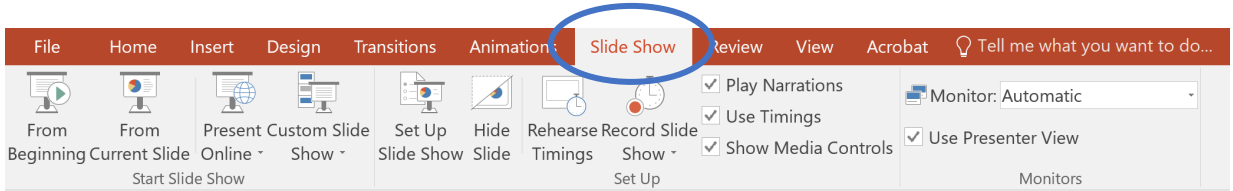


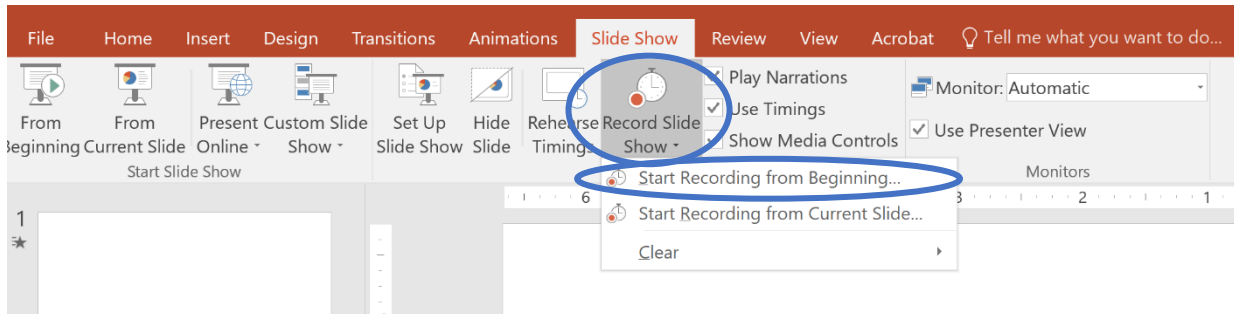
# Create a Voice Over PowerPoint Presentation – Windows

## Record Narration on PowerPoint Presentation

1. Open your PowerPoint presentation in Microsoft (MS) PowerPoint (PPT).  
**Note:** It is suggested you create your voice over in the MS PPT desktop application.
2. Go to the **Slide Show** tab.

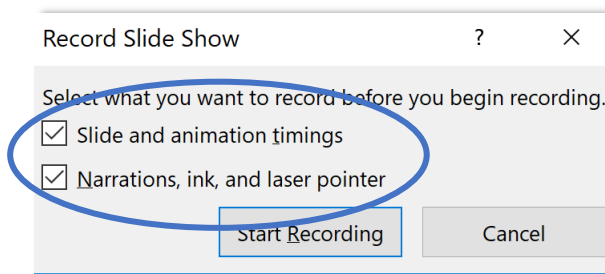


3. Click on the **Record Slide Show** button and select **Record from Beginning** option. (This will ensure that you are recording from the beginning of your PPT presentation.)

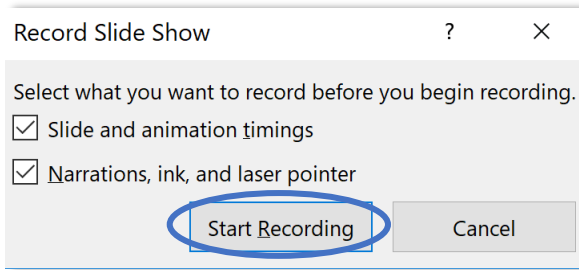


4. Then, in the **Record Slide Show** box, make sure that the “Slide and Animation Timings” and “Narrations, ink, and laser pointer” boxes are both checked.

**Note:** If you do not have a microphone available/connected to on your computer, you will not be able to select the “Slide and Narration timings” box.

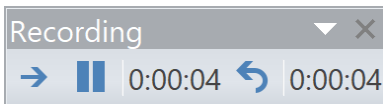





5. Click the **Start Recording** button.



**Note:** After doing this, you will begin talking and navigating through each of your slides in the presentation. It is best practice to try and talk and progress (click) through your presentation, just as you would if you were giving a lecture in class. If you make a mistake, it is best to try to correct it just as if you would while giving the lecture in class. Changes/updates will be discussed briefly below.

