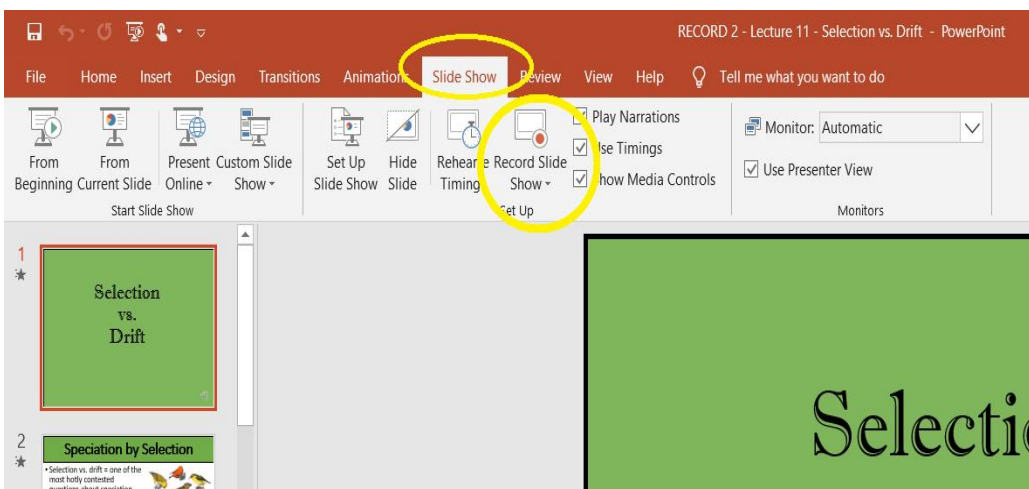


## Basic Instructions on How to Add Narration to a PowerPoint Presentation

created by Dr. Mallory L. Wiper

The simplest way to make your PowerPoint presentation into a video is to hit “Record Slideshow,” record your narration as you move through the presentation, then export your presentation as a video. The details of how to do this are below. (**Note:** Instructions are written based on the usage of **Microsoft PowerPoint 2016**. Some details may differ slightly if you are using a different version.)

**To begin recording:** Go to the “Slide Show” tab in PowerPoint, and click “Record Slide Show” (**Figure 1**). You can begin recording your narration and advance through your slides as normal. The recording will continue until you stop it. When recording, whether using a single computer or dual screens, your *full screen* presentation will have a timer in the top left corner (**Figure 2**) showing you the total recorded time of the whole presentation (farthest time to the right), the total time on your current slide, and a pause button.



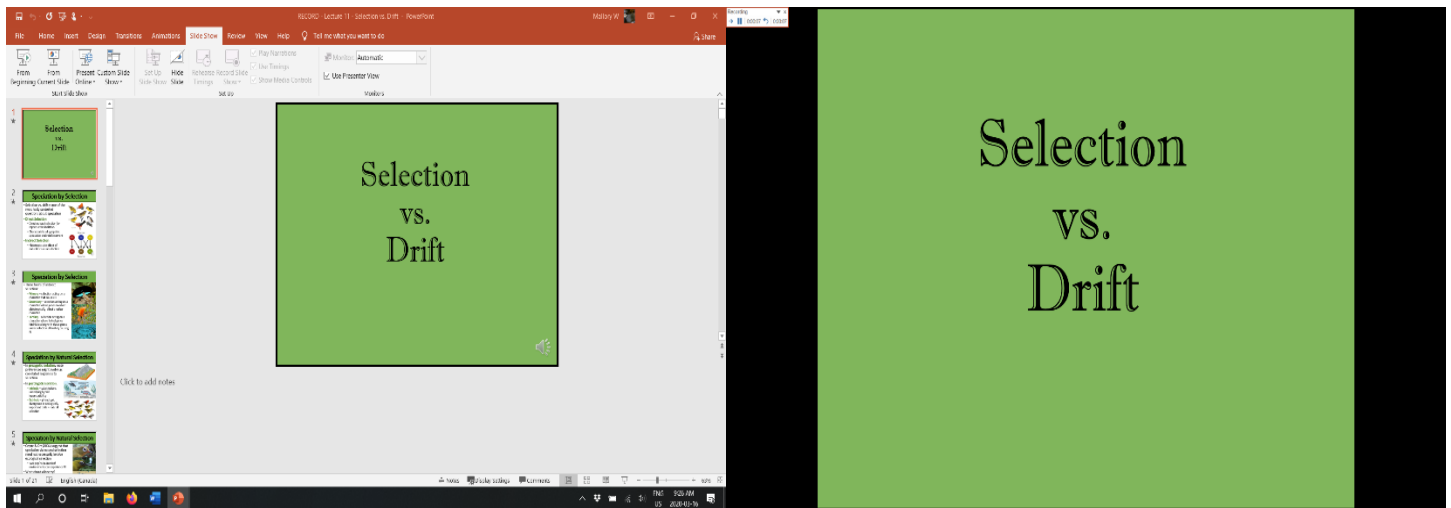
**Figure 1:** You can find the “Record Slide Show” option under the “Slide Show” tab in PowerPoint



