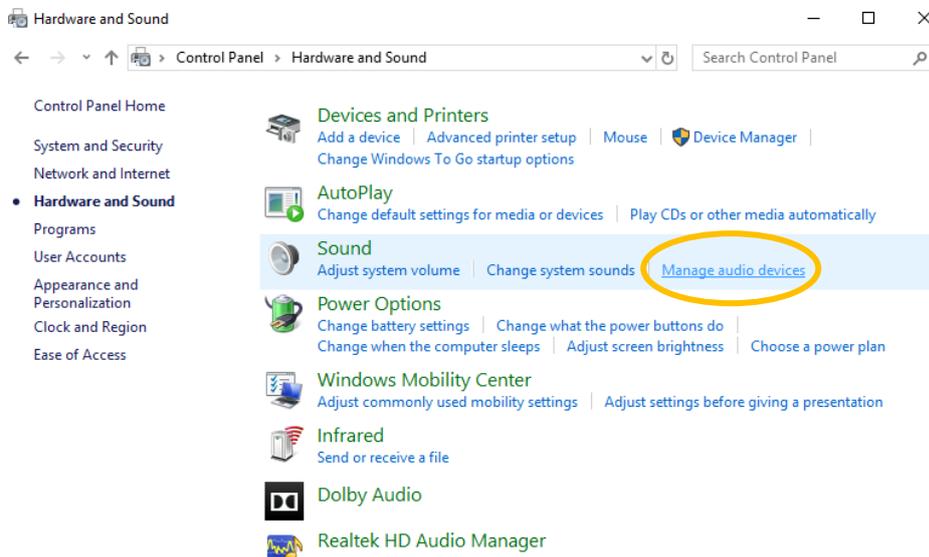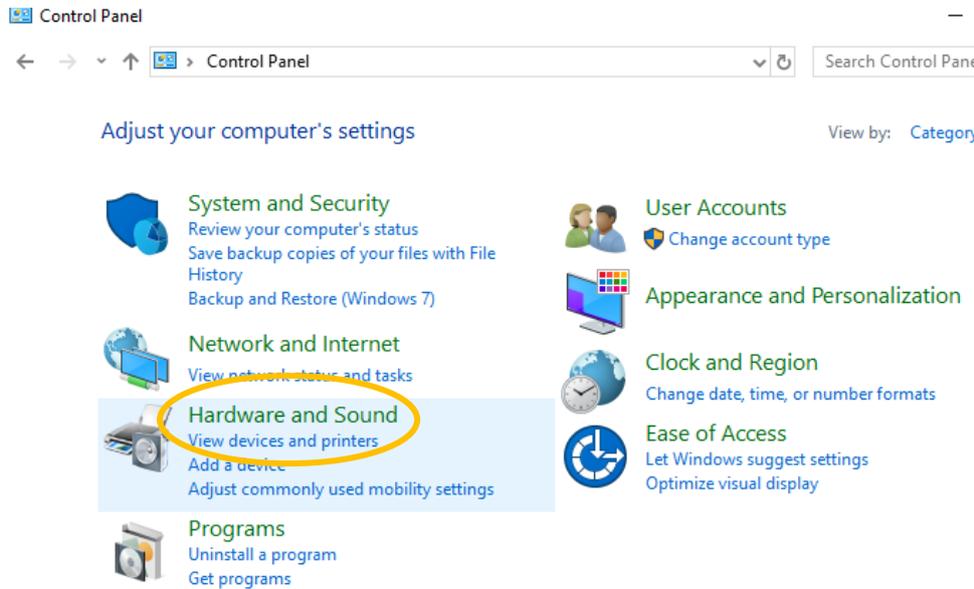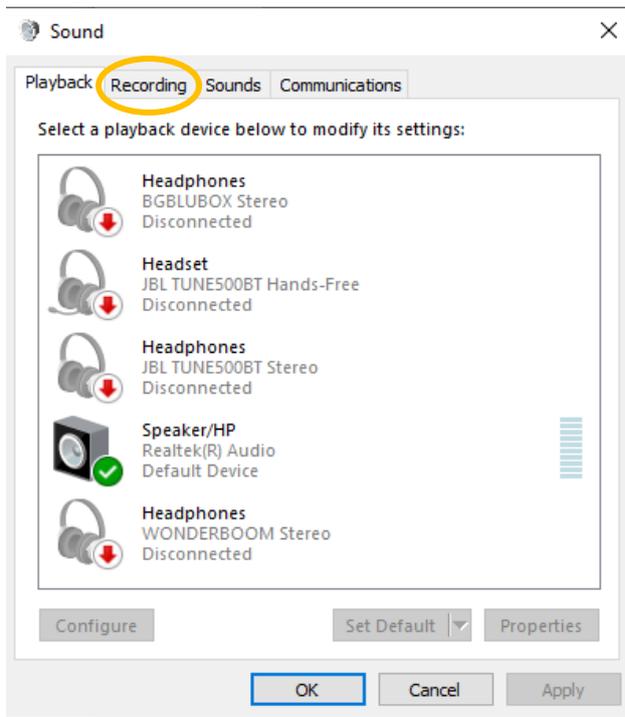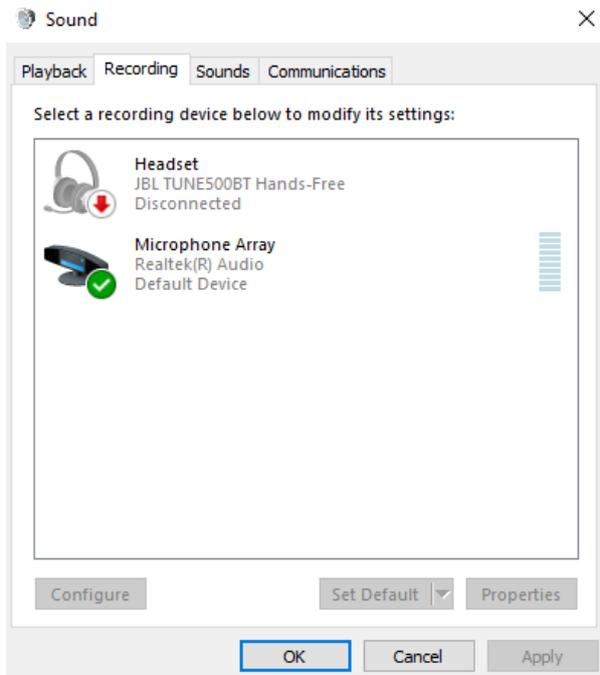# Narrated PowerPoint
PowerPoint 2016

