POWERPOINT PRESENTATION USER GUIDELINE

Doğu Akdeniz Üniversitesi
UZAKTAN EĞİTİM ENSTİTÜSÜ

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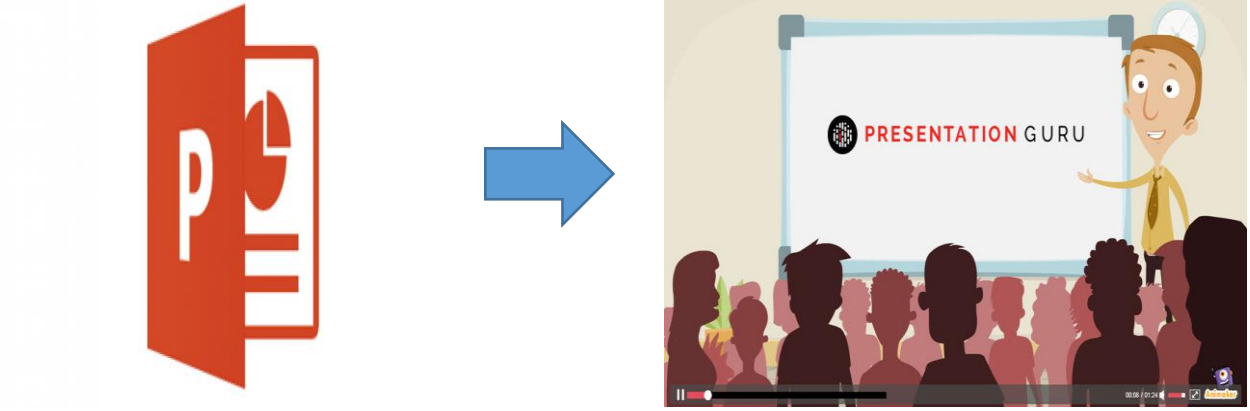
INFORMATION ABOUT THE GUIDELINE



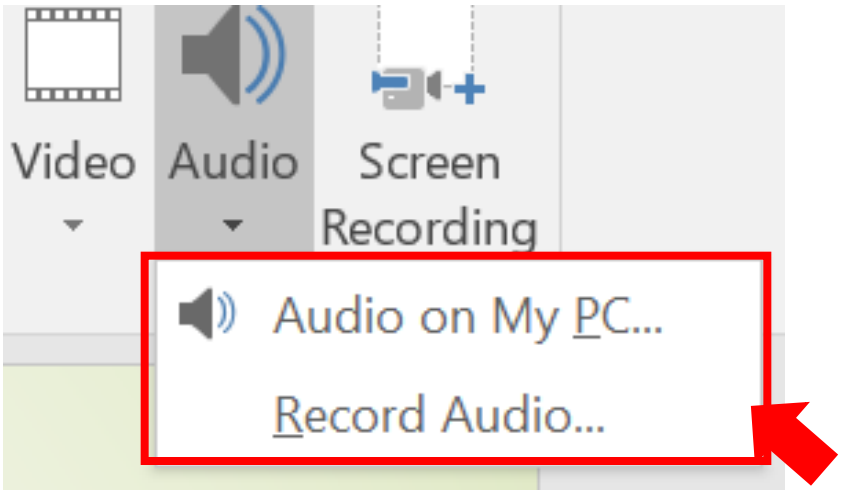
- This guideline provides a systematic description of how to create a PowerPoint presentation file with audio-recorded narrations and how to screen record your PowerPoint presentation with or without audio recordings. You can add audio, such as music, narration, or sound bites, to your PowerPoint presentation. To record and hear any audio, your computer must be equipped with a sound card, microphone, and speakers.
- Below are instructions on how to add audio to your created PowerPoint presentations :

1. HOW TO ADD AUDIO TO YOUR POWERPOINT FILES

1.1. **Selecting the Insert Command:** After opening your desired PowerPoint file, select the Insert command that can be found at the top-left command bar.

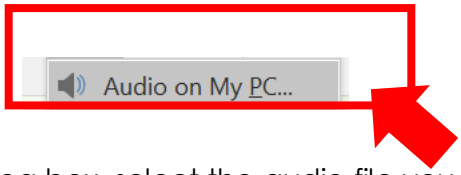
1.2. Selecting the PowerPoint Audio feature: When the 'Insert' command is triggered, select Audio from the media toolbar located towards the extreme right-hand corner.