6. In the **Recording** toolbar you will find the following tools which you can use to:



- Go to the next slide   
**Note:** You can also use the right arrow key or space bar as you would when giving a presentation in person.
- Pause the recording   
**Note:** While you are able to do this, it is best practice to try to avoid doing this to ensure a more consistent and smooth recording.
- Re-record the current slide   
**Note:** As with the pause, it is best practice to try to avoid doing this if possible to ensure for consistency/smoothness. If you do use this button though, please note you will need to press the **Resume Recording** button again in the dialog box that appears in order to restart/re-record the slide.

7. When you have finished recording, press the **Esc** button or the **X** button in the top right corner of the **Recording** toolbar.

## Re-Recording Narration

If you do need to re-record a slide or the entire presentation itself, we would suggest the following:

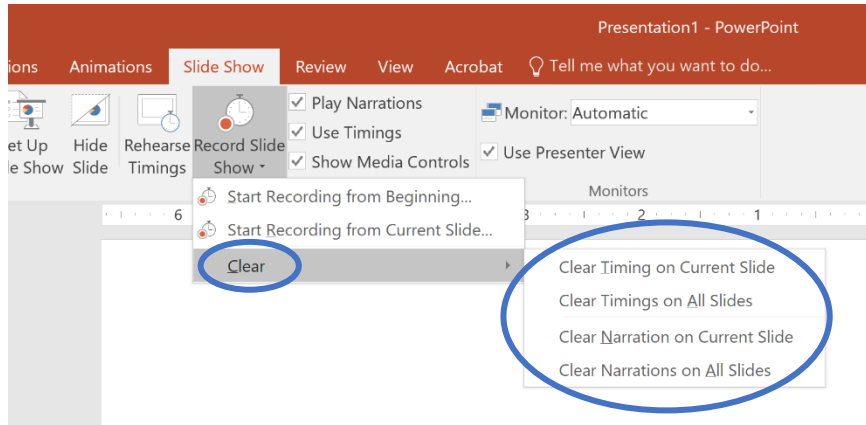
- Use the **Re-record current slide** button if you are in the middle of recording and realize right away that you need to re-record the slide you just recorded (and are still on that slide).

- Going back to and repeating steps 2-5 above (**Slide Show tab > Record Slide Show > Record from Beginning > Start Recording**)

**Note:** With either of these options, your previous recordings will be cleared/deleted and your new recording will appear.

## Deleting Timings or Narrations

To delete timings and/or narrations on one or more slides you can use the **Clear** function located in the **Record Slide Show** button within the **Slide Show** tab.



The **Clear** function allows you to do one or more of the following:

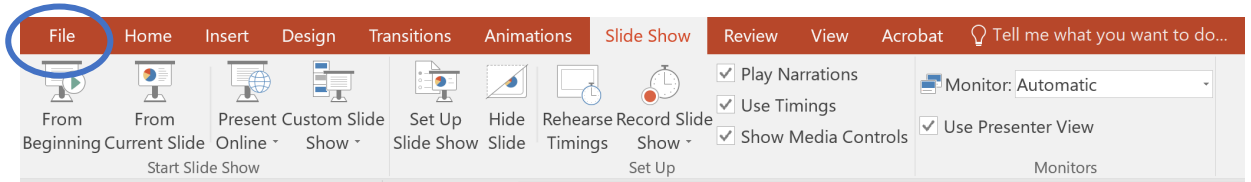
- Delete *timings* on the *current slide*
- Delete *timings* on *all slides*
- Delete *narration* on the *current slide*
- Delete *narration* on *all slides*

## Recording Tips

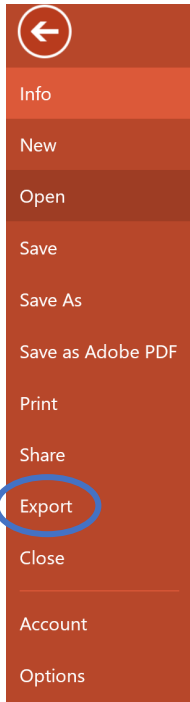
- PPT doesn't record audio or video during transitions between slides, so do not speak while advancing the slide.
- Include a brief (few seconds) buffer of silence at the beginning and end of each slide.
- For best quality, use an external microphone, such as a USB headset.  
**Note:** If you do use an external microphone, please make sure it is setup and marked as the default device for Input in your computer's sound settings.
- After you have finished recording, review your presentation by playing it using the **From Beginning** button on the **Slide Show** tab.

