

Recording Voice-over Narration in PowerPoint (PPT)

For best results, your PPT should be entirely completed before inserting narration.

Make sure your computer is recognizing your voice and/or working before you begin. If not, please contact Derek Teague (43412) for assistance. A quality microphone is recommended for best results.

1. Make sure volume is not muted by double clicking on the volume icon on your taskbar.
2. Create a brand new folder somewhere on your PC. Give this file a new name. (Note: this new file will have audio narrations attached to it so it should be only be used for this narrated project. You will want to keep a clean “un-narrated” copy of your PPT slideshow elsewhere on your PC).
3. Set up Narration recording in PPT. Under “Slideshow” in the menu, choose “Record Narration”. A box will appear, click on “Change Quality” and next to “Attributes” choose “44.100kHz, 16 bit, Mono” from the pull-down menu. This will create an audio file that is good quality. The rule is: the better the quality, the bigger the file size will be. Click the Ok button (this will start your recording.)
4. To start recording, the PPT slideshow will begin and you can start narrating your slides. If you weren't on your 1st slide, it will ask you if you want to start with the current slide or the First Slide.
5. When recording audio, make sure you stop talking between slide changes. For example, end your sentence...pause for about 5 seconds...advance your slide....pause for about 1-2-3-4- 5 seconds....then begin talking, this will make sure your audio is included with each slide and not cut off. If you need to continue a thought between slides, just remember to pause and not talk when the slide is changing.

At the end of your PPT, a dialog box will prompt you to save your PPT. ALWAYS say yes! At the end, you will be asked if you want to save the slide timings.....ALWAYS SAY YES! Save the entire PPT slideshow again (same filename that you saved in step 2 above.)

If you need to save your work in the middle of recording, please press escape. You will be prompted to save at this time.

The ability to start recording at a specific slide is useful if you make a mistake and want to restart at an earlier slide but don't want to redo your entire presentation. If this is the case, just make sure you are on the slide you want to start from when you launch the “Record Narration” tool again.

6. If you are uploading to D2L, please save another copy of your PPT, however, save it as a .PPTX file. This file may be large and take some time to upload to D2L. If you experience any problems, please contact the ISS department. This is the file you will upload into D2L.
 - a. Open PPT
 - b. File Save AS – save with same presentation name, however, change file type to .PPTX

Tips and Tricks to help reduce file size:

1. 11.025 KHz, 8 bit, mono – can also use this setting for a smaller file size. Audio quality isn't much different.
2. Purchase of minimizer software: http://download.cnet.com/PPTminimizer/3000-2250_4-10845786.html
First 12 minimizers are free