1.3. PowerPoint Audio on My PC and Record Audio: When the 'Audio' button is clicked, a dropdown list with 2 options: 'Audio on MyPC' and 'Record Audio' emerges.



1.4. AUDIO SELECTION: AUDIO ON MY PC

i. Select Audio on My PC

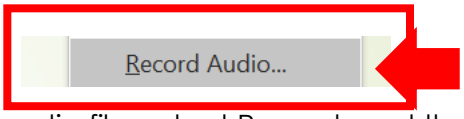


ii. In the Insert Audio dialog box, select the audio file you want to add from your file list.

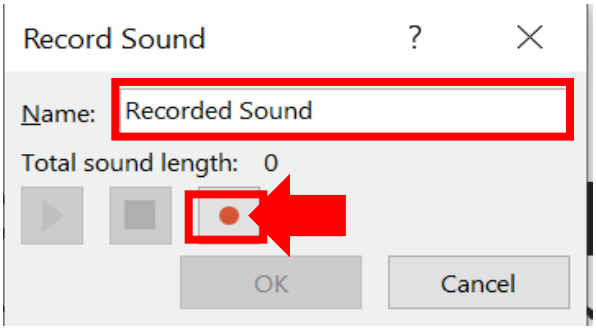
iii. In the Insert Audio dialog box, select the audio file you want to add.

1.5. AUDIO SELECTION: RECORD AUDIO

i. Select Record Audio.

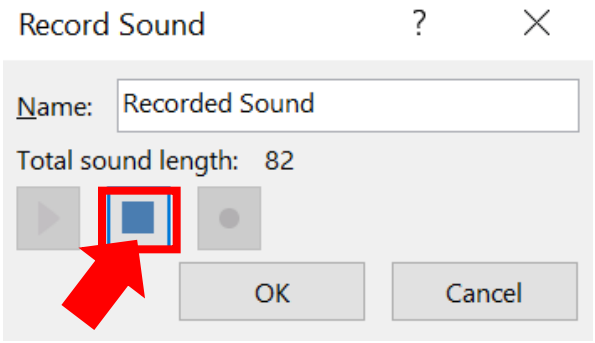


ii. Type in a name for your audio file, select Record, and then speak.

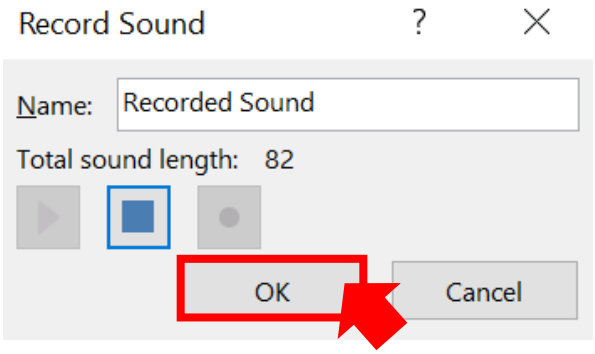


NOTE: Your device must have a microphone enabled in order to record audio.

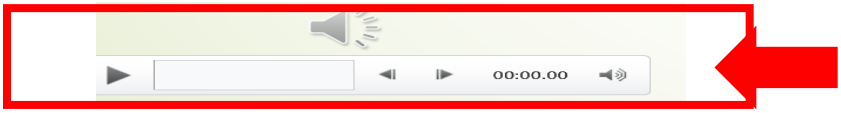
iii. To review your recording, select Stop and then select Play.



