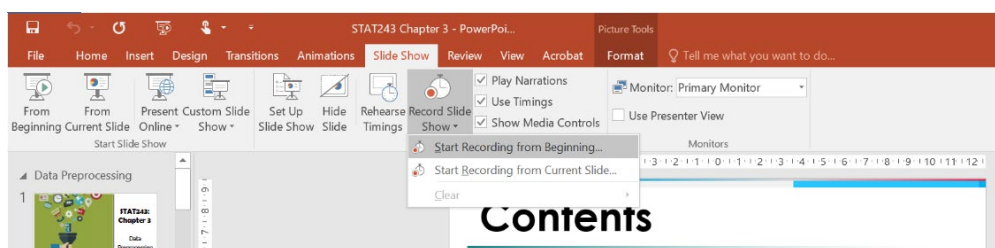


PowerPoint : Adding Narration with Presenter View Visibility

When preparing PowerPoint slides, we often add speaker notes to keep as a hidden reference when making oral presentations. Should your slides contain animations, you may also want to know which animation will pop up next to be able to guide you.

PowerPoint has a **Presenter view** - a special view of the presentation, showing your speaker notes, an additional screen with the next animation, and allowing you to activate a laser pointer or writing tool, to name just a few.

Many of us have been using the **Slide Show** tab to record narrations to our slides. The problem with this is that it automatically shows the slides in full screen where we no longer have access to all the features we relied on in the Presenter view.



Without having to work off two laptops, memorise, or print your speaker notes, an alternative method is provided.

Inserting a Screen Recording

Step 1: Open a new blank PowerPoint presentation

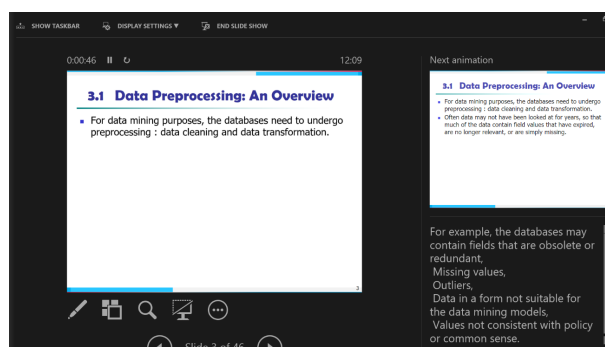
Step 2: Go to your PowerPoint presentation you need to add narrations to and view it in Presenter view.

Presenter View Steps to follow:

- On the status bar click the Slide Show button
- When your presentation is started, at the bottom left, find the control bar

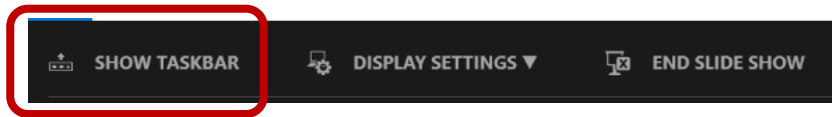


- Click on the three dots and choose Show Presenter View



[Key board short cut – Alt F5 or Fn F5]

Step 3: On the top left-hand corner click on Show Taskbar

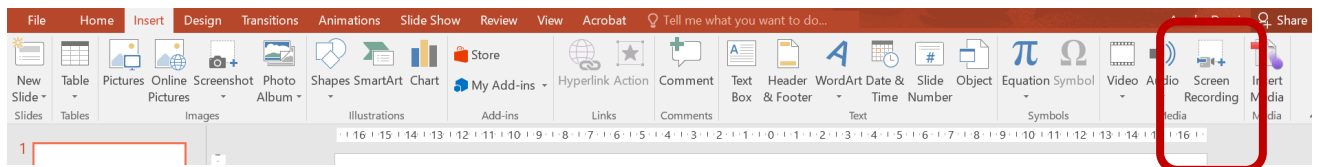


Step 4: Your taskbar will now be visible at the bottom

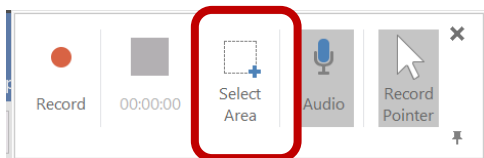


Step 5: Select PowerPoint to go to the blank PowerPoint presentation you created in step 1

From the Insert tab click on Screen Recording (a screencast tool)

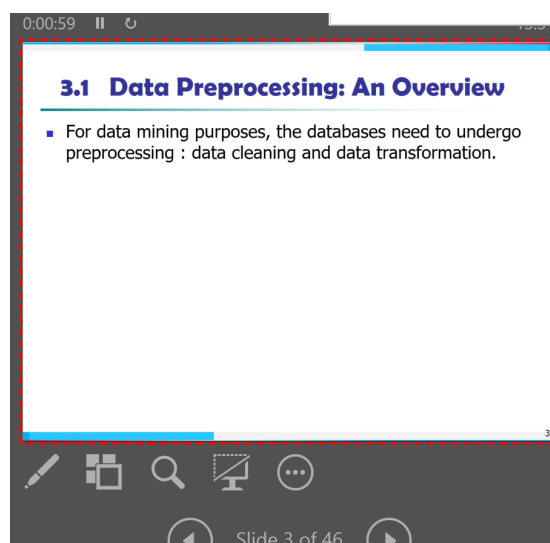


Step 6: On the Control Dock, click **Select Area** – ensure that it has opened up on the PowerPoint presentation you want to record narrations on. If not, use your taskbar to select it.



