

## CREATING NARRATED PRESENTATIONS WITH POWERPOINT FOR WINDOWS

\*These directions apply to PowerPoint Version 16 of Office 365

### Audio Settings

- Click on the Windows *Start* button and then go to *Settings* | *System* | *Sound*
- Under *Input*, select the recording device you will use to record your audio
- Use the *Test your microphone* section to check your volume level. If needed, click *App volume* and device preferences under *Advanced sound options*
- 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](https://media.io)