**Figure 2:** The yellow arrow indicates the timer that will appear in the upper left-hand corner of a full screen presentation when you press record to narrate your slideshow.

Note that when you press “Record Slide Show,” if you are using a single computer/laptop, you won’t be able to see your notes in the designated “Notes” area. If you feel you need them, you will need to either have your notes printed out for your reference or you can use two screens. Using two screens will allow you to access your notes in PowerPoint while narrating your presentation.

To be able to access your notes while having the full screen presentation slide visible, you will need to connect your computer/laptop to a *second* screen (usually via an HDMI cord), so that the full screen of your presentation is visible on your second monitor, and your notes are visible on your primary screen (**Figure 3**).

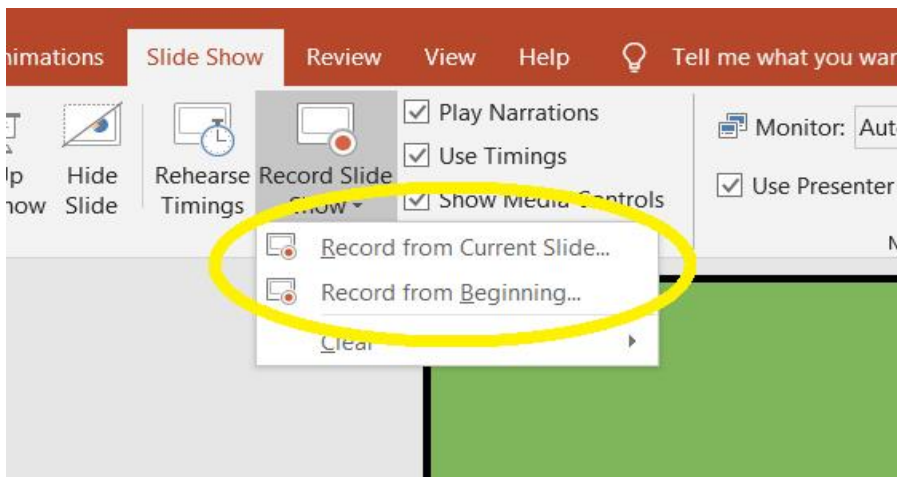


**Figure 3:** Left: laptop screen with notes visible in normal view; right: second monitor view, showing full screen presentation with timer in top left corner.

Your second screen will show you the presented slide (**Figure 3, left**), and, as you advance through your presentation, your primary (computer/laptop) view screen will follow along changing to each new slide, showing the notes that coincide. Click record and move through the entirety of your presentation, narrating all slides.

If you need to stop recording before you are all the way through your presentation and need to **begin recording the narration from a spot other than the beginning of the presentation**, this is possible:

- 1.) Record as normal from the beginning.
- 2.) If you need to stop, complete the narration for the slide you are on and **save your changes** so that narrations are not lost.
- 3.) To pick up where you left off, open your presentation file and **change where you start the recording** by selecting the “Record from Current Slide...” option in the “Record Slide Show” dropdown menu (**Figure 4**).

