

TIPSHEET

Steps for recording voice over a PowerPoint slide

Microsoft Office versions (2007-2016)

General Notes:

Presenters can record audio simultaneously while giving a PowerPoint-based presentation using its own built-in audio recorder. PowerPoint can record audio and slide timings while a lecture is in a slideshow, and can save this information in the presentation.

Equipment Needed:

1. Quiet location, free from distracting sounds (pets, kids, outside noises)
2. Microphone to record your voice (on a headset or built-in devices)
3. Working sound-card or integrated audio
4. Microsoft PowerPoint Software (Versions 2007, 2010, 2013 or 2016)
 - a. Links to video instructions for each: [2007](#), [2010](#), [2013](#) and [2016](#)

General Steps: Refer to instructions for specific PowerPoint versions for more details.

TIP #1: Record one slide at a time, so you can make future edits to only one slide instead of the entire slide deck. (Remember, when you re-record, the first recording is completely erased.) Another nice feature: if you make a correction to a slide or the audio on a slide, you do not have to re-record the entire presentation. Audio is synced to the individual slide and you can edit one at a time.

TIP #2: Create a New Folder and Presentation File – Create a new folder on your computer and name it something you will recognize. Start a PowerPoint presentation (or open an existing one) and save it to the folder you created. As you record narration, sound files are created as part of the presentation, and having them all in one folder will help you manage them.

TIP #3: Embed a video of you speaking on the PowerPoint slide – Pre-record your talk with your webcam and embed the video directly into your PowerPoint presentation.

1. 'Record Narration' tool – Open PowerPoint and find the “Slideshow” command in the top bar. Once you click on “Slideshow”, a menu will appear – select “Record Narration” or “Record Slide Show”.

2. Set Sound Levels and Properties (if possible in older versions) – In the “Record Narration” or “Record Slide Show” dialog box that appeared after clicking the previous command, click the “Select Microphone Level” button and use the slider to adjust the microphone’s level to ensure your microphone is recording at optimal sound levels. (Headset or external microphones have better quality than internal computer mics.)

3. Recording – Follow the specific steps associated with your version of Microsoft Office/PowerPoint in the links provided above.

If you want to record over a section you are not happy with, just record over it and your new content will replace your old content (as long as you save it). Once you finish recording a part, hit the “Escape” key to stop the recording. As you complete each section of narration, save your PowerPoint presentation.

Once you have completed part or all of your narration, play your presentation to check. You will probably have to experiment with these steps and the overall process several times to get through your first voiced-over presentation, but once you have done it once, you will get familiar with how to repeat the process.

4. Saving Your Recording: Save your recording in two formats, a PowerPoint Presentation and an MPEG4-video. ****Make sure your video lasts no longer than 2 minutes****

Other Resources.

General Tips:

<http://www.fctl.ucf.edu/teachingandlearningresources/technology/powerpointaudio/index.php>

PPT 2007

<https://www.google.com/search?client=firefox-b-1-d&q=what+version+of+PowerPoint+allows+for+voice+recording+over+a+slide>

PPT 2010

<https://www.emergingedtech.com/2014/05/how-to-add-voice-over-to-powerpoint-2010-slides/>

<http://www.flippedclassroomworkshop.com/5-easy-steps-for-adding-voice-over-to-powerpoint-presentations/>

PPT 2013

<https://www.slidegenius.com/blog/add-narration-to-powerpoint-2013/>

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>