

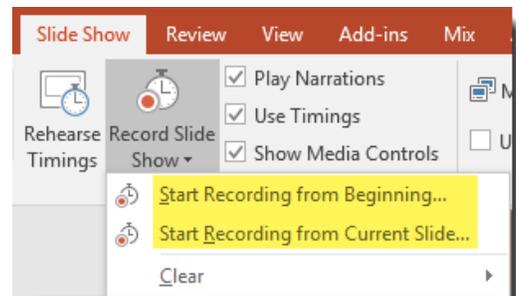
RECORDING NARRATION IN POWERPOINT OFFICE 365

1. Develop your PowerPoint presentation and save it as pptx.
2. Open your presentation in **PowerPoint (MS Office 365 version)**.
3. **BEST PRACTICE:** Once your PowerPoint is open, do a **Save As** to save it with the words “with voice” or something similar added to the title.
4. Select the **Slide Show** tab. Make sure these 3 settings are all checked:



5. Click **Record Slide Show**.

NOTE: If you click on the drop-down menu for **Record Slide Show**, you will have the option of choosing to record from beginning or from current slide. This is useful if you are continuing a recording that is partially complete or going back to fix the narration on a specific slide.



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6. The slide show opens in the Recording window, with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button when you are ready to start the recording. A three-second countdown ensues, then the recording begins. Record your narration, advancing the slides by clicking on the navigation arrow.



In the lower left corner, you will see a display that tells you the recorded time on each slide and the total recorded time of the presentation.

The buttons in the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



You can use the pen, highlighter, or eraser and PowerPoint will record those actions for playback.



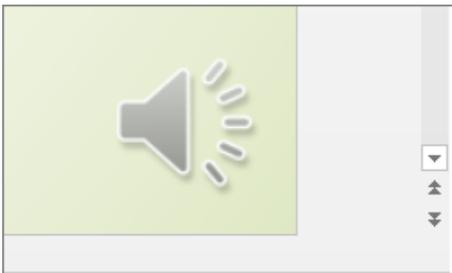
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As soon as you finish your first slide recording, play it back. Before you get too far down the road in your presentation, make sure your audio sounds the way you want.

PowerPoint doesn't record audio during transitions between slides, so don't speak while advancing the slide.

7. To end your recording, select the square Stop button. Save this version of your PPT.

When you finish recording your narration, a small image of a speaker appears in the lower-right corner of the recorded slides.



Recordings are added to the presentation on a per-slide basis, so if you want to change the recording on a particular slide, you only have to re-record the audio on that slide (**Record Slide Show, Record from Current Slide**).

Note: Press the Escape Key when finished re-recording a single slide. If you press the navigation arrow or click the mouse to advance to the next slide, that will erase the narration on that next slide.

8. To put this narrated PPT 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.