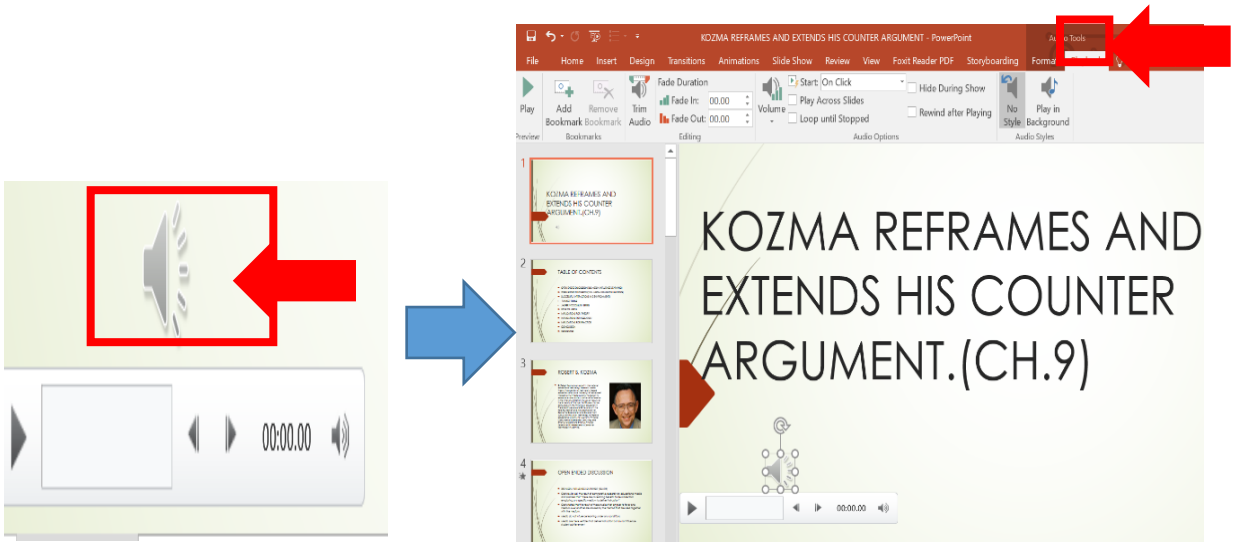
iv. Select Record to re-record your clip, or select OK if you are satisfied.



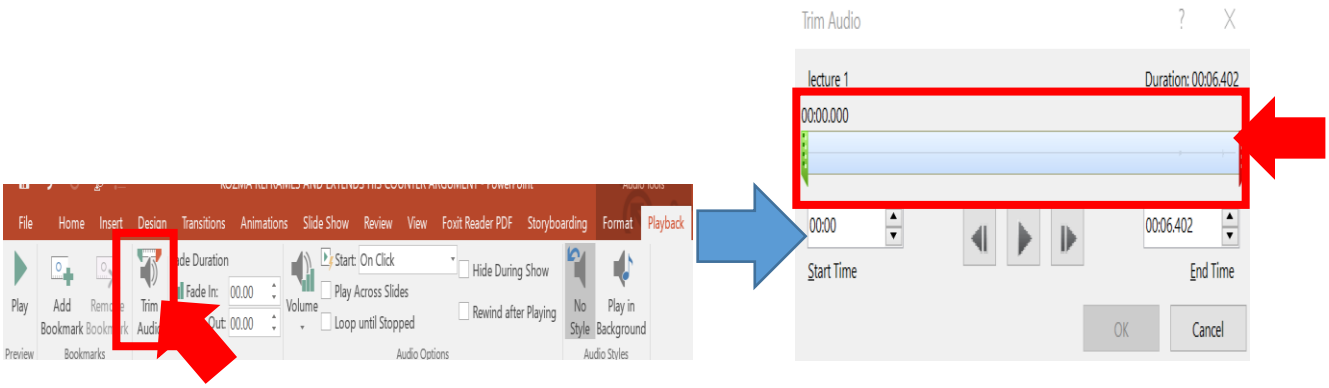
v. To move your clip, select and drag the audio icon to where you want it on the slide. If you are using more than one audio file per slide, we recommend putting the audio icon in the same spot on a slide to find it easily.



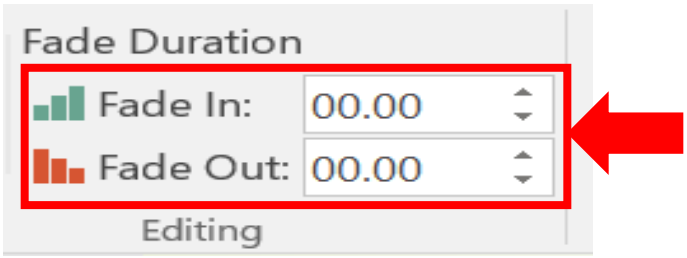
vi. To change the audio playback options, select the audio icon and then select the Audio Tools Playback tab located on the extreme right-hand corner. . Then select which options you would like to use:



vii. To trim the audio, select Trim and then use the red and green sliders to trim the audio file accordingly.



