

Adding Voice Narration to PowerPoint 2010

PowerPoint 2010 allows you to easily record audio narration to add to your existing slide show presentations. You will need a working **microphone** or **headset** connected in order to use this feature. To begin, open your presentation.

Getting Ready to Record

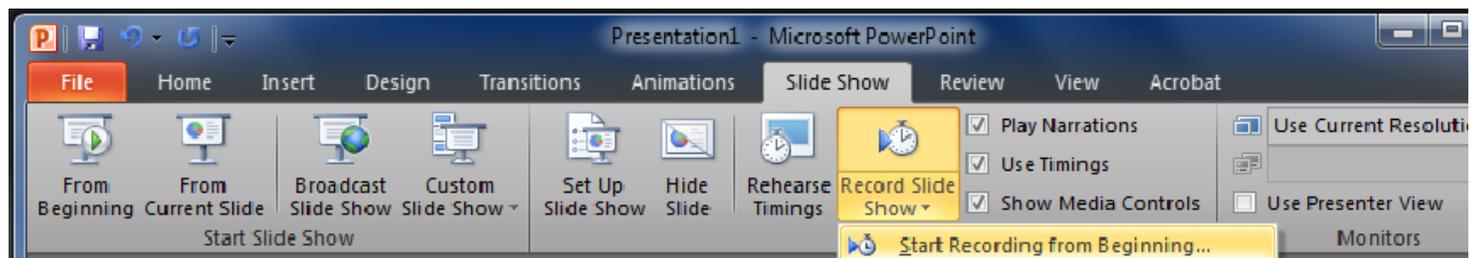
1. Click on the “Slide Show” tab.



2. Click on **Record Slide Show**.



3. Click on **Start Recording from Beginning...** from the drop-down menu that appears.

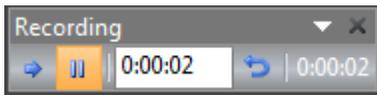


4. Click **Start Recording**. Make sure that “Narrations and laser pointer” is checked.



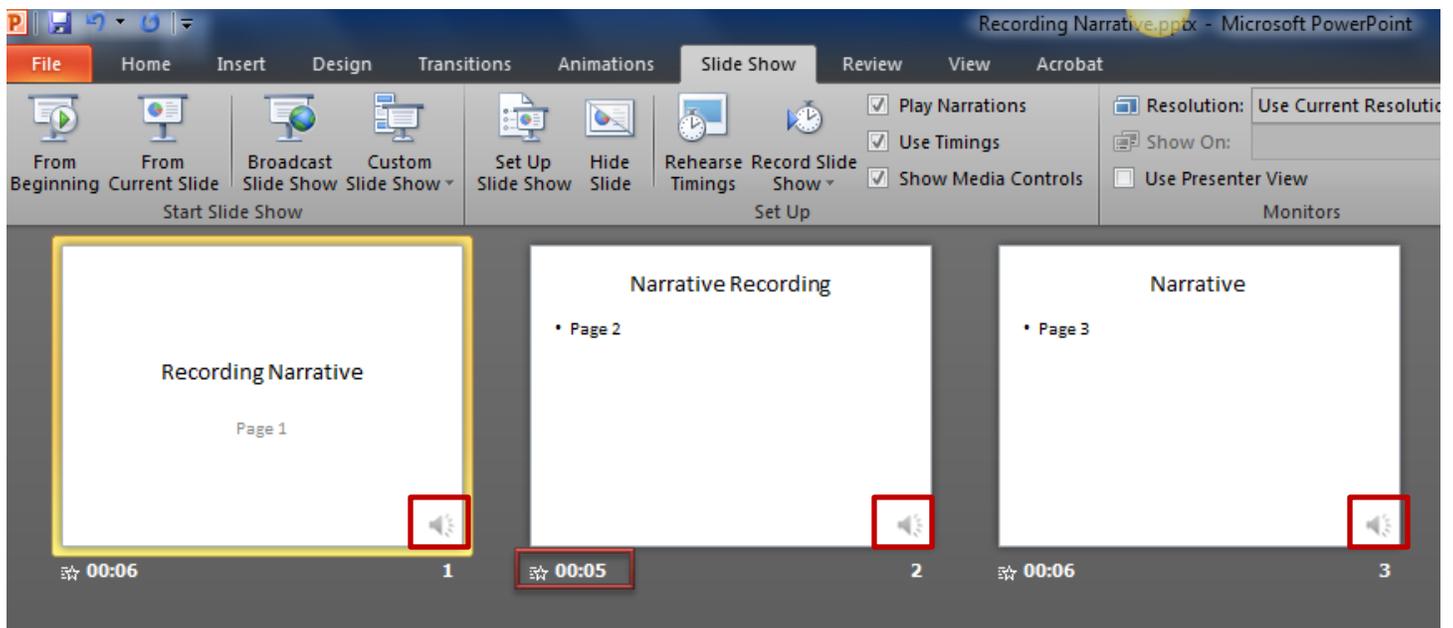
Note: You can access the laser pointer by holding down both the CTRL key and the left mouse button while moving the mouse around the screen. The laser pointer is disabled when either or both are released.

