

How to Create a Narrated Video in PowerPoint

These instructions are for PowerPoint 2010.

1. Prepare your slide show like you normally would:

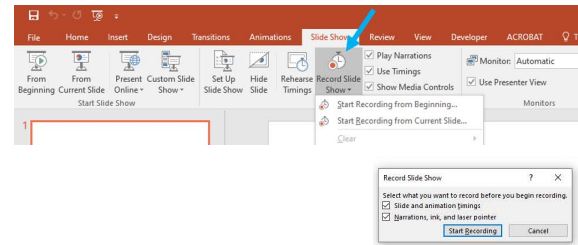
- a. Incorporate text, images, charts, animations etc. addressing each of the required sections
- b. Practice talking through the presentation and advancing the slides so that you can complete within the limited time required.

2. Enable headset or microphone

- a. Make sure your headset or external microphone is plugged into the computer
- b. Click the Windows “Start” button and choose “Control Panel”
- c. Click “Hardware and Sound” and then “Manage Audio Devices”
- d. Click the “Recording” tab and select the headset or microphone you wish to use
- e. If there are other devices listed in the “Recording” tab, right click and disable them

2. Record your slide show with audio

- a. At the top menu select “Slide Show”
- b. In the set up area select “Record Slide Show”
- c. Make sure that the boxes to record the audio are checked.
If the box is not available there is something wrong with the microphone, perhaps it is not connected or enabled
- d. Press “Start Recording” and give your presentation
- e. If you want to re-do the recording under the “Record Slide Show” select “Clear”. This will give you the option to remove the animations and narrations from the whole presentation, or just selected slides.
- f. You can repeat this process until you have it the way you want it.
- g. Helpful hints:
 - i. Leave some silent time at the end of each slide before you advance it. PowerPoint cuts your speech into a block that it associates with each slide and will make the cuts around when you advance the slide. This will interrupt the recording of your speaking if you talk through a slide transition.
 - ii. Consider using the timing features of PowerPoint to make sure that the slides advance on their own in a timely fashion. If you have them advancing automatically the sound recording will not pick up the mouse clicks that are otherwise needed to move through the show.



3. Save the narrated PowerPoint as a video

- a. Under the “File” tab select “Save as”
- b. Select the location and name of the file
- c. Under the file type go down the list and select: “Windows Media Video”
 - i. This will save the file as a windows media video that you can show to others
 - ii. You can upload this video to [Powered by PlnCh](#) and complete your submission

How to Make a Narrated Video in PowerPoint for Mac

1. Prepare your slide show like you normally would:
 - a. Incorporate text, images, charts, animations etc. addressing each of the required sections
 - b. Practice talking through the presentation and advancing the slides so that you can complete within the limited time required.
2. Enable headset or microphone.
 - a. Open “System Preferences” on your Mac. Click “Sound” icon.
 - b. On the Sound page, click “Input” tab.
 - c. Click on the microphone and watch the Input level. Adjust the “Input Volume” so that the Input level is about 2/3 maximum. Close the “System Preferences” window.
2. Record your slide show with audio
 - a. At the top menu select “Slide Show”
 - b. In the set up area select “Record Slide Show”
 - c. PowerPoint will go to Presenter View and recording will begin *immediately* from the current slide
 - d. If you want to re-do the recording under the “Record Slide Show” select “Restart” button to reset and pause the timer. When you are ready to record, click Pause/Play to delete the previous recording and begin a new recording. Click End Show to end recording.
 - e. You can repeat this process until you have it the way you want it.
 - f. Helpful hints:
 - i. Leave some silent time at the end of each slide before you advance it. PowerPoint cuts your speech into a block that it associates with each slide and will make the cuts around when you advance the slide. This will interrupt the recording of your speaking if you talk through a slide transition.
 - ii. Consider using the timing features of PowerPoint to make sure that the slides advance on their own in a timely fashion. If you have them advancing automatically the sound recording will not pick up the mouse clicks that are otherwise needed to move through the show.
3. Save the narrated PowerPoint as a video
 - a. Under the “File” tab select “Export”
 - b. Select the location and name of the file
 - c. Under the File Format list select MP4 or MOV
 - i. Click Export to begin the export process.
 - ii. You can upload this video to [Powered by PlnCh](#) and complete your submission

