

Creating a voice over PowerPoint

Create your PowerPoint presentation. Once your slides are ready for the voice over, open the presentation and go to the beginning slide.

1. Click the **Slide Show** tab at the top of the screen.
2. Click **Record Slide Show**
3. Click **Start Recording from Beginning**



The message below appears:



4. Select your preferred recording options and click the **Start Recording** button (Note: If you want to use the highlighter on your slides, check the 2nd box).

Your slideshow will begin, and the recording window will appear in the upper right hand area of the screen:



The recording window explained:



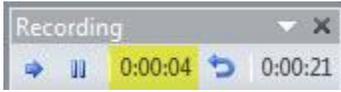
The arrow button will advance to the next slide or animation. Note: You can also advance to the next slide or animation by clicking your mouse or pressing the right arrow key on your keyboard.



The pause button will pause the voice recording. When this is pressed, a pop up window will alert you that the recording has been paused.



Press resume recording to continue recording.



The first timer displayed indicates the recording time elapsed on the current slide.



The second timer displayed indicates the time elapsed on the entire presentation thus far.



The repeat icon will allow you to restart recording for the slide. This will **overwrite** the existing recording for the selected slide.

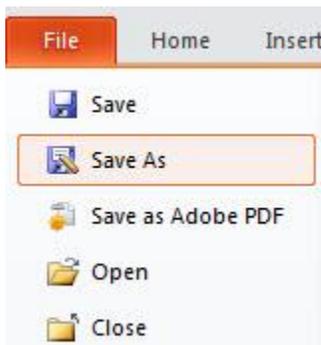
Note: if you “right click” with your mouse during recording, the recording will pause.

- Each time you advance through your slide show (either by clicking with the mouse or using the arrow key), you will be able to record a new voice-over.
- When you are finished recording the slideshow, press the **Esc** key on your keyboard.

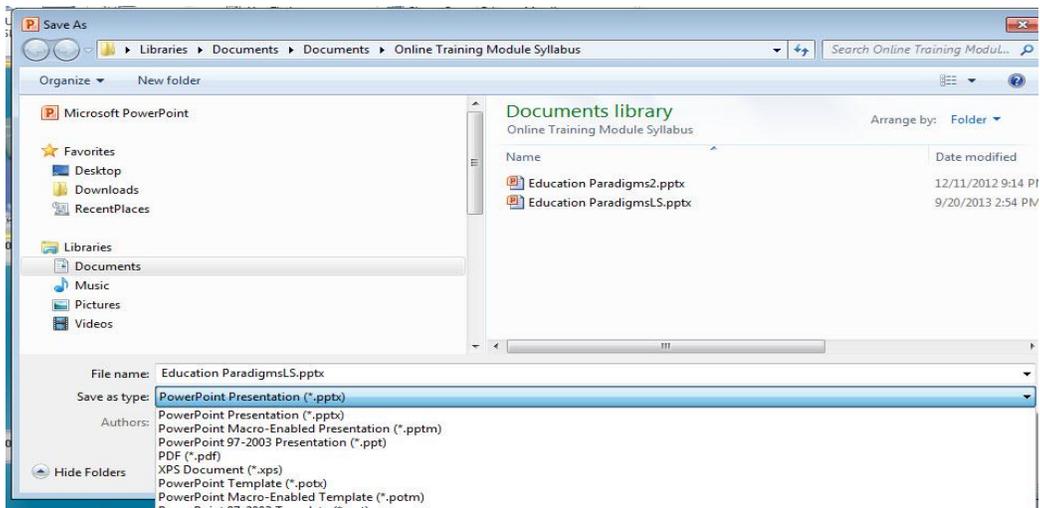
You will see the following screen displaying all of the slides in the presentation. Those with an audio recording will have a small speaker icon in the corner of the slide:



7. Save your presentation by selecting **Save As** from the file menu:

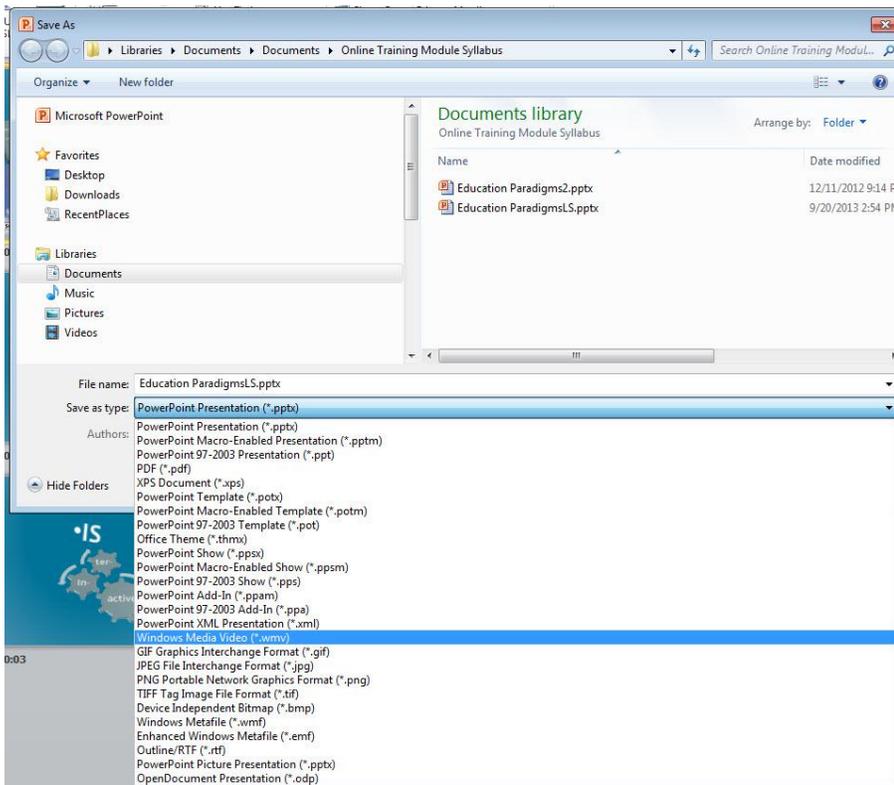
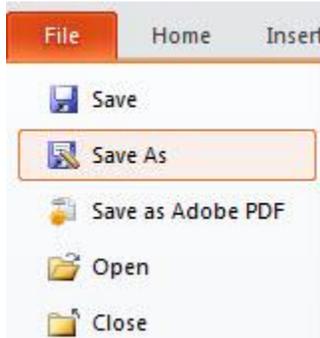


8. Select “PowerPoint Presentation” as the file type, then click **save**:



Note: It can take several minutes to save the file.

9. If you want to save your presentation as a video file as well (for uploading to YouTube), after saving your PowerPoint as a PowerPoint file (this keeps an editable copy available to you), do the following: Select Save As “Windows Media File” from the “Save As” file menu (If the option to save as an MPEG-4 video is available, choose that--this is an option on newer versions of office).



Note: It can take several minutes to save the file.

The new video file can then be uploaded to YouTube