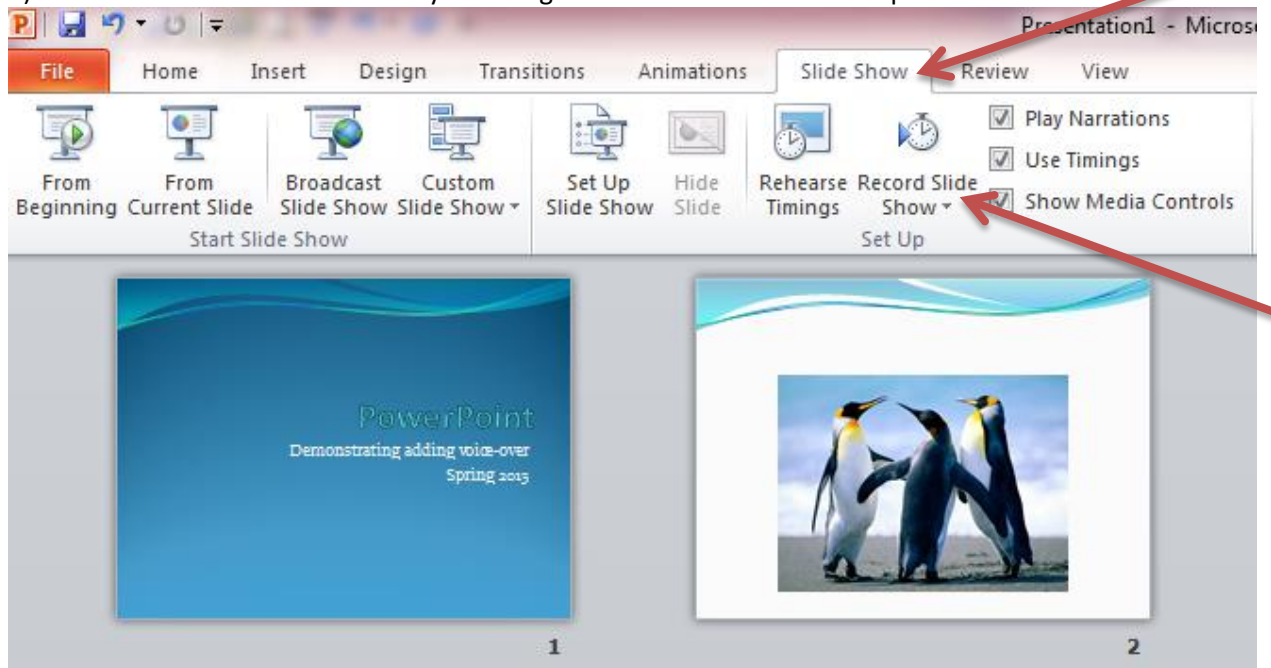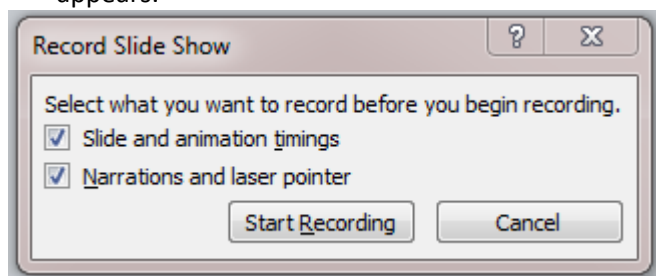# Voice-Over in PowerPoint

1) Create your PowerPoint
2) You will record the slideshow by selecting the Slide Show tab at the top of the screen.

3) To record the transition from slide to slide as you speak, you will leave all options selected in the box that appears.


4) You will now speak into the microphone, which you previously tested before starting, while using your mouse or right arrow icon on your keyboard to transition through the slides as you move through your presentation. You will notice a timer box in the top left corner of your screen. This will show you the running time for the current slide and the time for the entire presentation so far. You are able to pause and resume the recording if you have an unexpected disturbance.


