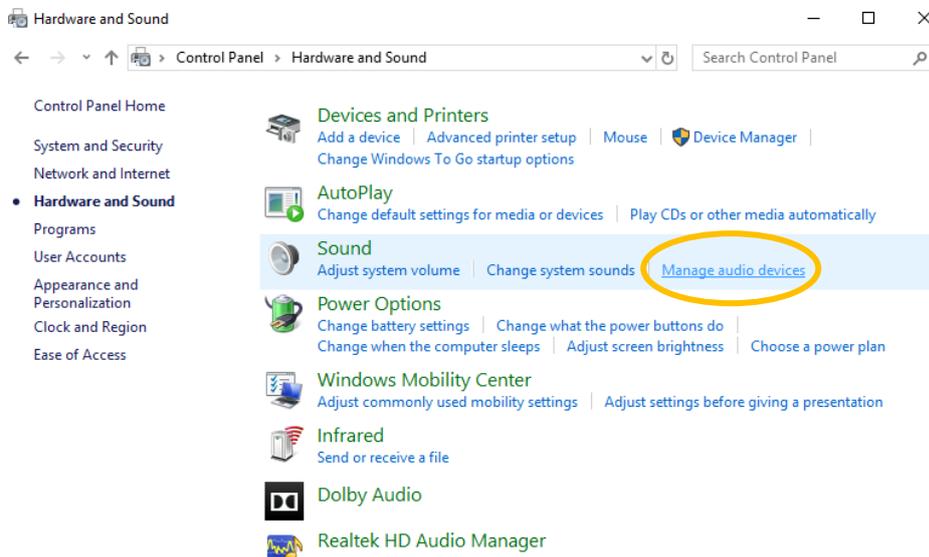
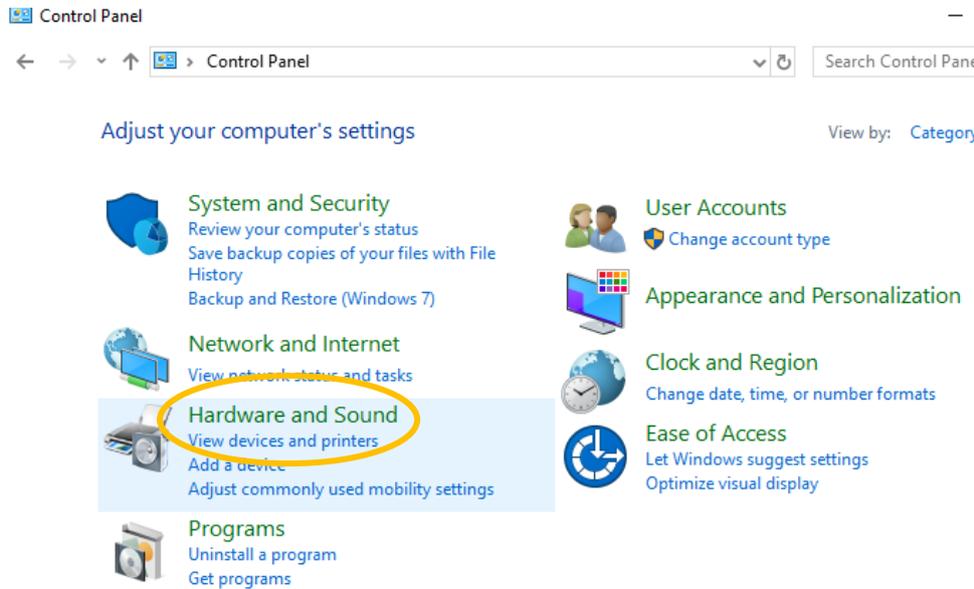
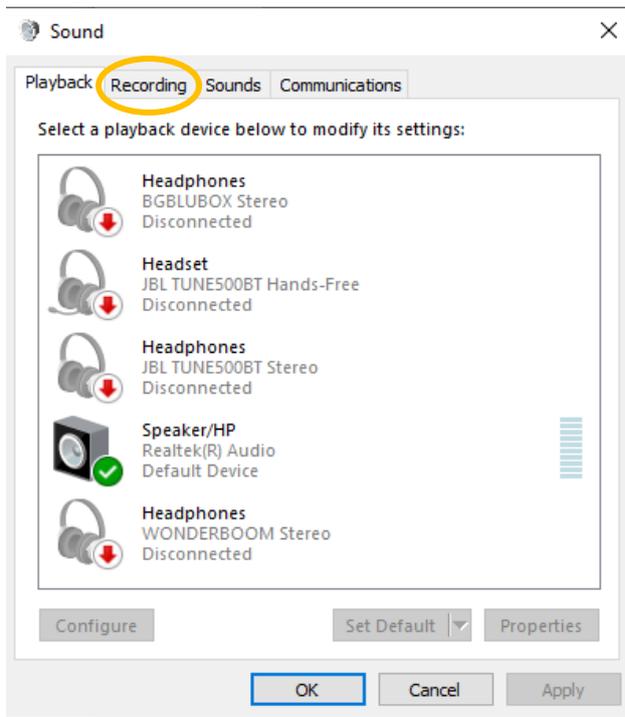


