

## Creating a narrated video using PowerPoint: for Mac users

### Things to remember...

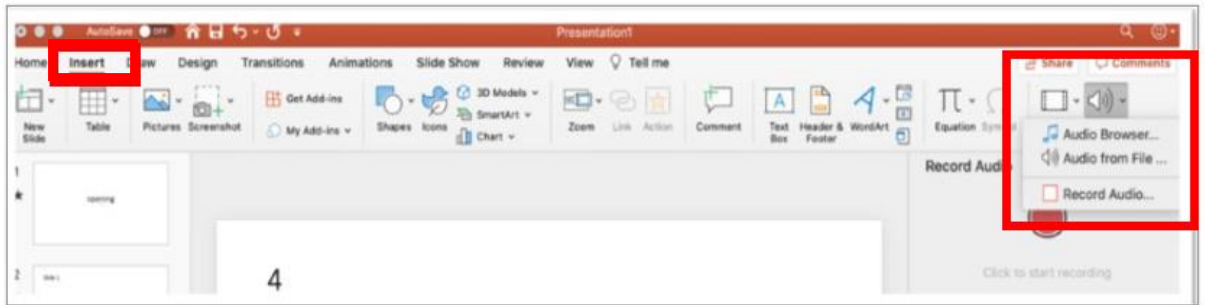
- Be sure to answer the assignment brief with your narrated PowerPoint video.
- You will need a microphone to record audio and a headset or speakers to hear and edit your video.
- Do a test run to check your audio is good quality.
- Test every step! Check your test video can be played back and that it is in **.mp4 format**.
- When exporting (saving) your file as a video make sure you select the option of **Video resolution HD 720p**.
- Your file size should not exceed 500Mb. Larger file sizes risk timing out when submitting to Blackboard.
- Don't wait until the deadline day to submit. Large files do take a while to upload. You will run out of time if you leave submission until the last hour!

### Recording tips

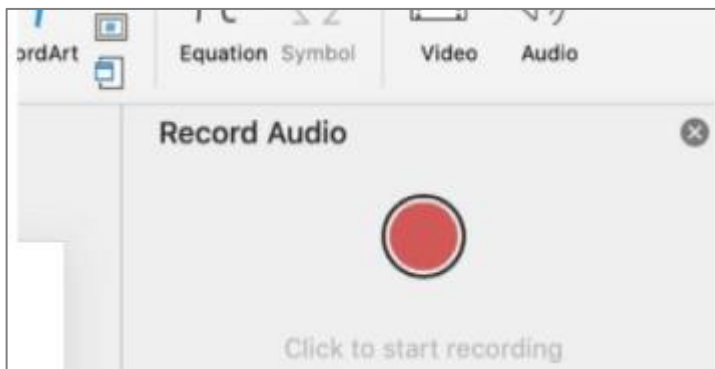
- You can't record narration in PowerPoint for the web, so use your desktop version of PowerPoint to record your narration. (You can install MS Office on up to five devices using your [University Office 365 account](#)).
- Your narration is added to the presentation on a per-slide basis, which means:
  - if you make a mistake or want to re-record your audio, you can just re-record the affected slide or slides.
  - you can rearrange the order of slides after recording narration without having to re-record anything.
  - you can pause for a break between slides while recording.
- To ensure a smooth transition from one slide to the next, leave a few seconds of silence at the beginning and the end of each slide.
- As soon as you finish your first slide recording, play it back to check that your audio and video sound and look the way you expect.

