

Voice Over PowerPoint for Mac Guide

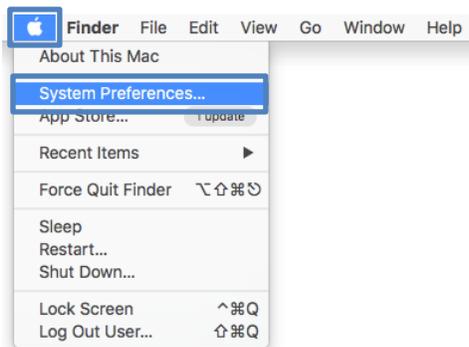
Why Record Your Presentation

Voice Over PowerPoint allows you to record voice narration on your PowerPoint lecture content. This is ideal for a presentation that will run on the web or a self-running slide show.

Before You Begin, Prepare the Setup

Before you begin, make sure the setup is prepared:

1. You'll need a microphone attached to, or built into, your computer. Test the microphone to make sure it is working. Set the sound level so your audio is easy to hear. To do that:
 - a. **Click on the Apple icon** found at the top left corner of your desktop> Choose System Preferences



- b. Select the **sound** icon

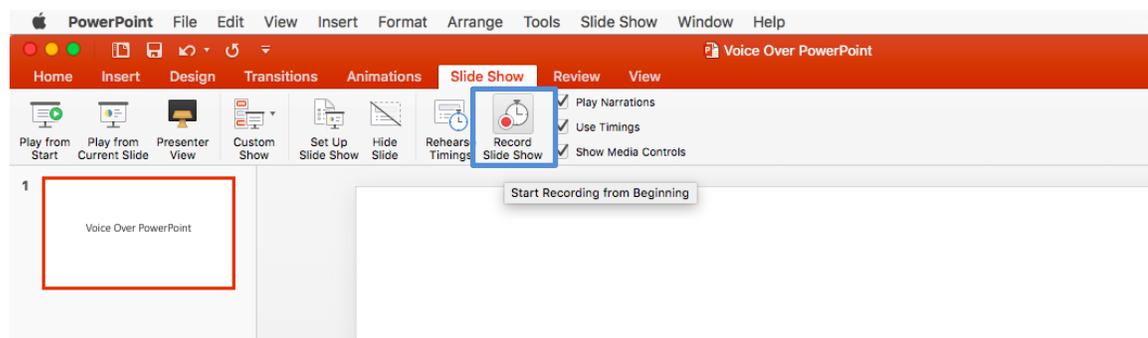


- c. A pop up window will open
 - d. Select the **Input tab**> You can view all microphones available on your computer
Select the microphone you will be using
Shift the **Input Volume slide bar** up to increase it
Try to **say something** or **tap** on your computer and you'll see the input level move. This means you are ok to record
 - e. When done setting up your recording microphone, select the **Output tab**> You can view all playback devices available on your computer
Select the one you will be hearing through
2. Prepare yourself for the narration. Write a script you can follow while recording the voiceover. Practice the presentation a couple of times so your voiceover will sound smooth
 3. Make sure you are in a quiet area
 4. Make sure your PowerPoint file is saved as the latest version of PPT in the format **.pptx** (and NOT as PPT 97-2003)
 5. Test one slide before you record the entire presentation. As soon as you finish your first slide recording, save your file, open it again and play it back to make sure it looks the way you expect, and that it is technically working well

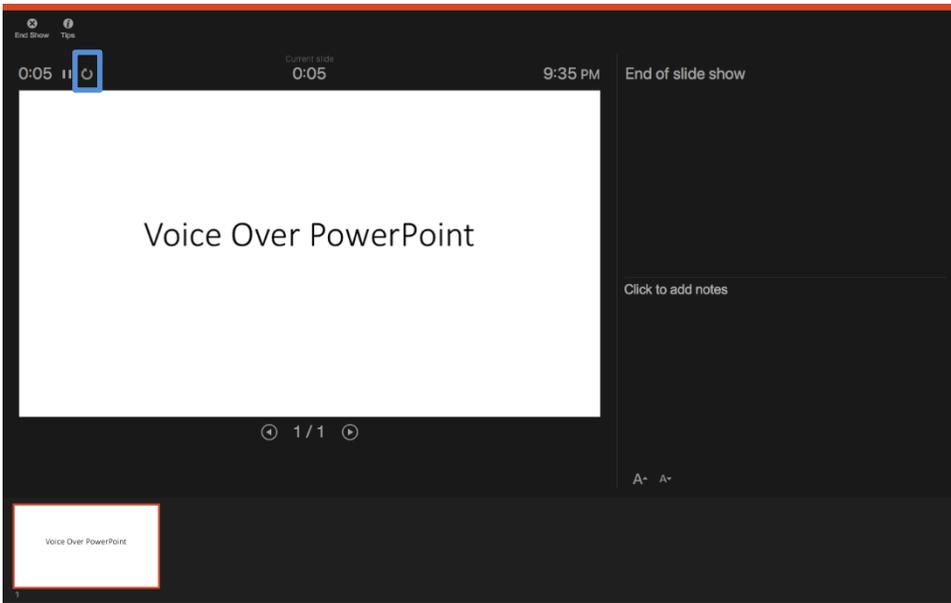
Important Note: Before you start recording, it is recommended that you divide your PowerPoint file into smaller PowerPoint chunks of 10 slides each. This makes the size of the recorded files smaller, which in turn makes it easier for you to upload to Moodle and easier for the students to download. It is also best practice that each recorded chunk do not exceed 20 minutes of lecturing time.

