

Creating a Narrated Video in PowerPoint (Mac)

NOTE: Update PowerPoint for Mac before exporting to video. Previous versions of PowerPoint for Mac did not support exporting video with narration.

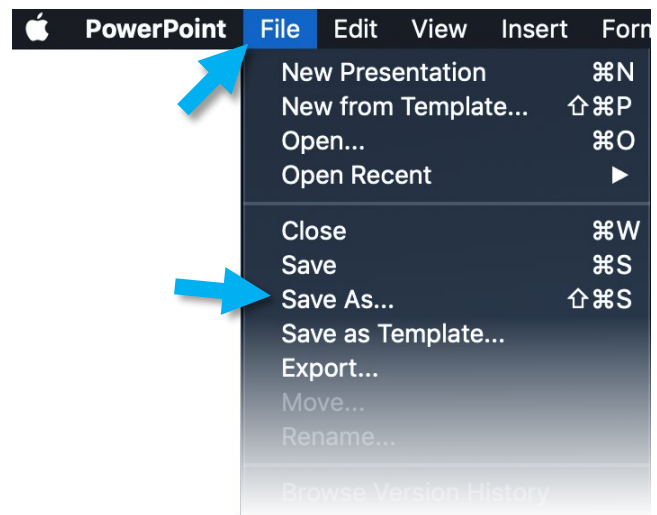
CONVERT OLDER POWERPOINTS

If your PowerPoint is saved in an older .ppt file format, you should first convert the file to the newer .pptx file format before recording. Recording using the older .ppt format often causes problems such as missing or unplayable recordings. If your PowerPoint has a filename ending in .ppt (“MyPowerPoint.ppt”) or if the top of the PowerPoint window shows “**Compatibility Mode**” as in the image below, you should convert the file to the newer format.

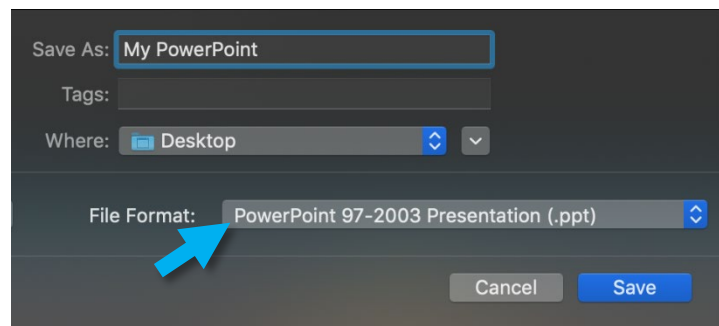


To convert a .ppt file to a .pptx file:

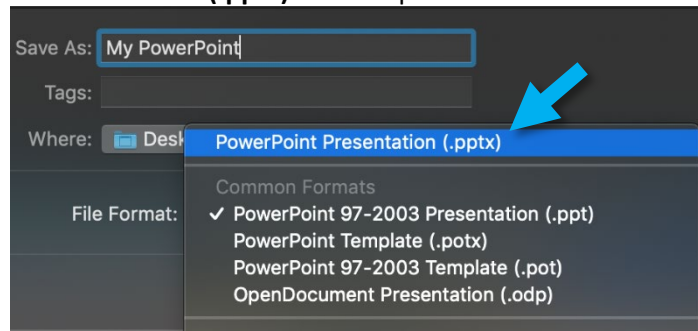
1. Open the file in PowerPoint, then click **File** in the toolbar.
2. Click **Save As...** in the dropdown menu that appears.



