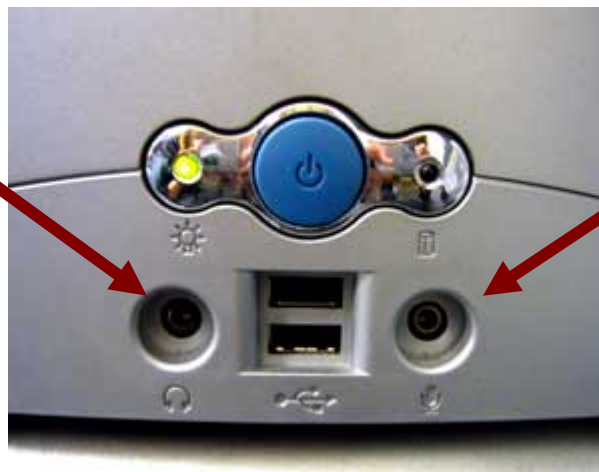


## Step 1

You will need

- **A computer with a sound card and a port for plugging in a microphone.**  
On a desktop computer the microphone port is usually on the front next to the headphone port. On a laptop it could be on the front or on the side. There is usually a little icon showing which is for the microphone and which is for headphones.

headphone port



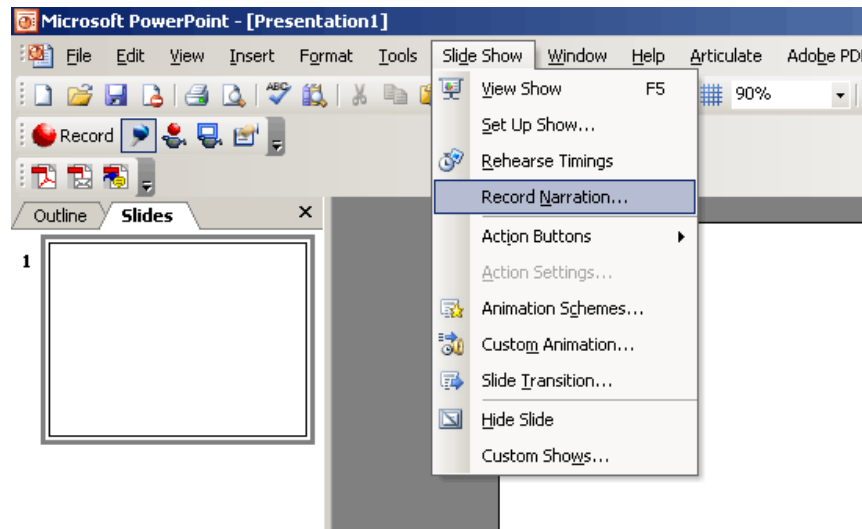
microphone port

- A headset similar to the one pictured here. You can usually get these from your local electronics store. This one cost \$25 AUD from Tandy. You will need to plug the headset into the ports above, matching the microphone lead to the microphone port on your computer and the headphone lead to the headphone port (they should be labelled or colour coded). Also make sure the **microphone is turned on** if there is a controller on the headset.

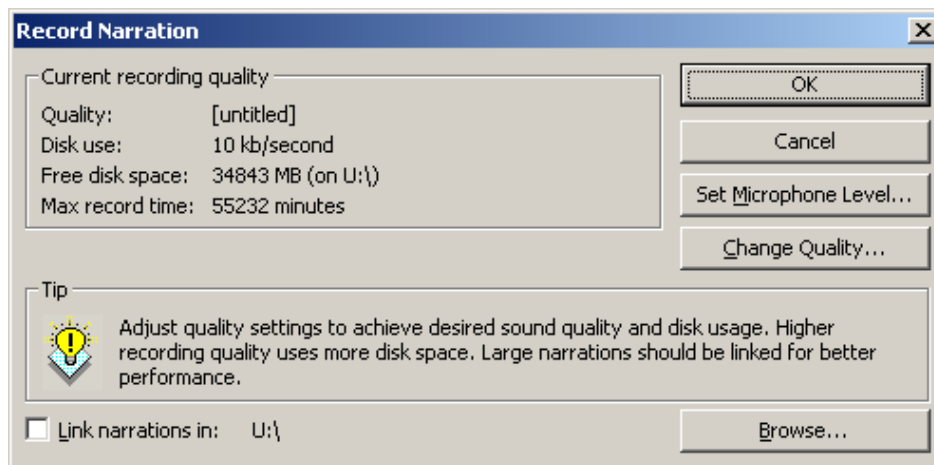


## Step 2

- Open the PowerPoint presentation you wish to narrate and go to **Slide Show/Record Narration**

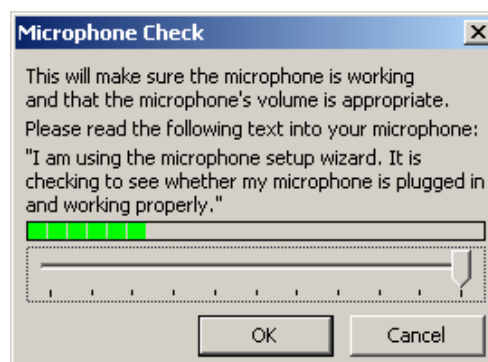


- This will bring up a pop up box that will have a number of configuration options.