Getting Ready: Check your Microphone

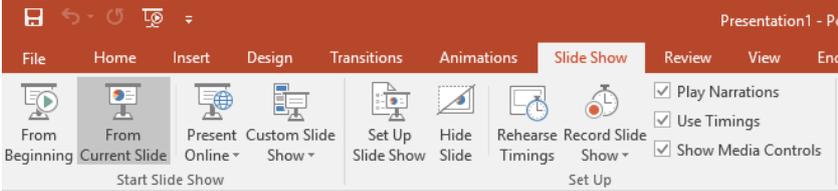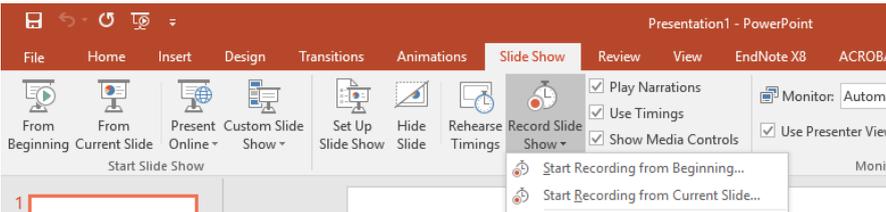### Open the Control Panel

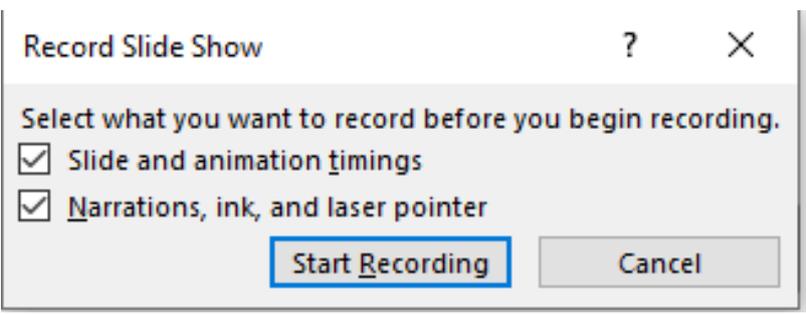Click on "Hardware and Sound"

Click on "Manage Audio Devices"

