

3. Recording "Voice Over PowerPoint"



After consulting the guidance all staff support requests should be directed to learning-technologies@strath.ac.uk, Extension 3770 (0141 548 3770 off-campus).

This guide is for producing videos which has a narration over a display of PowerPoint slides.

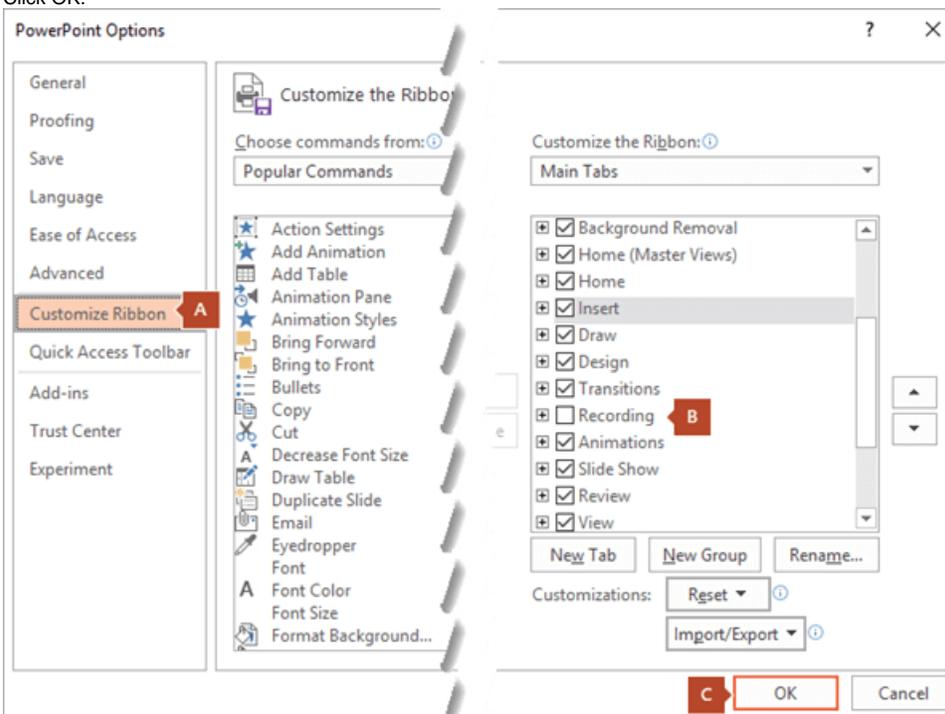


This guide is for PowerPoint 2016 and PowerPoint 365. This feature is not present in Powerpoint for Mac

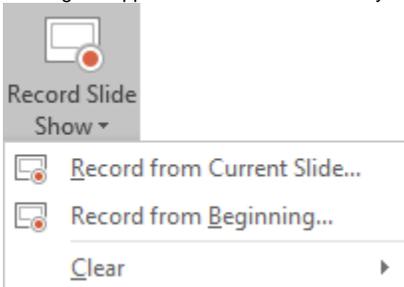
- [Instructions](#)
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Instructions

1. In PowerPoint options,
2. Turn on the Recording tab of the ribbon:
3. On the File tab of the ribbon, click Options.
4. In the Options dialog box, click the Customize Ribbon tab on the left.
5. Then, in the right-hand box that lists the available ribbon tabs, select the Recording check box.
6. Click OK:



7. To get ready to record, select Record Slide Show on either the Recording tab or the Slide Show tab of the ribbon.
8. 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.

9. The Record Slide Show commands on the Recording Tab in PowerPoint.
(The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.)
10. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.
11. The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins:



- The current slide is shown in the main pane of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Office 365 automatically records the time you spend on each slide, including any Animate text or objects steps that occur, and the use of any triggers on each slide.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also:

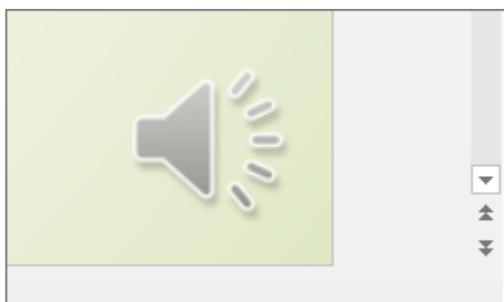


If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

You can also re-record by going to Slide Show > Record Slide Show.

