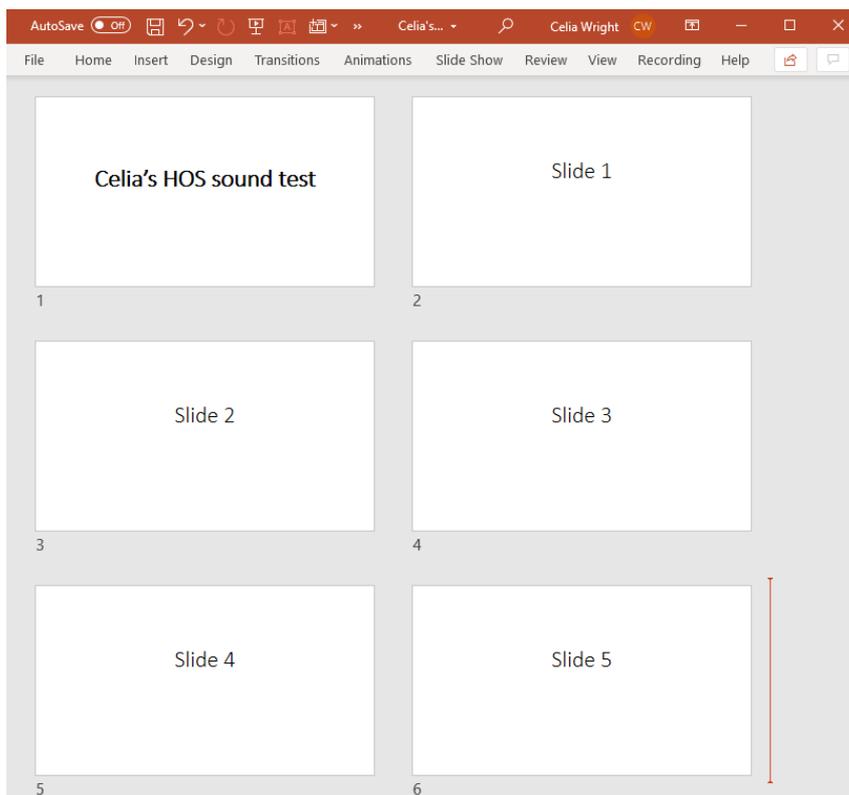


How to narrate a PowerPoint presentation and save it as a video (.MP4) file using PowerPoint in Microsoft Office 2013 - 2020 (Instruction sources for earlier versions are at the end of this document)

These instructions start from the point where you have already made a PowerPoint presentation suitable for showing at a meeting where you are speaking. The process allows you to record and play a Slide Show during which you are heard speaking as each slide is shown. You will need a computer with a sound card installed and an integral or plugged in loudspeaker and microphone. Check that the microphone is switched on.

If you are a novice at this try making a very simple PowerPoint presentation on which you can practise the process without any risk of deleting something you wanted to keep. Mine consisted of 6 slides that looked like this –



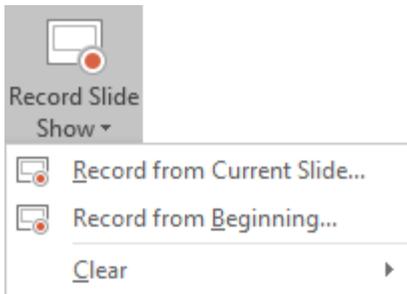
Important Note: Once you are ready to start narrating your real presentation, open your PowerPoint presentation and **before you start**, do 3 things

1. As a safety precaution, make a back-up copy of your presentation as it exists now and save it.
2. Decide what you want to say on your voice recording (PowerPoint calls this the Narration) for each slide. I find it easiest to write out what I want to say but you may prefer to speak spontaneously or just have some notes. If you are reading your text try to do it as if you are speaking at a meeting.
3. Insert a photo of yourself into a slide at/near the start of the presentation. This makes you more real to the listeners and you can introduce yourself to your audience while that slide is on the screen.

