# Narrated Powerpoint

**Important:** The online version of Office 2016 (which runs in a web browser) does not include the ability to record narration. You must have downloaded and installed the full version of Office 2016/365 to a Mac or Windows computer in order to record.

**1** **Create the Powerpoint slides** normally, then record narration as if you were presenting to a live audience. Don't worry if you make a mistake--keep going and you can correct that slide's narration later. If your computer does not have a built-in webcam, you may get better audio if you connect a webcam before recording.
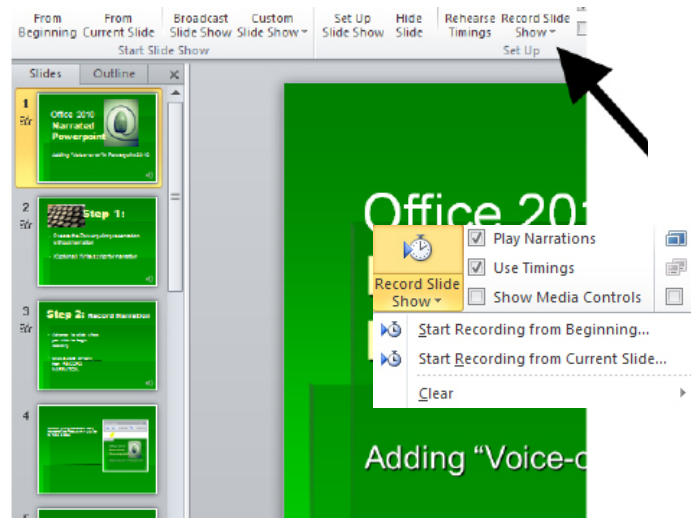
**2** In the Ribbon at the top of the screen, **click SLIDE SHOW, then RECORD SLIDE SHOW.**

Choose START FROM BEGINNING (or from EXISTING SLIDE if correcting audio on one slide).

**3** **Narrate your presentation**, noting (Windows only) the RECORDING TOOLBAR at upper left.
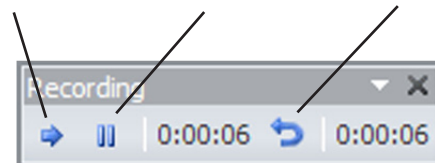
Pressing the ESC key or exiting the toolbar (clicking "x" at right top) will stop recording.

Next slide          Pause          Redo this slide

# Hints

**Wait a second before you begin speaking** on each slide or your narration may be cut off.

**STOP RECORDING by pressing ESC (upper left of keyboard) or by clicking "x" on the Recording Toolbar.** Don't advance to the next slide unless you want to replace the audio on that slide as well.

**AVOID SAVING IN OLDER FORMATS.** Saving to older formats such as "Powerpoint 97-2003 - *.ppt" may result in loss of your audio! If using Powerpoint 2007 or earlier, **do not** check the box to link audio files--they must be embedded in the presentation.

## Editing Narration

You can replace the narration for any slide(s) by using the previous steps but choosing to START RECORDING ON CURRENT SLIDE. When you reach the last slide you want to change, remember to stop recording with ESC (or exit the Recording Toolbar) to avoid affecting subsequent slides.

# 4 Compress Media to reduce size.

Narrated Powerpoints can be very large, making them difficult to upload and download. Powerpoint 2010 and later has a compress function.

In the Ribbon at upper left of screen, click FILE, then COMPRESS MEDIA. INTERNET QUALITY is fine. Use "save as" to give your compressed file a *new name*; retain the uncompressed original just in case.

Unfortunately, the Mac version of Office 2016 does not include an option to compress audio.
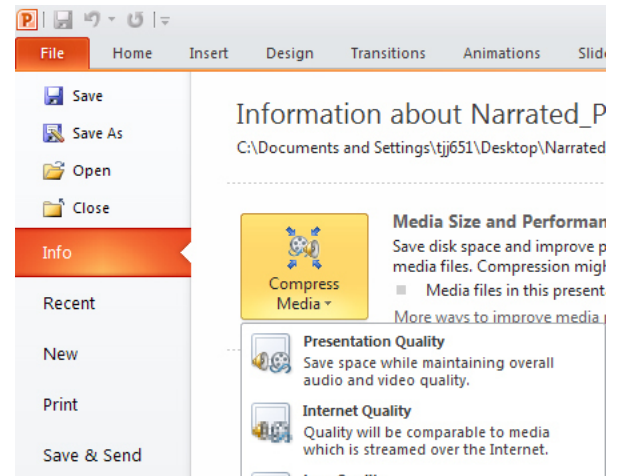
# 5 If applicable: Combining Presentations

If doing a group presentation, the person to combine would first download all presentations to their own computer.