To end your recording, select the square Stop button (or press S on your keyboard).

When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam:



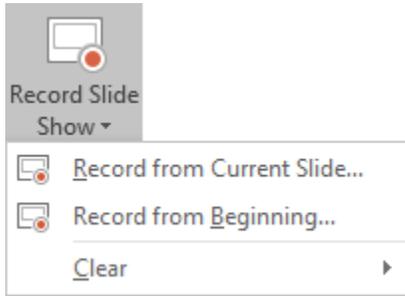
The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

PowerPoint 2016

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

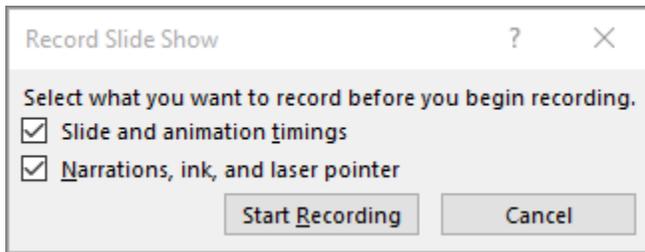
Clicking the upper half of the button starts you on the current slide.

Clicking the lower half of the button gives you the option to start from the beginning or from the current slide:



(The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.)

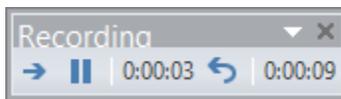
In the Record Slide Show box, check or clear the boxes for your recording, and click Start Recording:



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. If you use the pen, highlighter, eraser, or laser pointer, PowerPoint records those for playback as well.

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



Go to the next slide: Go to the next slide 

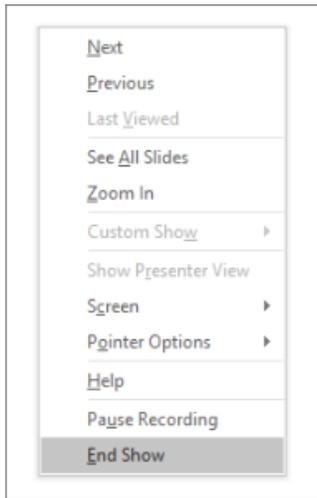
Pause the recording: Pause recording 

Re-record the current slide: Repeat 

If you re-record your narration (including audio, ink, and laser pointer), PowerPoint erases your previously recorded narration (including audio, ink, and laser pointer) when you start recording again on the same slide.

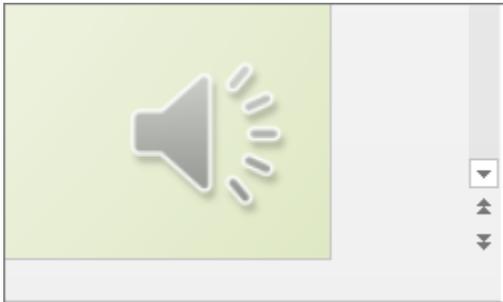
You can also re-record by going to Slide Show > Record Slide Show.

To end your recording, right-click the final slide, and click End Show:



When you finish recording your narration, a sound icon appears in the lower-right corner of each slide that has narration.

The recorded slide show timings are automatically saved. Timings are shown in Slide Sorter view just beneath each slide:



Exporting Powerpoint to Video:

1. On the File menu, select Save to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**. (Or, on the Recording tab of the ribbon, click Export to Video.)
3. In the first drop-down box under the Create a Video heading, select the video quality you want, which pertains to the resolution of the finished video. The higher the video quality, the larger the file size. Select the **Full HD**
4. The second drop-down box under the Create a Video heading tells whether your presentation includes narration and timings. , by default the value is Use Recorded Timings and Narrations.
5. Click Create Video.
6. 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.
7. In the Save as type box, choose **MPEG-4 Video**.
8. You can then follow the Estream Upload instructions to upload the resulting video



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