

How to Create a Narrated Prezi Presentation

PSY 225 (prepared by Nathaniel Rigier)

NOTE: You'll need to create sound files via a third-party recorder. Programs to do this should already be installed on your computer: For Windows, it's **Sound recorder** (known as **voice recorder** in Windows 10), for Mac (Apple), it's **QuickTime**. Each Prezi slide will need a separate sound file.

Recording Narration with Windows

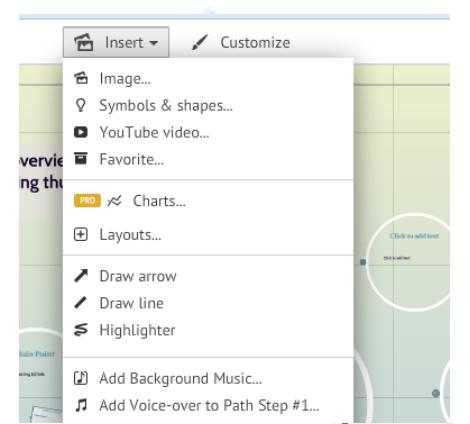
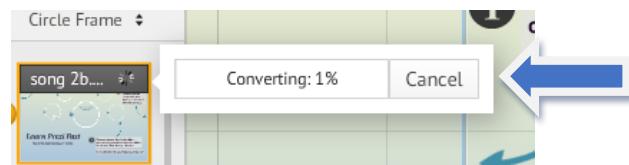
Click on the **Start** menu and search for **Sound Recorder** (sometimes called Voice Recorder). Using Sound Recorder, press **Start Recording**. When you've finished recording, press **Stop Recording**, which will automatically bring up a Save window that will ask you to name the file and choose where you want to save the file. Repeat this sequence to create a narration for each Prezi slide.

Recording Narration with Macs (Apple)

Open **QuickTime**, select new **Audio Recording** and record your narration. Press **Stop Recording** when you've completed the narration for one slide. Repeat this sequence to create a narration for each Prezi slide.

Adding your Recording to Prezi

Open your completed Prezi and click **Insert on your initial slide**, which will open a dropdown box. Click **Add Voiceover to Path Step**, which will open a dialogue box where you can select (from your computer) your previously recorded file. Select the file you want to upload and click **Open**; the upload will automatically begin. Repeat this step for each of your slides.

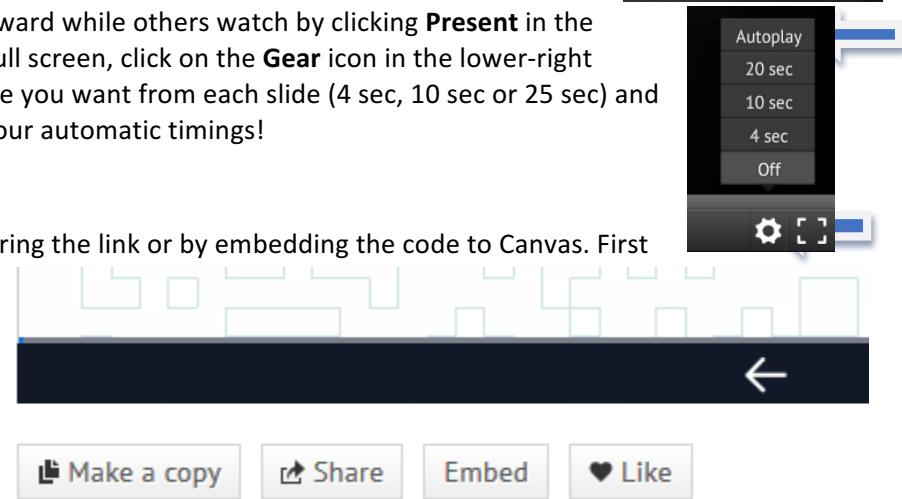


You can set up an automatic timer to move slides forward while others watch by clicking **Present** in the upper-right corner. Once the presentation opens in full screen, click on the **Gear** icon in the lower-right corner and select **Autoplay**. Select the amount of time you want from each slide (4 sec, 10 sec or 25 sec) and make sure that your narrations are not longer than your automatic timings!

Uploading your Prezi to Canvas

There are two ways to share your Prezi: either by sharing the link or by embedding the code to Canvas. First make sure your Prezi is set to **Public**. (You can check this under **Account Settings**). If you want to share your code via a link, first click **Share** below the completed Prezi. Copy the link that is generated in the **Copy Link** text box.

On the Discussion Board, in the typical place where you type, embed a link using the link (the URL) you copied from Prezi (via Copy Link).



If instead you want to **embed** your Prezi, click the **Embed** button below your completed Prezi. Make sure your width is set to **550** pixels and click **Copy Code to Clipboard**. On the Discussion Board, in the typical place where you type, click on **HTML editor** (in the upper right-hand corner) and paste in the embed code. Click **Post Reply** to post your embedded Prezi!

