Creating a narrated video using PowerPoint: for Mac users

Things to remember…

- You will need a microphone to record audio and a headset or speakers to hear and edit your video. If you want to include a talking head, you will need a built-in camera or webcam.

- You can't record narration in PowerPoint for the web, so use your desktop version of PowerPoint to record your narration. (You can install Microsoft 365 desktop apps on up to five devices using your [University Microsoft 365 account](#)).

- Be sure to answer the assignment brief with your narrated PowerPoint video.

- Do a test run to check your webcam picture and 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 may run out of time if you leave submission until the last hour!
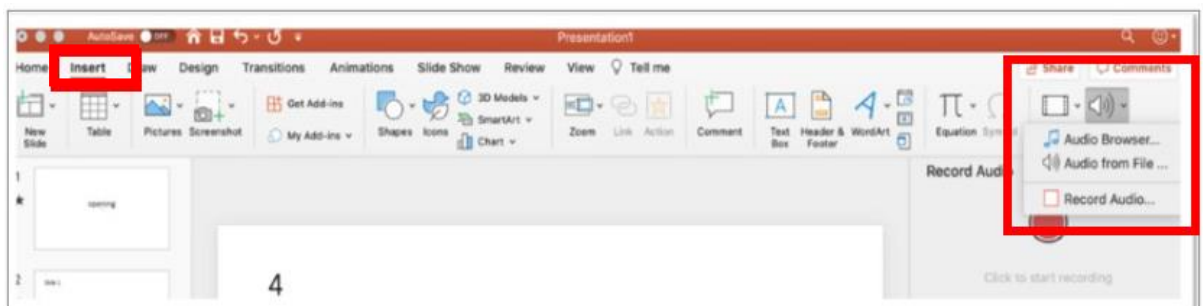
Recording tips

- Your narration is added to your PowerPoint presentation on a per-slide basis, which means:

    o if you make a mistake or want to improve your narration, you can just re-record the affected slide or slides.

    o rearranging the order of your narrated slides does not affect your narration.

    o you can pause for a break between slides while recording.

- As you record narration for a slide, pause for a second before speaking and after you finish speaking. This can create a smoother transition from one slide to the next in your final video.

- Don't wait until you have completed your presentation before testing the suitability of your device. One of your first actions should be adding narration to your title slide (and switching on your camera if required) and playing it back to check that it sounds and look the way you expect.
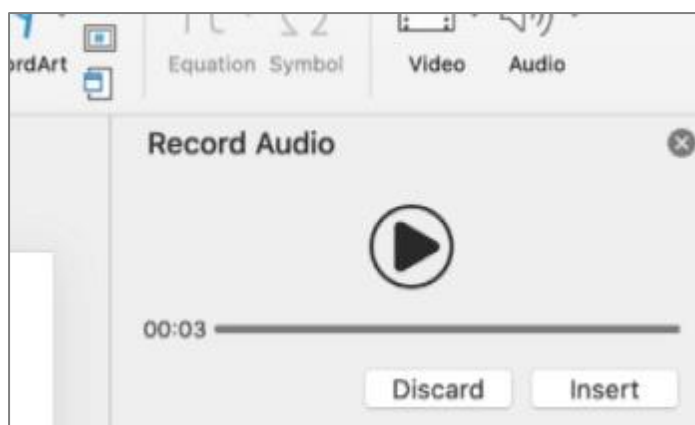
To start recording your narration

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.
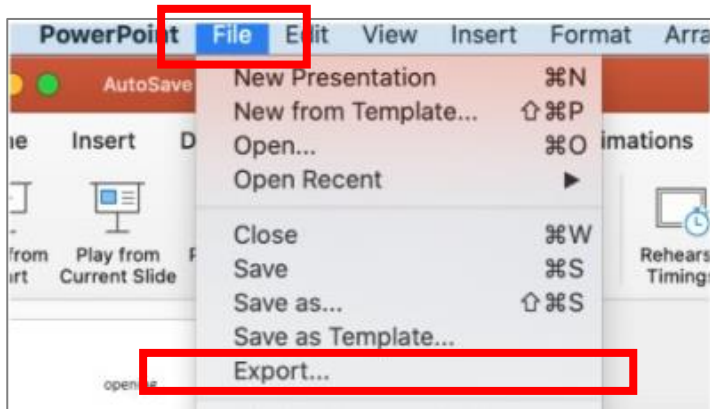

4. Go to **Slide Show** and check the following options are selected with a tick **– Play Narrations – Use Timings – Show Media Controls.**

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 (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: the right way...' to find out how to access it for free.

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