**Option 1: Copy/Paste**
1. Open the first presentation and select all by pressing Ctrl+a (hold down Ctrl key and press "a"), then Ctrl+C (copy). Substitute Command key for Ctrl on Mac.
2. Open the next presentation and click an insertion point, then Ctrl+v to paste.
3. Save the combined presentation immediately with a new name so you do not overwrite the previous file.

**Option 2: "Reuse Slides"**

(1) While on the HOME tab in the Ribbon, click on the lower portion of the NEW SLIDE icon and (2) choose REUSE SLIDES at the bottom of the list. At the far right of the screen you should see a "Reuse Slides" dialogue. (3) Click BROWSE and navigate to the presentation you need. (4) Right-click on any slide in the list and choose INSERT ALL SLIDES.

right-click on any slide
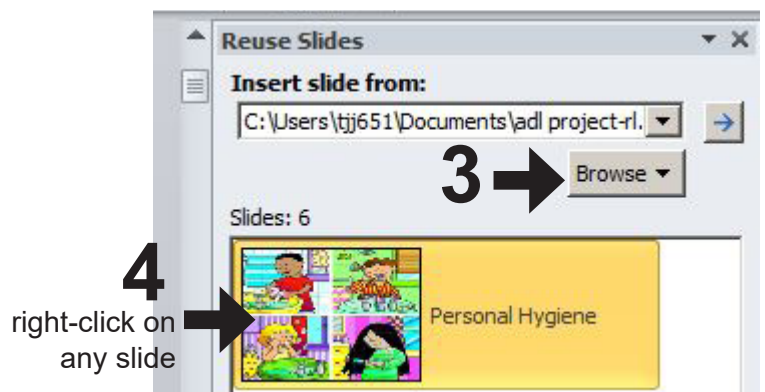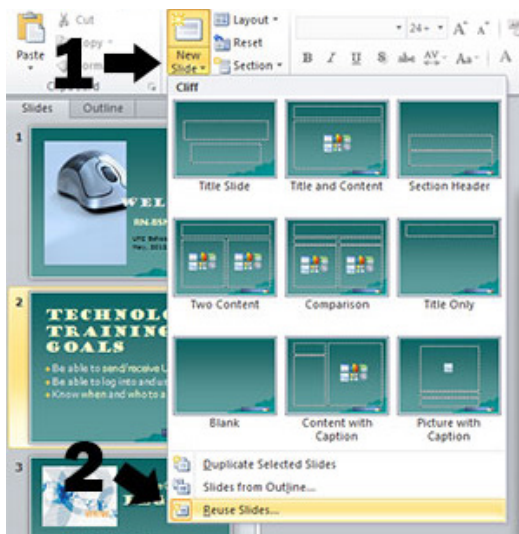
# 6 Sharing/submitting your presentation:

Even after compressing your presentation (see Step 4) the file may be too large to email or submit to Canvas/UTCLearn. You can upload to a cloud service such as Google Drive, OneDrive or YouTube and then submit a shared link to the file. **However, the best method is usually to export the presentation in a movie format, then share via STUDIO in Canvas.** This works for students and faculty alike.
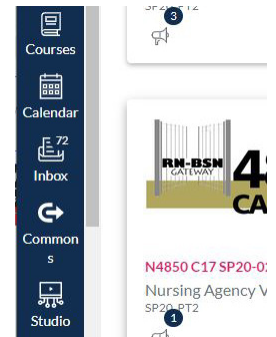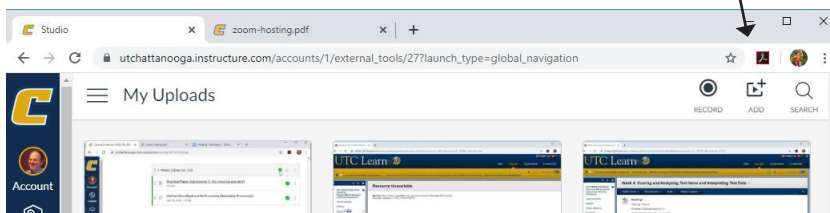
**1.** **In Powerpoint, click FILE, then EXPORT, then CREATE A VIDEO.**
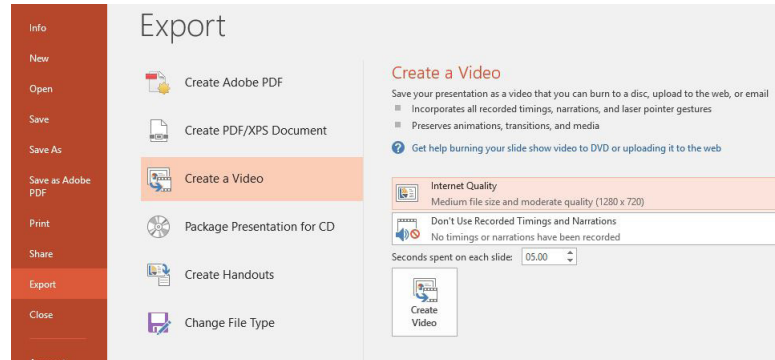