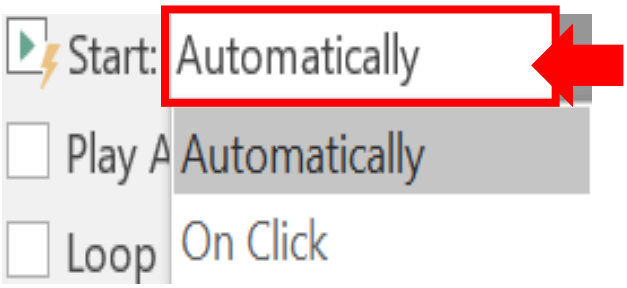
viii. To fade in or fade out audio, change the number in the Fade Duration boxes.



ix. To adjust volume, select Volume and select the setting you prefer.

To choose how the audio file starts, select the dropdown arrow and select an option:

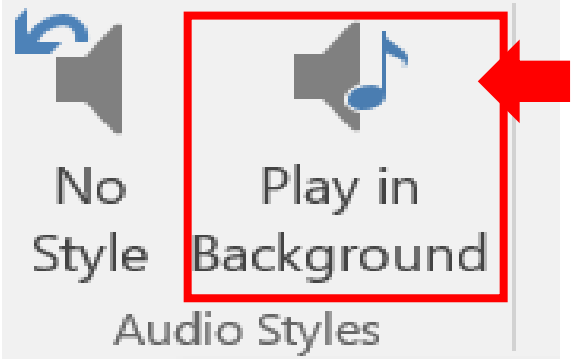
- Automatically: Plays automatically once you advance to the slide that the audio file is on.
- On Click: Plays audio only when the icon is clicked on.



x. To choose how the audio plays in your presentation, select an option:

- Play Across Slides: Plays one audio file across all slides.
- Loop until Stopped: Plays an audio file on loop until it's stopped manually by clicking the Play/Pause button.

xi. To have the audio play continuously across all slides in the background, select Play in Background.

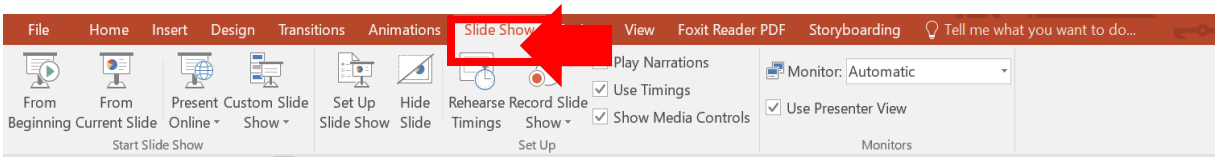


xii. To delete an audio clip, select the audio icon on the slide and press Delete from your keyboard.

NOTE: Repeat same steps for other slides where/ when applicable to be able to record audio on those slides.

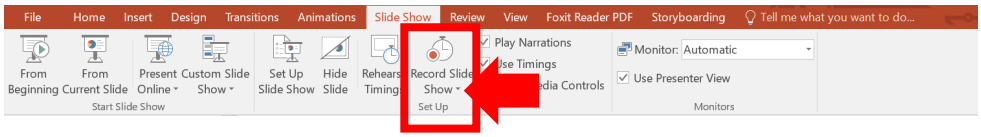
2. HOW TO RECORD YOUR PRESENTATION USING POWERPOINT

2.1. Select Slideshow: After opening your desired PowerPoint file, select the Slide Show command that can be found at the top-left command bar.

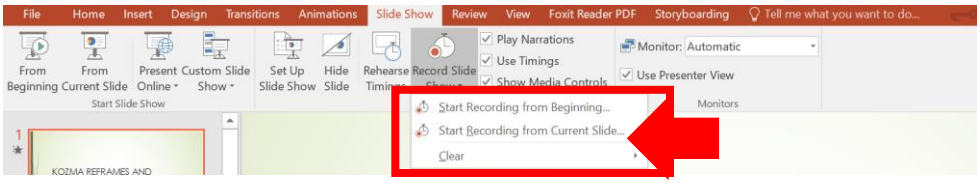


2.2. Record Slideshow Selection: When the 'Slideshow' command is triggered, select

from the media toolbar located towards the extreme right-hand corner.

