

Creating a Narrated Video in PowerPoint (Office 365)

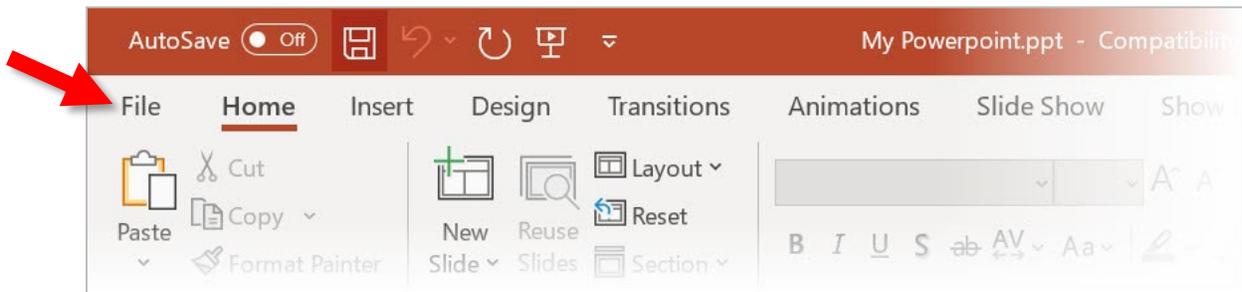
CONVERT OLDER POWERPOINTS

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.

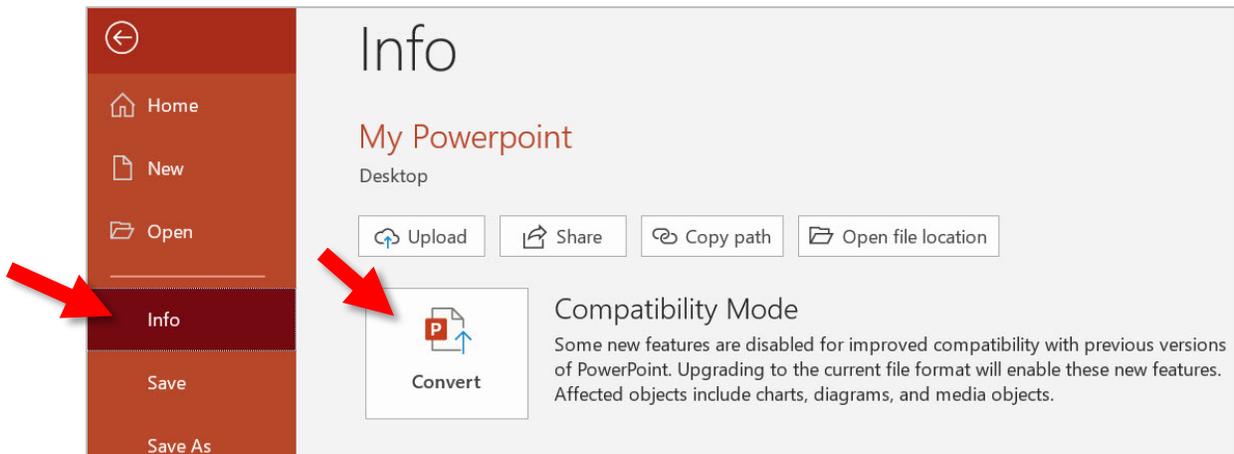


To convert a .ppt file to a .pptx file:

