# Narrating PowerPoint Presentations and Sharing Them on Warpwire

## WHAT YOU NEED

- PowerPoint (2019 or later) for Windows*
  - Employees can download/install Office 2019 on home computer for free
  - Visit https://portal.office.com
- Microphone or headset for recording audio
- Webcam is optional

  * PowerPoint for Mac also has recording capabilities, but the steps are a bit different than those listed below. For Mac-specific instructions, see https://go.durhamtech.edu/narrate-ppt-mac

## RECORD NARRATIONS IN POWERPOINT

1. Open your PowerPoint presentation and go to **File > Save As** to create a second copy for adding narrations (give this new copy a different file name).
2. Click the **Slide Show** tab.
3. Click **Record** and select **From Beginning…**
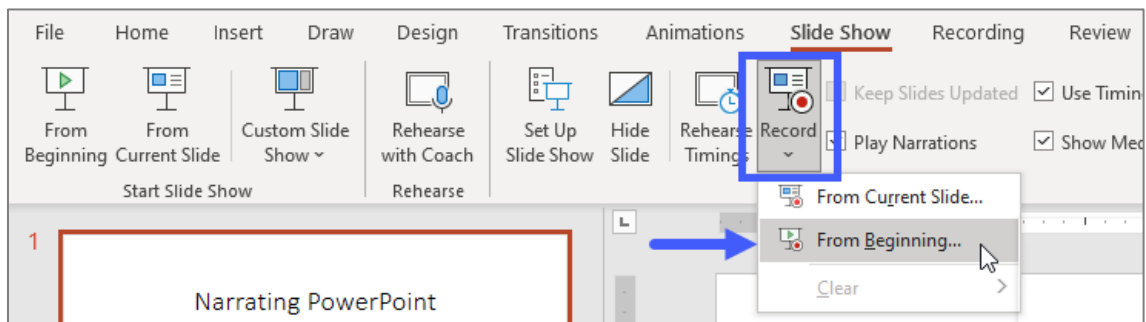


4. The recording screen appears. From here, you can…
   A. **Record** by clicking the red circle at the top of screen
   B. **Stop** by clicking the red square at the top of the screen
      - You can click **Pause** to take a break in the middle of recording a slide. But the recording will not be finished or saved until you click **Stop**.
   C. **Turn webcam on (or off)** – use the camera icon at the top of the screen. Note that this option may not be available once your recording starts.
   D. Advance to the **Next slide** by pressing Enter or the right arrow key on the keyboard (or by clicking the Next arrow in the lower-left corner of the screen)
   E. **Draw** on slides as you speak ("inking")
   F. **Blur** your camera background
   G. Change the **View** to show/hide speaker's **notes**
   H. Click your mouse (or press arrow keys on keyboard) to trigger **animations** while narrating
   I. **Preview** your recording
   J. **Clear** (delete) recording for current slide or all slides
5. There is no Save button on the recording screen. Press **Ctrl-S** on your keyboard to save periodically.
6. To exit the recording screen and return to PowerPoint's editing screen, click **Edit** at the top of the screen or **X** in the upper right (or press **Esc** key).

7. When you are finished recording, you can preview the whole presentation by clicking the **Slide Show** tab, and then choosing **From Beginning.**
8. Be sure to Save when finished!

---

**TIPS FOR RECORDING POWERPOINT NARRATIONS**

- Built-in microphones are suitable for most tasks. If your built-in microphone picks up lots of keyboard clicks, you might try using a headset or external microphone instead.
- At the beginning of your recording session, record your first slide, then stop and play it back to make sure audio levels are OK before recording more slides. If audio is too low when you play it back (even after turning up the sound volume), then you should Adjust your microphone's input level (PDF) [go.durhamtech.edu/mic-level]
- You can record audio one slide at a time, OR you can continue recording while advancing through many slides, stopping or pausing at any point. A separate recording is saved for each slide, so if you want to change a recording, you only have to re-record the affected slide or slides.
- If you continue recording as you move through slides, be aware that PowerPoint does not record audio or video as you move from one slide to the next -- so don't speak while advancing to the next slide. Also, include a brief silence at the beginning and end of each slide to ensure that you don't cut off audible narration while transitioning from one slide to the next.
- You can rearrange the order of slides after recording without having to re-record anything.
- If you re-record narration on a slide, PowerPoint erases your previously recorded narration (including audio and ink) as soon as you click Record.
- There's no SAVE button on the recording screen. Be sure to press **Ctrl-S** periodically to save your work.
- You can use keyboard shortcuts (instead of your mouse) while recording:

| Action | Keyboard shortcut |
|---|---|
| Start recording | R |
| Stop recording | S |
| Pause / Restart recording | I |
| Advance to next slide or trigger animations | Right-arrow Down-arrow Spacebar |
| Save | Ctrl-S |
| Exit recording screen and return to PowerPoint | Esc |

