



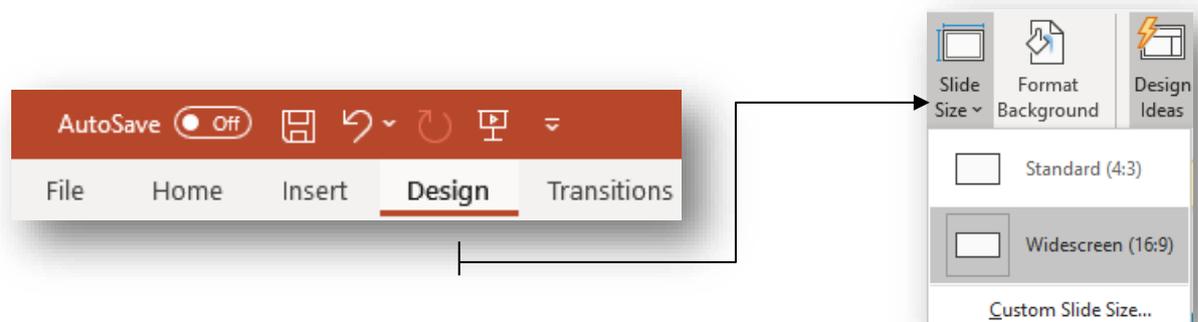
Recording PowerPoint presentations with narration

What you'll need

- A computer and screen.
- Access to Microsoft PowerPoint.
- A mouse.
- An external microphone that is plugged into your computer's headphone jack. Most computers will have a built-in microphone, but audio quality is unlikely to be good enough for recording. Therefore, plugging an external microphone (for example your mobile phones' handsfree set) into the headphone jack on your laptop or desktop will improve sound quality. Another option is to buy an external [USB condenser microphone](#).
- A quiet room, preferably one that will not produce an echo. Recording in a room with soft furnishings (such as carpet or curtains) will help cut down on echo. You can test if the room produces an echo by recording yourself saying a couple of sentences and playing it back while listening out for any echoes.

Preparing your slides

1. Populate your slides as you normally would. You may wish to use a PowerPoint presentation template. Please ensure that the slides in this template are in landscape orientation with a dimension ratio of 16:9, so that the final PowerPoint video is compatible for YouTube. The slide size can be found under the 'Design' menu at the top of the screen.



2. Think about what you would like to say for each slide in advance. It may be worth making some notes or a script that you can refer to.

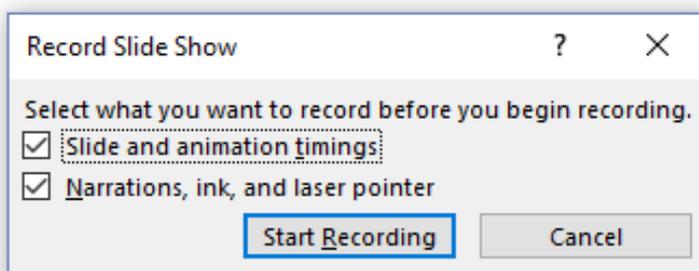
Top tips for creating a powerful presentation

Audience	<ul style="list-style-type: none">• Who will be watching the presentation? What does your audience want or need to know?• Tailor the language and information for your target audience.
Core message(s)	<ul style="list-style-type: none">• What are the key messages you want your audience to take away from the presentation? You should be able to communicate this very briefly.• One way of ensuring that the audience take away the key messages is to outline them at the beginning and end of your presentation in an 'elevator pitch' style.
Keep it concise	<ul style="list-style-type: none">• Keep the presentation as short as possible.• Limit the number of slides – a good rule of thumb is one slide per minute.
Less (text) is more	<ul style="list-style-type: none">• Simplify and limit the number of words on each slide and for each bullet point.• Use key phrases and only include essential information.• Avoid reading sentences or paragraphs of text from the slide. Instead, aim to expand on each of your succinctly phrased points.
Pictures speak a thousand words	Use relevant and good quality images such as charts, photos and illustrations to reinforce your message. You can find royalty free stock images on websites such as Freepik .

Recording and adding narration to slides

This [short video](#) demonstrates how to record a PowerPoint presentation.