1. Open the file in PowerPoint, then click **File** in the toolbar.



2. Click **Info** then click **Convert**.



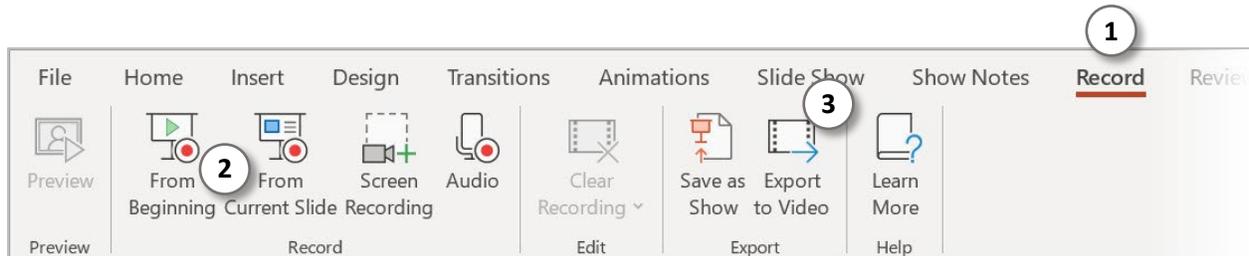
3. In the window that appears, select the location where you wish to save the new file and click **Save**.

Your new file is now saved and ready to record.



RECORDING

- 1) Click the **Record** tab in the ribbon at the top of PowerPoint.
- 2) To begin recording **from the beginning** of your PowerPoint slides, or **from the current slide**, click the appropriate icon.
- 3) To export your recorded presentation as a video file, click **Export to Video** (more on this below.)



Click the icon for **From the Beginning**, or **From Current Slide** 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) **Edit** returns you to the main PowerPoint editing screen.
- 2) The **red record button** begins recording with a countdown.
- 3) 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.
- 4) 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.
- 5) Clicking the **three dots** opens a menu that allows you to select your camera and/or microphone, as well as delete recordings on the current slide or all slides.
- 6) **Export** allows you to export your recording as a video file.

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)
- 3) Webcam control to show or blur the background behind the webcam subject

- 4) Click **Views** to change between different presentation recording views:
- Teleprompter – Notes are large, centered, and placed above slides.
 - Presenter – Current slide is large, next slide and notes are visible to the side.
 - Slide – Only the current slide is shown.

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.

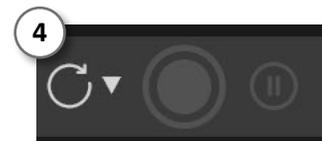
- 2) You can pause recording at any time. While recording is paused, the pause button will show as a Play button. To resume recording, click this Play button.



- 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, click the Retake button. A small menu will appear giving you the option to retake a recording on just the current slide or all slides. Recording will begin with a countdown from three.



If you select to retake video on just the current slide, PowerPoint will not allow you to advance to the next slide, even if the next slide does not have a recording.

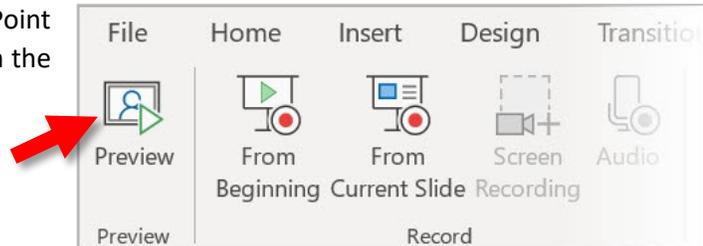
When you are finished recording, click **Edit** to return to the main PowerPoint editing screen. Although you can export your recording directly from the recording view, it is highly recommended that you verify that you are satisfied with your recordings before exporting.

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.

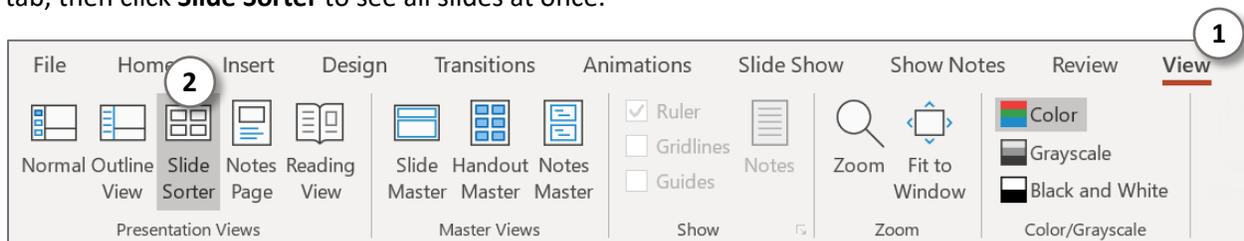
TO LISTEN TO A RECORDING:

From the Record tab of the main PowerPoint toolbar, click **Preview** to begin playback from the currently selected slide.



