

Tunxis Distance Learning Documentation

How to Narrate a PowerPoint File.

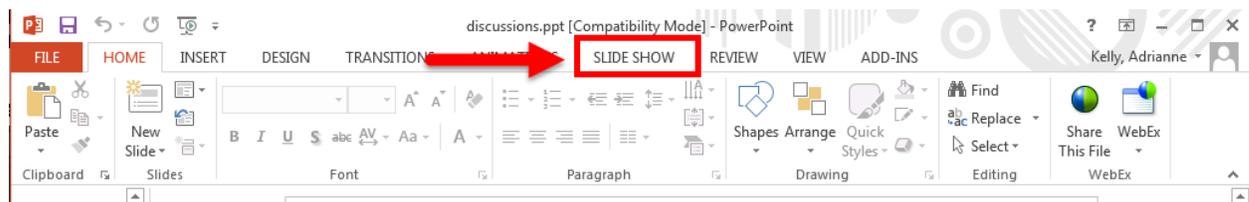
Some instructors find that narrating their PowerPoint files adds a little more depth to the static file. It gives them the ability to expand upon the written words and provide more insight into the topic or slide.

Tips and hints:

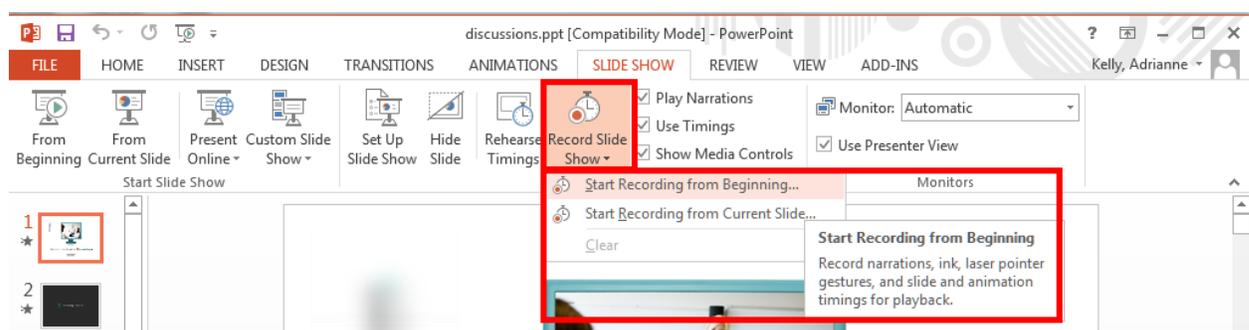
1. Limit each video to 3-6 minutes for best results
2. Use a headset with a microphone and speakers
3. Record in an area free from distraction
4. Always preview slides prior to recording

Narrating your PowerPoint Slides:

1. Before you begin, you'll need to plug in your external headset (with microphone). [Usually this is a USB connection and the device will automatically be recognized by your computers Operating System.
2. Open the PowerPoint file you wish to narrate. (You may navigate to the slide you wish to begin from – OR, you can wait and will be given the option when you finally choose to Record.)
3. Click on the **“Slide Show”** tab located near the top of your screen

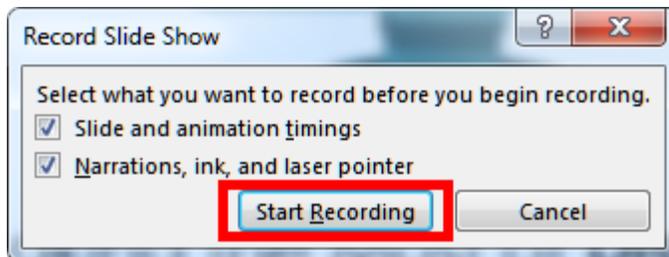


4. Click on the **“Record Slide Show”** button on the navigation panel
 - a. Start Recording from Beginning...
 - b. Start Recording from Current Slide...



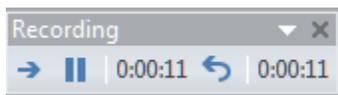
5. A Record Slide Show box will open, Click **“Start Recording”** The slide show will open in full screen mode and begin recording.

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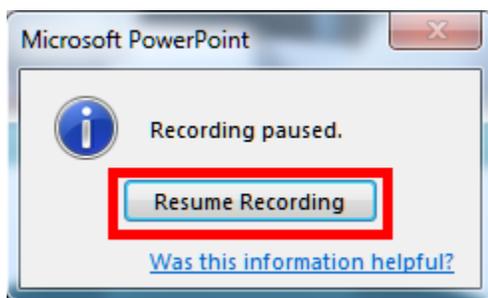


You will also see a tool bar in the top left - hand side of the screen (see below)

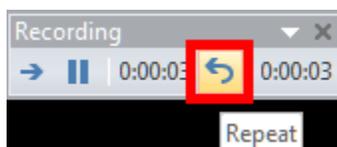
If at any time you wish to stop recording, Click the **“Pause”** button.



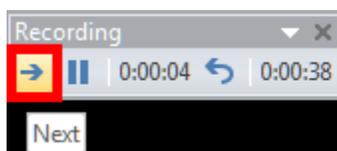
To resume, click the **“Resume Recording”** option from the pop-up window that opens. The audio will pick up where you left off.



The Repeat Button allows you erase the current slide and restart the recording from the slide you have erased



6. Once you have recorded your narrated content on a slide, advance to the next slide by pressing the **“Space Bar”** on your keyboard or by clicking on the **“Next”** arrow.



7. Proceed with narrating all slides and hit **“Esc”** on your keyboard to end the slide show.
8. Save your narrated PPT to your Desktop, Flash Drive or other location on your computer (please remember where you saved your file – we can't help you remember where you saved your file.)