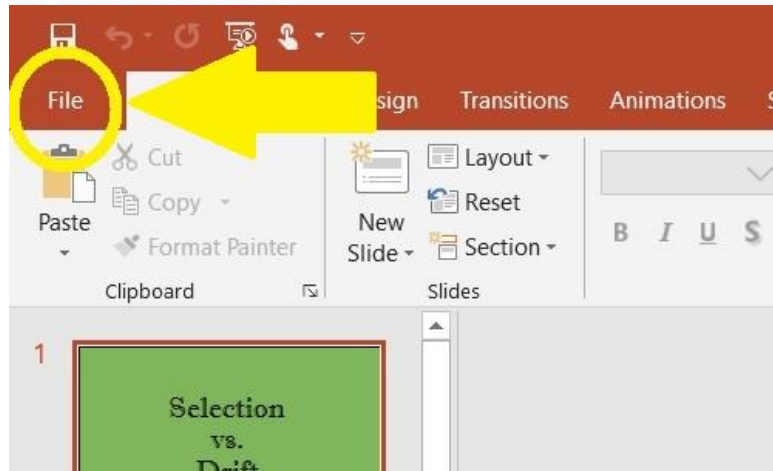


**Figure 4:** “Record Slide Show” dropdown menu options. Choosing “Record from Current Slide” allows you to choose the slide you would like to start at for recording.

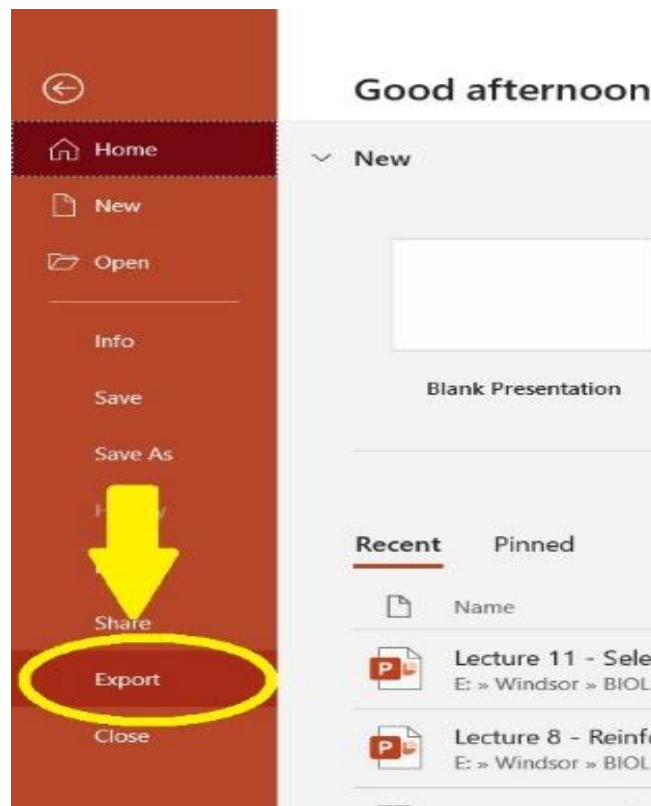
## Making Your Presentation Accessible to Others

The best way to make your presentation easily accessible to others is to **save it and export it as a video**. To do this, follow the instructions below:

- 1.) Go to the “File” tab in your now narrated PowerPoint presentation.

