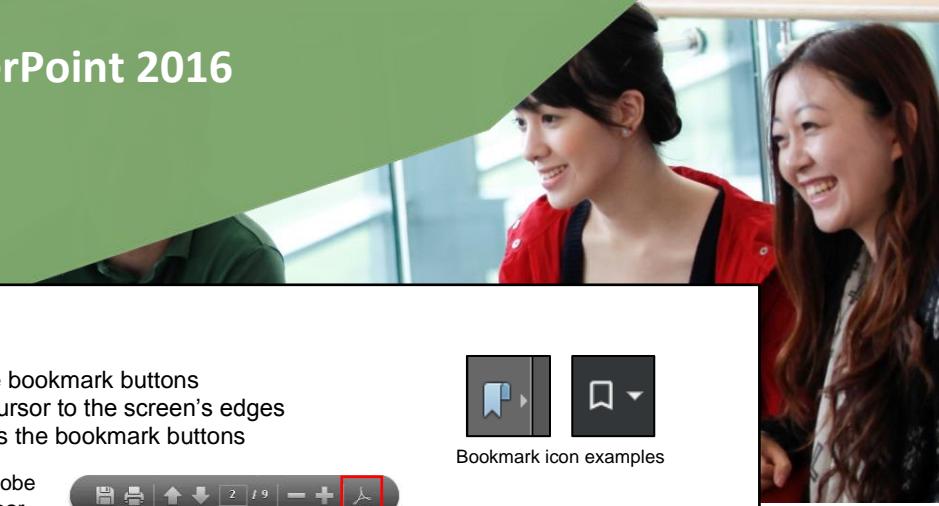


# Step by step - How to use PowerPoint 2016 to record slideshow narration

## Student version



### Accessibility note:

1. In Adobe Acrobat/Reader, click on the bookmark buttons
2. In a desktop browser, first move the cursor to the screen's edges to unhide the mini toolbar, then access the bookmark buttons
3. You can also access a [video tutorial](#) version if preferable.



Bookmark icon examples



## Contents

<a href="#"><u>Important checks before you start</u></a>	2
<a href="#"><u>Making the Recording Tab visible in your top menu</u></a>	3
<a href="#"><u>Your computer must have a camera and a microphone</u></a>	4
<a href="#"><u>Recording using Record Slide Show</u></a>	4
<a href="#"><u>Recording window key features</u></a>	5
<a href="#"><u>Enabling the camera</u></a>	5
<a href="#"><u>Start Recording</u></a>	6
<a href="#"><u>Preview your recordings</u></a>	6
<a href="#"><u>Option 1: review slide by slide</u></a>	6
<a href="#"><u>Option 2: review all slides</u></a>	7
<a href="#"><u>Save your narrated PowerPoint</u></a>	7
<a href="#"><u>Troubleshooting</u></a>	7
<a href="#"><u>If you cannot hear sound or see the video</u></a>	7
<a href="#"><u>If you wish to re-record a slide</u></a>	9
<a href="#"><u>Creating a video version</u></a>	9
<a href="#"><u>Uploading the video file of your presentation</u></a>	10

# Important checks before you start

These instructions are based on PCs using Windows 7. If you are using a Mac computer, please refer to the alternative "[Step By Step Recording PowerPoint Student Mac Version](#)".

1. Check to see if you have **PowerPoint** software version **2016 or 365** - search for 'PowerPoint' in Start (Windows icon in your taskbar) or open PowerPoint, click on **File** and then **Account**.