**2.** **Take note of where the file is being saved.** You'll need this in the next step. It will take a while to export to video format.

**3.** **Click on STUDIO in the main Canvas menu on left.**

**4.** **Click the ADD button at top right**, then BROWSE FILES (or drag and drop) the Zoom_x.MP4 file you located in Step 1.



**5.** **Add the Studio Item to Any Content Area**
Faculty can add the recording in Studio to almost any area of Canvas, including announcements, assignments, discussion, pages (anywhere there is a text entry box with the toolbar). Simply click the STUDIO icon, select the recording, and click EMBED. Students can attach Studio files just as they do other documents in Canvas when submitting assignments (look for STUDIO tab when attaching).

**Studio Icon**
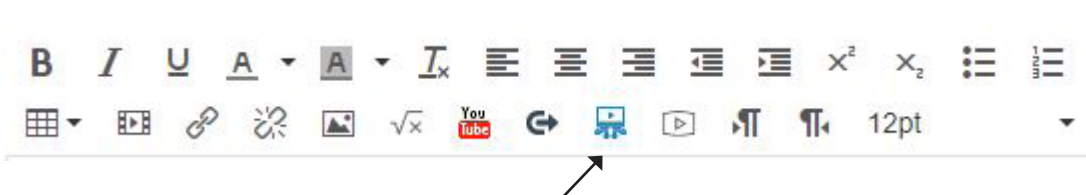
# Troubleshooting

**No Audio:** Do **NOT** save in older formats. If using Powerpoint 2007 or earlier, do NOT choose to "link audio"--you must embed the audio files. Always save in the newer format (pptx). On Windows versions, click HOME in ribbon and check to see if there is an option to convert media items.

**File will not upload to UTCLearn**
Use COMPRESS MEDIA (see Step 4), find a faster network connection, or upload to a cloud-based service (see Step 6).

## Slide Timings
If you used a process other than Steps 1 - 3 to insert narration, you may have to adjust the settings for audio and slide advance on each slide.

**Audio does not play automatically**
Click on the "speaker" icon on the individual slide. This should produce a new menu "Audio Tools" item ("Format Audio" on a Mac) in the Ribbon. Click PLAYBACK and be sure "Start Automatically" is chosen.
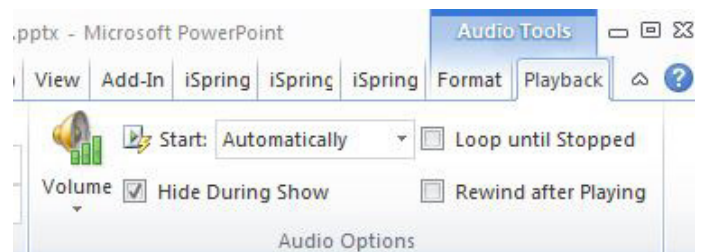
**Slides do not advance automatically**
On the Ribbon, click TRANSITIONS tab, look for a checkbox with thedesignated time at far right. This is also where you can change the timing, if necessary.
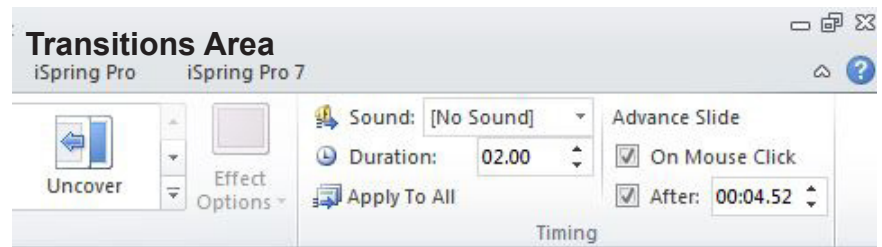
**Questions?** E-mail Rodger-Ling@utc.edu. This (and other) handouts are available at **www.utc.edu/nursing/**