5. The Screen will enter full screen mode, but with a **Recording** timer in the upper left hand corner.



6. Press the Space Bar on the keyboard to progress to the next slide while recording.

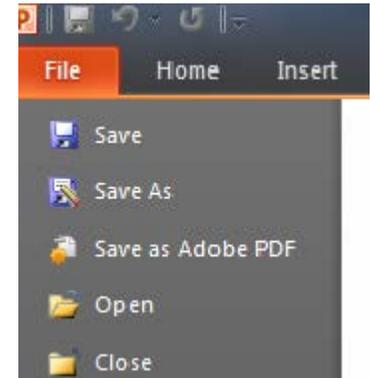
7. Press ESC key to exit the recording section. You will then see the following screen:



Note the icon on the lower right hand side of each slide thumbnail. This icon indicates that the slide has a recording on it. The total time of the narration per slide is listed below its respective thumbnail.

Saving Your Narrated Presentation

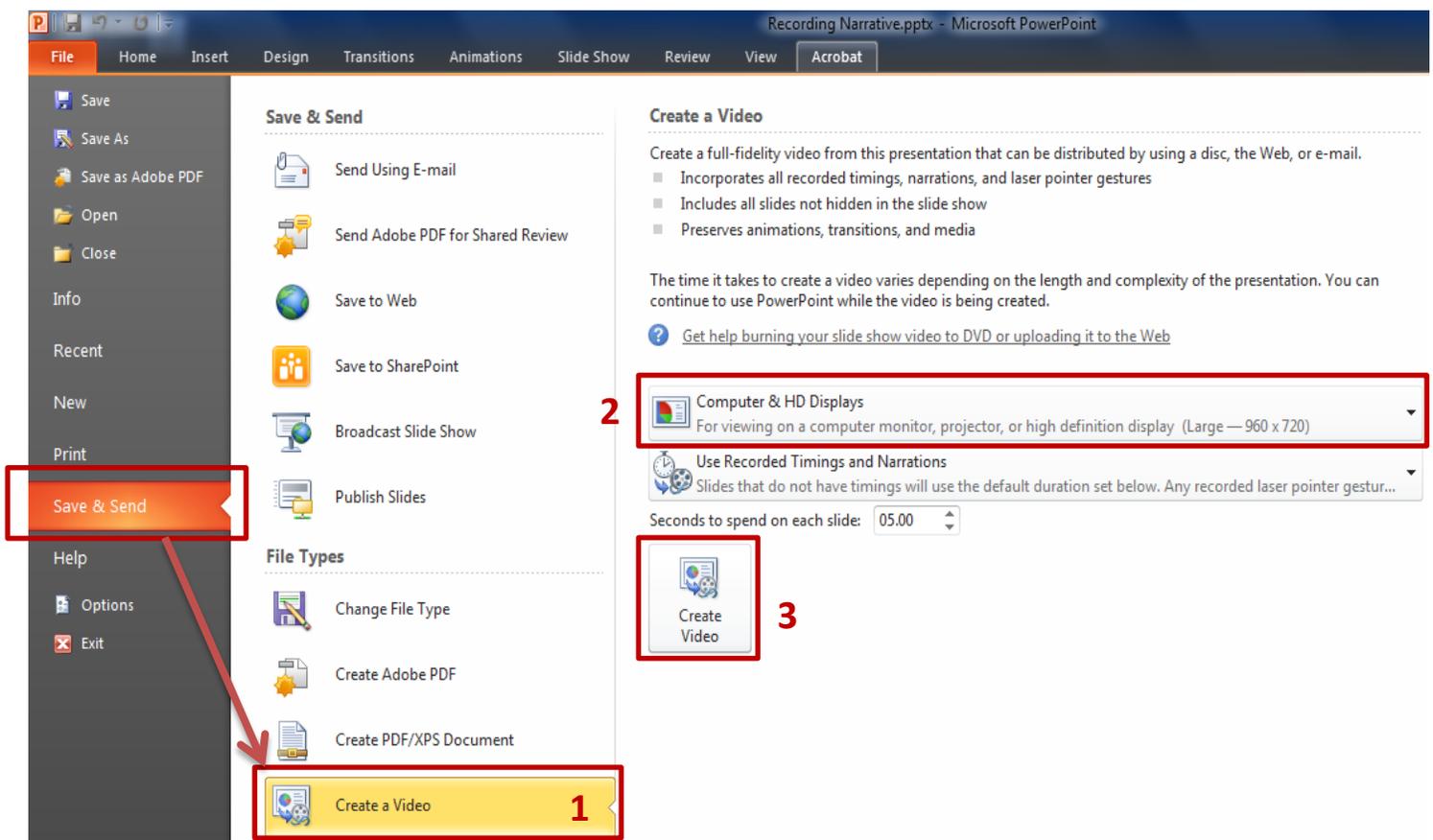
1. Before saving, click on the “Slide Show” tab, then select “From Beginning” to view the slide show with recorded narration, in order to verify that your presentation is working as intended.
2. Click on the **File** tab, then click **Save** to save the slide show. You must save your presentation as a **.pptx** (the default) file in order to keep the recorded audio within the same file.