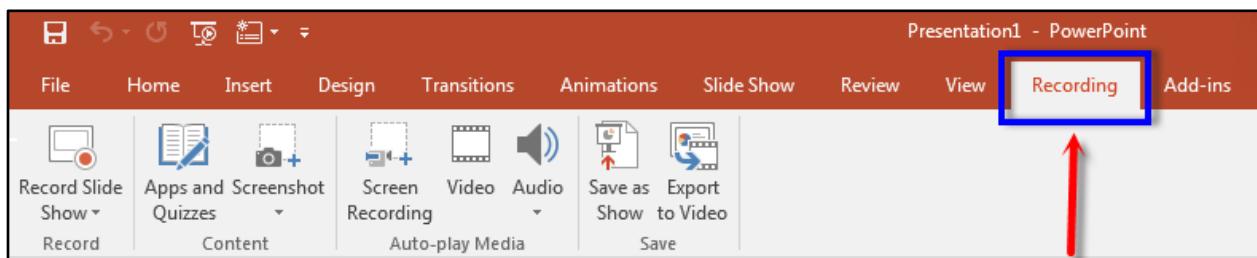


If you are using PowerPoint software version **2016 or 365**, continue to **3**.

2. If you do not have PowerPoint 2016 or 365, go to your [\*\*StudyNet Home page\*\*](#) and use the Office 365 link to install the new Office 365 software.

Here is a video tutorial: [How to access and install Office 365](#)

3. Open the **PowerPoint 2016** software.
4. Check the **top menu** in PowerPoint to see if you have the **Recording tab**.

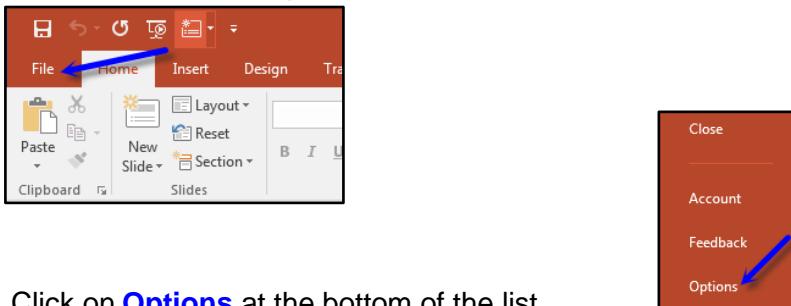


5. If you have the **Recording tab** on your PowerPoint software, continue to **Step 13**. If you cannot see the Recording tab in the top menu, go to **Step 6** to see **how to add the Recording tab**.

## Making the Recording Tab visible in your top menu

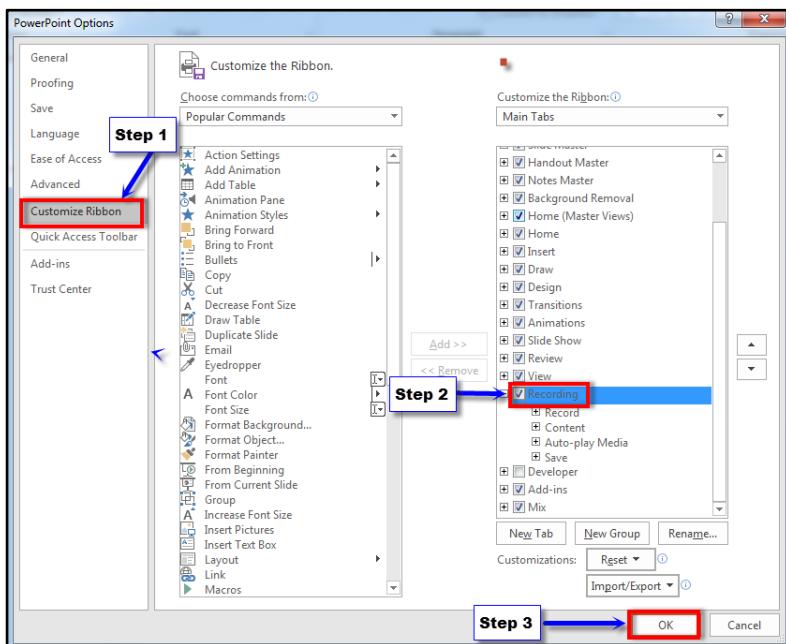
6. Make sure that you have opened the PowerPoint 2016 software.