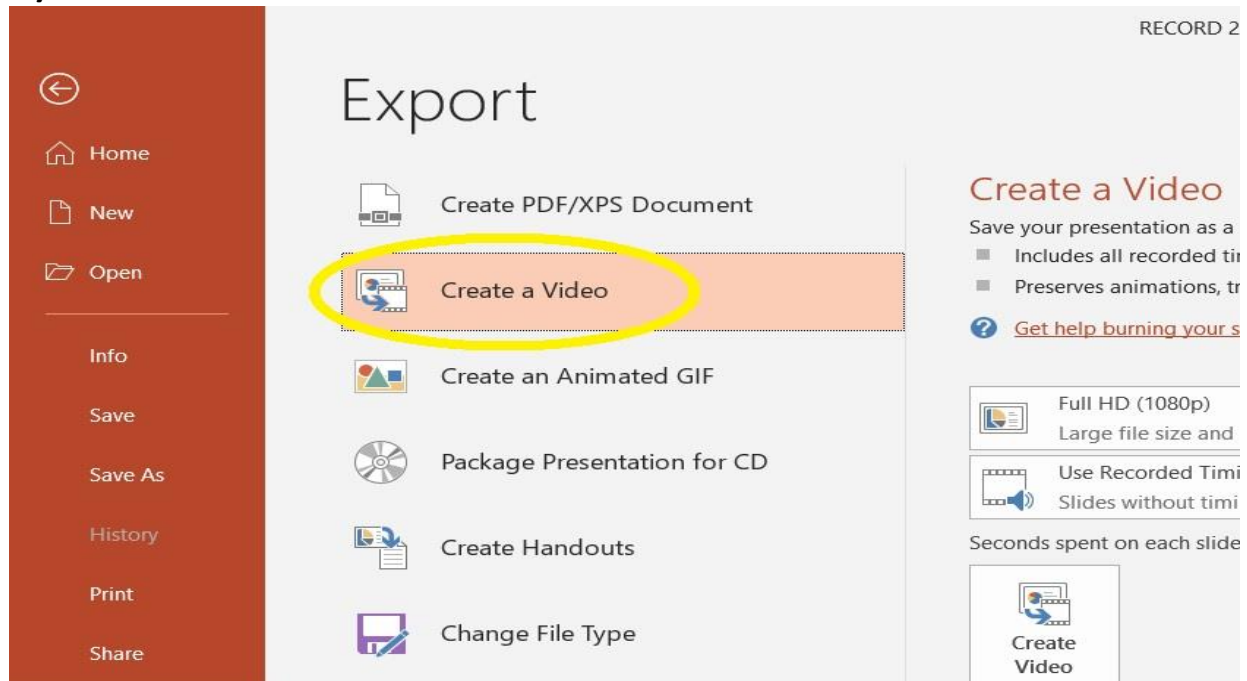


- 2.) On the menu options in the list on the left, select “Export.”