## Step 3 – Set Microphone Level

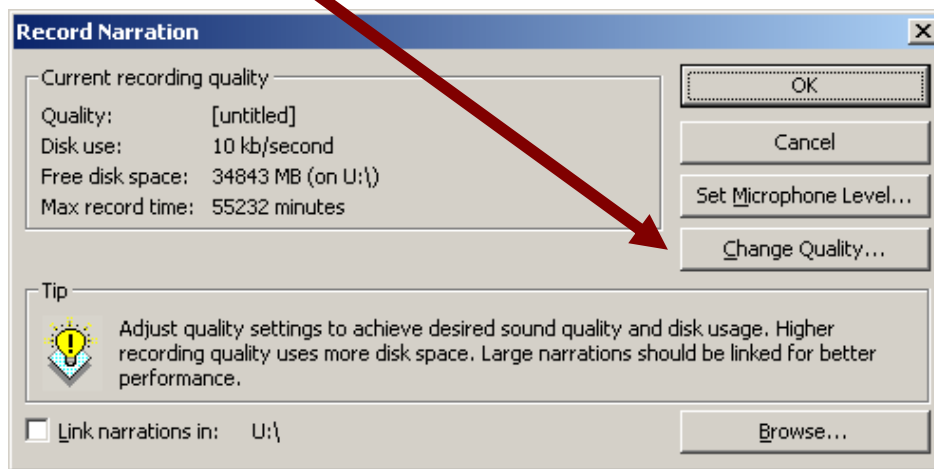
- You will need to click the **'Set Microphone Level'** button to test and set you microphone at a good recording volume. When you speak, the slide bar should show mostly green and some yellow, if it shows a lot of red then the volume is too high. If there is no indication of sound then your microphone is not working properly or your computer's sound settings need adjusting.



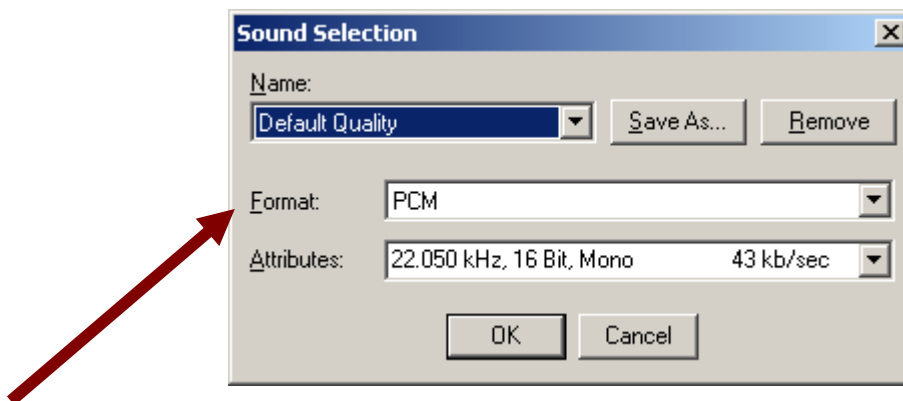
- Once you have an appropriate volume, click ok.

## Step 4 – Change Quality

- You may need to change the sound recording quality settings to get an appropriate quality recording. Click the **‘Change Quality’** button to adjust the recording quality.



The options in this window will vary depending on your computer and its sound settings. You want something with similar quality to these.



**Format** – PCM, Mp3 or WAV is fine here.

**Attributes** – you want a medium quality of sound recording, it does not need to be CD quality but we do want something better than telephone quality.

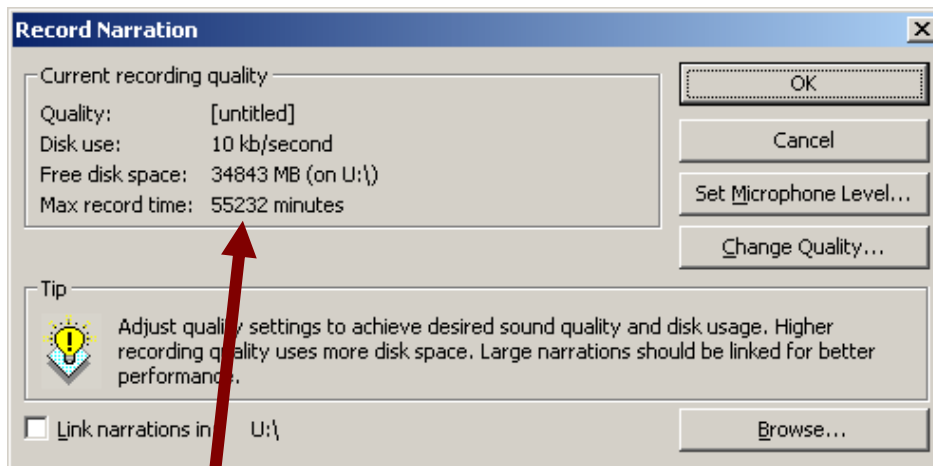
Choose attributes as close to 22.050kHz, 16 Bit, Mono and 43 kb/sec as you can.