# Narrated PowerPoint PowerPoint 2016

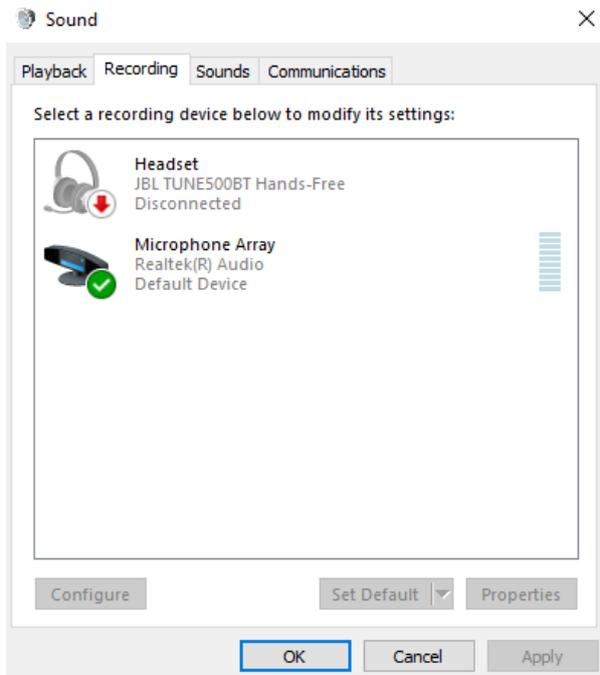
## Getting Ready: Check your Microphone

### Open the Control Panel





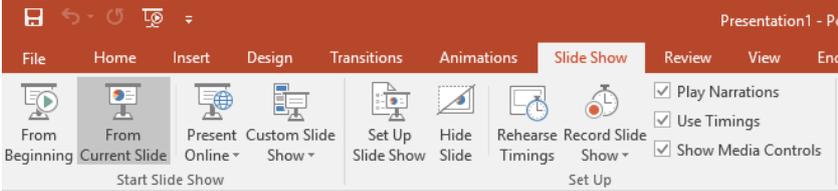
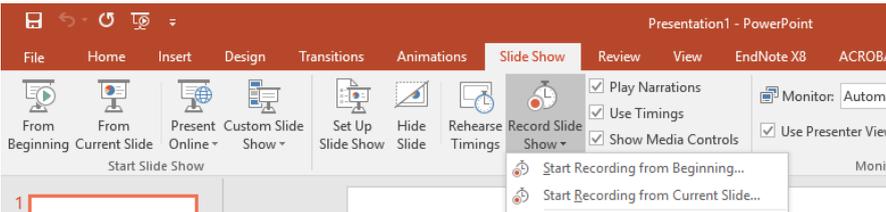
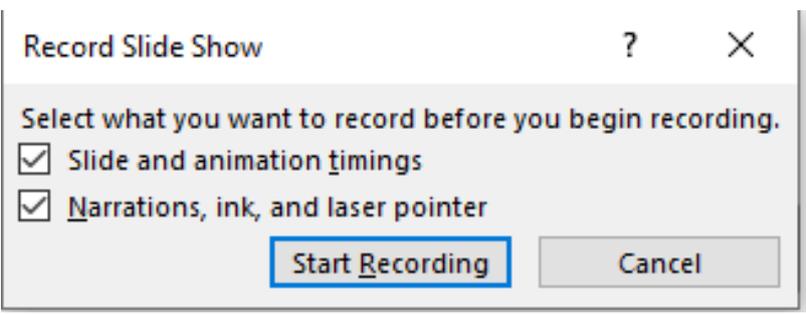
Click on the "Recording" tab