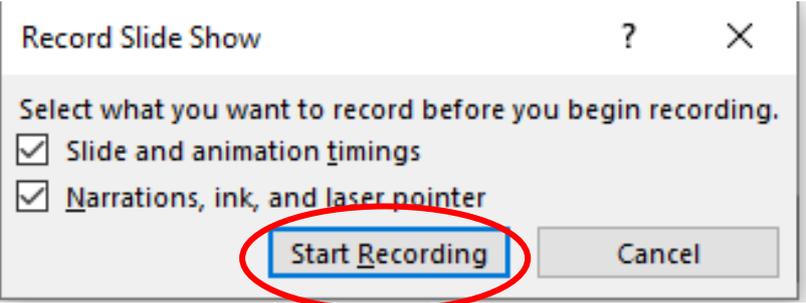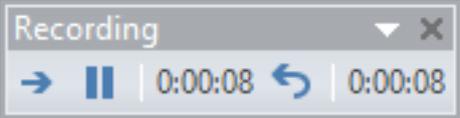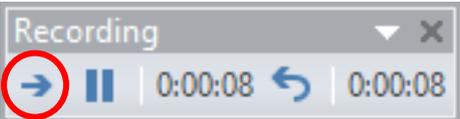Click on the "Recording" tab

Select the select the headset or microphone you wish to use.

If there are other devices selected in the "Recording" tab, right click and disable them.
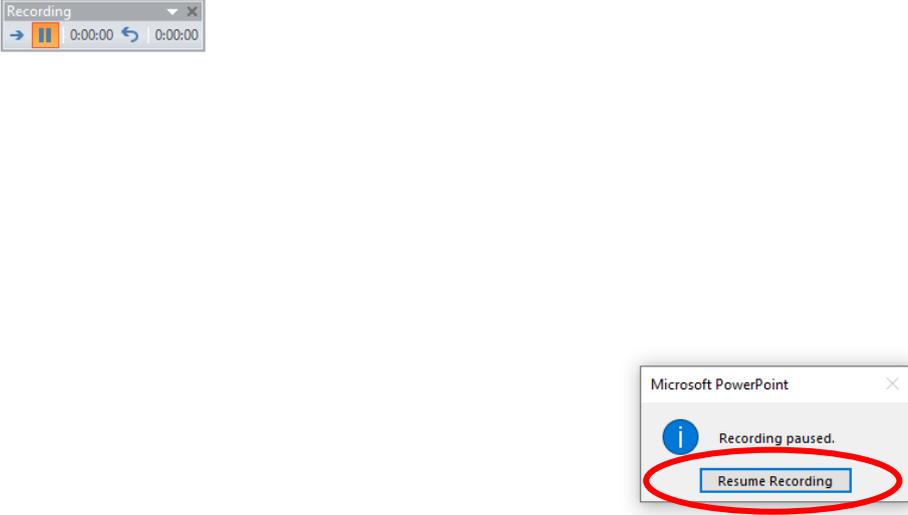
To Record Audio on PowerPoint

Open the presentation you would like to narrate

	Click on the **"Slide Show"** tab
	Click the **down arrow.** You can either click on "**Start Recording from Beginning**" Or "**Start Recording from Current Slide**"
	A pop-up window will appear: "**Select what you want to record**…" "**Slide and animation timings**" and "**Narrations, ink and laser pointer**" are selected by default. If the "Narrations, ink and laser pointer" option is **greyed out**, it is most likely because your microphone is not plugged in or not set up properly. Choose "**Cancel**" and see the "Check your Microphone" section at the beginning of this document.

Start Recording

	Click **"Start Recording"**
	The presentation will open in **full screen Slide Show mode** and recording will start immediately.
	You can use the **arrow** in the tool bar to move to the next slide. When you are finished recording the slide or the entire presentation, press the **Esc button** on your keyboard to stop.
	Each slide with an audio recording should now have an **audio icon** on it.

Recording ▼ ✕ → ❚❚ 0:00:08 ↩ 0:00:08	Click on the "**Repeat**" arrow in the recording toolbar.
Recording ▼ ✕ → ❚❚ 0:00:00 ↩ 0:00:00 Microsoft PowerPoint ✕ ⓘ Recording paused. Resume Recording	The recording will **pause**. Click "**Resume Recording**" to re-record the audio for the current slide. Press the **Esc** button on your keyboard to stop, or, you can continue to the next slide by clicking the **arrow.**

Select the slide to which you want to re-record the audio.

In the "**Slide Show**" tab, click the **down arrow** next to "Record Slide Show."

Click "**Start Recording from Current Slide**."

