

Narrating PowerPoints & Sharing Them on Warpwire

WHAT YOU NEED

- PowerPoint 2019 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 **SAVE AS** to create a second copy for adding narrations
2. Click the **Slide Show** tab
3. Click **Record Slide Show** and choose **Record from Beginning...**



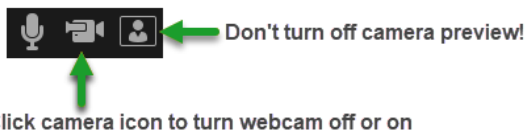
4. On the recording screen you can...
 - Show/hide speaker's **notes**
 - **Turn webcam on (or off)** – using icon in lower right corner
 - **Record** voice narrations / click **Stop** when finished (icons in upper left corner)
 - You can click **Pause** to take a break in the middle of recording a slide. But the recording will not be finished or saved until you click **Stop**.
 - Click your mouse (or press arrow keys on keyboard) to trigger **animations** while narrating
 - **Draw** on slides as you speak (“inking”)
 - Advance to **Next slide** by clicking arrow to right of slide (or pressing enter or arrow key)
 - **Preview** your recording
 - **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 **X** in the upper right (or press **Esc** key).
7. When finished recording, to preview the whole presentation: on PowerPoint's **Slide Show** tab, choose **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 \(PDF\)](https://go.durhamtech.edu/mic-level) [https://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).
- If your webcam is enabled, and you disable "camera preview", the webcam video will not show on your screen, but *your webcam will be recorded*. **We recommend you do not disable camera preview.** Instead, use the camera icon to enable/disable the webcam.

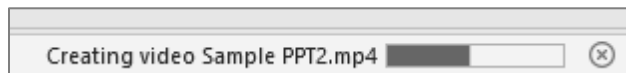


- While on the recording screen, you cannot move the webcam image around or resize it. However, after recording, if you exit the recording area and return to PowerPoint, you can then move the webcam video around and/or resize it (on individual slides).

EXPORT TO VIDEO (MP4)

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


1. In PowerPoint, click the **File** menu and choose **Export**
2. 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!)
3. A small progress bar at the bottom shows the conversion 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 SAKAI

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

1. Log in to Sakai and go into the course where you want to share your video presentation.
2. If the Warpwire tool has not been added to the site already, then you'll need to add it:
 - Go to **Site Info > Manage Tools**
 - Scroll to the bottom and click on **External Tools** to expand it
 - Click to place a check beside **Warpwire**, then click **Continue**, and click **Finish**
3. Click on **Warpwire** in the course menu, to go into the site's Media Library.
4. In the upper right, click the plus (+) button and choose **Upload Files**.
5. Navigate to the location on your computer where you saved your MP4 file. Select your MP4 file and click **Choose**.
6. Type a meaningful title, and click **Start Uploading**. A progress bar appears. When the progress bar goes away, the upload is done.
7. In your Sakai site, navigate to the place where you want to insert the video for students to view it.
(You can insert a video anywhere the text editor is available. For example, in Lessons, click Add Text or in Announcements, click Add, etc.).
8. On the text editor toolbar, click the **Warpwire icon** 
9. The site's Media Library appears. Locate and click the title of the video you want to insert.
10. Click **Insert 1 item**. The video will be added to the Text Editor box.
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:
 - In the panel on the left, click on your new/revise slide to select it.
 - On the **Slide Show** tab, click **Record Slide Show** and choose **Record from Current Slide...**
 - The recording screen appears, with the current slide displayed.
 - Record audio for the slide. Click **Stop** when finished. Preview to play it and make sure it’s OK.
 - Click **X** in the upper right to return to PowerPoint’s editing screen.
 - 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.
6. Upload your revised video to Warpwire for sharing in Sakai (or with the public), following the appropriate instructions on page 3 or 4 above.