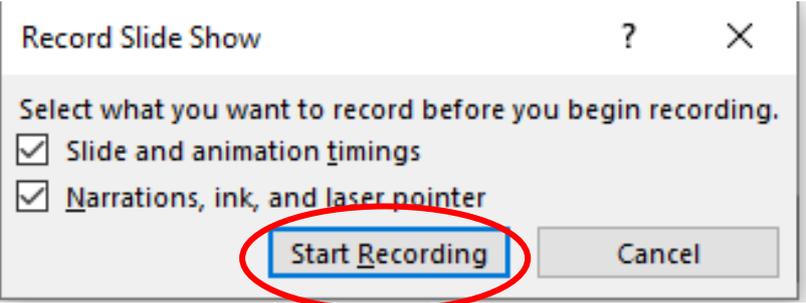
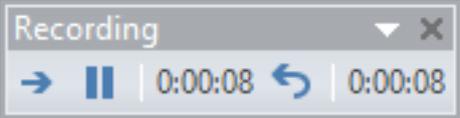
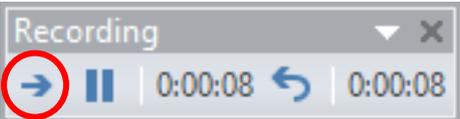
Select the select the headset or microphone you wish to use.  
If there are other devices selected in the "Recording" tab, right click and disable them.

## To Record Audio on PowerPoint

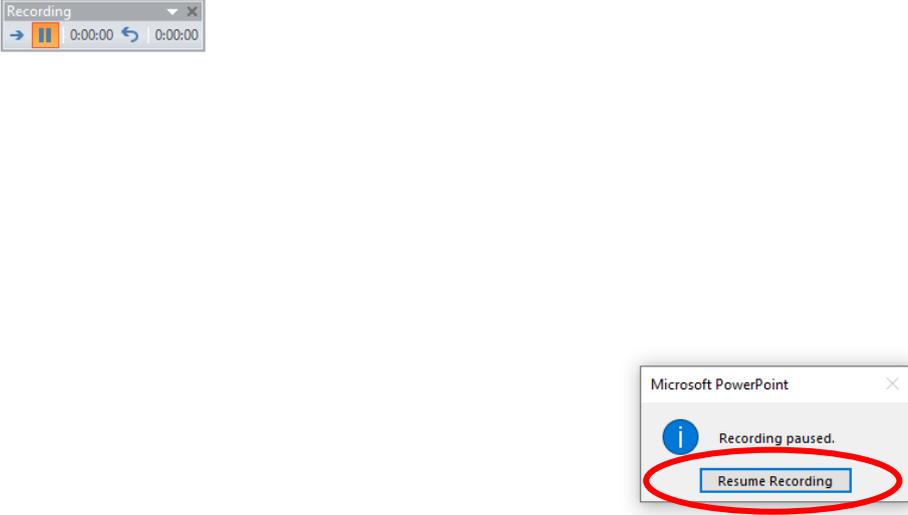
Open the presentation you would like to narrate