When you are finished re-recording the audio for that slide, press the **Esc** button on your keyboard to stop.
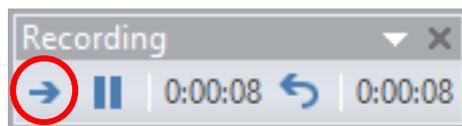
If you want to keep re-recording slides in a row, continue with the **right arrow** until you are finished.

NB: You will record over the original narration for those slides.

Deleting an Audio
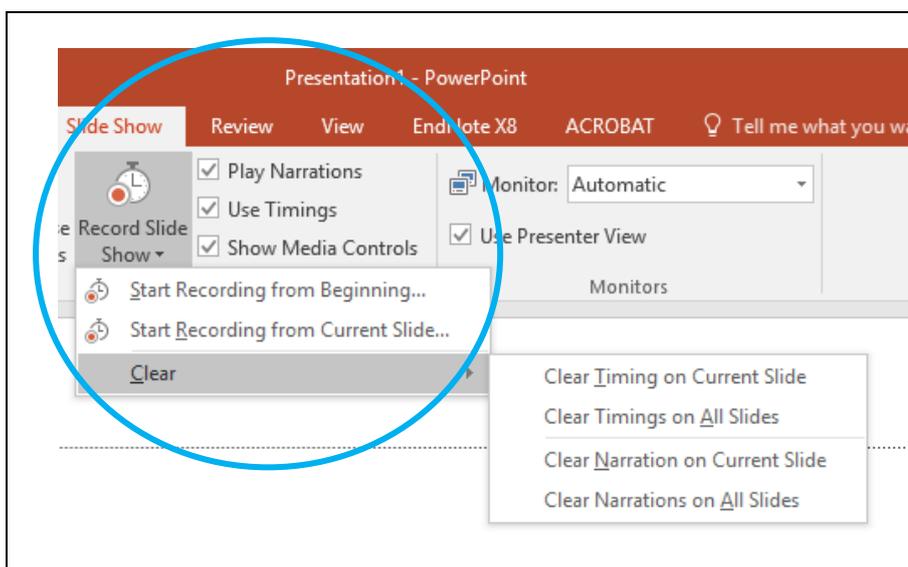
Select the "**Slide Show"** tab.

Click the **down arrow** next to "**Record Slide Show**".

Select "**Clear**" to delete the audio on the "**Current Slide**" or on "**All Slides**".