## Exporting Voice Over Presentation to Video

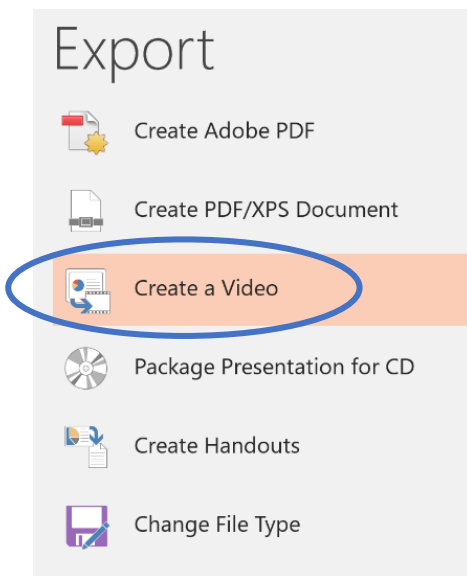
1. Go to **File**



2. Click the **Export** button



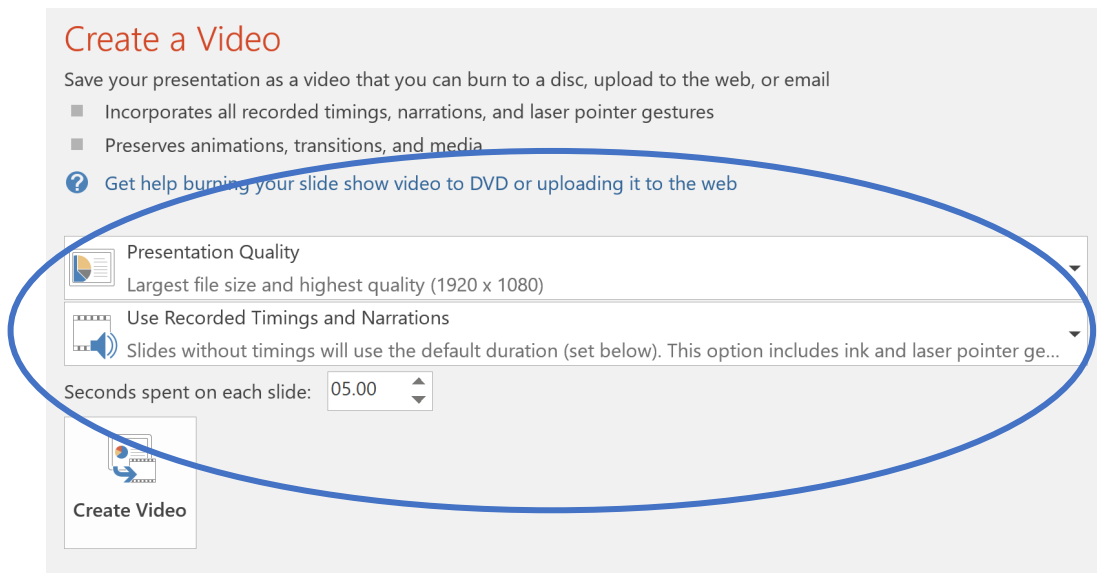
3. Click the **Create a Video** option



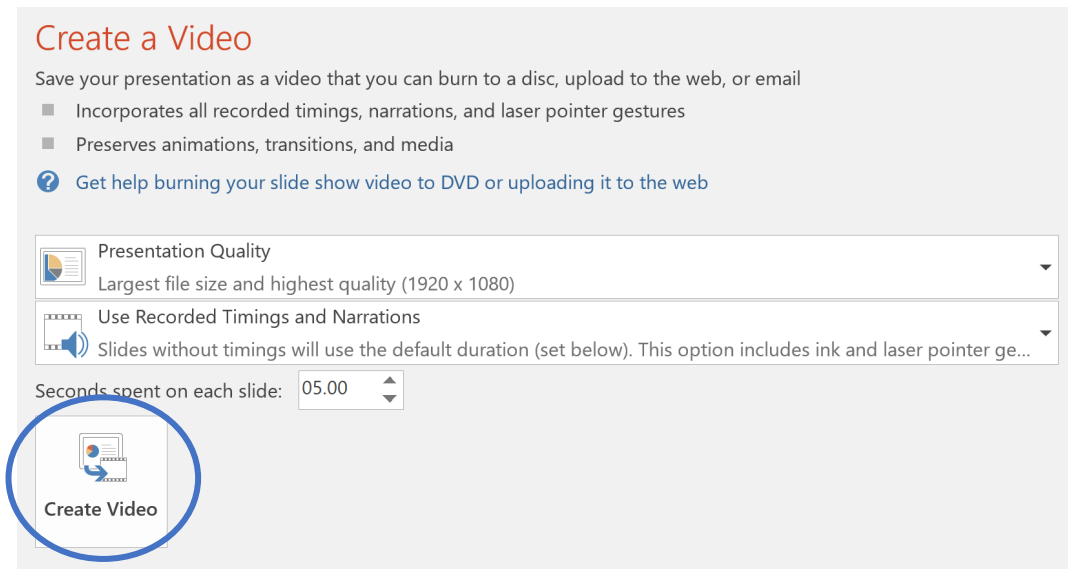
4. Ensure that the following two settings are selected in the “Create a Video” screen:

- **Presentation Quality**
- **Use Recorded Timings and Narrations**
- **Seconds spent on each slide: 05.00**

**Note:** This is the default if there is no audio/narration on a slide. If there is audio/narration on a slide it will use the narration and timings you have already.

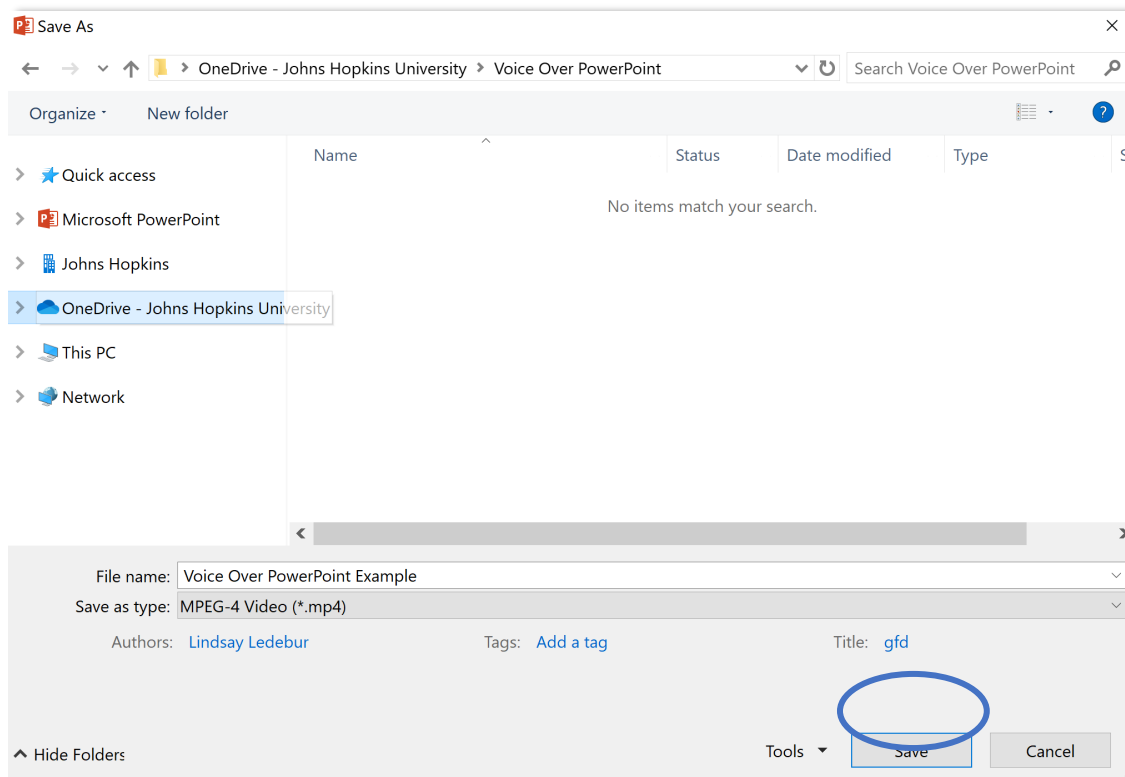


5. Click the **Create Video** button



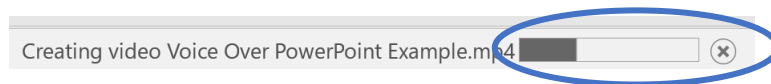
6. Select a location on your computer to save the video, then click the **Save** button

**Note:** It is suggested that you save the video to a folder on your JH OneDrive. Additionally, it will default to save the file as a .mp4 and you should leave this as the “Save as type:”



7. A progress bar will appear at the bottom of your PPT window to show you the progress of the video creation

**Note:** You can cancel the creation/saving by clicking the **X** button to the right of the progress bar



8. After the progress is complete, you can locate the video file in the location in which you saved it and double-click on it to play it using your computer’s default video player

## Additional Information

For additional information and directions on recording narration in a PPT and exporting your voice over PPT to a video, please visit the following:

- [MS Office – Record a slide show with narration and slide timings](#)
- [MS Office – Turn your presentation into a video](#)