 <p>The screenshot shows the PowerPoint ribbon with the 'Slide Show' tab selected. The ribbon includes options like 'From Beginning', 'From Current Slide', 'Present Online', 'Custom Slide Show', 'Set Up Slide Show', 'Hide Slide', 'Rehearse Timings', and 'Record Slide Show'. Checkboxes for 'Play Narrations', 'Use Timings', and 'Show Media Controls' are visible on the right side of the ribbon.</p>	<p>Click on the <b>“Slide Show”</b> tab</p>
 <p>The screenshot shows the 'Record Slide Show' dropdown menu open. It contains two options: 'Start Recording from Beginning...' and 'Start Recording from Current Slide...'. The 'Record Slide Show' button on the ribbon is highlighted.</p>	<p>Click the <b>down arrow</b>.</p> <p>You can either click on <b>“Start Recording from Beginning”</b></p> <p>Or</p> <p><b>“Start Recording from Current Slide”</b></p>
 <p>The screenshot shows the 'Record Slide Show' dialog box. It has a title bar with a question mark and a close button. The text inside says 'Select what you want to record before you begin recording.' There are two checked checkboxes: 'Slide and animation timings' and 'Narrations, ink, and laser pointer'. At the bottom, there are 'Start Recording' and 'Cancel' buttons. The 'Start Recording' button is highlighted with a blue border.</p>	<p>A pop-up window will appear: <b>“Select what you want to record...”</b></p> <p><b>“Slide and animation timings”</b> and <b>“Narrations, ink and laser pointer”</b> are selected by default.</p> <p>If the <b>“Narrations, ink and laser pointer”</b> option is <b>greyed out</b>, it is most likely because your microphone is not plugged in or not set up properly.</p> <p>Choose <b>“Cancel”</b> and see the <b>“Check your Microphone”</b> section at the beginning of this document.</p>

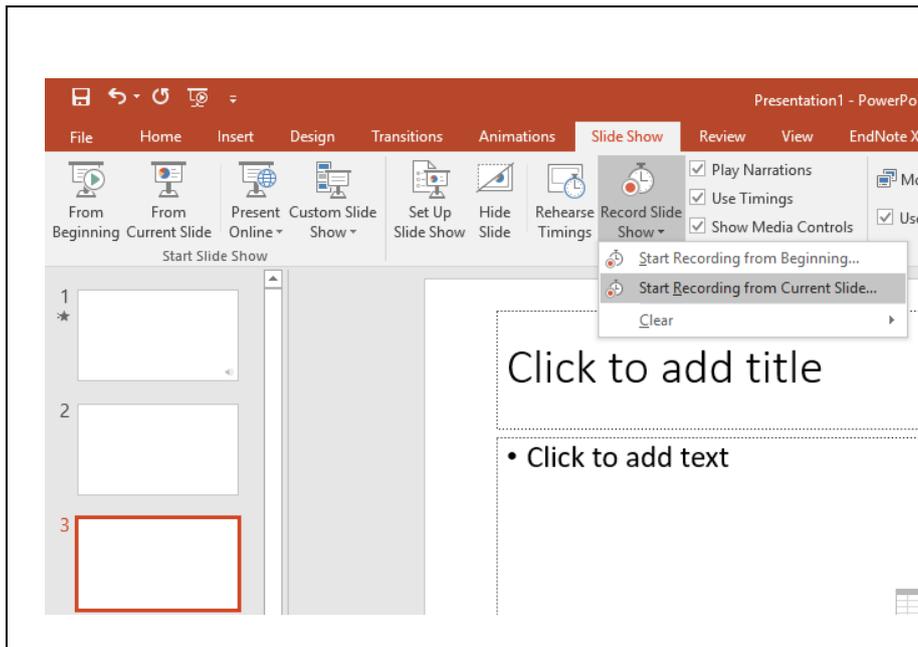
## Start Recording

 <p>Record Slide Show ? X</p> <p>Select what you want to record before you begin recording.</p> <p><input checked="" type="checkbox"/> Slide and animation timings</p> <p><input checked="" type="checkbox"/> Narrations, ink, and laser pointer</p> <p><b>Start Recording</b> Cancel</p>	<p>Click <b>“Start Recording”</b></p>
 <p>Recording [dropdown] [close]</p> <p>→    0:00:08 ← 0:00:08</p>	<p>The presentation will open in <b>full screen Slide Show mode</b> and recording will start immediately.</p>
 <p>Recording [dropdown] [close]</p> <p>→    0:00:08 ← 0:00:08</p>	<p>You can use the <b>arrow</b> in the tool bar to move to the next slide.</p> <p>When you are finished recording the slide or the entire presentation, press the <b>Esc button</b> on your keyboard to stop.</p>
	<p>Each slide with an audio recording should now have an <b>audio icon</b> on it.</p>

