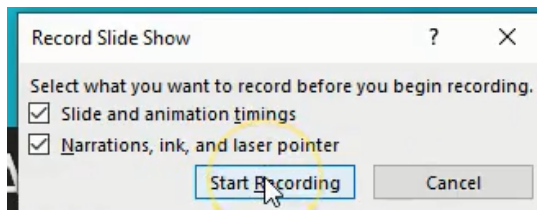


## Procedures for Recording Narration to PowerPoint and Exporting the PowerPoint to a Video File

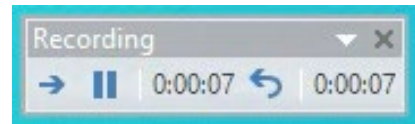
This tutorial assumes that you are using a current and supported version of PowerPoint. These procedures involve how to record audio narration and save (export) your work to a video file that can be later uploaded to the web.

1. Open the PowerPoint.
2. Select the Slide Show ribbon. Be ready to record narration as though you were presenting to a class.
3. Click the Record Slide Show button.
4. You will get an advisory that asks you to select what you want to record.

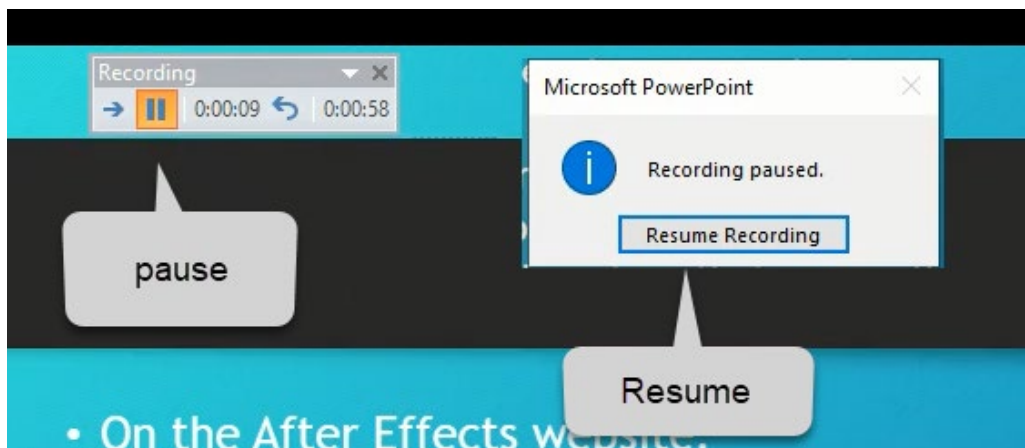


Just go with the defaults shown above, and click “Start Recording.”

5. The view of your Powerpoint will switch to presentation mode as the recording begins. Especially note the timer in the upper left corner with the seconds moving. Your recording has begun!



You can pause the presentation at any time, and then continue by clicking “Resume.”



6. At the end of your recording session, **hit the ESC key**, and the recording will stop. PowerPoint will revert back to its default editing mode, which is what you saw when you first opened PowerPoint.

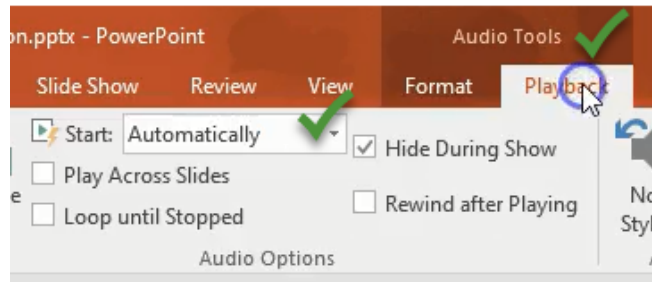
## Procedures for Recording Narration to PowerPoint and Exporting the PowerPoint to a Video File

7. Check to make sure that each recording will play automatically. On each slide you can select the recording icon.

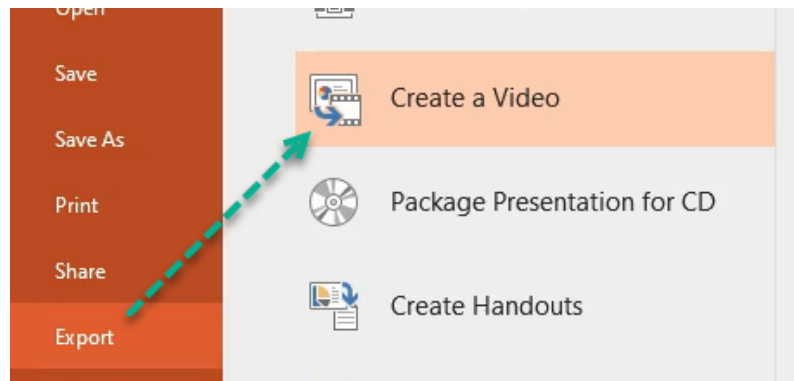


Double-click on the icon to expose the Audio Tools.

