



Transforming PowerPoint to Video

What's Wrong with Sharing PowerPoint Files with your Students?

- Students may be unable to view PowerPoint file, lacking the application or the PowerPoint viewer.
- PowerPoint slides are to augment a presentation/lecture. Without the lecture the slides may lose meaning.

Transform a PowerPoint Presentation to Video

- A transformed PowerPoint presentation contains narration (audio) as well as the slide content and animations.
- As a video, the converted presentation can be uploaded for easy student access.
- As a video, the presentation can be used repeatedly without any additional effort on your part.
- Presentations in video can be used for creating a “Flipped Classroom”.

PowerPoint Tips

PowerPoint Tips

- Slide Theme – Dark background and light text
- 32 point font minimum
- Use a san serif font (like Arial)
- One (1) inch margins
- Add script for each slide to Notes
- Limit 6 bullets per page
- Limit 6 words per bullet
- Use **bold** for emphasis
- Underline important points

Recording to PowerPoint 2016

Recording Tips (technical)

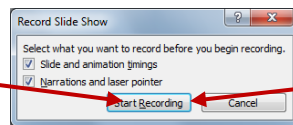
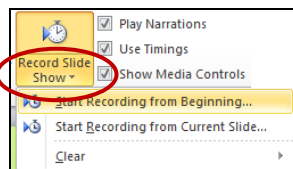
- Avoid “plosives” (P popping)
 - Offset mic
 - Use a wind screen
- Test recording level before actual “performance”

Recording Tips (performance)

- Smile when speaking
- Speak slowly, pausing at important words
- Vary tempo and pitch
- If reading from a script, think about what you’re saying

Record Narration to PowerPoint

1. On the **Slide Show** tab verify “Play Narrations”, “Use Timings”, and “Show Media Controls” are checked.
2. Click the lower portion of **Record Slide Show** button.
3. Click **Start Recording from Beginning...**
4. Verify “Slide and animation timings” and “Narrations and laser pointer” are checked.
5. Click **Start Recording.**
6. Begin speaking.
7. *Optional:*
 - Click to pause/continue
 - Click to advance slide
8. Finish by doing one of the following:
 - Narrate through entire presentation.
 - Press **[Esc]** to stop at current slide.



Record Narration to One Slide

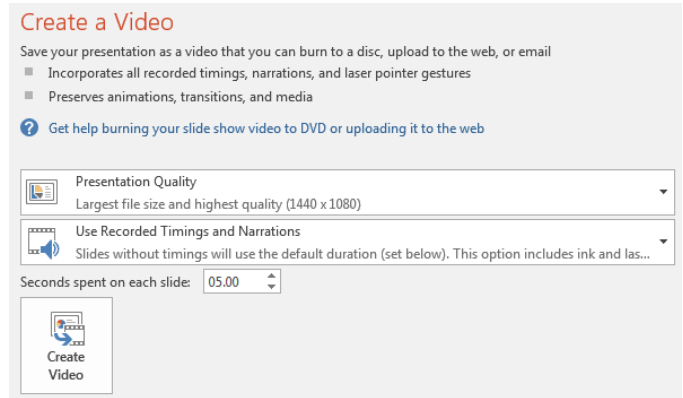
1. Select the slide on which to add narration.
2. On the **Slide Show** tab verify “Play Narrations”, “Use Timings”, and “Show Media Controls” are checked.
3. Click the lower portion of **Record Slide Show** button.
4. Click **Start Recording from Current Slide...**
5. Verify “Slide and animation timings” and “Narrations and laser pointer” are checked.
6. Click **Start Recording.**
7. Begin speaking.
8. *Optional:* Click to pause/continue
9. Press **[Esc]** to stop at current slide.

Delete Narration from PowerPoint Slide

- Select audio icon on slide and then press the **Delete** key.

Convert PowerPoint to Video

1. On the **File** tab, click **Export**.
2. Click **Create a video**.
3. Select the desired quality.
4. Verify “**Use Recorded Timings and Narrations**” is selected.
5. Click **Create Video**.
6. Select where to save the video, name the file, and then click **Save**.



Exporting / Posting

Posting

- Post to [3C Media Solutions](#), YouTube or another file sharing site (*see links below*), then copy the file’s URL and either e-mail to link to students or post in [Canvas](#).

Scripts – 508 Compliance

- 508 compliance requires alternate media for hearing or visually impaired. Be sure to either add closed captioning or make available a text copy of the script of any posted audio.

For additional information:

3C Media Solutions – www.cuesta.edu/departments/documents/training_docs/3C_Media_QR.pdf

YouTube – http://www.cuesta.edu/departments/documents/training_docs/YouTube_QRC.pdf