

Creating a Narrated Video in PowerPoint (Mac)

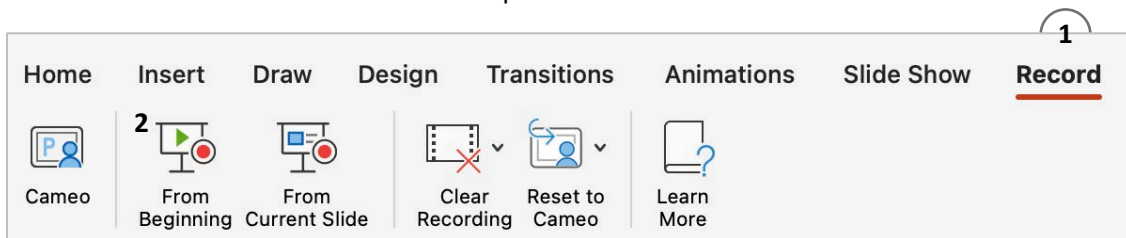
PowerPoint includes the ability to record narration for each slide in a presentation and easily re-record narration for a slide. This is the easiest way to record a narrated PowerPoint. Instead of having to re-record an entire presentation if there is a mistake or the phone rings, you can re-record a single slide. This also makes it much easier to update recordings later.

It is highly recommended that you make a short practice recording before recording an entire lecture.

Please visit our [website](#) for more tips on PowerPoint design and best practices for recording.

RECORDING

- 1) Click the **Record** tab in the ribbon at the top of PowerPoint.



- 2) Click the **From Beginning** icon to initiate the recording view in PowerPoint. Recording does **not** begin immediately.

In recording view, you can see recording controls, your slides, your notes, and your webcam feed if you have a webcam.

In the toolbar at the top of the recording screen:



- 1) The **red record button** begins recording with a countdown.
- 2) The **time indicators** show how much recording time has elapsed. The number on the left indicates recording time for the current slide. The number on the right indicates the total recording time for this presentation.
- 3) The **camera and microphone icons** enable/disable webcam video recording and audio recording. NOTE: There may be slight delay after clicking the icon before the device is available.
- 4) This icon lets you switch between **Teleprompter View** and **Presenter View**.

The **Teleprompter** will show the text in your PowerPoint notes.

You can change the teleprompter text size by clicking the **text size icons**.



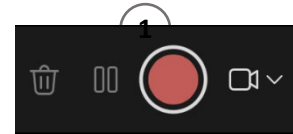
In the toolbar at the bottom of the recording screen:



- 1) Markup tools, from left to right: Laser Pointer, Eraser, Pen, Highlighter
- 2) Colors for the markup tools (except Laser Pointer which is always red)

RECORDING NARRATION

- 1) When you are ready to record, click the **Record** button in the toolbar at the top of the screen. There will be a countdown from three, then recording will begin. Slides will have a **red outline** to indicate recording is in progress.

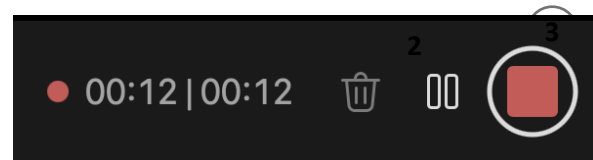


Be sure to leave 1-2 seconds of silence at the beginning **and** end of the narration for each slide. This will help prevent your words from being cut off in the recording.

You can use arrow keys to advance through the slides. Recording will continue as you advance through slides.

Please note that narration will not be recorded during animations and slide transitions.

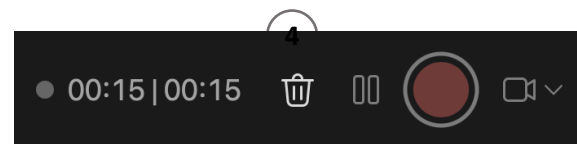
- 2) You can pause recording at any time. Press the pause button again to resume recording.
- 3) Click the Stop button to stop recording.



NOTE: PowerPoint will not allow you to move backwards through slides while recording.

If you try to record on a slide and the record button is disabled, and you see the trashcan icon highlighted as shown below, this means there is a recording on the slide already. The existing recording must be deleted before recording can take place.

- 4) To re-record a slide, first delete the existing recording by clicking the trashcan icon. You will then be able to record on the slide again.



NOTE: Be careful when re-recording slides! If you advance to a slide that already has a recording, PowerPoint will delete that recording and begin a new recording.

For this reason, when re-recording slides it is best to STOP recording when you have finished each slide. Then, advance to the next slide and click Record again.

- 5) When you have finished recording, click the **End Show** icon (a circle with an X inside) in the upper-left corner of the screen to return to the main PowerPoint editing screen.



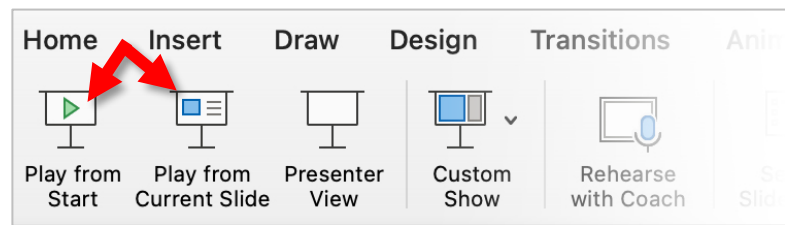
It is highly recommended that you verify that you are satisfied with your recordings before exporting.

VERIFYING RECORDINGS

Be sure to listen to at least one slide recording to verify the quality of the recording, and check that each slide has a recording.