How to Record Your Presentation

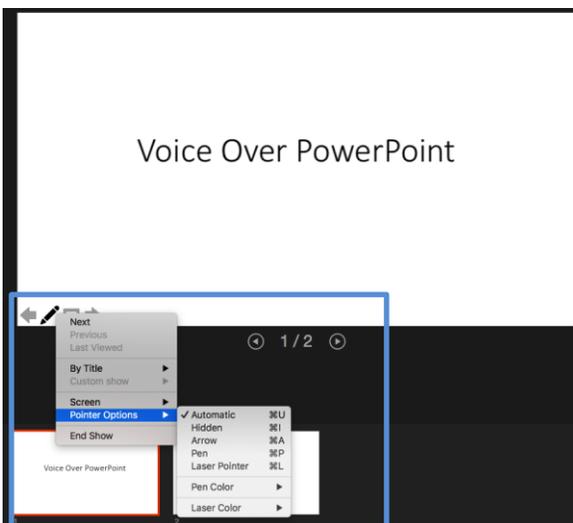
- To record a narration, you have to click on a slide and go to **Slide Show tab**> **Record Slide show**



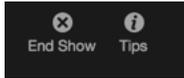
- The presentation will start recording right away, but you can start it over for the slide by clicking the rewind icon:



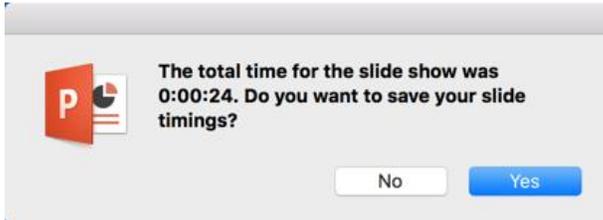
- Now speak into the microphone to record the narration for that slide. To display the next slide, click the **next** button
- Record the presentation. If you make a mistake, just click the rewind button for that slide and re-record the narration for that slide. Make sure you get it perfect before moving on as it's difficult to edit later
Make sure not to move back and forth randomly between the slides while recording as this will delete your recordings on those slides
- To use ink, eraser, or the laser pointer in your recording, hover your mouse over the slide, select the Pen icon, and pick your tool



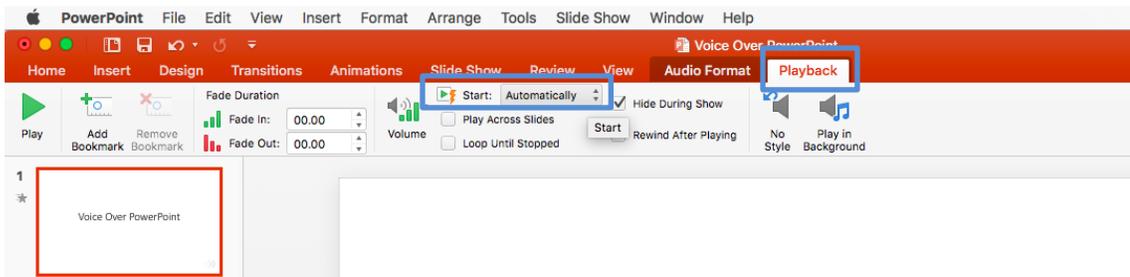
- When you're done, click End Show in the upper left



- Click Yes to indicate that you want to save the slide timings



- Each slide will now have a speaker icon. **Click on each speaker icon** and, on the **Audio Format** tab, select **Start > Automatically** so that the audio will start automatically when the slide opens.