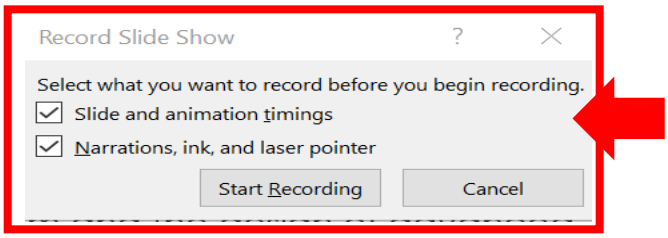


2.3. Record Slideshow Dropdown List: When the 'Record Slideshow' button is clicked, a dropdown list with 2 options: 'Start Recording from Beginning' and 'Start Recording from Current Slide' emerges.



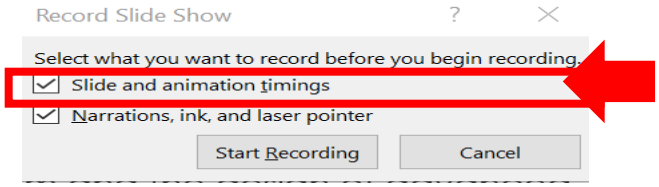
NOTE: The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.

2.4. **Record Slide Show box:** When any of the dropdown list options are selected ('Start Recording from Beginning' and 'Start Recording from Current Slide'), a 'Record Slideshow' box pops up with 2 options: 'Slide and Animation Timings' and 'Narrations, inks, and laser pointer'.

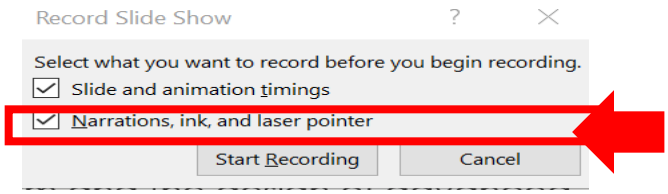


2.5. **Slide and animation timings, & Narrations, ink, and laser pointer:** In the 'Record Slide Show' box, check or clear the boxes for your recording, and click Start Recording.

i. Slide and animation timings: PowerPoint automatically records the time you spend on each slide, including any animation steps that occur, and the use of any triggers on each slide.

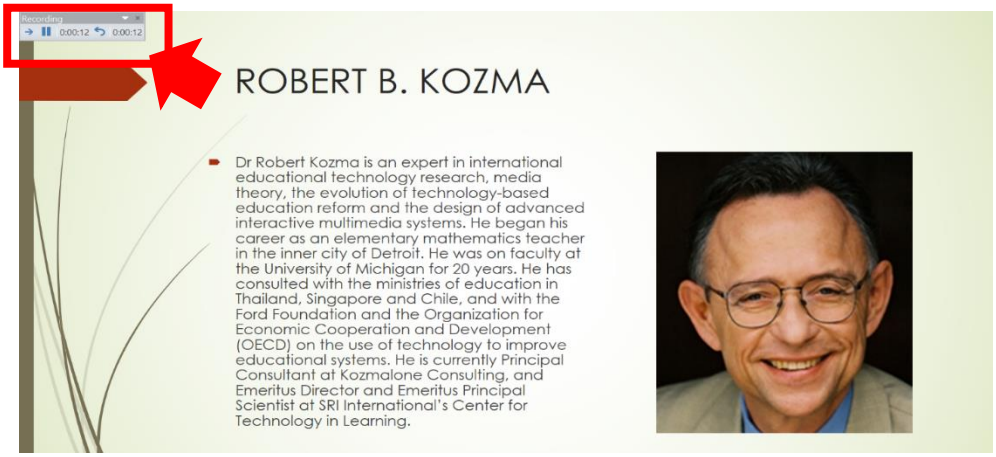


ii. Narrations, ink, and laser pointer: Record your voice as you run through your presentation. If you use the pen, highlighter, eraser, or laser pointer, PowerPoint records those for playback as well.