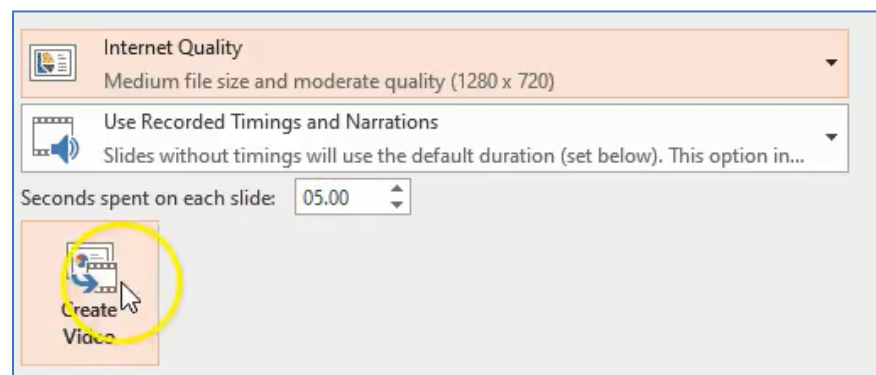
8. *Optional:* At the top under “Audio Tools” you can choose Playback, and check to make sure that the audio is set to play “Automatically.” (The green check marks are the author’s in the image shown.)



9. Next, export the PowerPoint to video. First select the File menu.
10. Choose Export → Create a Video.

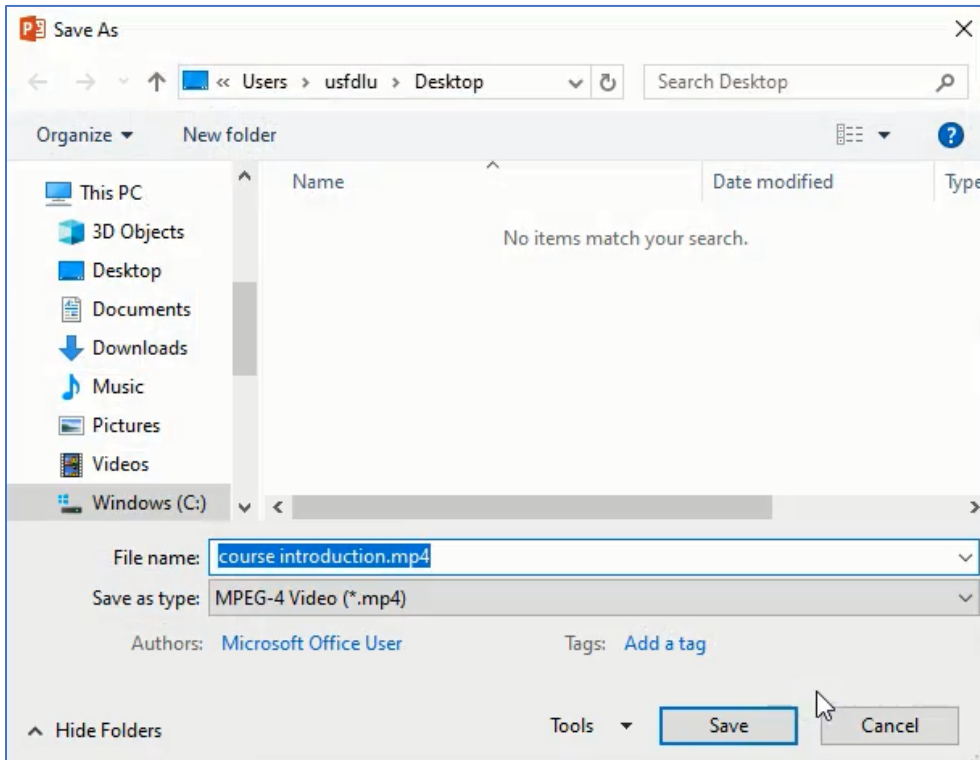


11. Under “Create a Video” options, choose Internet Quality, Use Recorded Timings and Narrations, and click the Create Video button.



## Procedures for Recording Narration to PowerPoint and Exporting the PowerPoint to a Video File

12. At this point, **note carefully where the video is being saved**. You will need to find it later. In the example shown, the video is being saved to the Desktop. **This is the most important step in these procedures**. Click “Save.”



13. A very small progress bar at the bottom will indicate how quickly the video is being saved. Wait for the process to be completed. The longer the PowerPoint, the longer it will take for the exporting process to be completed. Now might be a good time for a coffee break!



14. Locate the video. In the example shown, the video was on the desktop. Go ahead and play it.

Procedures for posting the video to the internet (web; Canvas Course, etc.) will be presented in a separate tutorial.

The Academic Technology Team