5) After you have completed your show, you have the option of going back to redo a slide if you need to make adjustments. You will select the drop down arrow under Record Slideshow that we previously used and select record from current slide.

6) When completed, you can "play" the slideshow to see the entire presentation, voice recordings and transition times.

7) To export this file for student distribution, you will first select file and compress media. This will make the file size smaller. I would only do this if you planned to upload the file directly into your course as a PowerPoint. It possibly could affect the media quality. If you plan to upload the PowerPoint as a video into YouTube or directly into your class in order to share (I'm about to demonstrate) then I would not compress the file size.
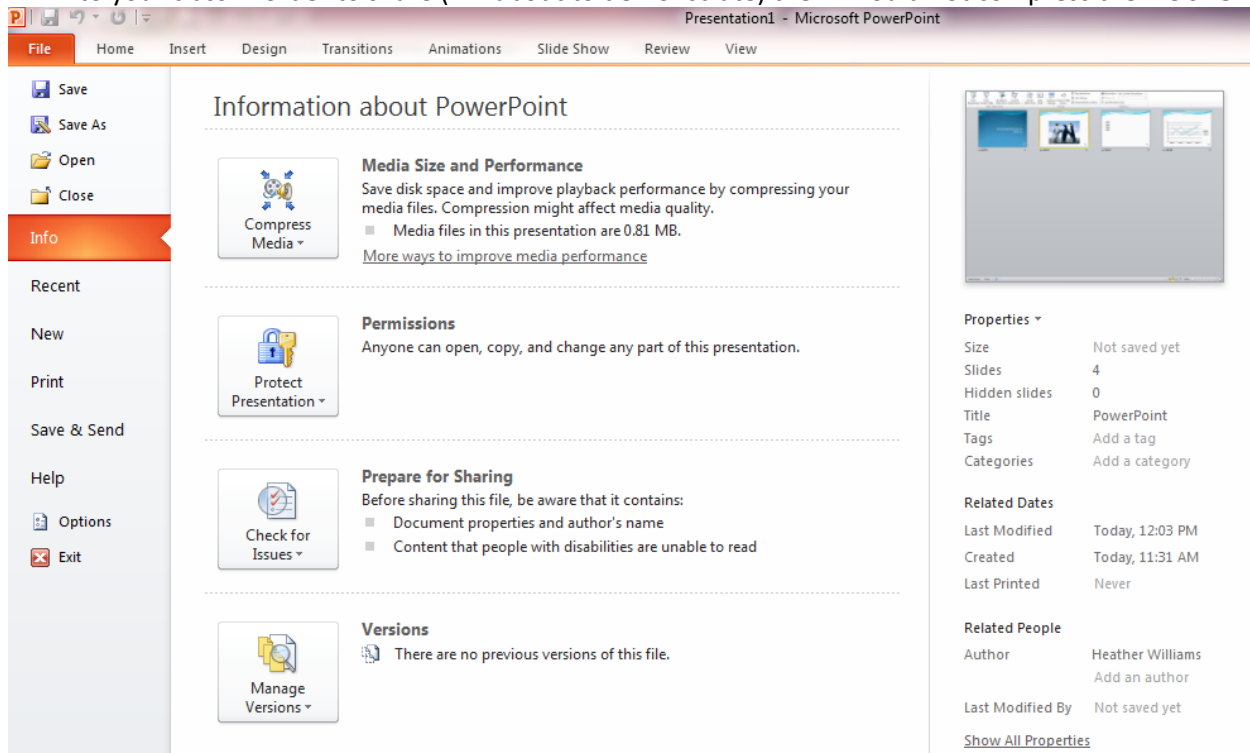
8) If you would like to convert your PowerPoint into a video for sharing purposes, you will select file, then the SAVE & SEND option on the left hand side. Next you are able to select