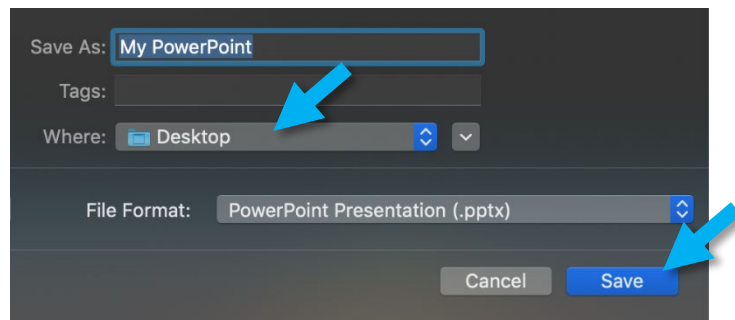
3. In the window that appears, click the **File Format** dropdown menu.



- In the dropdown menu, click **PowerPoint Presentation (.pptx)** at the top of the list.



- Select the location where you wish to save the new file and click **Save**.

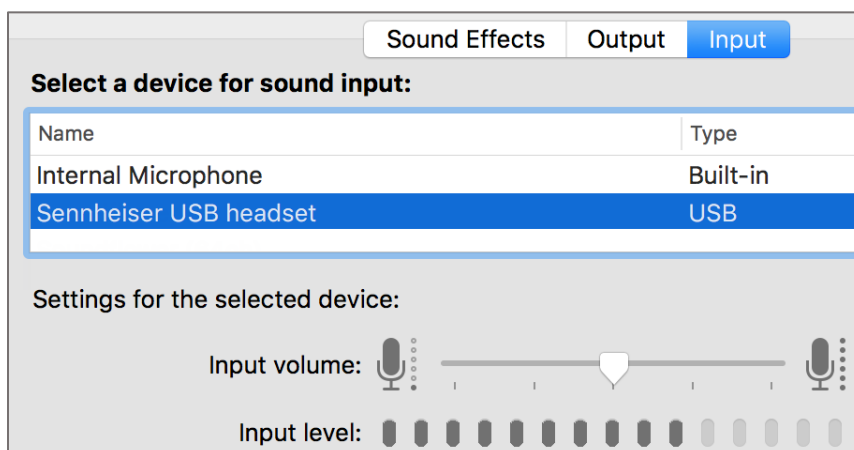


Your new file is now saved and ready to record.

ENABLE HEADSET or MICROPHONE

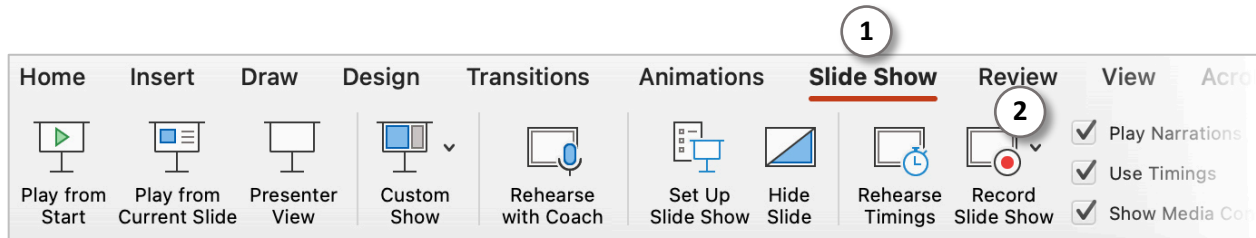
If you are using an external microphone or headset (recommended), follow the steps below.

- Open **System Preferences** on your Mac. Click the **Sound** icon.
- On the **Sound** page, click the **Input** tab.
- Click on the microphone or headset you intend to use to enable it.
- Speak into the microphone and watch the **Input level**. Adjust the **Input volume** so that the **Input level** while you are speaking is about 2/3 maximum, as shown in the image below.
- Close the **System Preferences** window.



RECORDING

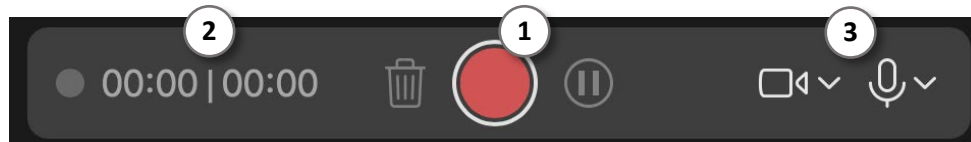
- 1) Click the **Slide Show** tab in the ribbon at the top of PowerPoint.