## How to Repeat (Re-Record) the Audio

 <p>The image shows a recording toolbar with a 'Repeat' arrow icon circled in red. The toolbar includes a play button, a pause button, a timer showing 0:00:08, and a stop button.</p>	<p>Click on the “<b>Repeat</b>” arrow in the recording toolbar.</p>
 <p>The image shows the recording toolbar with a pause button highlighted. Below it is a dialog box titled 'Microsoft PowerPoint' with the message 'Recording paused.' and a 'Resume Recording' button circled in red.</p>	<p>The recording will <b>pause</b>.</p> <p>Click “<b>Resume Recording</b>” to re-record the audio for the current slide.</p> <p>Press the <b>Esc</b> button on your keyboard to stop, or, you can continue to the next slide by clicking the <b>arrow</b>.</p>

## If you want to Re-Record a Specific Slide:

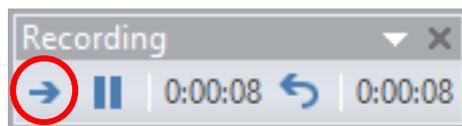


Select the slide to which you want to re-record the audio.

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

Click “**Start Recording from Current Slide.**”

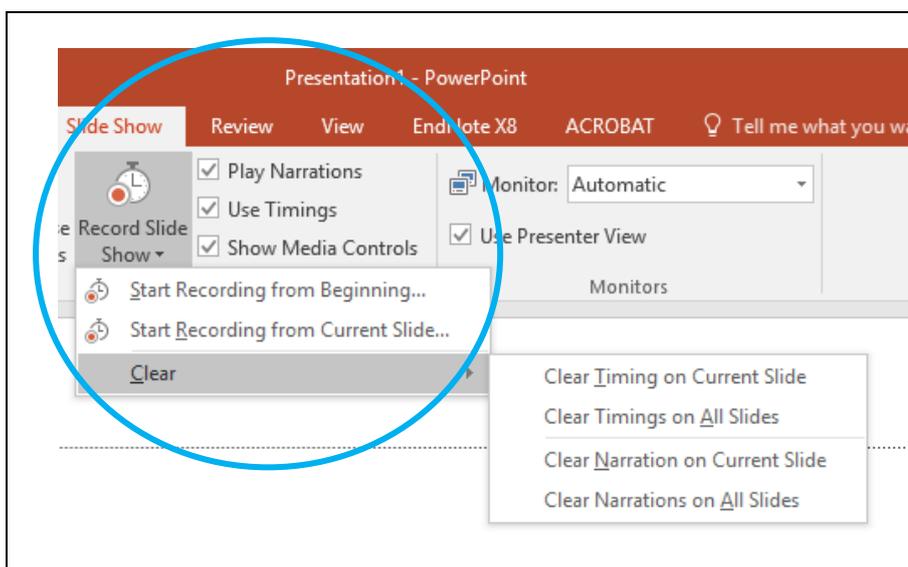
When you are finished re-recording the audio for that slide, press the **Esc** button on your keyboard to stop.