7. Click on **File** in the top menu



8. Click on **Options** at the bottom of the list.

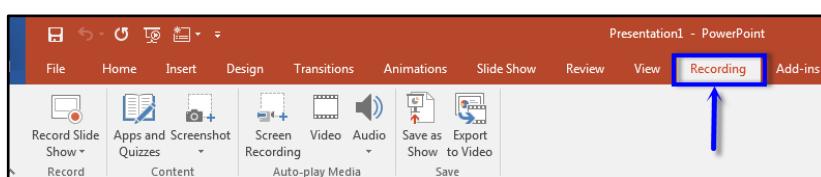
9. Step 1: in the **Options** dialog box, click on the **Customize Ribbon** tab.



10. Step 2: in the **Customise the Ribbon** list on the right side of the window, tick the **Recording** check box.

11. Step 3: click **OK**.

12. You should now see the **Recording** tab on your top menu.



## Your computer must have a camera and a microphone

13. If you have a laptop, it is likely to have an **in-built** camera and microphone. If not, you can use a webcam or separate microphone and camera.

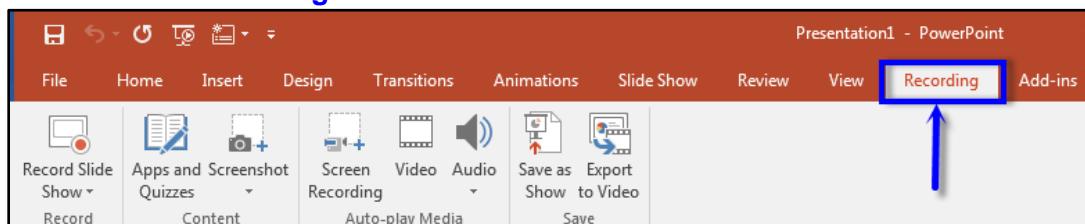
## Recording using *Record Slide Show*



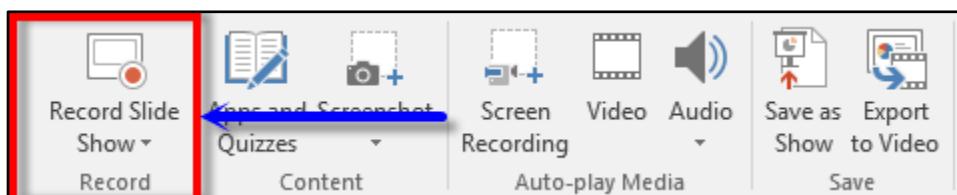
Here are the steps you need to follow to start recording your presentation using the **Record Slide Show method**:

14. Make sure your PowerPoint presentation to be recorded is open.

15. Click on the **Recording Tab**.



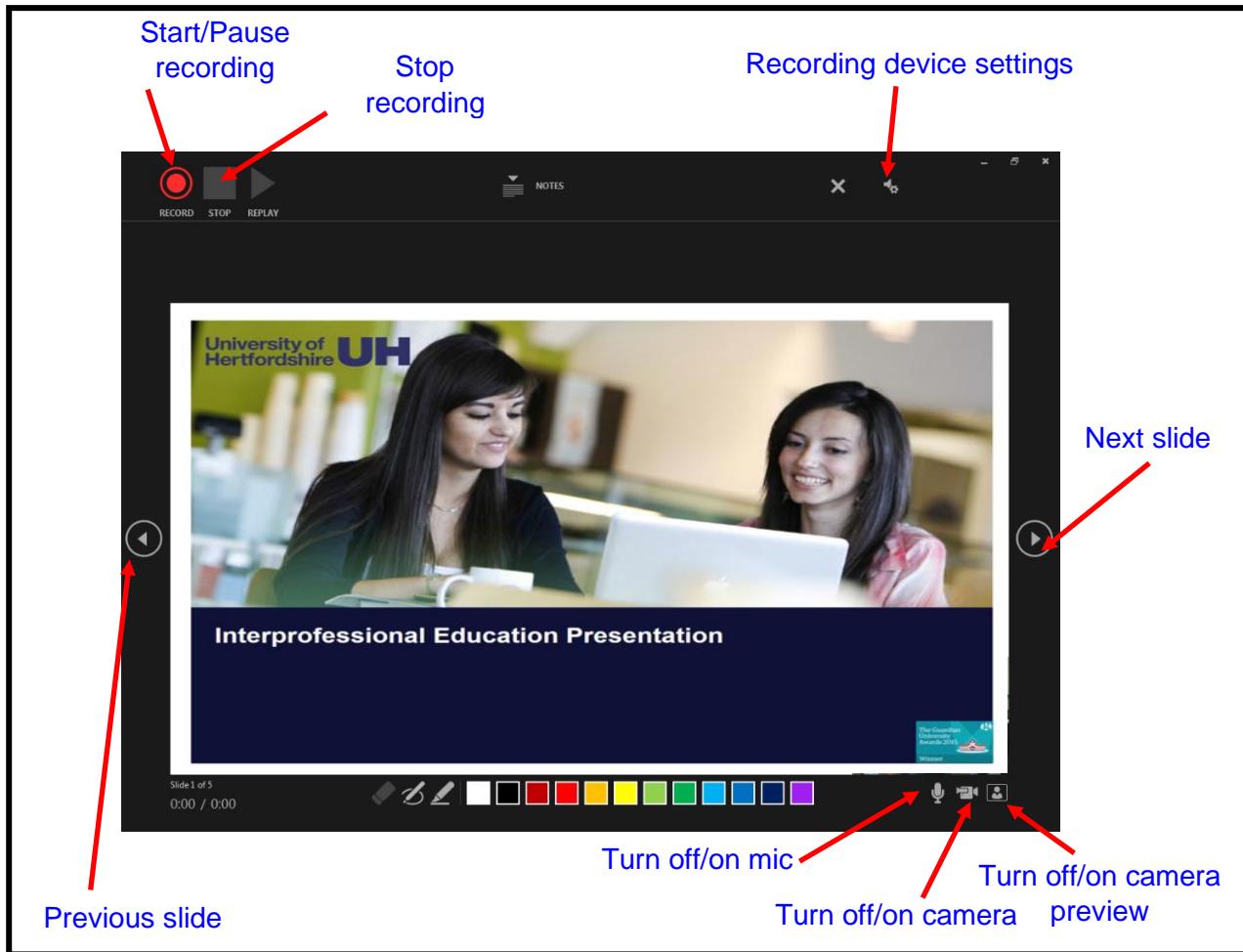
16. Click on the **Record Slide Show** Button.



17. You will now see **Recording window** similar to this one:

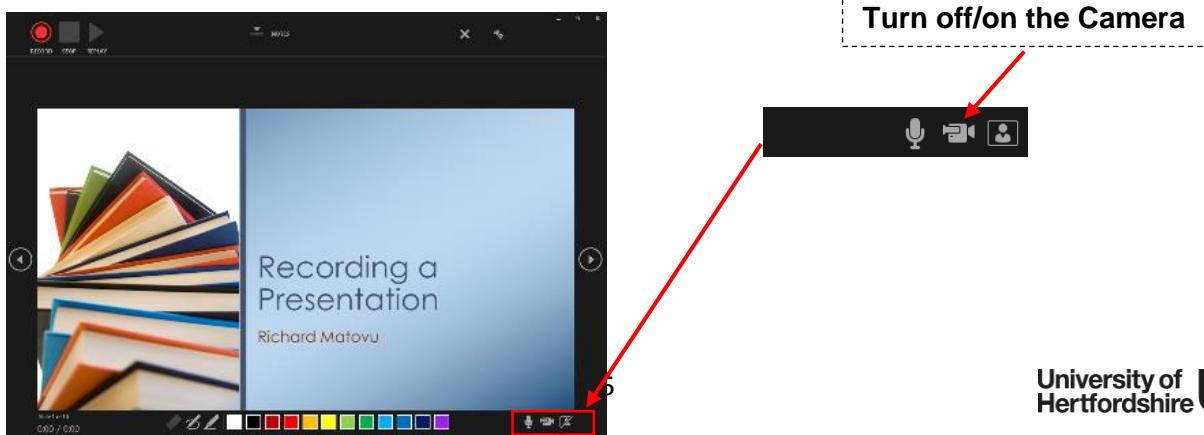


## Recording window key features



## Enabling the camera

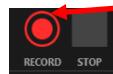
You may only be required to record sound, please refer to your assessment guidance. If you are required to include a shot of your face as your present, make sure that the **camera and camera preview are enabled** (icons not crossed out). You should see a small image of yourself in a corner of the screen. If they are crossed out, you may record only sound or your image may not show in the corner, so **make sure that they are turned on for your assignment**.



