then **Levels**. Here, you can adjust the microphone levels to correct the sound levels of your recording.



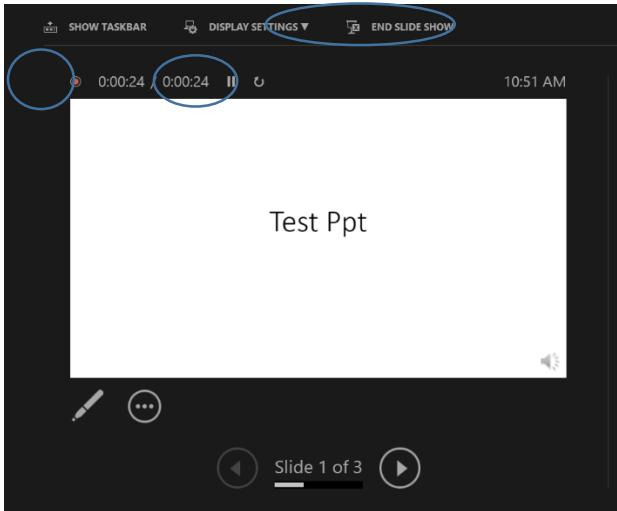
## PowerPoint Recording

### Getting Started

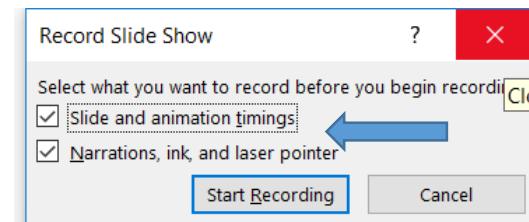
Open the completed PowerPoint presentation you want to create a narration for and click the **Slide Show** tab. Click **Record Slide Show**, which will open a dropdown menu. The record slideshow dropdown box has three options: Record from Beginning, Record from Current Slide, and Clear. (**Clear** will clear any recordings you have already made. Don't click this unless you mean to delete any recordings you've already recorded!) Select **Record from Beginning**, which will open a menu box. Make sure both **Slide and animation timings** and **Narrations, ink, and laser pointer** are checked, and click **Start Recording**.



### Recording

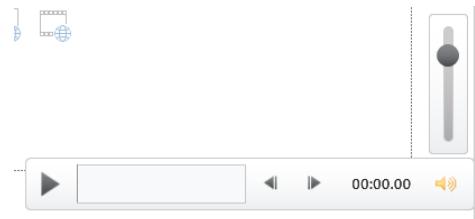


Your presentation will open in Presenter Mode and in full screen. So, you'll need to have your transcript open elsewhere, or you won't be able to see it. Recording will begin automatically and is noted by the red circle above the left corner of your current slide. Recording can be paused anytime using the pause button at the top of the page next to the recording circle. You can click on the **pen** symbol at the bottom of the page to use the laser pointer or highlighter options while you're recording. When you're finished recording the audio for a given slide, stop speaking for about a second and press the **right arrow** at the bottom of the page. Wait to speak for about a second after the slide changes to make sure your audio does not get cut off and resume speaking. When you've recorded your narration for all slides, press the **End Slideshow** button at the top of the page.



You will be returned to the main slide sorter page, and an audio symbol will appear in the lower right corner indicating that you have recorded audio for the slides.

You can listen to your audio by clicking on the **Slide Show** tab and then clicking **From Beginning**. Your slideshow will play with all saved timings and narration from the beginning. You can also listen to the narration for an individual slide by clicking on the audio symbol and pressing play. Hover your mouse over the symbol and controls will appear. If you're happy with your narration, you can move on to saving your PowerPoint as a video. If you're not happy you can repeat the steps above, either from the beginning or from a specific slide to re-record your audio until you are happy. If you want to delete the audio completely, click on the **Record Slideshow** tab and select **Clear**, which will delete all the audio!

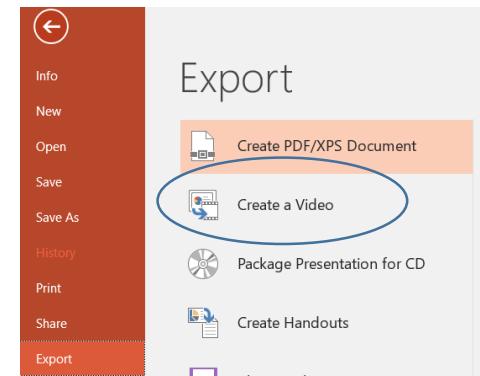


### Saving your Narrated PowerPoint as a Video File

Different versions of PowerPoint use slightly different steps for saving video files, so take note which version of PowerPoint you have and follow the correct steps below.

#### PowerPoint 2016

Click on the **File** tab and then on **Export**. In the Export menu, click **Create a Video**, which will open two options for **Presentation Quality** and **Use timings and narration**. Select the highest quality format and ensure that **Use recorded timings and narrations** is selected; otherwise the narrations will not be saved to the video. Click **Create Video**, which will open a dialogue box to save the file. Select the video file type and the location on your computer where you want to save the file and click **Save**. Saving your PowerPoint as a video may take a while. After your file is saved, you can upload it to your Discussion Board post.



## PowerPoint 2010

Click on the **File** tab and then click on **Save and Send**. Click on **Create a Video**, which will open two options for **Presentation Quality** and **Use timings and narration**. Select the highest quality format and ensure that **Use recorded timings and narrations** is selected; otherwise the narrations will not be saved to the video. Click **Create Video**. The presentation will be saved as a .wmv file which can be uploaded to your Discussion Board post.