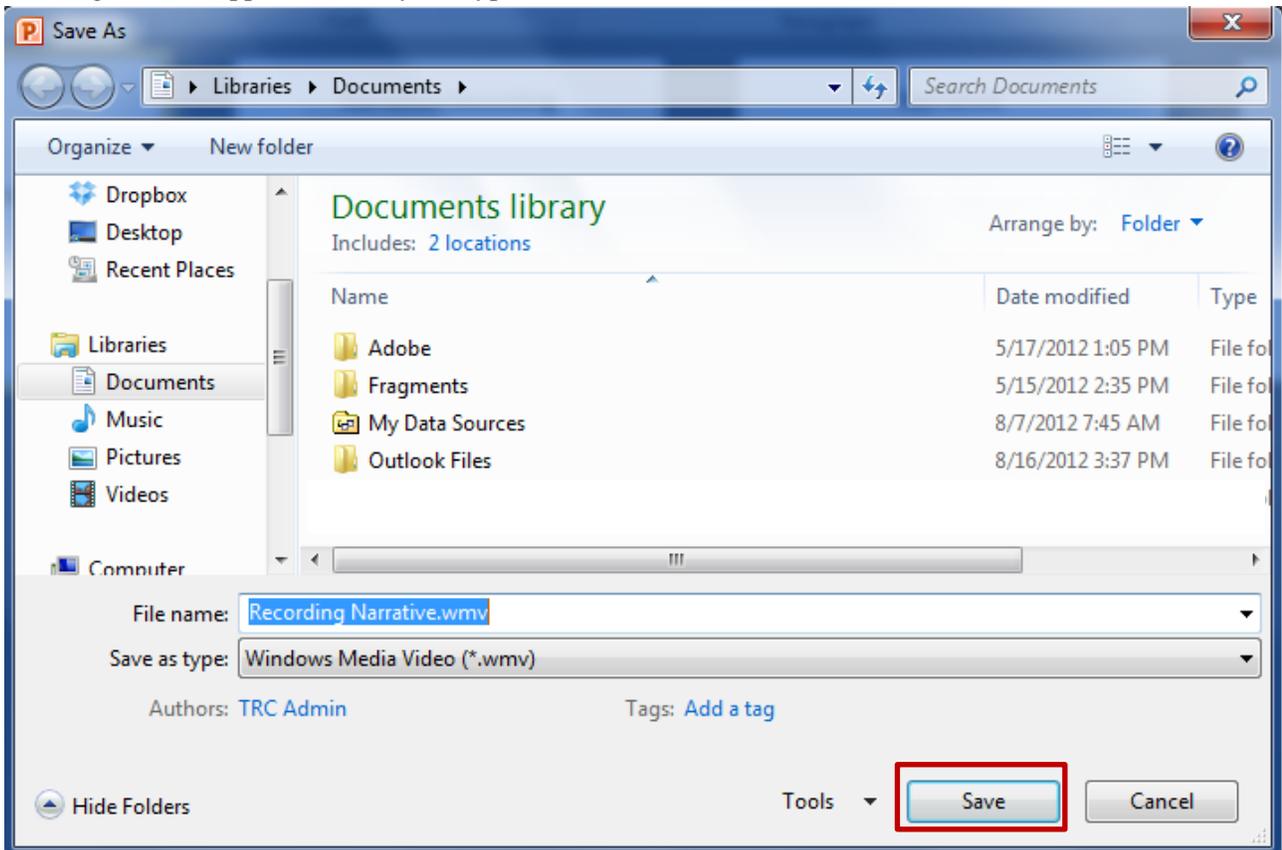
Getting your presentation online

Narration adds considerable file size to your presentation, and Blackboard will only allow file uploads up to **25 MB**. If you find that your presentation exceeds this size after saving it, you can instead save it as a **MOVIE** in order to upload it to the **Hunter Video Network**.

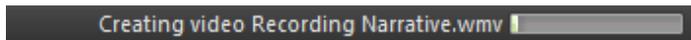
1. Go to **File**, and select **Save & Send**. Then select **Create a Video**.
2. The first setting allows you to set the dimensions of the video. We recommend using the **Internet & DVD** size in order to decrease file size. There is additionally a field which allows you set the amount of seconds to spend on any slide which does not have any narration or other timings already on it.
3. Once you have these settings, click on **Create Movie**.



4. A dialog box will appear. The only file type available is .wmv. Choose a location then click on **Save**.



5. You will see the following progress bar on the lower right hand side of your PowerPoint window. This process will take some time depending on the size of your movie.



6. Upon completion, the status bar will return to the default Power Point Bar. You will not receive a confirmation message, but you can open the movie file in its saved location in order to preview it.



Once you have saved a working video of your presentation, you can upload it to the Hunter Video Network (HVN). Please contact the Helpdesk at (212) 650-4357 or via email at helpdesk@hunter.cuny.edu to request a HVN account. We recommend that you upload videos on the campus network if your home internet connection is slow.

For any further questions about uploading narrated PowerPoint presentations, please contact the Helpdesk, or visit us at the 4th Floor hallway of the Thomas Hunter building.