NOTE: Pen, highlighter, and eraser recording are available only if you have the February 16, 2015 update for PowerPoint 2013 or a later version of PowerPoint installed. In earlier versions of PowerPoint, pen and highlighter strokes are saved as ink annotation shapes.

2.6. Recording Toolbar: After clicking 'Start Recording', at the top left corner of the window, a 'Recording' toolbar, emerges which you can use to:



i. Go to the next slide:

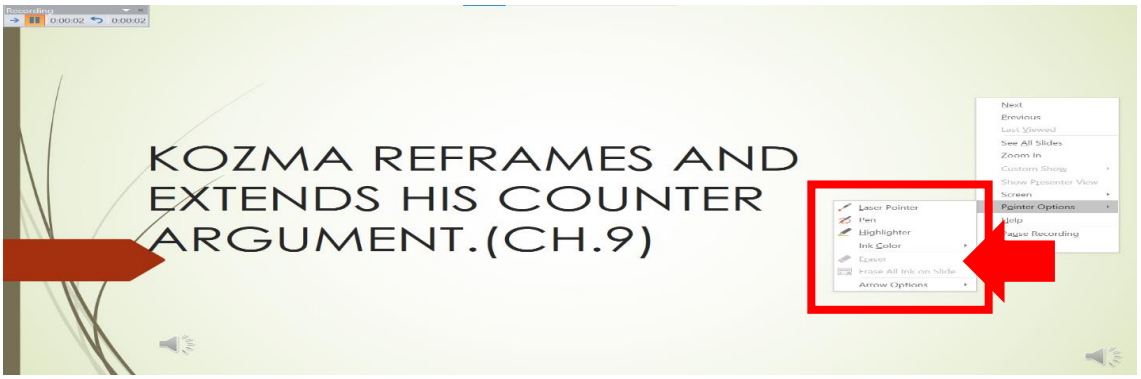
ii. Pause the recording:

iii. Re-record the current slide:

NOTE: If you re-record your narration (including audio, ink, and laser pointer), PowerPoint erases your previously recorded narration (including audio, ink, and laser pointer) when you start recording again on the same slide.

iv. You can also re-record by going to the 'Slide Show' command and selecting ' Record Slide Show'.

2.7. Pointer Options: To use ink, eraser, or the laser pointer in your recording, right-click the slide, click Pointer options, and pick your tool:



i. Laser Pointer

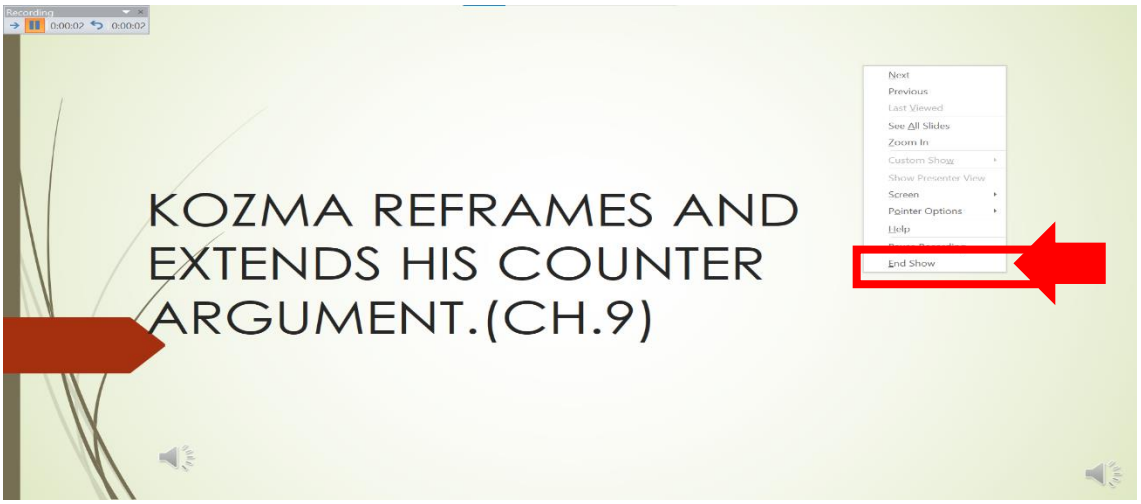
ii. Pen

iii. Highlighter

iv. Eraser (This option is grayed out unless you have previously added ink to some slides.)