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 click the **View** tab, then 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.

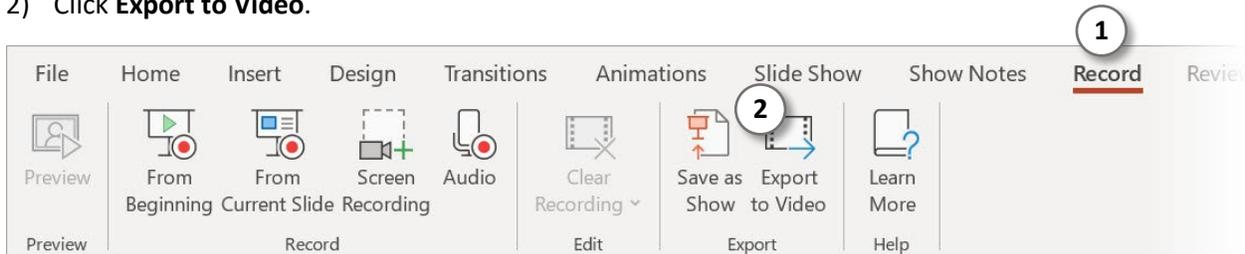


When you are satisfied with your recorded narration, you can export the entire narrated presentation as a video file or use OneDrive to embed the narrated PowerPoint in Canvas (to use OneDrive, see our guide located at: <http://ou.edu/cas/online/academic-technology/narrated-powerpoint-lectures>)

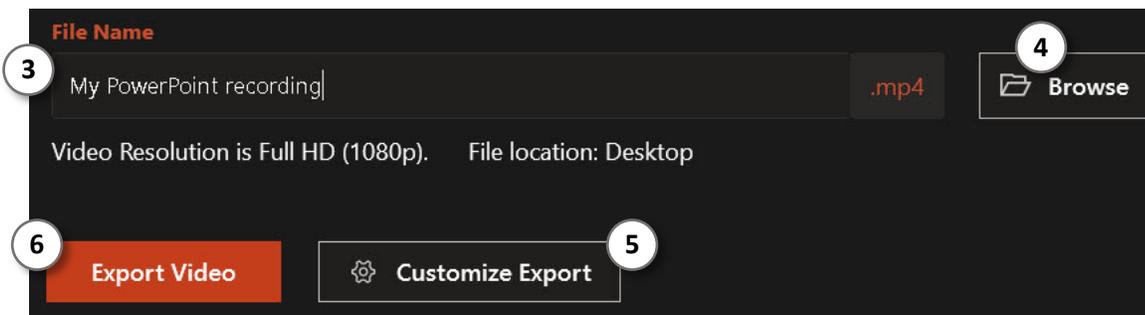
EXPORTING AS VIDEO (OPTIONAL)

Once you are satisfied with your recordings and are ready to export the narrated PowerPoint as a video file:

- 1) Open the PowerPoint presentation and click the **Record** tab in the ribbon at the top of PowerPoint.
- 2) Click **Export to Video**.



- 3) On the next screen, enter a **File Name** for the exported video file.
- 4) Click **Browse** to select the destination on your computer for the video file.
- 5) You can click **Customize Export** to see more options for exporting, but the default settings work well in most situations.



If you want to exit the Export screen, click **Exit** at the top of the screen or press **Esc** on your keyboard.

- 6) When you are ready to have PowerPoint export your presentation, click **Export Video**. 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.