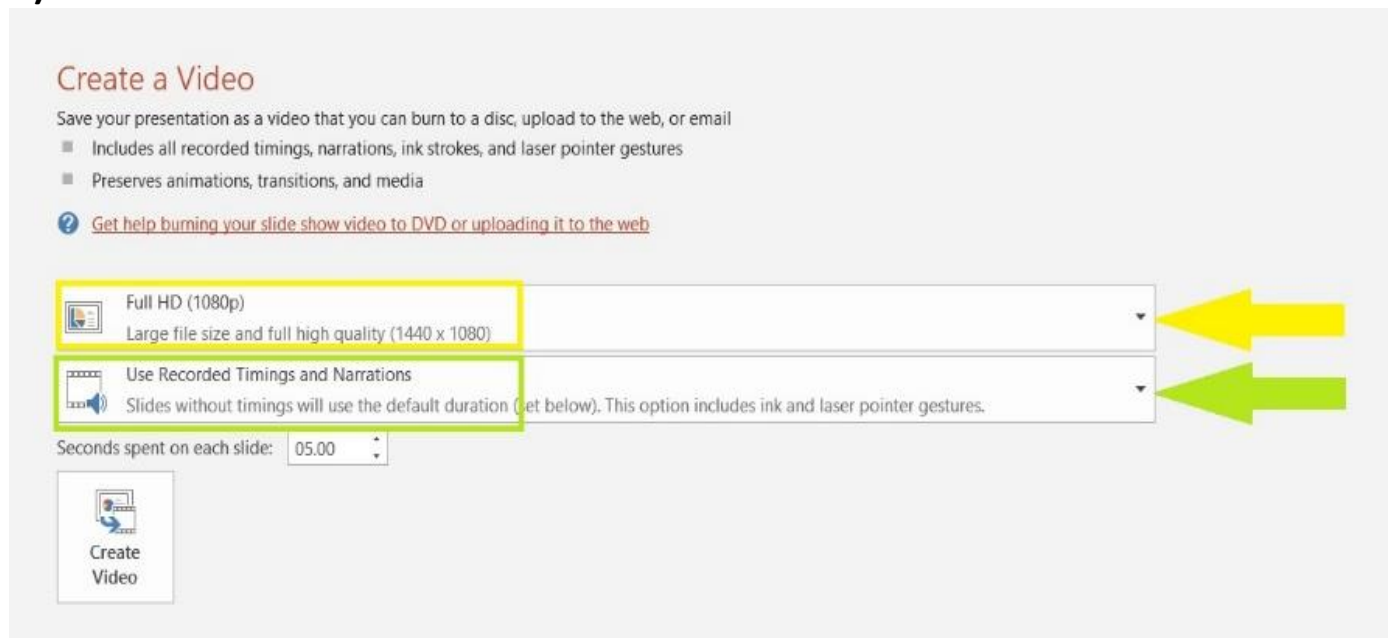


- 3.) From the Export Menu, select “Create a Video” (A). In the options further provided, choose the quality you wish to use (Standard, HD, Full HD, or Ultra HD) from the drop-down menu (B, yellow rectangle and arrow). Then, in the options beneath the quality menu, make sure “Use Recorded Timings and Narrations” is selected (B, green rectangle and arrow).

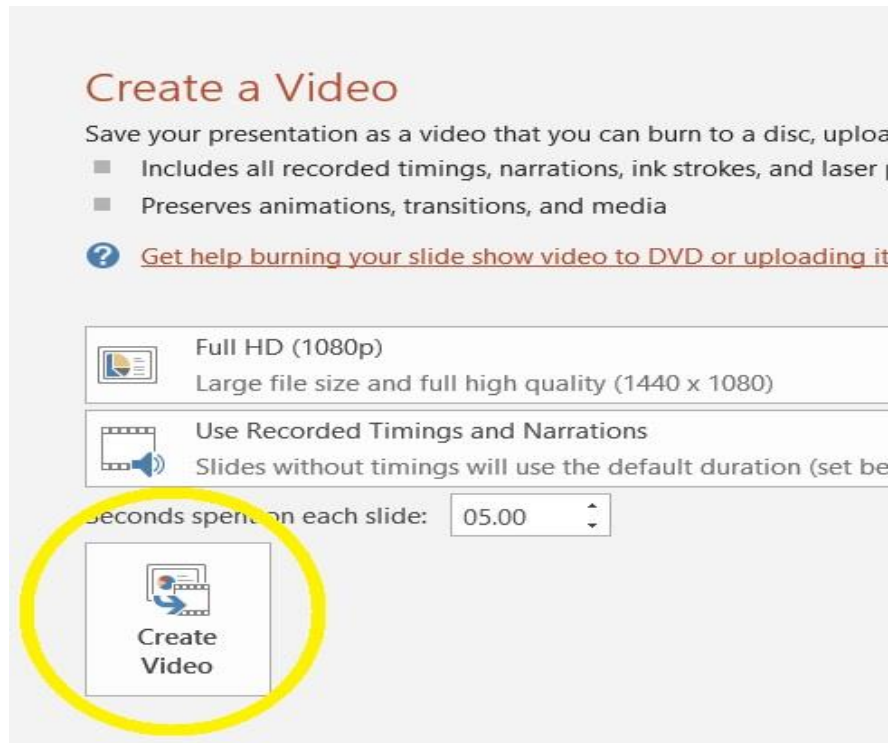
A)



