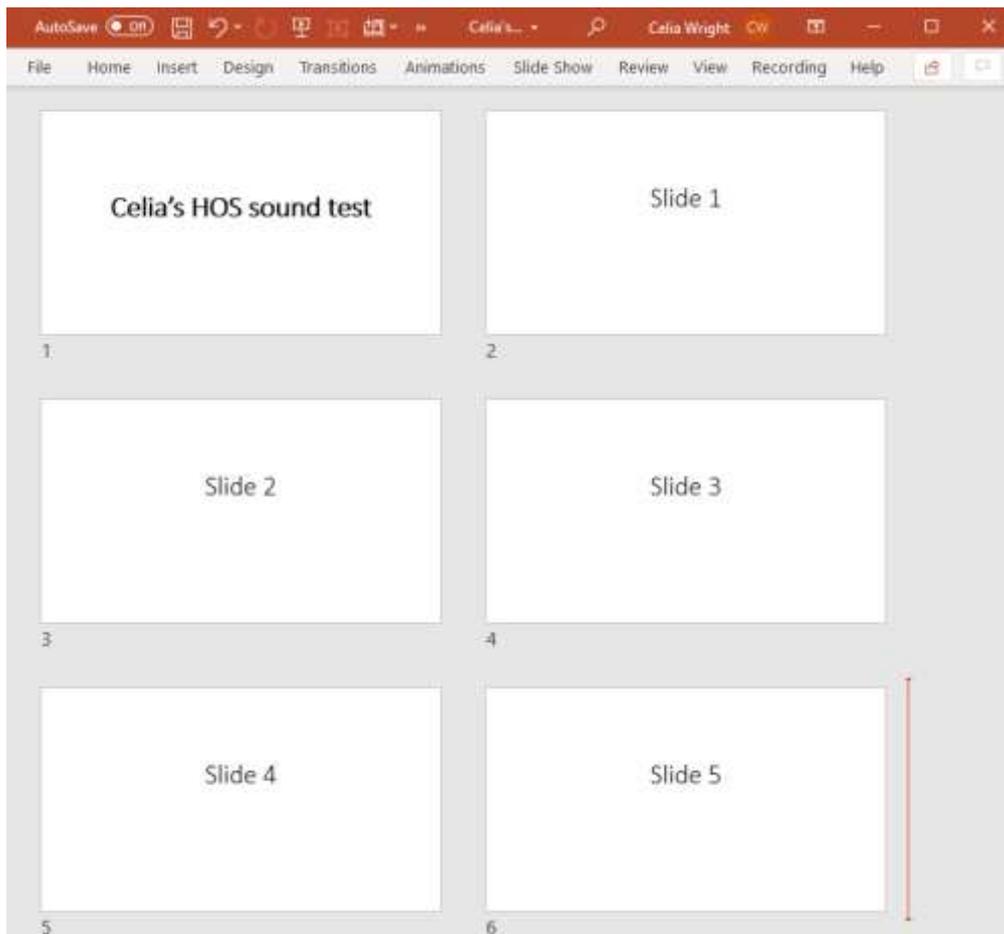


How to narrate a PowerPoint presentation and save it as a video (.MP4) file in Microsoft 365

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 –



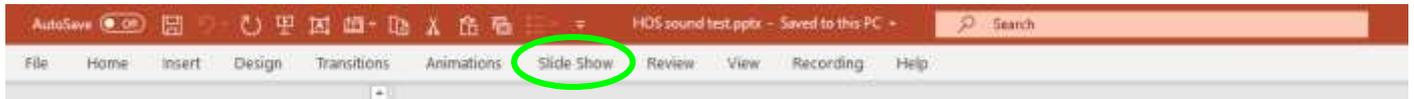
Important Note: Once you are ready to start narrating your real presentation, open your PowerPoint presentation and **before you start**, do 3 things

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.

In PowerPoint with your presentation on the screen follow these steps.

Step 1 - Set up your slide show.