## Start Recording

18. Once you are ready to **start recording narration**, press the **Record** button.

After a short countdown, PowerPoint will begin recording a video of the current slide.



19. Once you've pressed the **Record** button, it becomes a **Pause** button to allow you to have a break from recording. If you press it again, it will continue recording where you left off.



20. When you are ready to move to the next slide, press the **Next slide** button. Alternatively, you can use the **Right arrow** on the computer or the **Next slide** button if you are using a presentation pointer (clicker).



21. Once you're ready to **end/complete** the current slide's recording, press the **Stop** button.



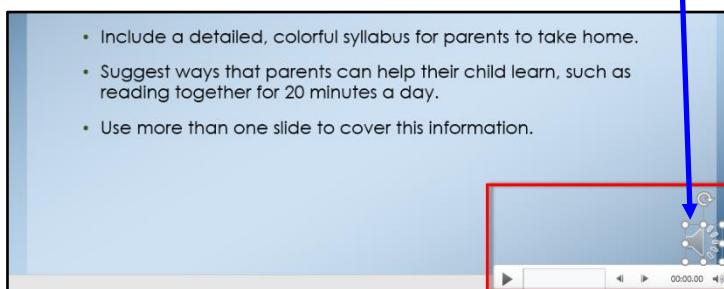
22. Press the **Esc Key** on the keyboard if you want to leave the recording window and return to the presentation.

## Preview your recordings

### Option 1: review slide by slide

23. If you are still in the **recording window**, Click on the **Stop** recording button. Press the **Esc** key on the keyboard to leave the Recording window and return to the Presentation

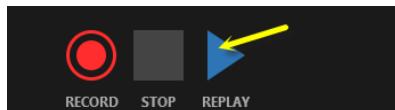
24. If recording was successful, you should see a **speaker icon** or a **frame of the video recording**



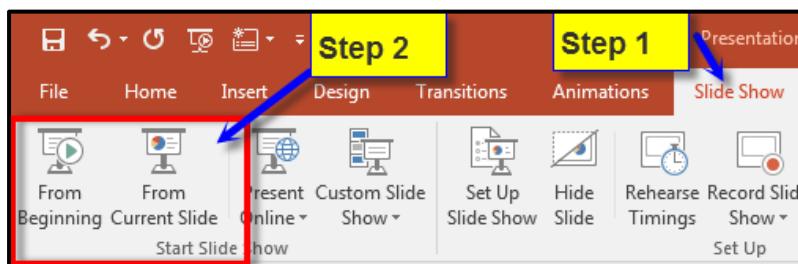
25. To preview the recording, **click on the speaker icon** or video frame, then **click on the Play button**.

## Option 2: review all slides

26. In the Recording window, the triangular **Replay** button near the top left corner lets you preview all recorded slides, from the current slide onwards.



27. Alternatively, you can leave the recording window. Click on the **Slide Show** tab in the top menu (Step 1) and click **From Beginning** or **From Current Slide** (Step 2).



## Save your narrated PowerPoint

When you have finished recording your narrated presentation.

28. Save the PowerPoint Presentation file containing your recordings.

- Click on **File**
- Then click on **Save**

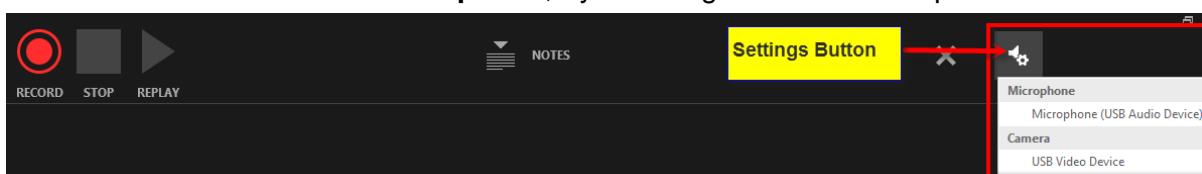
*You can also use: **File - Save As**.*

*Use this if you want to save the presentation file with the recordings **using a different name**.*