CREATE A VIDEO. **Note – if you have a PowerPoint that you would like to share with your students that does not contain any media, I would suggest generating a PDF file that can be uploaded into your class. This will prevent your presentation being used and edited by other people who happen to get ahold of it. **
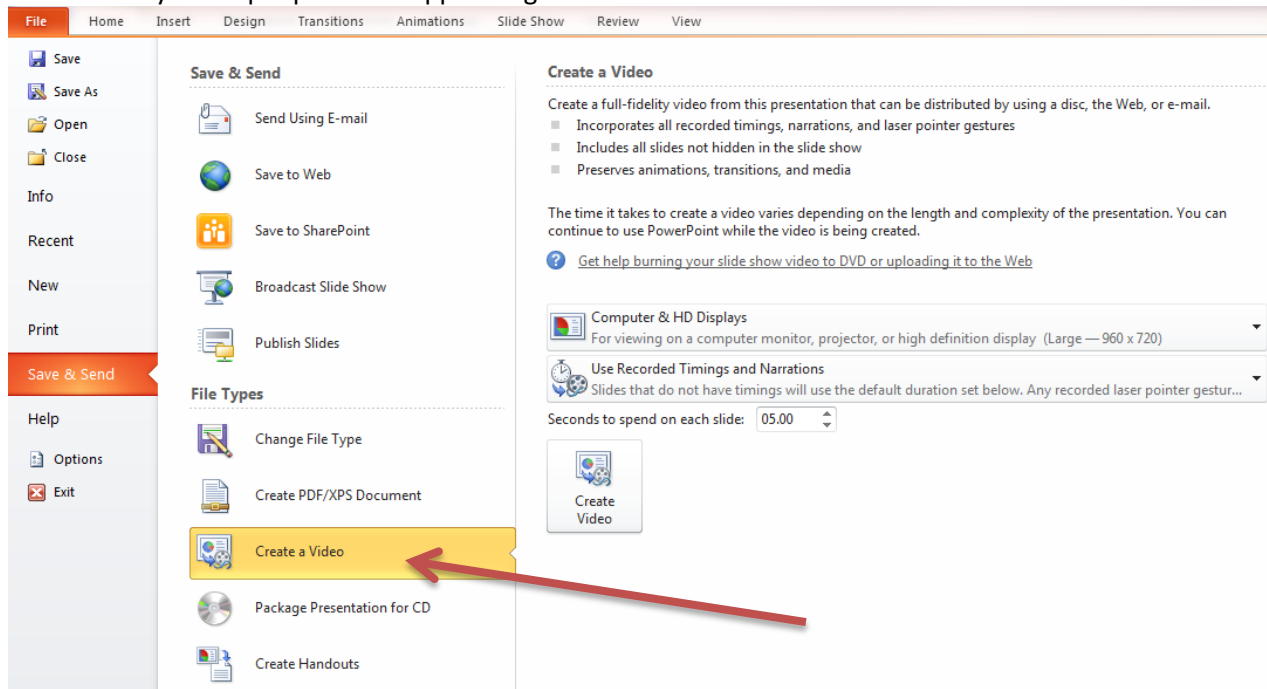
9) You have options available once selecting CREATE A VIDEO. The default is High Definition and to use your preset recordings and animations. I would leave this as the default. Next you will select CREATE VIDEO at the bottom of the options. This will generate a .wmv file. Depending on your organization, you have the option of saving the file directly onto your computer or onto a shared/external drive. In this example, I chose the Video library folder on my computer hard drive.
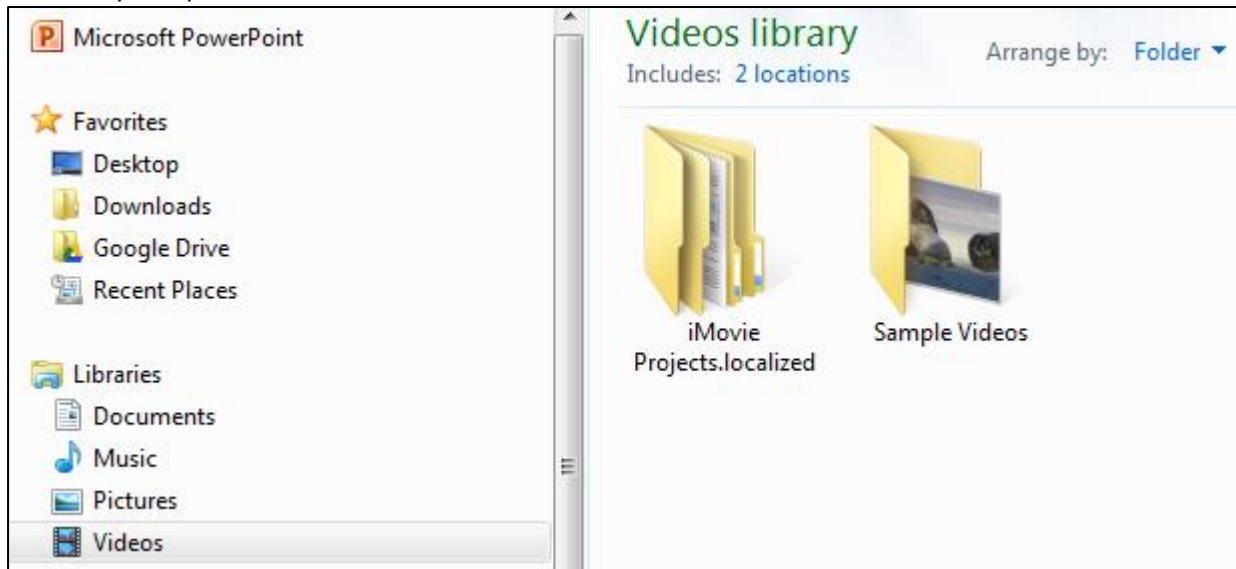
10) At the bottom of your screen, you will see the progress of the creation of your video. Depending on the size and length will determine how long it takes.