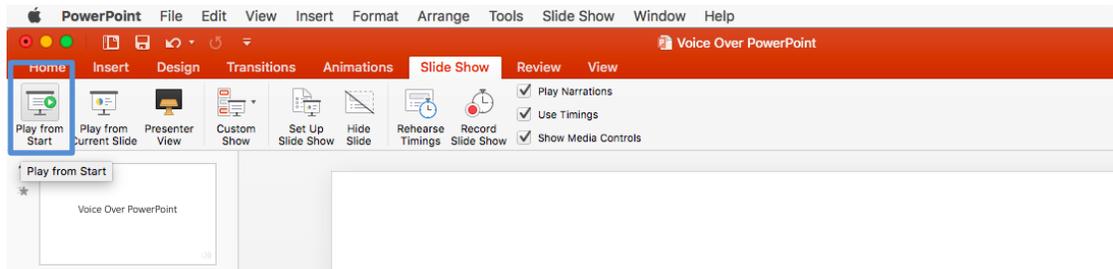
If made a mistake while recording a certain slide and you wish to re-record it:

- To delete the wrong audio:
Click on the slide with the incorrect audio > **Delete its audio**
- To re-record on the slide:
Click on the slide > **Slide Show** tab > **Record Slide show** > Re-record it
- When done, make sure to click **Esc** and **that you do not go to the next slide so you don't lose what you recorded on the on the one after**

Or to avoid losing anything, insert a blank slide after the slide that you want to re-record. Record it, and then click Esc. If you accidentally move to the next slide now, it will be the blank one, and you will not lose any narration. When you are done, you can delete the blank slide.

Preview the Recorded Presentation

- To preview the narration you added to a slide click on the Slide Show icon on the lower right corner of the screen. Or On the **Slide Show** tab, click **Play from Start**



- During playback, your animations, inking actions, laser pointer, and audio play in sync

Save your Recorded Presentation

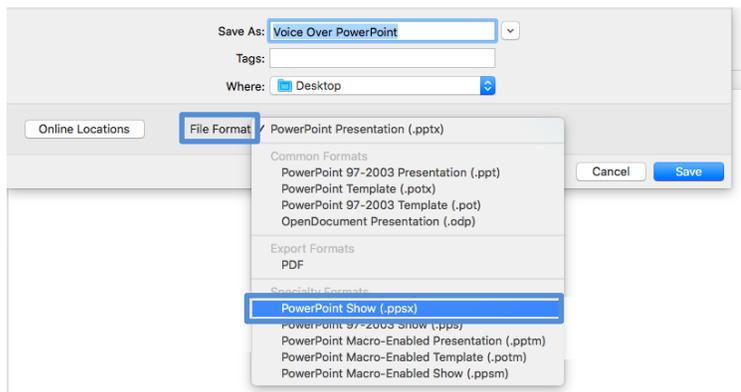
When you are done recording, click on **Save as** and name the file: *Lecture Name* to save your work locally. This is the file you will refer to in case you want to make any changes to your audio in the future.

Make sure the format is still **.pptx**

Note: It is recommended that you keep on saving your work as you go.

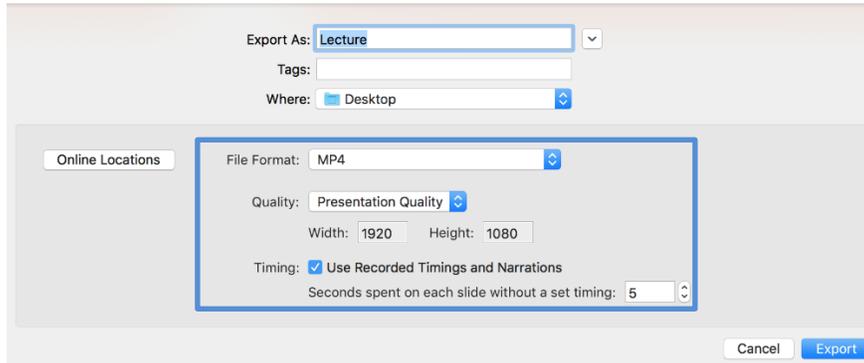
You have to options to display the file to your students: As a Slide show or Video.

1. To save a Slide show:
 - a. **File**> **Save as**> Choose the folder in which you want to save
 - b. Click on the **Where** drop down menu to choose the location in which you want to save your file
 - c. From the **File Format** drop down menu > Choose **PowerPoint Show .ppsx**



- d. Click Save.
 - e. The output will be a slide show file that you can upload on Moodle
2. To save as a Video:
 - a. Export as video by clicking on **File > Export**
 - b. Click on the **Where** drop down menu to choose the location in which you want to save your file

- c. Click on the **File Format** drop down menu and **select the video format that you want (MP4 or MOV)**



- d. If the MP4 and MOV options aren't in your version of PowerPoint, see [Requirements](#) for more information
- e. Select the video Quality you want: Presentation Quality, Internet Quality, or Low Quality. The higher the video quality, the larger the file size. It is recommended to use the **Internet Quality**
- f. If you have recorded timings and want to use them in the video you create from your presentation, make sure the box next to **Use Recorded Timings and Narrations is checked**
- g. When you have made all your selections, choose **Export**
- h. The output will be an .mp4 video file that you can upload on Moodle