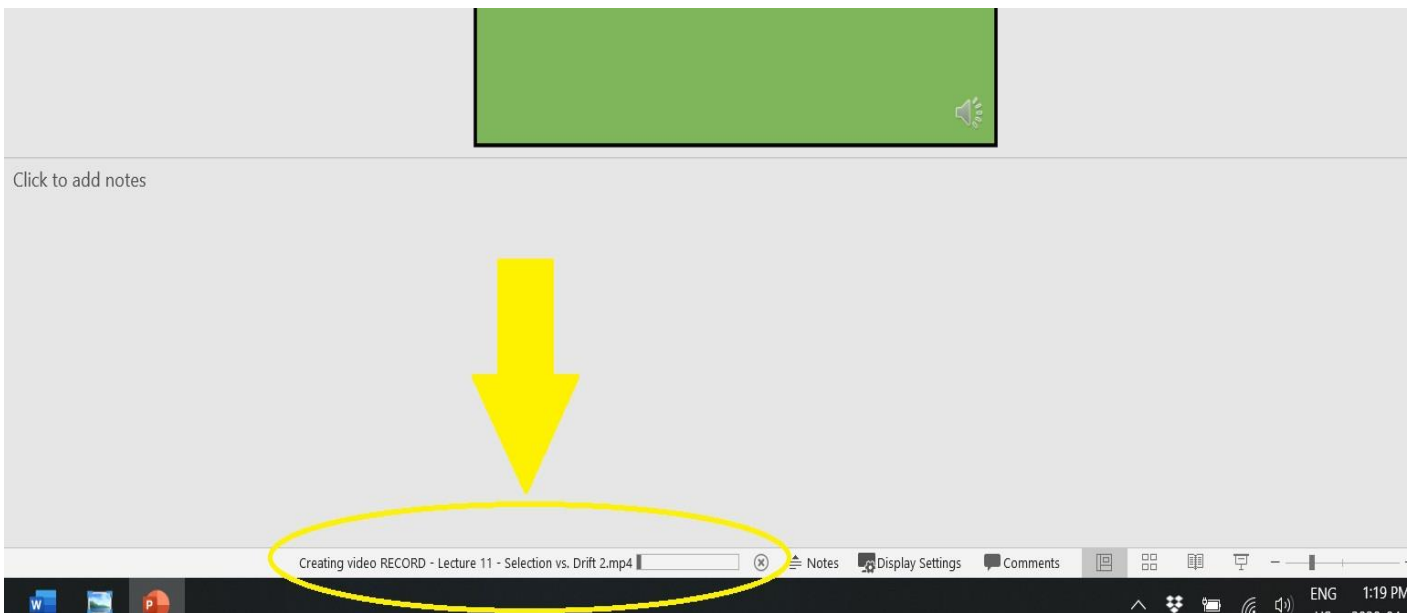
B)



4.) Click the “Create Video” button.



5.) Once you press the “Create Video” button, the video will begin processing. The video processing bar can be found in the bottom taskbar of your main PowerPoint window.



## **TROUBLESHOOTING:**

### **Using two screens, but notes on primary screen don't advance**

Issues may arise when using dual screens in the sense that your full screen presentation view moves forward smoothly, but the notes on your primary view screen are **not** advancing, making your notes just as useless as if they weren't visible to begin with.

A straightforward workaround to this is as follows:

- 1.) **Start recording the slideshow as normal.** The timer in the top left corner of your full screen will time your narration on your current slide
- 2.) **When it is time to switch slides, click *PAUSE*** on the full screen presentation to pause the recording. (You should be able to click anywhere on that screen to pause the recording)
- 3.) Next, move to your primary view screen on your computer/laptop and advance to the next slide, ensuring that the notes you will need are visible.
- 4.) Move back to the full screen presentation, click to unpause, and continue your recording until complete.

Ultimately, at the most basic level, as long as you don't change any specific settings prior to starting your recording of your narration, PowerPoint should cooperate no problem and, if using dual screens, your presentation and normal view with notes screens should advance in unison without issue.