Step 1 – Open your chosen PowerPoint presentation

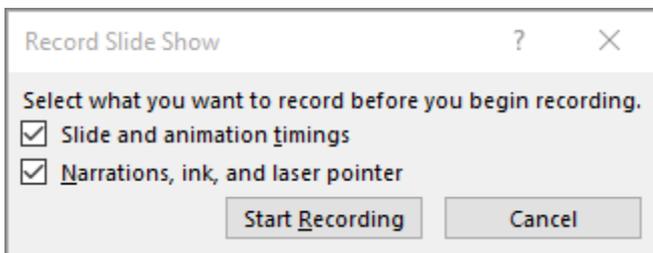
With your presentation open, click on the **Slide Show** tab, then click **Record Slide Show**.

- Clicking the upper half of the button starts you on the current slide.
- Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



Important Note: Once you have made a recording for one or more of your slides, you have an additional choice when you click on the downward arrow on the Record Slide Show button – this is to **Clear Narration** on one or more slides. This deletes your recording(s) – fine if you want to record that slide again but not if you want to keep the recording you’ve already made. For this reason, I recommend **saving your presentation at regular intervals** as you go through the narration process just in case you press the option to Clear Narration on all Slides by mistake. **Clear** is greyed out unless you have previously recorded some slides.

Step 2 - In the **Record Slide Show** box, tick both the boxes for your recording.



Notes on these options:

- **Slide and animation timings:** PowerPoint automatically records the time you spend on each slide, including any [animation](#) steps that occur, and the use of any triggers on each slide.
- **Narrations, ink, and laser pointer:** Record your voice as you run through your presentation.

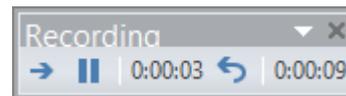
Recording tips

- 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. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

Step 3 - Now click **Start Recording**.

At the top left corner of the window is the **Recording** toolbar, which you can use to:

- Go to the next slide: 
- Pause the recording: 
- Re-record the current slide: 



Allow 2 seconds or so after you've clicked Start recording before you begin to speak. When you have finished recording that slide, click the Pause symbol. If you already know that you want to re-record this slide, click the Re-record the current slide symbol and speak again after a couple of seconds. This wipes out your previous recording for this slide (audio and other effects). The recording toolbar keeps a record of how long the narration lasts on this slide. You can return to re-record one or more slides later if you prefer.

Tip: As soon as you finish your first slide recording, play it back – see Step 4 for instructions – so that before you get too far down the road of recording your presentation you are sure that your audio sounds the way you want it.

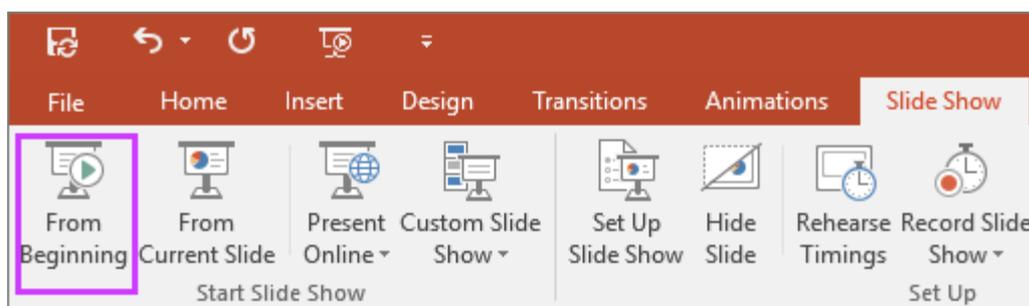
If you're happy with the recording (for now at least) click on the arrow on the Recording toolbar to move on to the next slide and repeat the process there. Do this for each slide in turn. To end your recording, right-click the final slide, and click **End Show**.

Step 4 – Reviewing your recordings and timings

Play the recording on a single slide – Bring that slide onto screen in Normal View and click on the Audio

Icon  on the slide to hear your recording for that slide only.

Play your whole presentation as a Slide Show - On the Slide Show tab, click From Beginning or From Current Slide. During playback, your animations, inking actions, laser pointer, audio and video play in sync.



