

# Creating a Narrated PowerPoint and Saving as HD 1080 p Video

*Tips are for anyone who want to add voice narration to presentations so they can share them*

## 1. Make sure you have the Proper Equipment

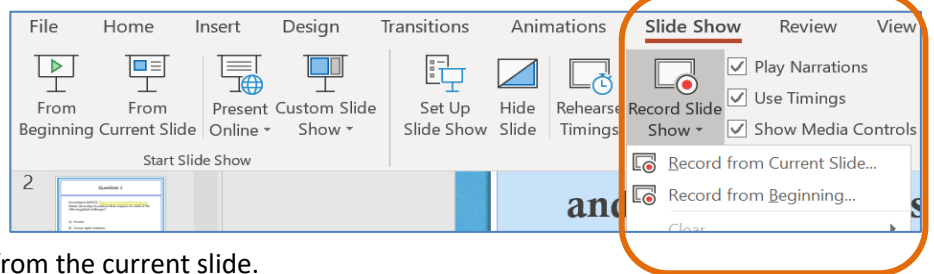
- Your computer / laptop needs a sound card, microphone and speakers to be able to record voice narration. A microphone may be embedded in a webcam if you have one. A microphone is often included in a laptop or tablet.

## 2. Open your Presentation

- This can be an existing presentation you have created or a new one you want to put together.
- The instructions below are for people using Office 365 for Windows.
- If you are using an older Windows versions or a Mac, click on the [following link](#) for more information

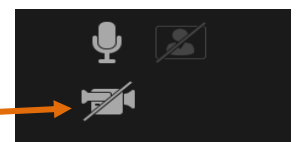
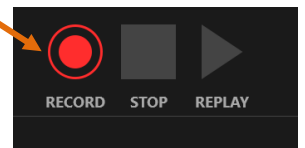
## 3. Turning on Recording

- Along the ribbon at the top of the presentation, click on **Slide Show** tab.
- Under **Slide Show**, choose **Record Slide Show**.
- At the bottom of this button is a downward arrow. If you click on this arrow, you are given the option to either begin the narration from the beginning of the slide show or from the current slide.



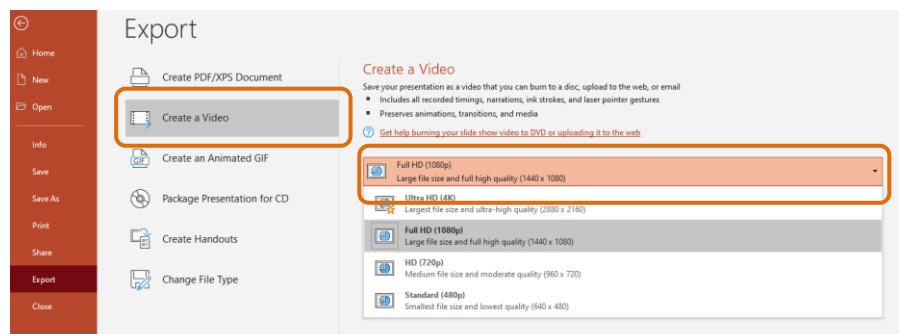
## 4. Recording your Narration

- When you are ready to record, click on the red 'record' button that appears in the top left-hand corner of your screen.
- Below your slide, on the right, you will see 'mic,' a 'picture' and a 'camera' icons. Ensure there is a slash/line through the 'camera' and the 'picture' icons if you do not want your image to be recorded.



More details on how to record narration for your slide show can be found on the Windows PowerPoint Support Site: [Link](#)

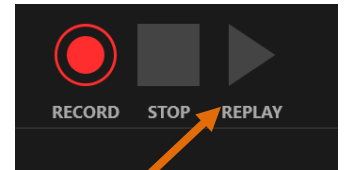
It is best to **Export your narration** as a video (MP4) for uploading to Kaltura or YouTube. You do this by going to File > Export > Create a Video and Choose "Full HD (1080p)" from list.



More info on publishing as a Video: [Link](#)

## Tips on Recording Narration

- Write your script before you begin recording so you know exactly what you want to say.
- Use headphones with a good mic if you can, to ensure there is no extraneous noise (e.g., lawn mowers in the background, microwaves beeping).
- Make sure your recording space is as quiet as possible.
- You can replay what you have recorded to check how it sounds.
- If you want to delete what you have recorded, click on the X at the top right hand of the screen. If you are happy with what you have recorded, click on the 'forward' button to move to the next slide.



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