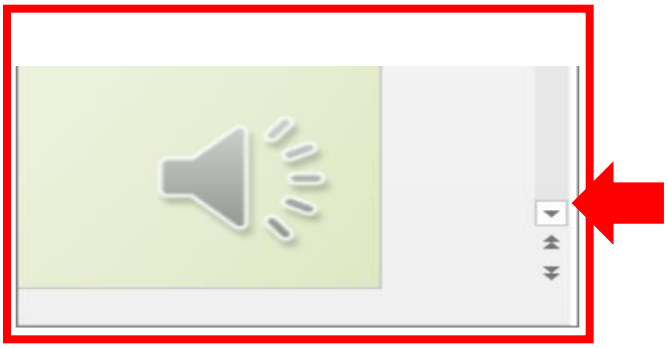
v. To change the color of the ink, click Ink Color.

2.8. End Show: When done with the presentation, to end your recording, right-click the final slide, and click End Show.



Tip: When you finish recording your narration, a sound icon appears in the lower-right corner of each slide that has narration.

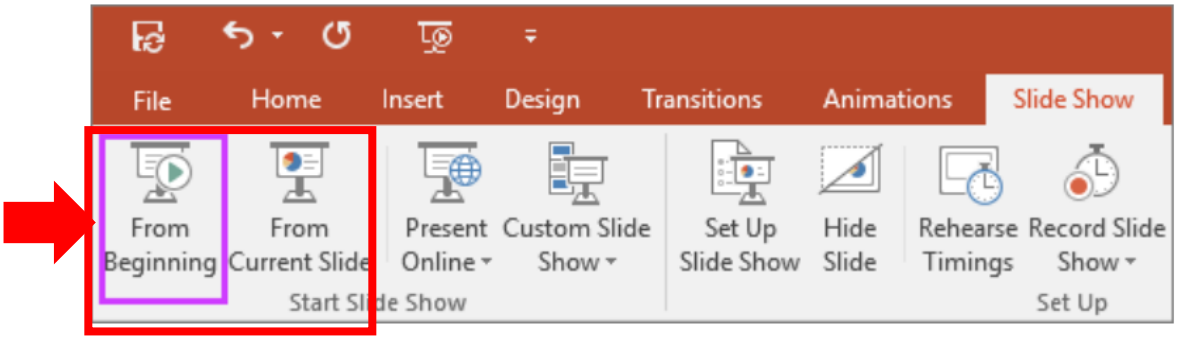
2.9. Slideshow Timings: The recorded slide show timings are automatically saved. Timings are shown in Slide Sorter view just beneath each slide.



2.10. **Save File As Video:** In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you want a video file, you can save your presentation as a video with a few extra steps.

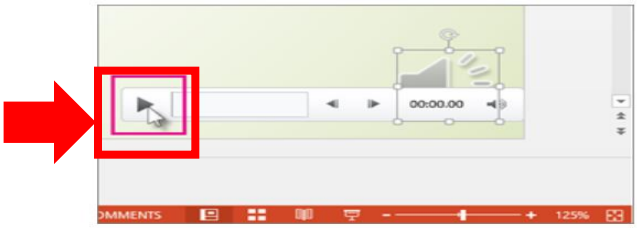
3. PREVIEW THE RECORDED SLIDE SHOW

3.1. **Start Playing SlideShow:** On the Slide Show tab, click 'From Beginning' or 'From Current Slide'. During playback, your animations, inking actions, laser pointer, audio and video play in sync.



4. PREVIEW THE RECORDED AUDIO

4.1. **Play Recorded Audio:** In Normal view, click the sound icon in the lower-right corner of the slide, and then click 'Play'.