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



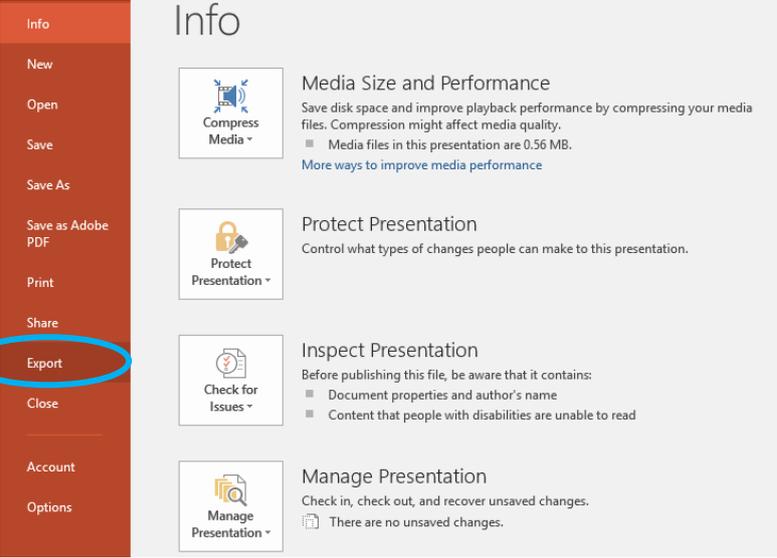
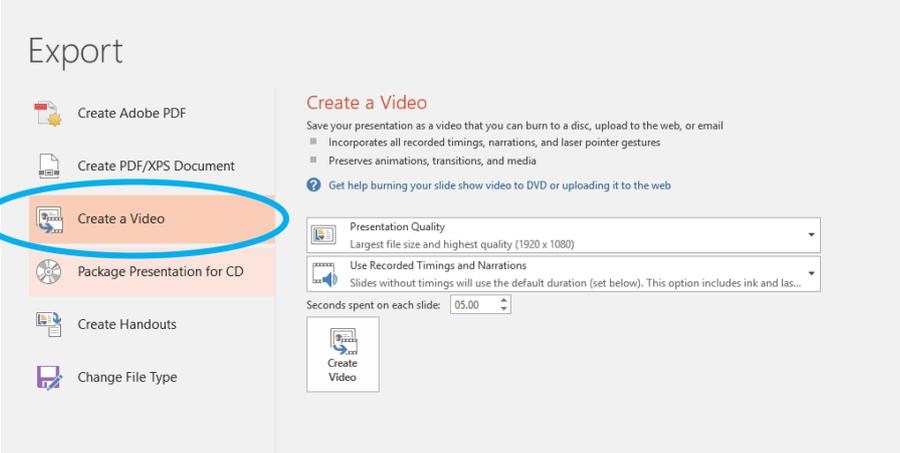
Select the “**Slide Show**” tab.

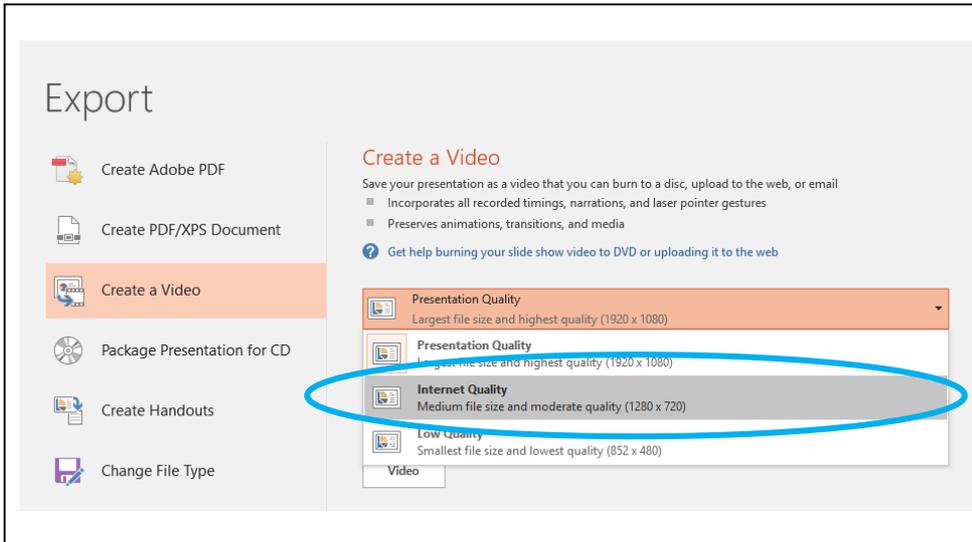
Click the **down arrow** next to “**Record Slide Show.**”