11) Once completed, you will see the file in the location that you saved it.
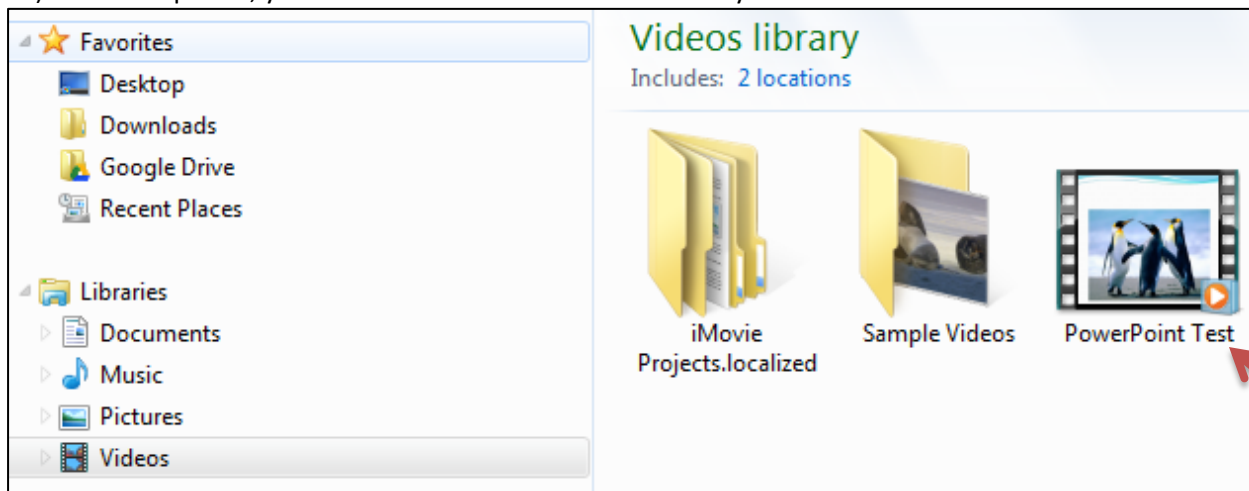
12) Your video will now play in Windows Media Player which can be directly uploaded into your class, or if a larger file, uploaded into YouTube and embedded into your class.