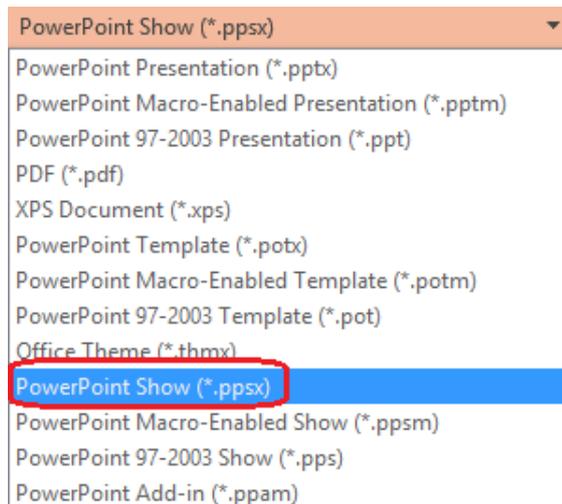
You can **review your timings** by looking at your presentation in Slide Sorter view. The time each slide will take to play is shown beneath it. The total of these figures is the length of the complete Slide Show.

Step 5 - Re-recording a slide later

If you want to **re-record the narration for a particular slide** bring that slide up on the screen again. Click on the downward pointing arrow on the **Record Slide Show** button as you did at the beginning of Step 2. This time choose **Clear narration on current slide**. The audio icon on the slide will disappear. Click on the downward pointing arrow on the **Record Slide Show** button again and this time choose **Record from Current Slide**. Make the recording as you did before in Step 3. You can use these instructions to clear a narration and make a new recording as many times as you wish.

Step 6 – Saving your Slide Show as a PowerPoint Show

1. On the **File** menu, first select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx). This is the version you will use if you wish to make alterations in the future.
2. Then save your file in PowerPoint Show format (*.ppsx). When someone opens a PowerPoint Show file, it appears full-screen in Slide Show, rather than in edit mode. The viewer begins watching the presentation immediately.
3. On the **File** menu, select **Save As**.
4. Choose the folder location where you want to store your PowerPoint Show file.
5. In the Save as type box, choose **PowerPoint Show (*.ppsx)**.
6. Select **Save**.



Step 7 - PowerPoint can also save your Slide Show as a video .mp4 file from PowerPoint 2010 onwards.

Note: Earlier versions of PowerPoint linked to Windows Movie Maker which is no longer available. Viewers do not need to have PowerPoint installed on their computers to watch it. If your presentation contains an embedded video, the video will play correctly without needing you to control it.

On the File menu, select Save to ensure all your recent work has been saved in PowerPoint presentation format (.pptx) if you've not already done so. Then

1. Click **File > Export > Create a Video**.
2. In the first drop-down box under the Create a Video heading, select **Presentation Quality**.
3. In the second drop-down box under the Create a Video heading select **Use Recorded Timings and Narrations**.
4. Click **Create Video**.
5. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
6. In the **Save as type** box, choose **MPEG-4 Video**.

You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation. Go away and make a cup of coffee or tea at least – or something stronger if you feel you've earned it!

Tip: For a long video, you can set it up to be created overnight. That way, it will be ready for you the following morning. You can use the computer for other tasks while this is taking place.

Instructions/tutorials for adding narration to earlier versions of PowerPoint can be found on line at

2003- <https://documentation.help/MS-Office-PowerPoint-2003/ppdccRecordVoiceNarration1.htm>

2007 - <https://www.knowledgewave.com/blog/msoffice/powerpoint/pc-tip-of-the-week-microsoft-powerpoint-2007.html>

Prior to 2010, Microsoft used Windows Movie Maker to convert ppt files to mp4 files. This software is no longer available from Microsoft so **you cannot convert PowerPoint 2003 and PowerPoint 2007 files directly into mp4 videos.**

Instructions/tutorials for adding narration to earlier versions of PowerPoint and converting to mp4 video can be found on line at

2010 - <https://edu.gcfglobal.org/en/powerpoint2010/advanced-presentation-options/1/>

These 2010 instructions also contain details of how to convert your PowerPoint presentation to an mp4 video.

Celia Wright

25th September 2020