## To start recording your narration

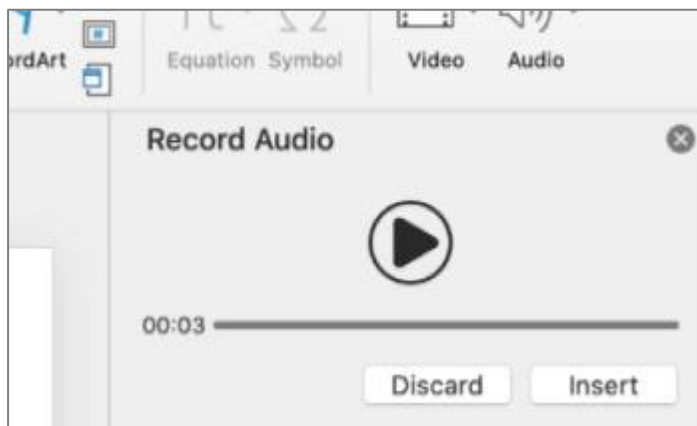
1. Open your *PowerPoint* file and from the **Insert** tab choose **Record Audio**.



2. Select **Record**. You may be asked to **Allow PowerPoint to use your Mic**.



3. Happy with your recording? Click **Insert** to confirm. Do this for each slide.

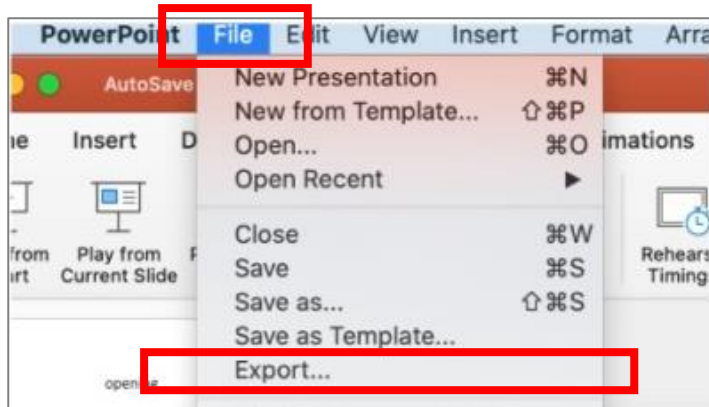


4. Go to **Slide Show** and check the following options are selected with a tick – **Play Narrations – Use Timings – Show Media Controls**.

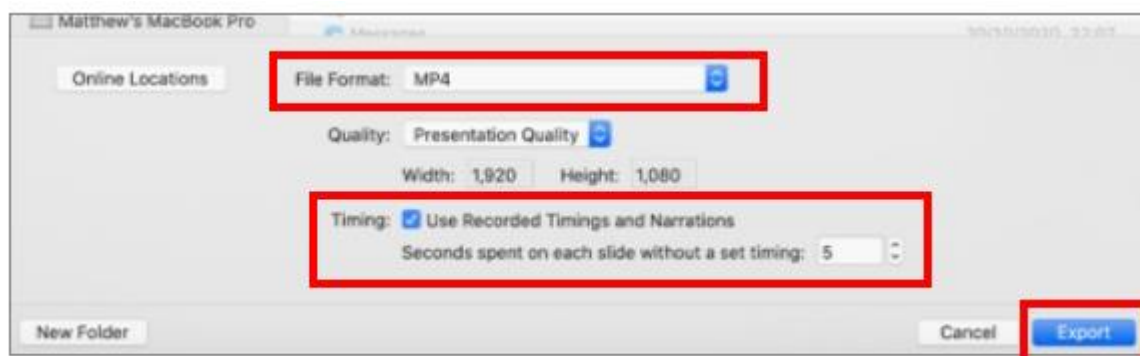


## Export/save your PowerPoint file as a video

1. Click on the **File** tab and choose **Export**.



2. Change the **File Format** to **MP4** and ensure **Use Recorded Timings and Narrations** is selected.



3. Finally, click **Export** to produce your video.
4. Play back your video file to check for quality. Upload your video to Blackboard.

## Need more help? Watch these videos

[PowerPoint for Mac Essential Training \(Office 365/Microsoft 365\)](#)

This great LinkedIn Learning course includes these videos - '**Record and narrate a presentation**' and '**Export as a video file**'. Other topics within the course could be useful for to enhancing your presentation, but remember to keep your file as small as possible!

Not used [LinkedIn Learning](#) yet? Make sure you watch our short video '[How to access LinkedIn Learning at Salford](#)' to find out how to access it for free.