TO LISTEN TO A RECORDING:

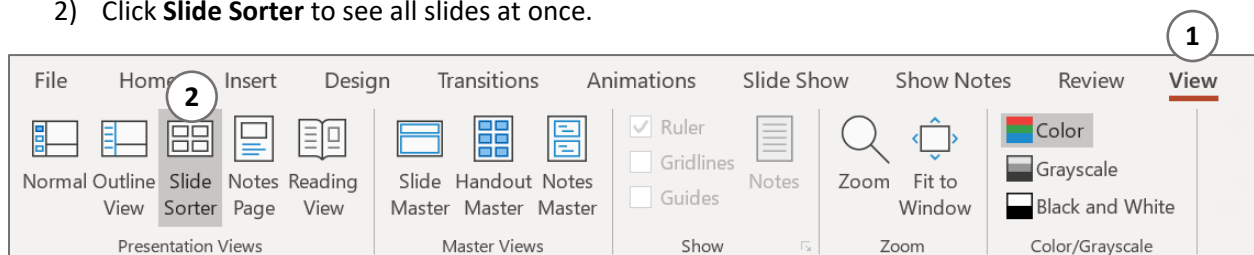
From the **Slide Show** tab of the main PowerPoint toolbar, click **Play from Start** or **Play from Current Slide** to begin playback.




TO CHECK THAT EACH SLIDE HAS A RECORDING:

Check that each slide has narration and timing recorded. The easiest way to do this is to

- 1) Click the **View** tab
- 2) Click **Slide Sorter** to see all slides at once.



Each slide should have a speaker icon  in the lower-right corner, **or a thumbnail image if you used a webcam during recording.**

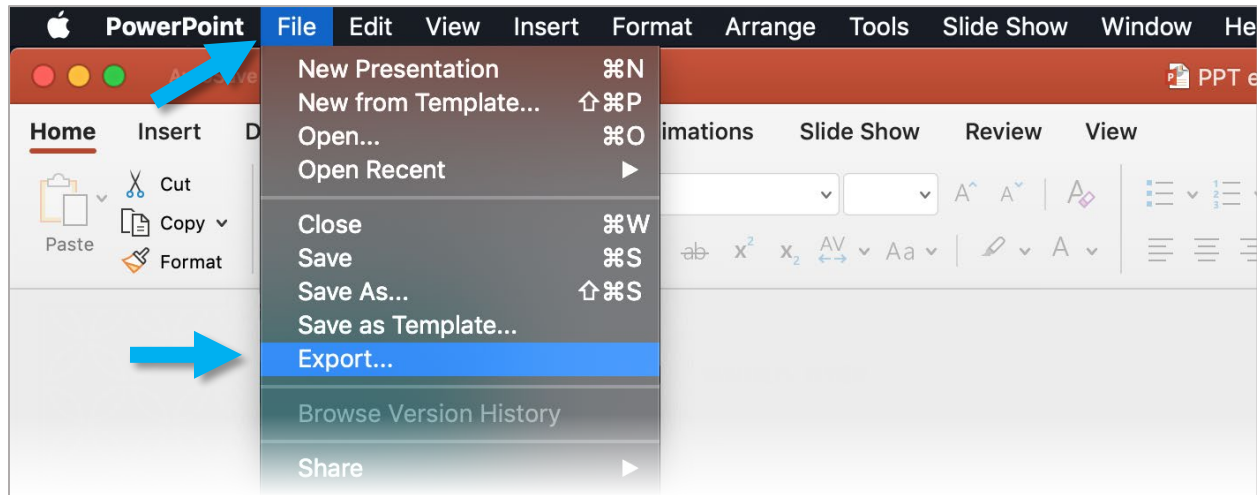


When you are satisfied with your recorded narration, you can export the entire narrated presentation as a video file.

EXPORTING AS VIDEO

Once you are satisfied with your recordings and are ready to export the narrated PowerPoint as a video file, click **File** in the upper-left corner of the PowerPoint toolbar.

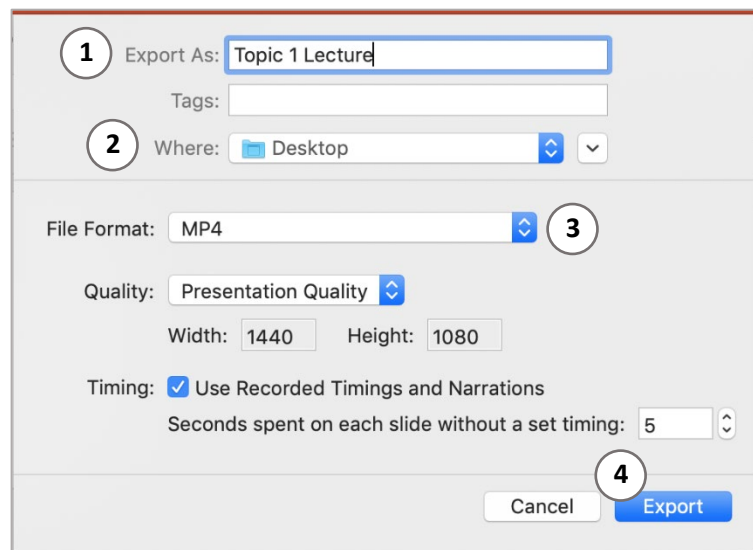
In the dropdown menu that appears, click **Export...**



In the menu that appears:

- (1) Enter a name for the video file
- (2) Select where to save the video file
- (3) Select **MP4** or **MOV** from the **File Format** dropdown menu
- (4) Click **Export** to begin the export process

The process will take 5-20 minutes depending on the speed of your computer and the number of slides you have recorded.



Once the presentation has been exported, be sure to watch the resulting video to verify that everything turned out as expected. At the very least, skim through the video to check that each slide is present and has recorded audio.