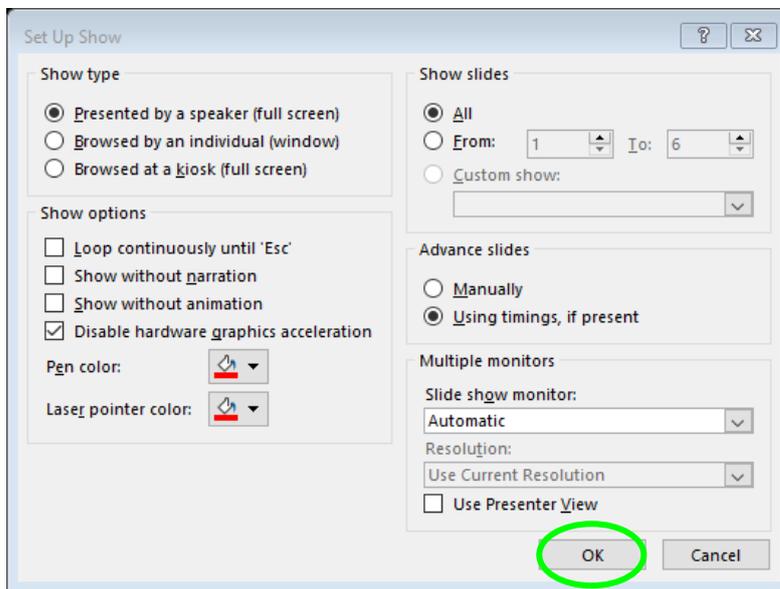
On the ribbon menu at the top of the screen, click **Slide Show** and a new set of options appears on the ribbon just below the main ribbon menu. Click on **Set up Slide Show**.



In the box that opens, choose the following options

- Show Type - Presented by a speaker (full screen)
- Show options – Disable hardware graphics acceleration
- Show slides – All
- Advance slides – Using timings if present
- Slide Show Monitor – Automatic

It should look like the screenshot below. Click OK and the box will close.



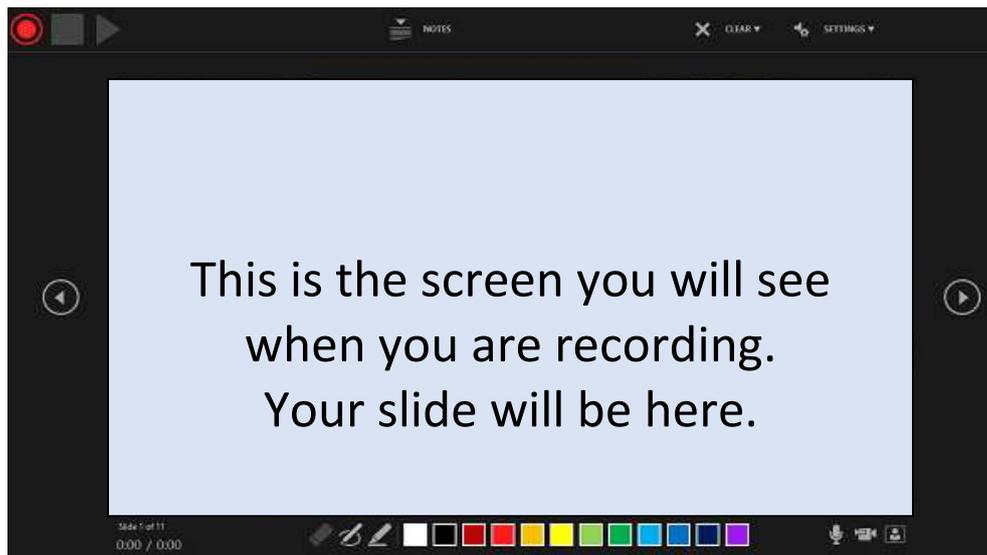
Back to the ribbon menu and click **Slide Show** again. In the Set Up section of the ribbon, tick the boxes marked Play Narrations, Use Timings and Show Media Controls.

Step 2 - Click **Slide Show** on the ribbon. Then click on the downward pointing arrow on the **Record Slide Show** button. You have a choice of **Record from Current Slide** and **Record from Beginning**. Choose **Record from Beginning** to get started.



The first slide in your Slide Show opens in the Recording window with 3 buttons at the top left for starting, pausing, stopping and replaying the recording. When you are ready to start the recording click the round **Red Button**. There is a 3 second countdown (the numbers 3 - 2 -1 appear in the centre of the screen) then the recording begins, so start speaking. If you want to pause the recording, click on the **Pause Button** (2 vertical lines) that has now replaced the round Red Button. To start again after the pause, click on the round Red Button again. When your recording for this slide is complete, press the **Stop Button**. Now press the **Replay Button** to hear your recording and make sure that it sounds the way you want it. If you are satisfied with it, use the navigation arrow at the right-hand edge of the screen to move to the next slide. If you are not happy with it click on the **X** symbol at the top of the screen and choose the option “Clear recordings on current slide”. Then make a new recording.

When you have recorded a narration for a particular slide, a small audio icon  appears in the lower-right corner.



