



Creating a Narrated Presentation in Powerpoint

Message to our Speakers:

Microsoft PowerPoint has a built-in recorder for recording narration over your slides. There is a more challenging way to do this (*recording the entire narration over the slideshow*). The easiest way to do it is by **recording your audio, one slide at a time**. We have included instructions to do this below. If this does not work for you, we also have links at the end of the document to Microsoft Support pages that will walk you through the recording process. Be sure to select the version of Windows or Mac you have. Finally, you can also reach out to our volunteer Rinki Desai (rdesai@umc.edu), who will walk you through the recording process step-by-step, in case the details below and the links do not help. Thank you once again for being willing to present as part of the very first online MSHA conference. We value your expertise, time and contribution. **Please submit your recorded PowerPoint at the earliest, no later than April 27, 2020.**

Before you get started:

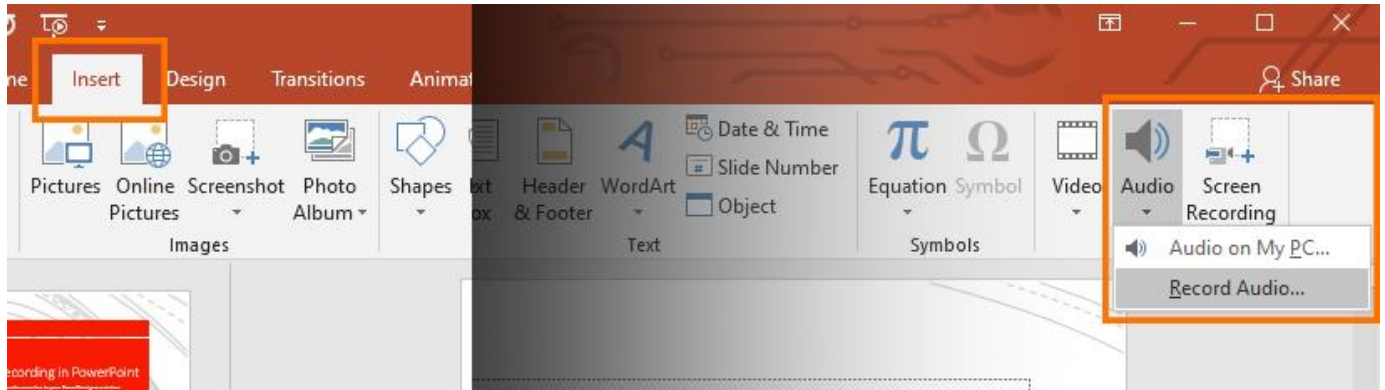
- Use an inexpensive USB microphone or external headset as a major upgrade over your laptop's built-in microphone to record your narration. If you have headphones that typically plug into your phone, those should work as well.
- Remove background noise. Turn off fans and close the door/windows to avoid distractions.
- **Write an outline or script for your recorded audio.** Print your notes to ensure you have them handy during the recording, or save them as Notes under your slides in PowerPoint.
- **Setup your microphone:** Before you start to record audio inside PowerPoint, start off by making sure that your microphone / headphones are plugged in and ready to record.
- **Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides.** Also, you can rearrange the order of slides after recording without having to re-record anything.

Start Recording your Narration:

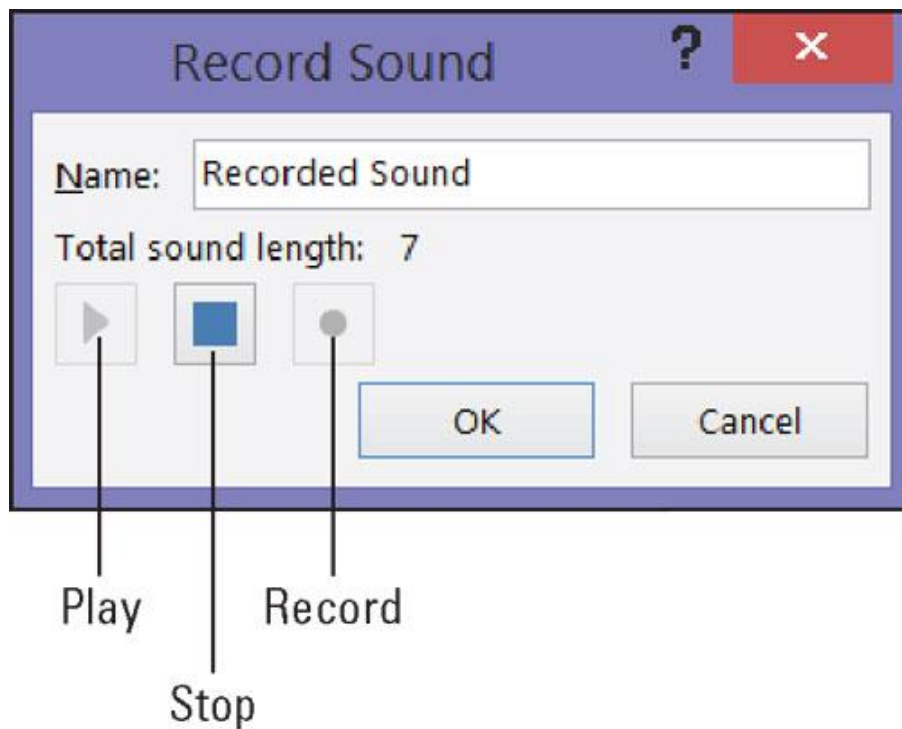
The easiest way to add audio to your PowerPoint presentation is to record **one slide at a time**.

