

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. Each participant will be expected to pre-record a 3-minute elevator-type pitch describing your 1) research vision and 2) pedagogy.

Equipment Needed:

1. Quiet Location, free from distracting sounds (pets, kids, outside noises)
2. Microphone to record your voice (on a headset or internal on laptop)
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 completed erased.)

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

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 watch and hear it. You will probably have to experiment with these steps and the overall process to get through your first voiced-over presentation, but once you have done it once, you will know what it takes to repeat the process. Make sure the entire audio of your presentation does not exceed 3 minutes.

4. Saving Your Recording: Save your recording in two formats, a PowerPoint Presentation and as an MPEG4-video.

Other links as 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>