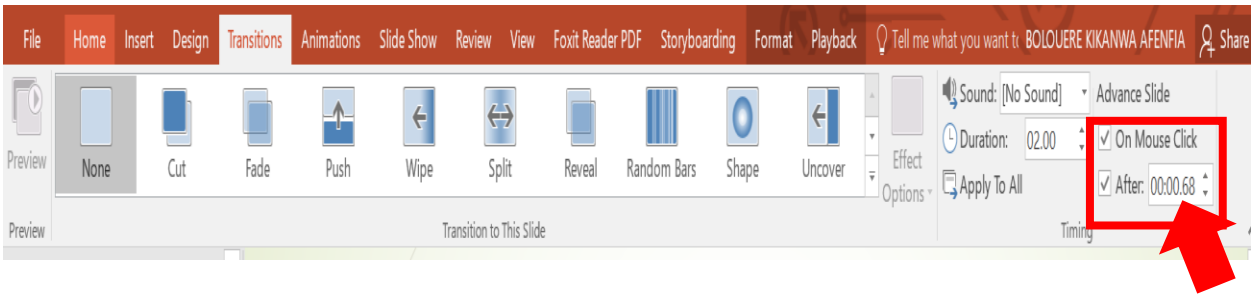


5. SET THE SLIDE TIMINGS MANUALLY

5.1. **Transition Timing:** PowerPoint automatically records your slide timings when you add narrations, or you can manually set the slide timings to accompany your narrations.

i. In Normal view, click the slide that you want to set the timing for.

ii. On the Transitions tab, in the Timing group located towards the extreme right-hand corner, under Advance Slide, select the 'After' check box, and then enter the number of seconds indicating how long the slide should appear on the screen. Repeat the process for each slide that you want to set the timing for.



Tip: If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter—whichever comes first—select both the 'On Mouse Click' and the 'After' check boxes.

6. DELETE TIMINGS OR NARRATION

The 'Clear' command is for deleting timings or narration from your recording that you don't want or that you want to replace. There are four different Clear commands that allow you to:

- Delete the timings on the currently selected slide
- Delete the timings on all slides at once
- Delete the narration on the currently selected slide
- Delete the narration on all slides at once

i. If you do not want to delete all the timings or narration in your presentation, open a specific slide that has a timing or narration that you do want to delete.

ii. On the 'Slide Show' tab of the PowerPoint ribbon, on the 'Record Slide Show' button, click the down arrow, point to 'Clear', and then choose the appropriate Clear command for your situation.

7. TURN OFF TIMINGS OR TURN OFF NARRATIONS, INK, AND LASER POINTER

After you've recorded your PowerPoint presentation, any timings, gestures, and audio you performed are saved on the individual slides. But you can turn them all off if you want to view the slide show without them:

i. To turn off recorded slide timings: On the 'Slide Show' tab, clear the 'Use Timings 'box.

ii. To turn off recorded narrations, ink, and the laser pointer: On the 'Slide Show' tab, clear the 'Play Narrations' box.

8. RECORDING TIPS

- Recordings are added to the presentation on a per-slide basis, so if you want to change a recording, you only have to re-record the affected slide or slides. Also, you can rearrange the order of slides after recording without having to re-record anything. This also means it's easy to pause for a break while recording a presentation.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure

that you don't cut off audible narration while transitioning from one slide to the next.

- You can't record narration in PowerPoint for the web. Use a desktop version of PowerPoint to record your narration.
- You can adjust and edit the size of video and ink in edit view.
- If it's possible that your audience may use PowerPoint for the web to experience the recording, use the transitions that are supported by PowerPoint for the web (Cut, Fade, Push, Wipe, Split, Random Bars, Shape, Morph).
- Presentation recording works best with touch-screen PCs that have a web camera.
- Use video preview to make sure everything is set up correctly before recording.
- For slides that you want to record gestures (such as ink) on, make multiple copies of the slide so that you can easily record multiple takes. Then delete the extraneous slides when you're done.
- Record a few seconds of silence by turning off audio and video to advance after a set time.
- For higher quality, use an external web cam and/or microphone.
- Built-in cameras and microphones are suitable for most tasks. But if you want more professional-looking video, consider using an external web cam, if you're able. If you're using PowerPoint on a tablet or laptop and you're inking with a stylus, an external camera and microphone allows you to minimize stylus noise.
- As soon as you finish your first slide recording, play it back.
- Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.

NOTE: To save your PowerPoint presentation as a video, click on the 'File' command, select the 'Save As' option , change the 'Save As Type' to 'MPEG-4 Video'.