You may not have the 43 kb/sec option available, try to stay between 32 kb/sec and 50 kb/sec.

Generally the bigger these numbers, the better the quality, but the bigger the resulting file. Select an option that has similar values to those shown above.

- Click **‘OK’** to apply changes.

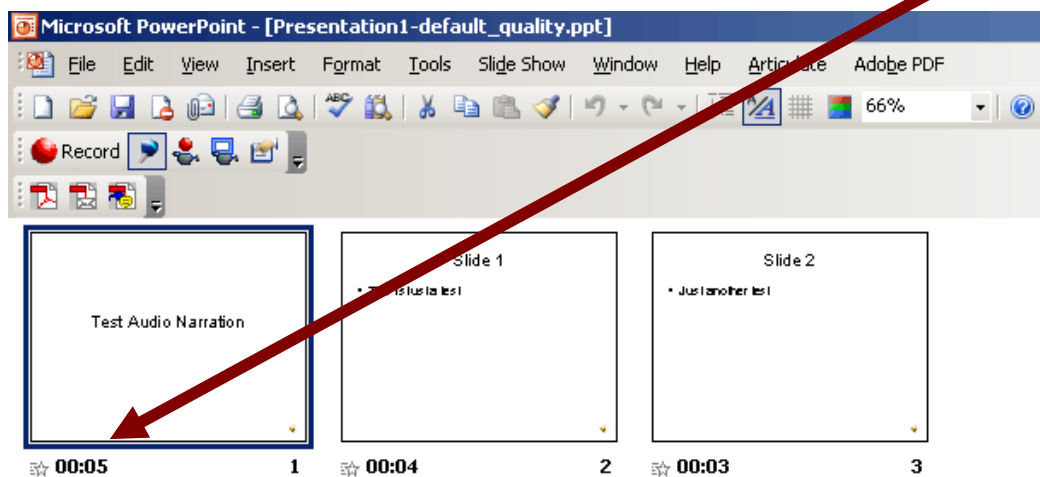
## Step 5 – Test recording



- Check the **Max record time** to ensure you have enough space on your hard drive to record for the amount of time you require.
- Now you are ready to make a test recording. Click **'OK'** in the Record Narration box and your presentation will begin. Whatever you say into the microphone will be recorded and attached to that slide.

**You need to pause for a second at the start and end of each slide.**

- Record two or three test slides worth of audio and then press the **escape key**
- You will be asked if you would like to save the slide timings, select **'Save'** and you will be taken to the slide sorter view of your presentation. You will notice a sound icon and **time in seconds** attached to each slide representing your narration.



- Play back your presentation and listen to check that the test recordings worked and the audio quality and timings are as you expected.

## **Step 6 – Record your narration**

Once you are satisfied with the results of the test, you can re-record your narration from the beginning by following the same steps outlined above. If you make a mistake, you can stop by pressing escape, save what you have done and then start again from the slide you would like to re-record.

Note that PowerPoint record narration tool only records the most recent narrations for any particular slide. By this I mean that if during your recording you move backwards to an earlier slide to make an additional comment, you will over-write that slide's original narration. If you wish to talk about a slide twice, you need to make a copy of the slide and insert it where you would like to make additional comments.

### **Tips for good practice:**

- Introduce yourself at the start of the presentation including your title, name and background.
- State the course and topic/s being covered.
- Make a test recording of a few slides and listen to it before recording the full presentation.
- Pause for a second at the start and end of each slide (sometimes the start and end of the narrations are not captured properly)
- Structure your presentation into smaller sections or chunks. Students will often prefer to listen to long presentations over more than one session, providing clear section breaks is a good idea.
- Include a summary at the end of information and concepts covered by the presentation.

## **Step 7 – Produce your presentation for online delivery**

- The resulting narrated PowerPoint will probably be a very large file. You can simply upload this file but will need to advise students that it is large and they may prefer to download it from an on-campus computer lab.
- The best option is to convert and compress the file using a PowerPoint to Flash conversion program such as
  - Articulate
  - Captivate
  - Camtasia
  - PptToFlash Studio

Contact CLPD Online Education Service for more information on these options.