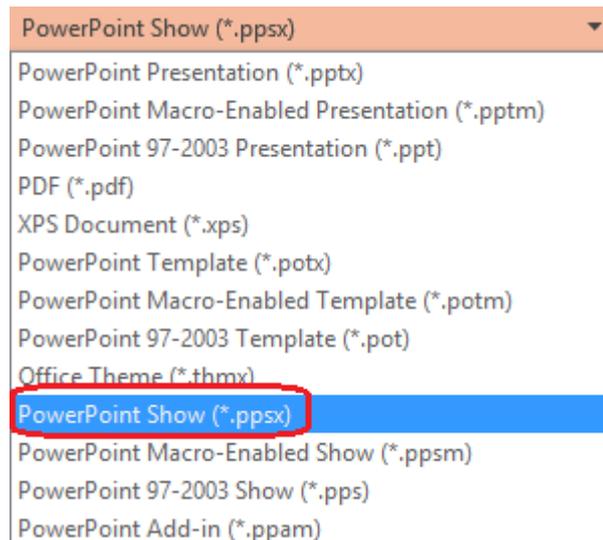
Important Note: Once you have made a recording for one or more of your slides, you have an additional choice when you click on the downward arrow on the Record Slide Show button – this is to **Clear Narration** on one or more slides. This deletes your recording(s) – fine if you want to record that slide 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.

Step 3 - 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 early in 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 4 – Check the timing of your Slide Show - PowerPoint will automatically record the length of time you have spent on each slide. Look at your presentation in Slide Sorter view to see this information. The time each slide will take to play is shown beneath it. The total of these figures will be the length of the complete Slide Show.

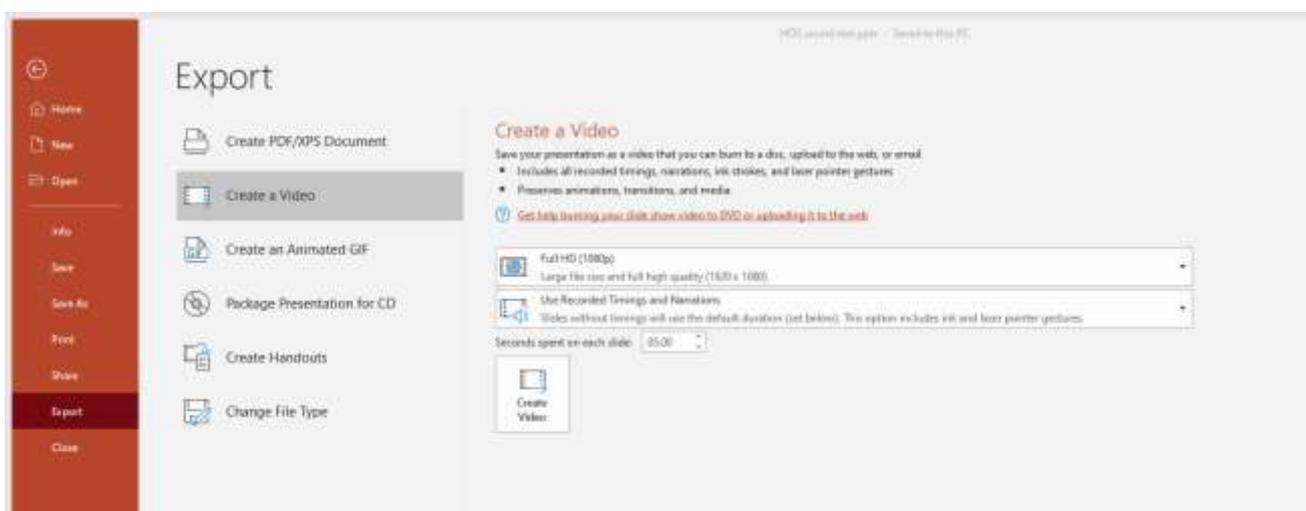
Step 5 – Saving your Slide Show

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 **Browse** button on the left of the screen to choose the file in which you wish to save it.
5. In the Save as type box, choose **PowerPoint Show (*.ppsx)**.
6. Select **Save**.



Step 6 - You can also save your Slide Show as a video .mp4 file. This has the advantage that viewers do not need to have PowerPoint installed on their computers to watch it. Also, if your presentation contains an embedded video, the video will play correctly without needing you to control it.

Click the **File** tab at the left-hand end of the ribbon. From the list on the left-hand side of the screen click **Export**. From the choice list on the left of the screen choose **Create a Video**. There are 2 further boxes on the right of the screen. In the upper one select **Full HD (1080p)**. In the lower one select **Use Recorded Timings and Narration**. Ignore the **Seconds spent on each slide** box. Click the **Create Video** button below the lower box.



On the next screen, the **File Name box** defaults to giving your video the same name as your Slide Show followed by .mp4. Type in the File Name box if you want a different name. In the **Save as type** box choose MPEG-4 Video. Then choose the folder in which you want to save it. Finally press the **Save button**.

This saves your presentation as a video but be warned that the process takes some time. 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.

Celia Wright
26th July 2020