

Turning Your Power Point into a Video in 10 Easy Steps (PC)

Before Narrating:

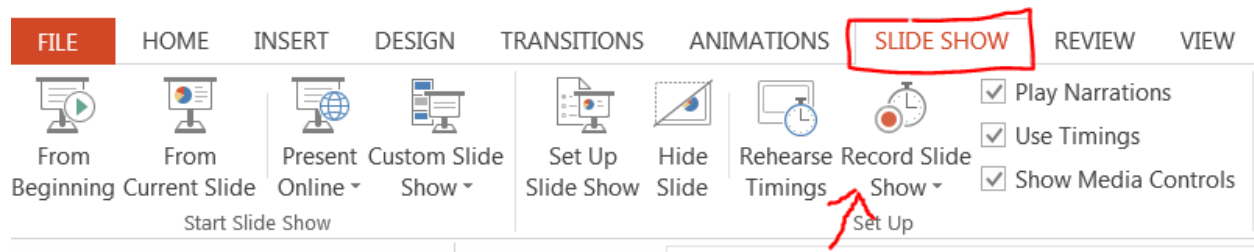
1. Create a plan for what you would like to say on each slide. This could be a rough outline, a word-for-word script, or something in between.

Narrating:

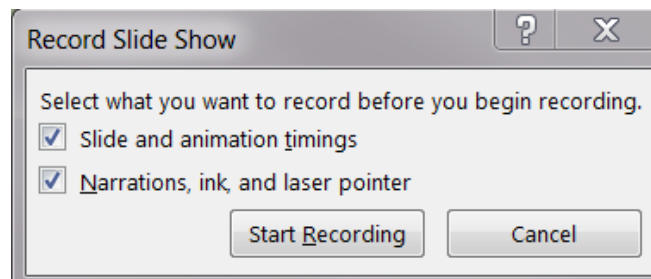
2. Try to find a quiet place to narrate. The microphone built in to your computer will work just fine to pick up your voice, but it will also pick up other external sounds!

3. Open the PowerPoint you wish to narrate. Make sure to have your outline or script with you.

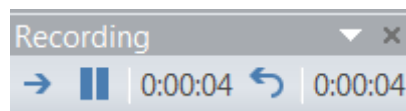
4. Click the Slide Show tab in the PowerPoint ribbon, then click Record Slide Show.



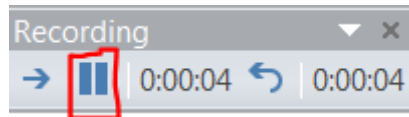
A pop up box will appear asking what you wish to record. Select whether you wish to record just the slides and associated timings, the narrations, ink, and laser pointer, or both. Note: if you uncheck both options, you will not be able to record.



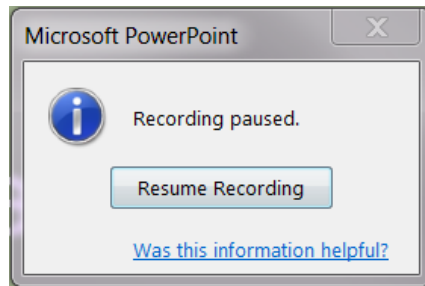
5. When you have made your selections, click Start Recording. Note: this will automatically begin recording your PowerPoint. Wait a few seconds before you begin speaking, as Microsoft is setting up the recording. A small grey box will appear on top of your slides. When this appears, a count of the length of your narration will begin. The timer in the middle of the box indicates how long you have been on the current slide, while the timer on the right of the box indicates the total length of your narration.



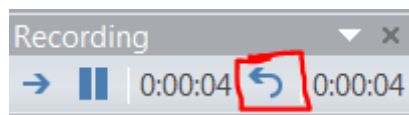
6. Work through narrating each of your slides. Use the arrow keys or space bar to advance the slides. You may pause your recording at any time using the pause button in the grey box.



When you are ready to resume recording, click the Resume Recording button that appears in the pop up box.



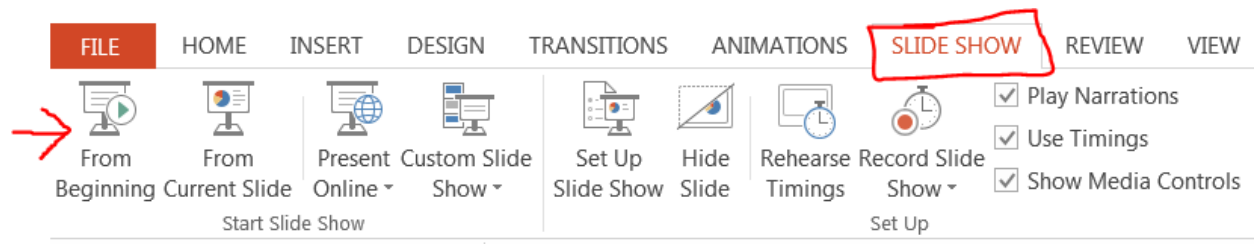
If you would like to start over on a slide, click the back arrow at the top of the grey box. This will not change the narration on previous slides.



After Narrating:

7. When you come to the end of your PowerPoint, simply advance using the arrow keys or space bar to end the recording. PowerPoint will have saved the narrations for each slide.

8. Review your narration by playing the slide show.



9. Save the file as an .mp4. This will create a video file that can be uploaded to Canvas.

10. Upload the file to Canvas. Go to the page in the module where you would like the narrated PowerPoint to appear. Click Edit to edit the page. Place your cursor where you would like the narrated PowerPoint to be placed, then click Files in the Insert Content into the Page menu on the right.