

POWERPOINT WITH NARRATION

Please follow these steps to create, test and upload your narrated presentation:

- Create your PowerPoint (as you usually would).
- Using your computer's microphone or headset microphone (headsets tend to provide higher sound quality), follow the directions on Microsoft's support page [\[Link\]](#).
- Make sure you stop speaking your narration during every slide advance to avoid any loss of audio in your recording.
- Once finished, test the file to ensure audio level quality and that the slides advance properly.
- When the sound and timing are all set please Save this file under a new name and include the word Narrated in the file name (Please keep the file name to 30 characters or less) - Make sure to note where this file is saved on your computer.
- We are going to save the PowerPoint presentation as an MP4 video file. Please follow the instructions below. If your version of PowerPoint does not include this option. Please continue to the end of these instructions and upload the PowerPoint file itself to us and we will convert it.

- Within PowerPoint click the "File" Menu and Choose "Export". You should see something similar to the image below:
- The settings should be "Create a Video" (On the left) and then "Full HD (1080P)" and "Use Recorded Timings and Narrations".
- Click the "Create Video" button and save the file as an MP4 – Note: This will save in the same location as your presentation file and the process may take a few minutes, depending on the complexity of your slides. You will see a progress bar in the bottom right of your screen as the video is being encoded:



- Once the file is saved as an MP4, close out of PowerPoint and open the MP4 video on your computer. It should playback now as a video on your machine.
- Now, please login to the provided ProjectionNet upload site and upload this file to our presentation management system. The file will be available for viewing online exactly as it appears on your machine.