Pin this dock to your screen for easy access

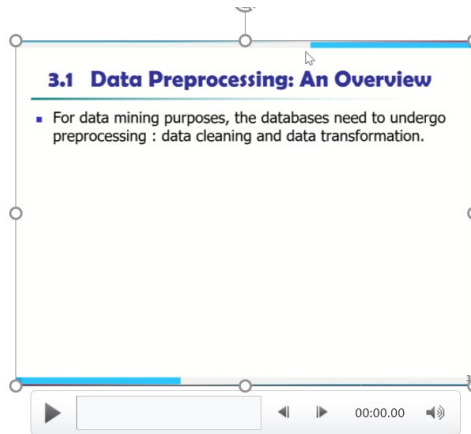
Step 7: Drag the '+' over the screen you want to record



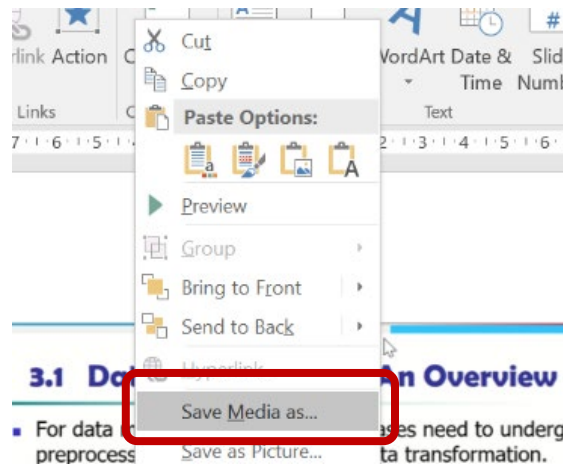
Step 8: Activate the laser pointer, pen, highlighter, correct slide, etc. and when ready, click **Record**. All your animations will still work, and your speaker notes will be visible

You can control your recordings by clicking on **Pause** to temporarily stop (to revise what you want to say), and when you are ready to resume, click on **Record**.

Step 9: When you have finished, close your Control Dock by pressing on the 'X,' and your recording will be embedded in the blank presentation created in step 1.

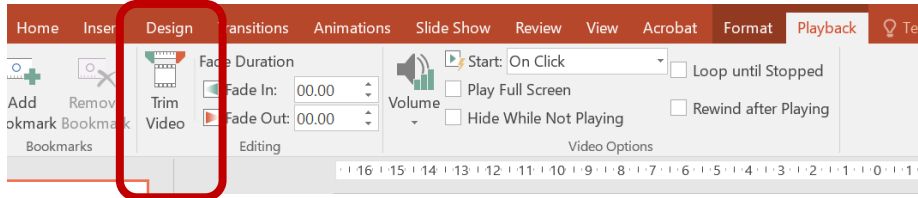


Step 10: If you successfully applied narrations to your slides in one take, right-click on the video frame and click on **Save Media As**. It will save it as an MP4 File to the destination you selected. You can use HandBrake (or similar) to reduce the file size before uploading it to Moodle.



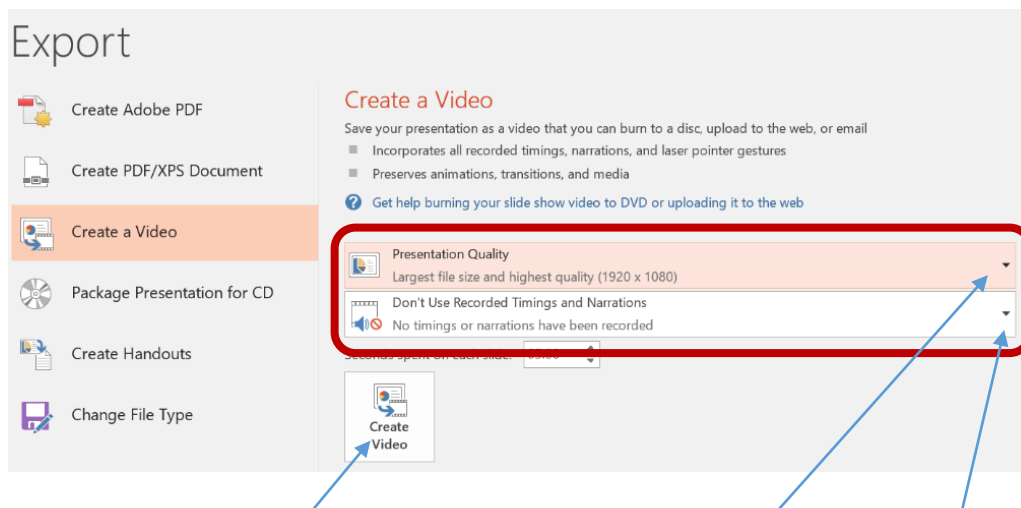
Tips and Tricks:

- If you make a mistake or get disturbed during the recording, stop (click on the 'X'), and **Trim** your video to remove it.



- Insert a blank slide (slide 2) and start the process again from step 2 – adjusting your starting point to be from where you want to restart
- You may create as many slides in this way to complete the narrations successfully
- To **Save**:

File → Export → Create a Video



- Before clicking on **Create Video**, adjust the quality of your video and to preview the complete video by clicking on the drop down arrows
- The complete video will be saved in an MP4 format in the destination you select.

Compiled by:

Arusha Desai, Statistics

desaia@ukzn.ac.za