Saving your Presentation as a Video

When you save your narrated presentation as a video, the audio will play as the slides advance.
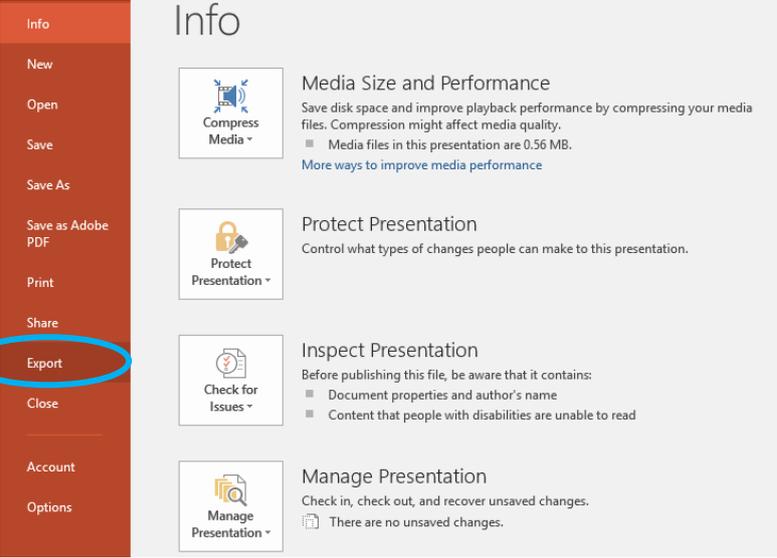
	Go to "**File**". Select "**Export**"
	Select "**Create a Video**".
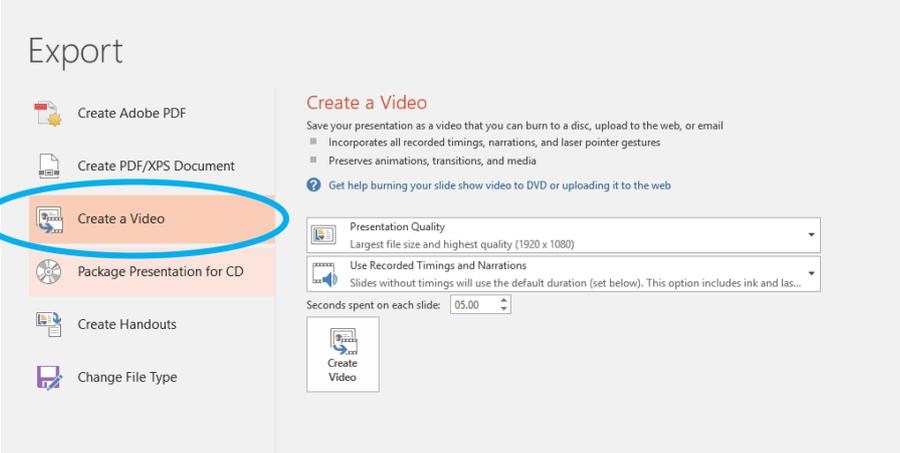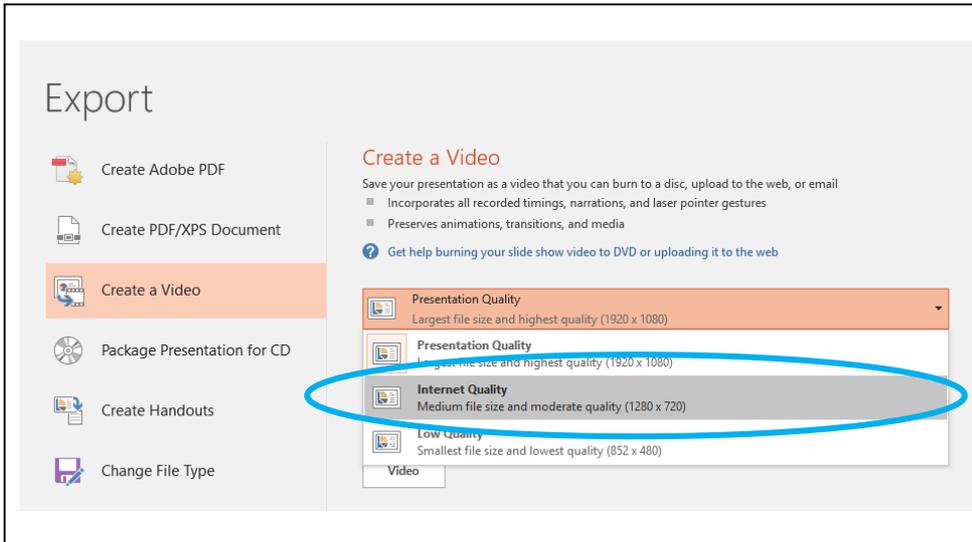
Under the "**Presentation Quality**" box, use the **down arrow** to select "**Internet Quality**."
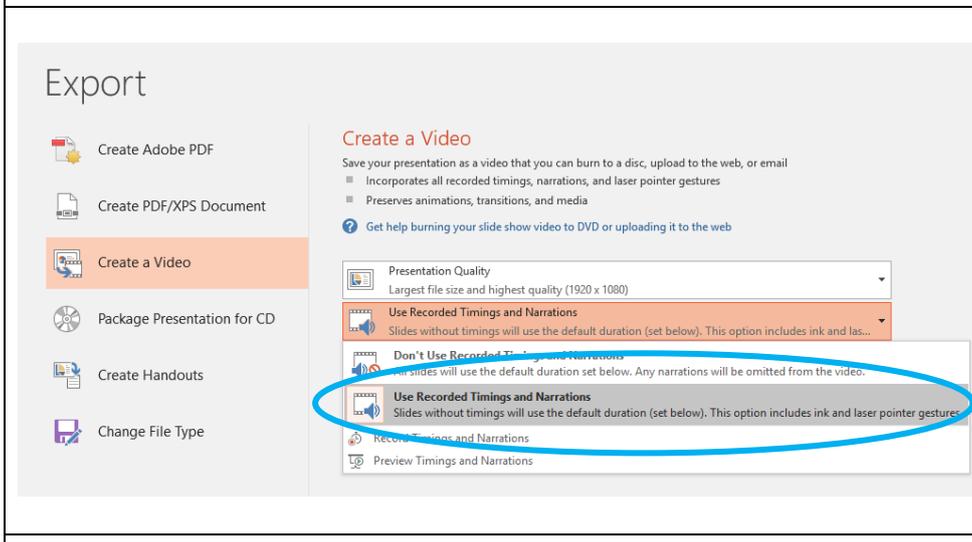
Ensure the "**Use Recorded Timings and Narration**" box is also selected.

