

## RECORDING NARRATION IN POWERPOINT 2016 (PC Version)

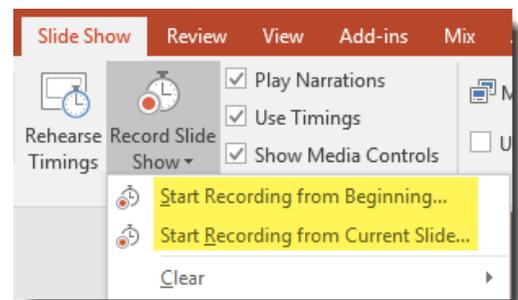
1. Develop your PowerPoint presentation as normal and save it as a pptx.
2. Open your presentation in **PowerPoint 2016**.  
(Earlier versions will work in a similar manner)
3. **BEST PRACTICE:** Once your PowerPoint is open, do a **Save As** to save it to the **Desktop** with the words “with voice” or something similar added to the title.

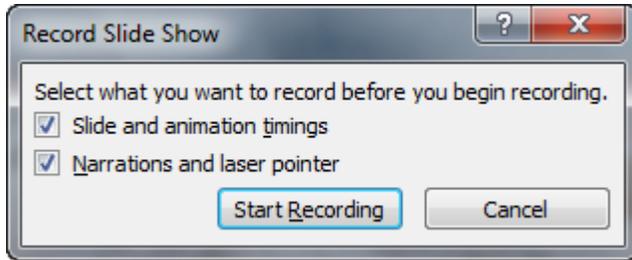


4. Select the **Slide Show** Tab. Make sure **Play Narrations**, **Use Timings**, and **Show Media Controls** are checked.

5. Click **Record Slide Show**.

**NOTE:** If you click on the lower portion of the **Record Slide Show** icon, you will have the option of choosing **Start Points**. This is useful if you are continuing a recording that is partially complete, or going back to fix the narration on a specific slide.





6. Confirm that both boxes are checked and click **Start Recording**.

7. Record your narration, advancing the slides as normal.

**NOTE:** The **Recording Box** in the upper left corner gives you more control over your recording session.

It displays the **recorded time** of the current slide, and the **total time** of the entire presentation.

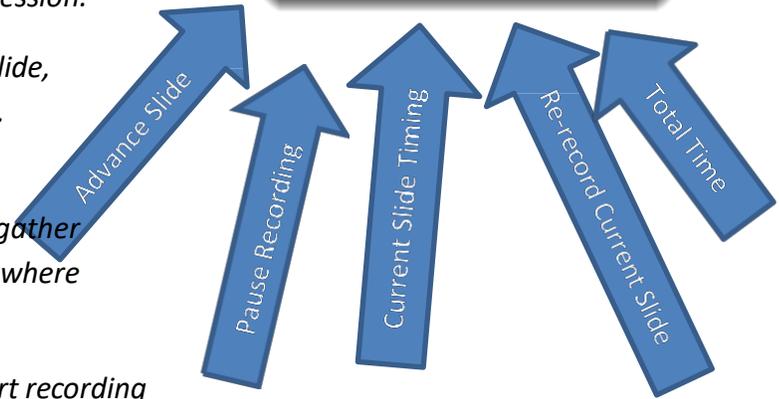
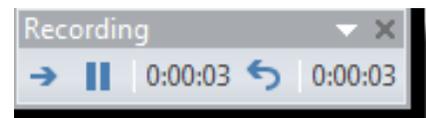
It also gives you **Pause** control  while recording. You can **Pause** recording, gather your thoughts, and resume recording from where you left off.

A very popular feature is the option to re-start recording on the current slide. If you mess up on a slide, just hit the **Back Arrow**.  It will **Pause** the recording, and when you hit the **Resume Recording** button it will erase the narration on that slide and start the recording on that slide over again.

**NOTE:** When finished recording, advance the slide one more time. The screen will go black for a few seconds, then display your PowerPoint in "Slide Sorter" view.

**NOTE:** this feature does not appear on earlier versions of PowerPoint.

8. Save your "with voice" version.



9. If you need to replace the narration on a slide or return to a partially recorded PowerPoint with Audio, go to the slide which you want to replace or where you left off.

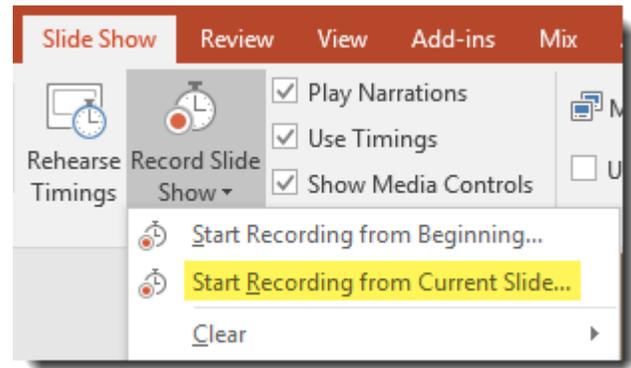
10. Go to the **Slide Show**

Ribbon and then select the

**Drop Arrow** under the

**Record Slide Show**

for additional options.



11. If you are re-recording an

entire presentation or a specific slide, select the “Clear” option and clear the narration and timings from the previous recording or slide before continuing.

12. Select **Start Recording from Current Slide**.

**Note: Press the Escape Key when finished recording a single slide.** If you press the Space Bar or click the mouse you will advance to the next slide, which will erase the narration on that slide and it then will have to be re-recorded also.

13. Once your presentation has been recorded, **Save** it. To put this narrated lecture in a Canvas course, you should **Export** it as a video (mp4 file) and upload that file into **YuJa**. See the YuJa handout for instructions on how to do this.