- 2) Click the **Record Slide Show** 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 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.

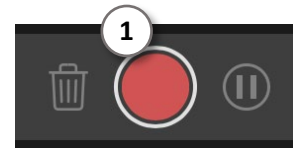
In the toolbar at the bottom of the recording screen:



- 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.



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.

If your PowerPoint includes embedded video and you will be exporting your PowerPoint as a video, you must click on the video to start playback. Click on the video again to end video playback. **If you do not click on the video to begin and end playback, the video will not appear in the exported video.**

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.



PowerPoint will not allow you to advance to a slide that already has a recording. This is to prevent accidentally recording over a previous recording. For this same reason, PowerPoint will also not allow you to move backwards through slides while recording.

- 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.



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

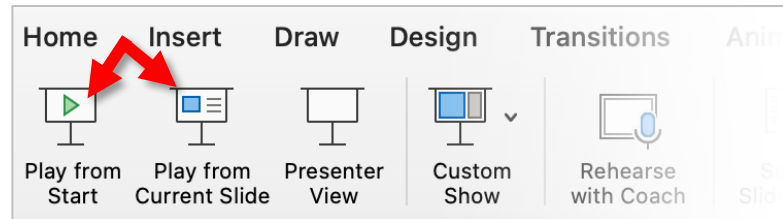
When you are finished recording, click **End Show** in the upper-left corner of the screen to return to the main PowerPoint editing screen. It is highly recommended that you verify that you are satisfied with your recordings before exporting.

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:

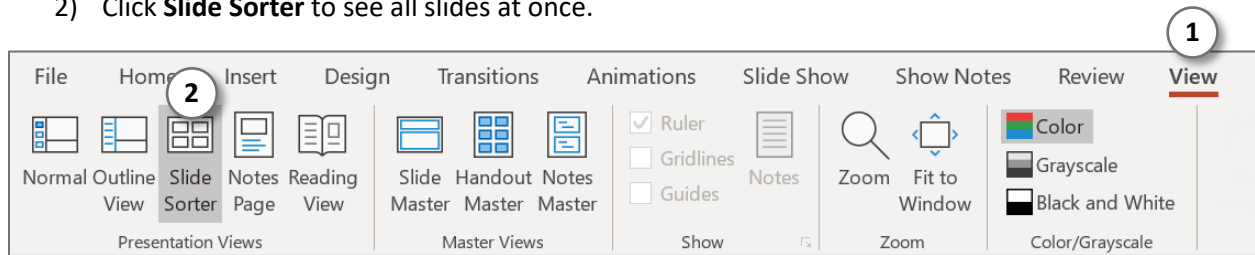
From the **Slide Show** tab of the main PowerPoint toolbar, click **Play from Start** or **Play from Current Slide** to begin playback.




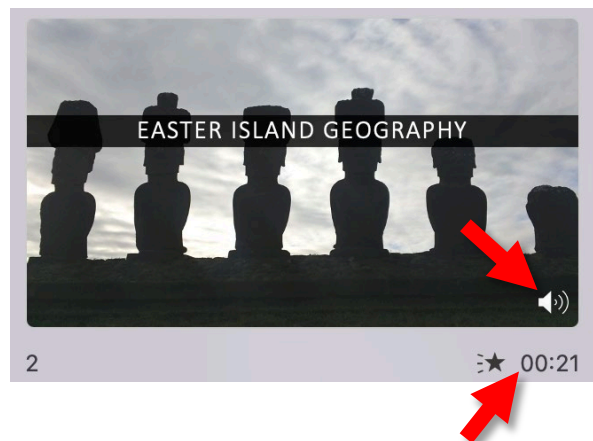
TO CHECK THAT EACH SLIDE HAS A RECORDING:

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. There should also be a time indicating the length of the recording for that slide.