- Click the **camera icon** in the lower right to toggle your webcam on or off to include (or not include) video of your "talking head" (aka picture-in-picture). This icon may not be available to toggle once you start recording.
- While on the recording screen, you cannot move the webcam image around or resize it. However, after recording, if you exit the recording area and return to PowerPoint, you can then move the webcam video around and/or resize it (on individual slides).

**EXPORT TO VIDEO (MP4)**

To share your narrated presentation with others, first you need to convert it to a video format called MP4.

1. Click the **Slide Show** tab
2. Click **Record** and choose **From Beginning…**In PowerPoint, click the **File** menu and choose **Export.**
3. Click **Create a Video.** On the right several options appear:
   - For quality, either **Full HD (1080p)** or **HD (720p)** are good choices.
   - **Use Recorded Timings and Narrations** should be selected.
   - **Seconds spent on each slide** applies only to slides with no narrations. You can leave this as is.
   - Click **Create Video**
   - Choose a location on your computer to save the MP4 file and click **SAVE**.
     (Take note of where you are saving it -- you will need to find it later!)
4. A small progress bar at the very bottom of the screen shows the export in process. This can take a while; long presentations may take 10-15 minutes or more to convert.
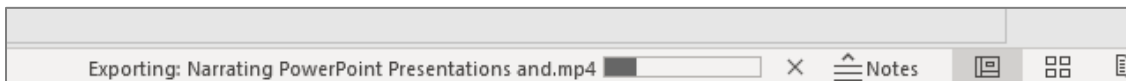


When the progress bar completes and disappears, the MP4 file is saved on your computer, in the location you selected.

**UPLOAD VIDEO TO WARPWIRE IN CANVAS**

To share a video presentation (MP4) with your students, you need to upload it to Warpwire and then insert (embed) it in your Canvas site.

1. Log in to Canvas and go into the course where you want to share your video presentation.
2. Navigate to the location (Page, Assignment, Discussion, etc.) in the course where you want to insert (embed) your video.
3. Open the Rich Content Editor and place the cursor in the location where you want to insert (embed) the video.
4. In the toolbar, click on the Warpwire icon (W).
5. A dialog box appears. In the upper right, click the plus (+) button and choose **Upload Files**.
6. Navigate to the location on your computer where you saved your MP4 file. Select your MP4 file.
7. You are taken back to the Warpwire dialog box. In the **Title** field, type a title for your video.
8. Click **Start Uploading**. A progress bar appears. When the progress bar goes away, the upload is done.
9. Locate and click the title of the video you want to insert.
10. Click **Insert 1 item.** The video will appear in the text editor.
11. When done, *save your changes.* Your video should display; play it!

**UPDATING OR MAKING CHANGES TO YOUR VIDEO**

At a later time, after posting your video, you may find you need to make changes to it (e.g., add, remove, update some slides and/or re-record some audio).

Follow these steps to edit your presentation in PowerPoint, then re-export and re-upload to Warpwire:

1. Open the PowerPoint presentation (PPTX file) that contains your narrations.

2. You can delete slides, add new slides, or rearrange slides as needed.
3. If you add a new slide – or revise a slide's content substantially – then you'll need to record new audio for that slide:
    o In the panel on the left, click on your new/revised slide to select it.
    o On the **Slide Show** tab, click **Record** and choose **From Current Slide…**
    o The recording screen appears, with the current slide displayed.
    o Record audio for the slide. Click **Stop** when finished. Preview to play it and make sure it's OK.
    o Click **X** in the upper right to return to PowerPoint's editing screen.
    o Save your work.
4. When finished with all slide edits and recordings, be sure to SAVE again before exporting.
5. Export your revised presentation to a video (MP4) by following the instructions on Page 3 of this document.
6. Upload your revised video to Warpwire for sharing in Canvas (or with the public), following the appropriate instructions on Page 3 above.