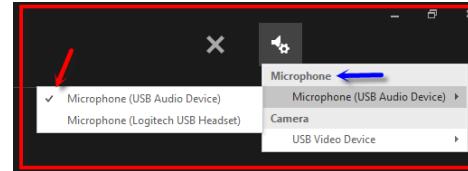
## Troubleshooting

### If you cannot hear sound or see the video

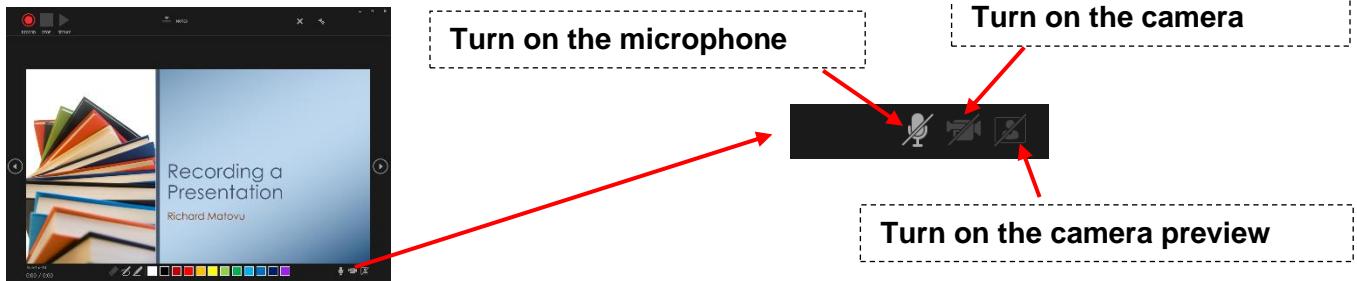
29. If you can't hear sound or see the video frame, click on the **Settings** button. **If there is more than one camera or microphone**, try selecting the alternative option.



- If you hover your cursor over a device, the names of any available alternatives will become visible. Click on the alternative device to tick it and make it the current selection for use by PowerPoint.

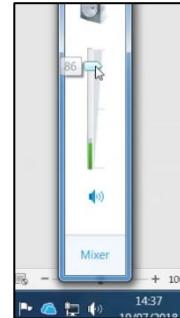


30. It is also possible that you have sound or video turned off in the recording window. **If the microphone and camera icons are crossed out, click on them to turn them on.**



31. **Check that your system sounds can be heard** by clicking on the volume control icon in your taskbar (speaker icon in the lower right-hand corner) and alter the volume. If you can hear a 'ding', playback sound must be working, but there may be an issue with recording – please see step 32.

If you can't hear a 'ding' then your system sounds aren't audible. To troubleshoot this:



- Select an alternative playback device by **right-clicking** on the volume control icon, click on **Playback devices** and use a process of elimination, disabling/enabling by right-clicking on the devices.
- You can also try using headphones if you have them.



32. **Your computer may not have the correct recording device selected** (particularly if you're using a device that plugs into your computer). To select the correct device, right-click on the volume control icon in the taskbar, click on **Recording devices** and use a process of elimination, disabling/enabling by right-clicking on the devices.

33. Try **restarting** your computer.

34. If you're still having problems, please contact your Module Leader - this is indicated on your module's Homepage.

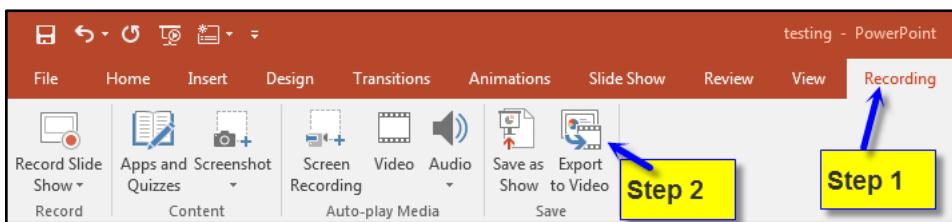
## If you wish to re-record a slide

35. If you wish to re-record over a particular slide's recording that has a mistake, go to that slide and **repeat steps 18 to 22**.