Click "**Create Video**."

Then choose a location where you want to save your video.

PowerPoint will automatically save the video as a "**MPEG-4**" video.

Select "**Save**."

When you are recording your audio, hover your cursor to the lower left corner of your presentation. The **annotation tools** below become available:

You can use the **Laser Pointer**, **Pen** and **Highlighter** to add markings as you record your narration.

To advance slides during your recording you can:

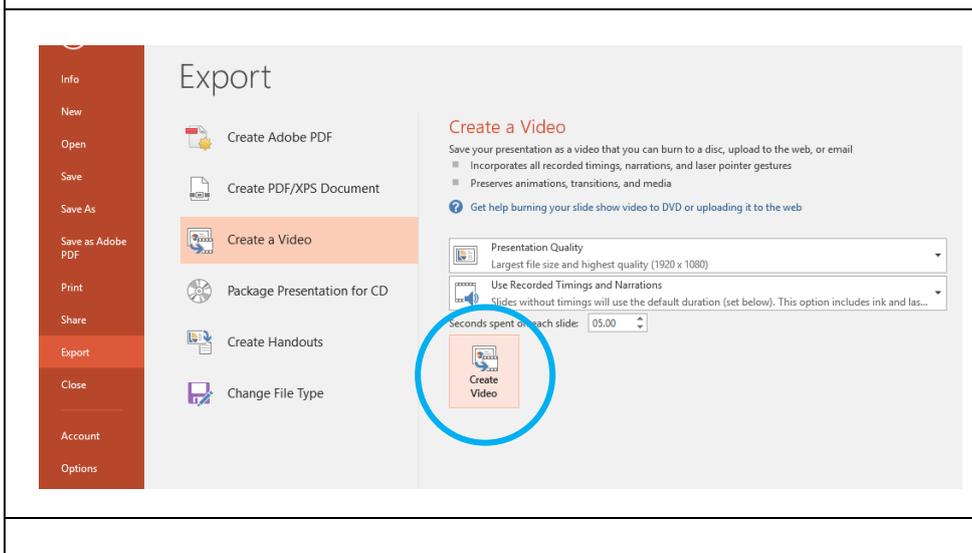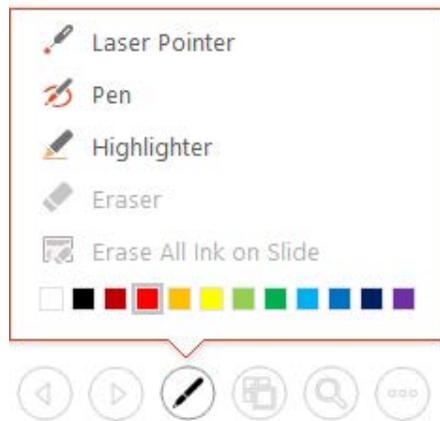- Click on the arrow in the **Recording Toolbar**
- Use the **right arrow key on your keyboard**
- Left click your mouse
- Press the **space bar**

To narrate a clear presentation, remove background noise:

- Switch off fans
- Turn off your devices
- Be in a quiet space
- If possible, try to use an external microphone rather than the laptop's built-in microphone

Consider breaking up your narration into smaller slides:

- If you find that your narration is too lengthy, consider breaking up your presentation into different 'mini' sections.
- This would help in reducing the size of the presentation
- Shorter presentations tend to be more effective in terms of gaining students' attention

Plan your narration:

- Before you start your narration, it is a good idea to consider **drafting an outline** (like a "script") of your lecture.
- Think about what you would like to include in your narration and how you plan to guide the students through the lecture material.

VIDEO TUTORIALS

You can also access video tutorials on how to record a narration on PowerPoint. Below are a few links:

https://www.youtube.com/watch?v=Dxhxvg__zUQ

https://www.youtube.com/watch?v=WoKlrsNpK7s

https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c

NB: Depending on the version of Windows you are using, there may be slight variations on how to record the narration on PowerPoint.

ADDITIONAL RESOURCES

https://iol.tamucc.edu/assets/documents/NarratingPowerPoint_video_option.pdf

https://iol.tamucc.edu/assets/documents/Narrating_Recording_PowerPoint_16_student.pdf

https://online225.psych.wisc.edu/wp-content/uploads/225-Master/225-UnitPages/Unit-13/PSY-225_NarratedPPT_Windows.pdf