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

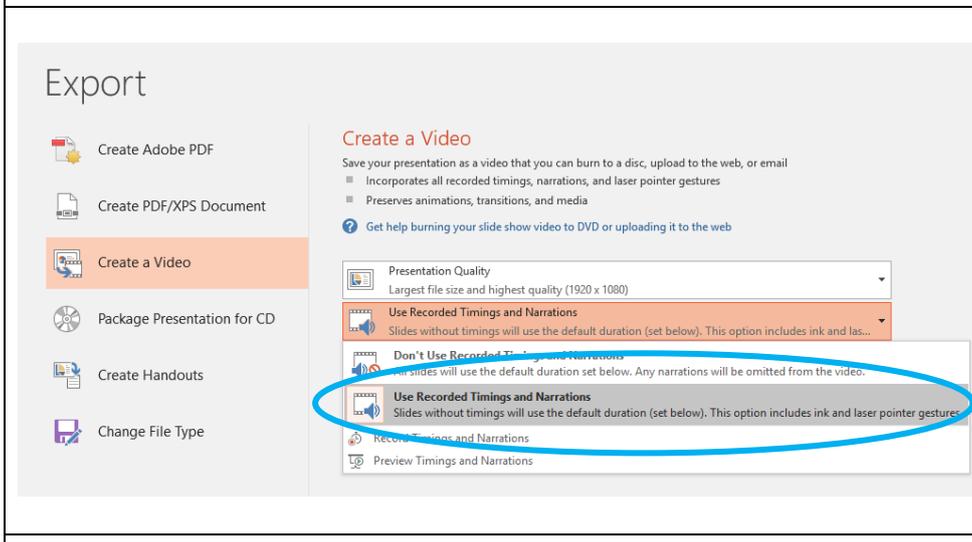
## Saving your Presentation as a Video

When you save your narrated presentation as a video, the audio will play as the slides advance.

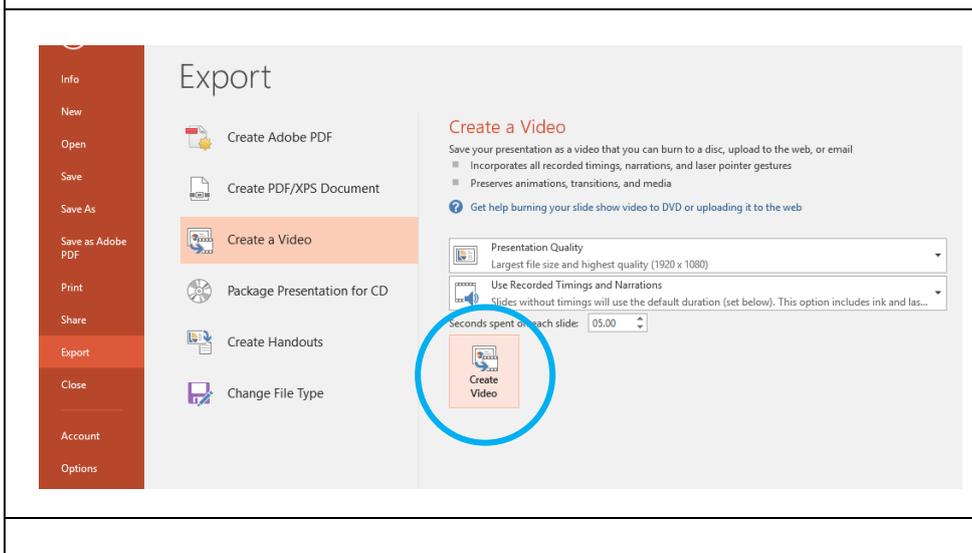
 	<p>Go to <b>"File"</b>.</p> <p>Select <b>"Export"</b></p>
	<p>Select <b>"Create a Video"</b>.</p>



Under the “**Presentation Quality**” box, use the **down arrow** to select “**Internet Quality**.”



Ensure the “**Use Recorded Timings and Narrations**” box is also selected.



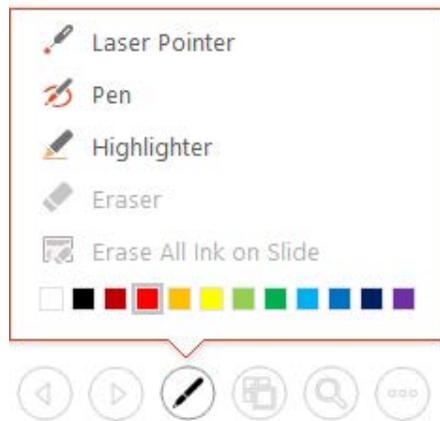
Click “**Create Video.**”

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=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/NarratingPowerPoint_video_option.pdf)

[https://iol.tamucc.edu/assets/documents/Narrating\\_Recording\\_PowerPoint\\_16\\_student.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](https://online225.psych.wisc.edu/wp-content/uploads/225-Master/225-UnitPages/Unit-13/PSY-225_NarratedPPT_Windows.pdf)