

CREATING NARRATED PRESENTATIONS WITH POWERPOINT FOR MAC

*These directions apply to PowerPoint Version 16 of Office 365

Audio Settings

- Make sure your headset or external microphone is plugged in to your computer
- Click *System Preferences* | *Sound* | *Input*
- Speaker in to your microphone as you would for recording to check your volume level. If needed, use the *Input Volume* slider to adjust the microphone level.
- Return to *System Preferences*, and click *Security & Privacy* | *Privacy* | *Microphone*
- Make sure the *Microsoft PowerPoint* box is checked. You may need to click on the padlock in the lower-left corner to change this setting and will need to authenticate with your computer password.
- Close window

Pre-Recording

- With your presentation open: Click the *Slide Show* tab and make sure the following options are selected: *Play Narrations*, *Use Timings*, and *Show Media*
- Click the *Record Slide Show* button, also on the *Slide Show* tab
- Record audio for the first slide
- Press the ESC key to end recording
- From the *Slide Show* menu, select click the *Play from Current Slide* button
 - You should hear the recorded audio
 - If not, return to the Audio Settings section above

Recording

- With your Presentation open: Click the *Slide Show* tab and make sure the following options are selected: *Play Narrations*, *Use Timings*, and *Show Media*
- Click the *Record Slide Show* button, also on the *Slide Show* tab
- While recording, click the *next* button to progress to the next slide. Continue until the full presentation has been recorded.
- Press the ESC key to end recording.

Editing Audio Once Recorded

- Once you have completed your recording and have exited the presentation mode, navigate to the slide you wish to re-record
- Click the *Clear* menu, and select *Clear Recordings on Current Slide*
- Re-record audio for that slide and click the *Stop* button to end the recording

Exporting Presentation

- Select *File* | *Export* | *Create a Video*
- Specify the size and quality of the video
- Select *Use Recorded Timings and Narrations*

- Click *Create Video*
- Select *MPEG-4 Video* under *Save as Type*
- Save the recording
- Convert the file to mp4 format
 - Online converters are available, one free option is media.io