- Start by selecting the slide where you want to add the audio. Typically, it is best to start from the beginning.
- Click **Insert** (this is a tab in the Menu bar on top)
- Select **Audio** and then select **Record Audio**.

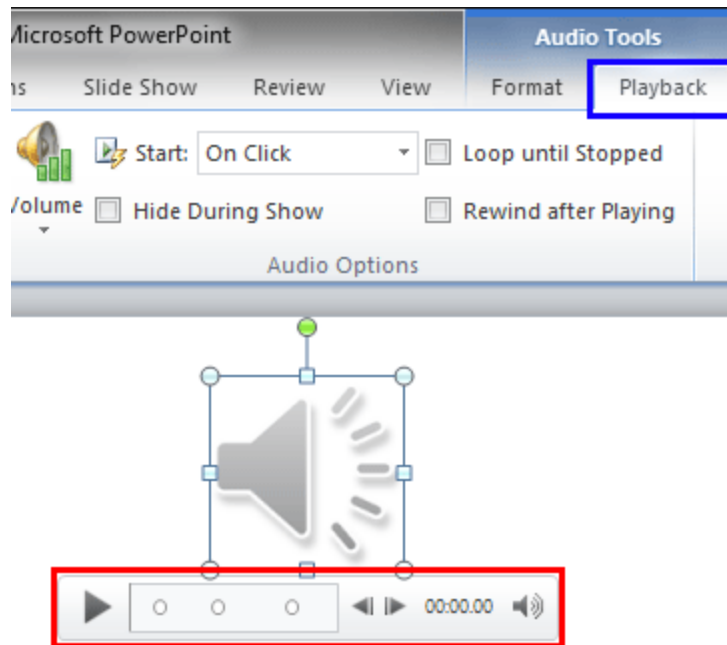
- Note: Your device must have a microphone (either built in, an external headset, headphones or USB mic) in order to record audio.



- Type a name for this audio recording (for example - Slide 1)
- To start your recording, click the **RECORD** button with the red dot. Read from your script / notes and click the **STOP** button when finished.
- To review your recording, first STOP the recording and then select the **PLAY** button.



- Click on the red **RECORD** button again to **re-record** your clip, if you are not happy with the playback. Otherwise, select **OK** if you're satisfied.
- You will now have a visible audio icon on your slide. You can hear the audio again by clicking on this embedded **audio icon**. It will open a bar underneath where you can play your audio.



Note: You can select and drag the audio icon to where you want it on the slide.

- Repeat this process, one slide at a time. This is also a great way to allow you take a break between recording slides, so you don't have to do it all at once.
- Once you are done recording audio for ALL the slides, click on "File", then "Save or Save As..." and the save dialog box will appear.

Save your Narrated PowerPoint

When you're done recording, save and share your presentation as a PowerPoint presentation. We will ensure it is uploaded to our online learning platform. Your recordings will automatically play when someone opens the presentation.

- Select **File > Save As**.
- Select where you'd like to save your presentation to.
- Under **Save as type**, select the dropdown arrow and then select **PowerPoint**.
- Select **Save**.

If you need additional instructions, please visit Microsoft Support at:

<https://support.microsoft.com/en-us/office/record-audio-narration-for-your-powerpoint-presentation-232d5fec-fc90-4abb-9332-c469d336d947?ui=en-us&rs=en-us&ad=us>

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