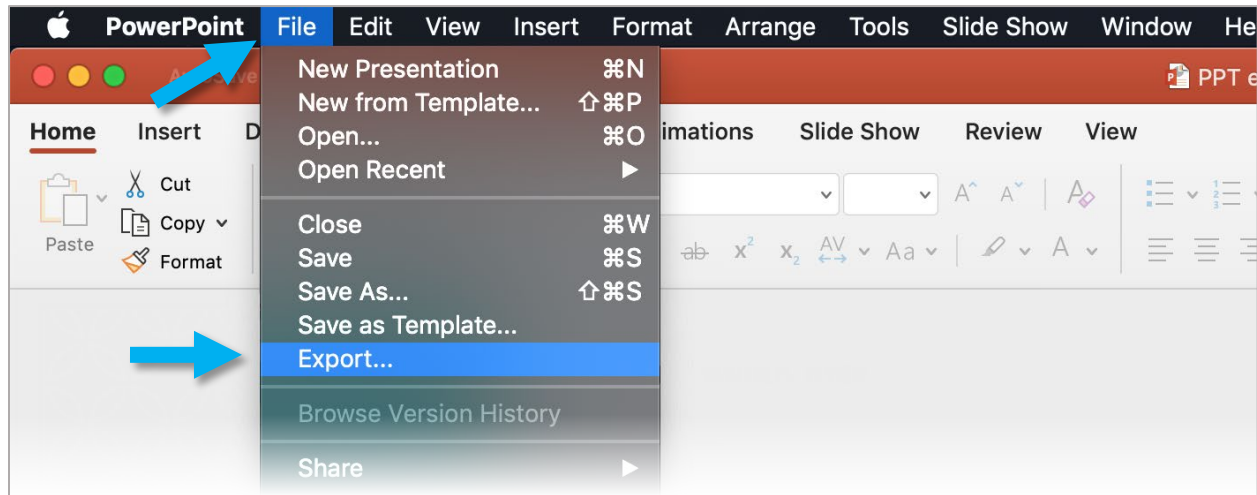


When you are satisfied with your recorded narration, you can export the entire narrated presentation as a video file or use OneDrive to embed the narrated PowerPoint in Canvas (to use OneDrive, see our guide located at: <http://ou.edu/cas/online/academic-technology/narrated-powerpoint-lectures>)

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.

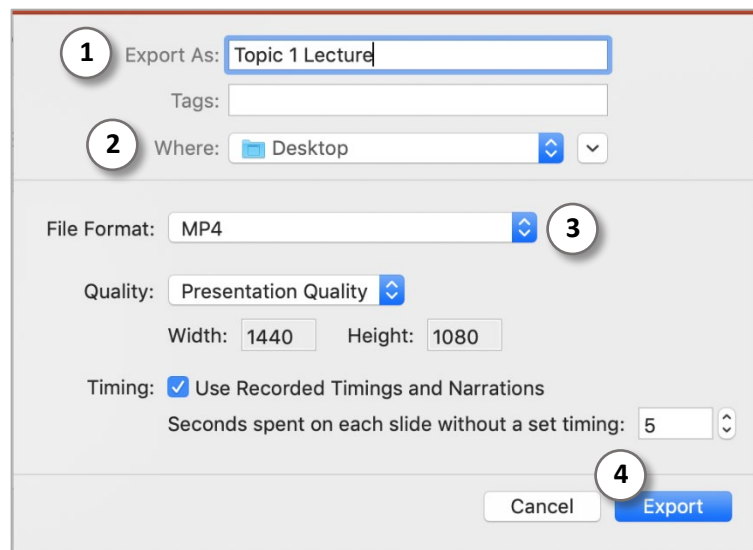
In the dropdown menu that appears, click **Export...**



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 well. At the very least, skim through the video to check that each slide is present and has recorded audio. If your PowerPoint includes a video, check that the video played correctly.