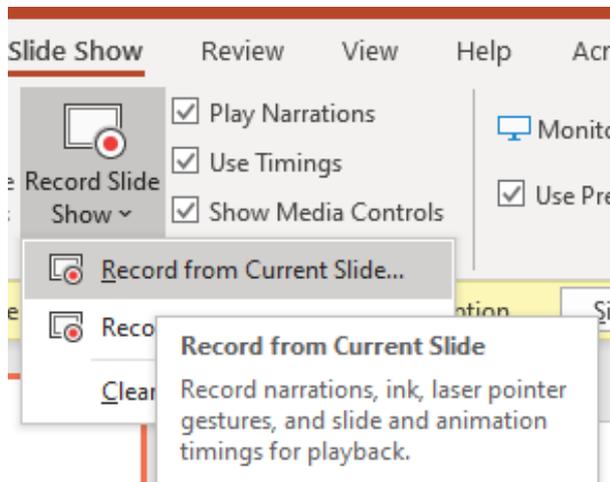
1. Once you've prepared your slides, practice what you're going to say. You can rehearse timings before you do any recording – go to the 'Slide Show' menu at the top of the screen in PowerPoint and select 'Rehearse Timings'.
2. When you're ready to start recording your presentation, select 'Record Slide Show' in the 'Slide Show' menu.
3. Both 'Slide and animation timings' and 'Narrations, ink, and laser pointer' should be selected.



4. When you're ready, click 'Start Recording'. Leave a two-second period of silence at the beginning of your presentation and again at the end before you stop recording.
5. Note: Once you've finished recording your presentation, you are able to re-record any slides you need to, until you're happy with them.
6. Note: the cursor will not automatically show up in the recording. To show that you're pointing to something on the slide, you will need to use the laser pointer tool – hold down CTRL, click and hold down the left button on your mouse, and move the laser pointer. Let go of CTRL to make the laser pointer disappear.

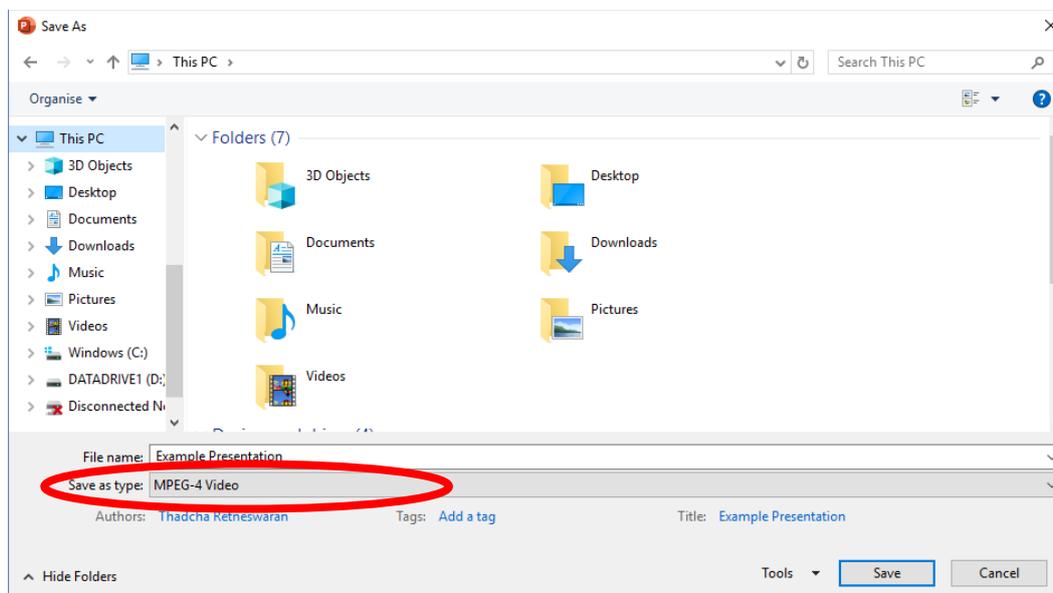
- When you've finished the presentation, press the ESC key on your keyboard. Slides with recorded sound will display a small speaker icon when in 'Slide Sorter' view.

Note: recordings are added to the presentation for each individual slide, so if you want to change a recording, you only have to re-record the affected slide or slides. You can also rearrange the order of the slides after recording without having to re-record the narration. You can re-record narration for individual slides by selecting the Slide Show menu and selecting 'Record from Current Slide'.



Also, PowerPoint doesn't record audio or video during transitions between slides, so don't speak while proceeding to the next slide. It's also good practice to include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

Saving and exporting the recording



Save the presentation as an MPEG-4 video. If the video is to be uploaded onto the RCPATH YouTube channel, please send it to the Communications team (comms@rcpath.org). The file may be too large to send directly over email, so you may need to upload it to a file-sharing site, for example, Google Drive or WeTransfer. You can also save the presentation as a 'PowerPoint Show' if you wish to share it directly, without uploading it to YouTube.