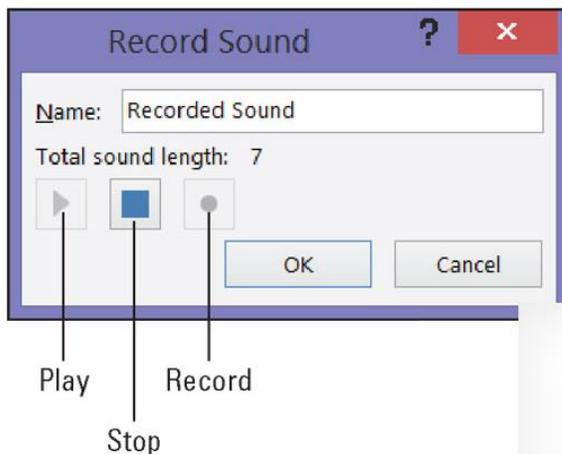


Recording Narration in PowerPoint

Getting Started: You will need a laptop with a built-in microphone or a separate microphone to record. (We have a USB microphone if you need one.)

Follow these steps to record a voice narration for PowerPoint slides:

1. Select the slide that needs a voice narration.
2. Click the **Insert** tab.
3. Select the drop-down list on the **Audio** button.
4. Select **Record Audio...**



5. Click the circle record button and start reading your narration.
6. Click the **Stop** button if you want to pause or if you have completed the narration for that slide.
7. Click **OK** when you have completed the narration.
8. An icon indicating audio will appear on this slide; drag the icon to the lower left-hand corner.



9. After adding audio to all of your slides, save your presentation.
10. Click **File/Export/Create a Video**. Select **Internet Quality**.
11. Click **Create Video**.



12. Click **Save**. This process takes a long time. Plan on approximately one hour for a 20MG file.
13. Upload the movie file to the Neuro/Psych Box folder.
14. Contact Media Services (x4357, option 2) to add this video to the Echo360 course folder.

Guidelines for saving your presentation as a video

When creating the presentation that you will save as a video, consider the following:

- Record and time voice narration and include laser pointer movements in your video.
- You can control the size of the multimedia file and the quality of your video.
- Include animations and transitions in your movie.
- Viewers do not need to have PowerPoint installed on their computers to watch your video.
- If your presentation contains an embedded video, the video will play correctly without controls.
- Depending on the content of your presentation, creating a video may take some time. Lengthy presentations and presentations with animations, transitions, and media content will likely take longer to create. You can continue to use PowerPoint while the video is being created.

(<https://support.office.com/en-us/article/Turn-your-presentation-into-a-video-C140551F-CB37-4818-B5D4-3E30815C3E83>)