## Creating a video version

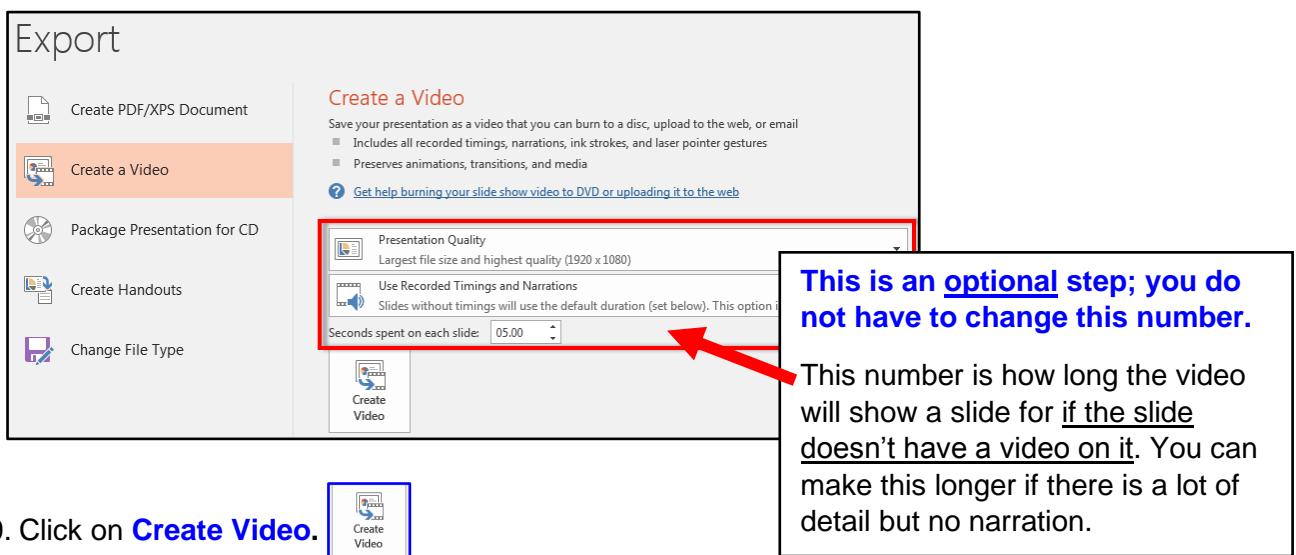
You will have to save the presentation as a video file before submission. This section shows you how to do this. **Please do not try to upload the PowerPoint recording as it is!**

36. Step 1. Click on the **Recording** Tab on the Ribbon.



37. Step 2. Click on **Export to Video**.

38. Keep the current **default settings: Presentation Quality and Use Recorded Timings and Narrations** (see image on next page).



39. Click on **Create Video**.

40. Select the folder where you would like the video to be saved.

41. Write the **File name** you want to use for the Exported Video, using the following format:  
file name – your name.  
Leave the '**Save as type**' as '**MPEG-4 Video**'.

42. Click on **Save**.
43. **Do not close PowerPoint until the video has finished exporting!** If you need to do other things on your computer, you can minimise the PowerPoint window.
44. Once your presentation has been exported into a **video file**, it will appear in your chosen destination folder. This video can be viewed using Windows Media Player, VLC or other video software. It can also be uploaded to StudyNet.
45. If you want to check whether the video plays, go to the destination folder. Double click on the video file to open it with your default media player, or right-click the file and select 'Open with' to choose a media player. Check the video plays ok and you can hear the sound. If there is an issue, see [Troubleshooting problems](#).
46. If your video plays with sound, you are ready to submit this assignment.

## Uploading the video file of your presentation

Please check your module's Assessment Information unit in Canvas for submission instructions or file format instructions.