

## Recording/Adding Audio to PowerPoint Presentations

### NOTE:

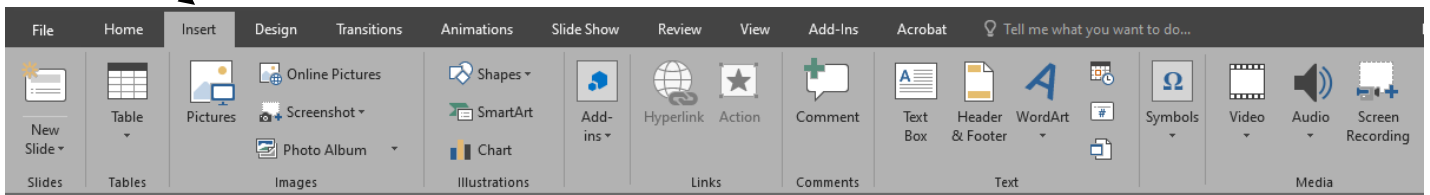
1. For best results, your PPT should be entirely completed before inserting narration.
2. Please save your new PPT file as a separate PPT file than your original slide presentation. This will allow you to keep your original, audio free presentation available for different uses in the future.
3. You will need a microphone to record audio, and a quiet location to minimize background noise.
4. After you have used one of the options below to record your presentation audio, please see the instructions at the end of the document for exporting your file to send to BACS Multimedia. **\*You must save your PPT video file as "Low Quality" MP4 file.**

Microsoft Training video: <https://support.office.com/en-us/article/video-add-and-record-audio-eeac1757-5f20-4379-95f2-0d0cd151d5b8>

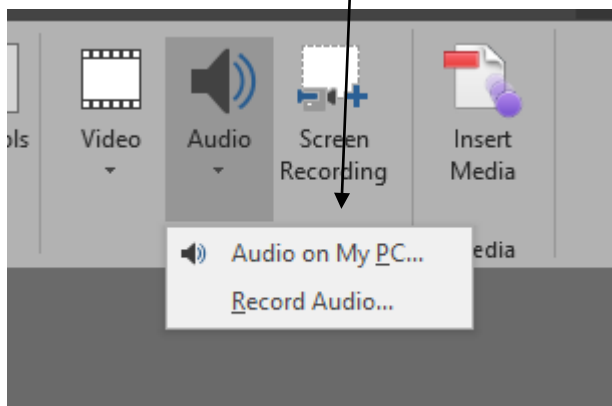
### Option 1: Add audio from your PC (recordings you already made)

*NOTE: Audio File Formats Supported in PowerPoint links: [Microsoft Support: Video and Audio File Formats Supported in PowerPoint](#) ; [File Formats that are Supported in PowerPoint](#)*

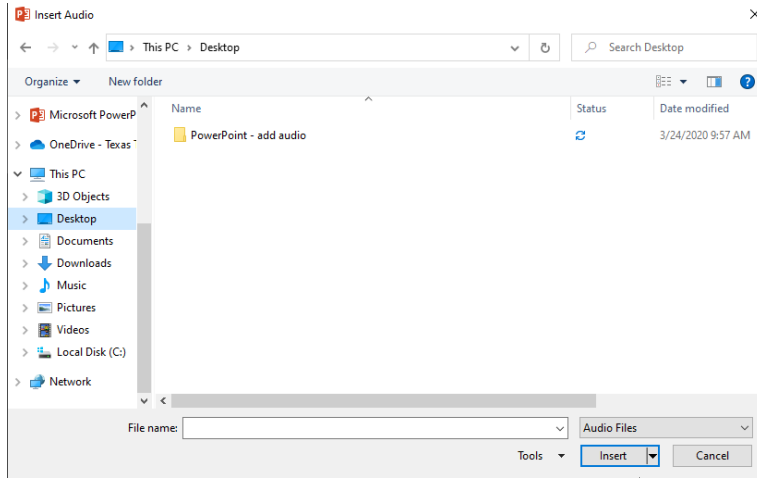
1. From the top menu select the 'Insert' tab and then the 'Audio' menu.



2. Select 'Audio on My PC'.



3. In the **Insert Audio** dialog box, select the audio file you want to add from your PC.

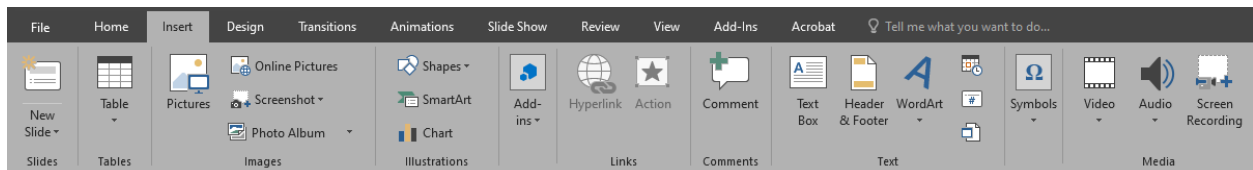


4. Select **Insert** once you find your audio file.

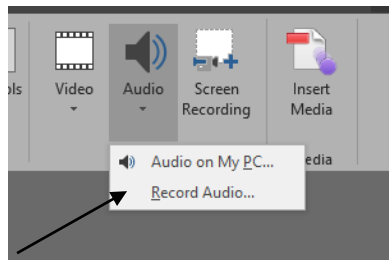
5. If you want to delete an audio clip, select the audio icon on the slide and press Delete.

## Option 2: Record audio (record new audio for your slides)

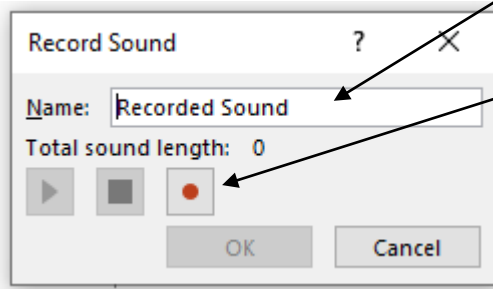
1. From the top menu select the '**Insert**' tab and then the '**Audio**' menu.



2. Select **Record Audio**.



3. Type in a name for your audio file in the **Name** box, then select the **Record** button, and then speak.



*Note:* Your device must have a microphone enabled in order to record audio.

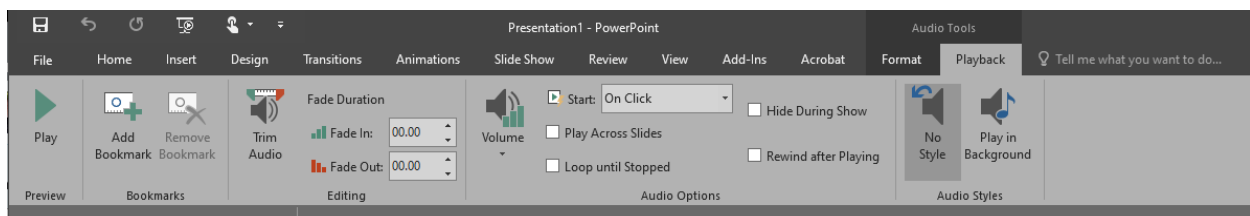
4. To review your recording, select **Stop** (seen in the box above) and then select **Play** (seen in the box above).
5. Select **Record** to re-record your clip, or select **OK** if you're satisfied.
6. Once you are satisfied with your recording, you can move your clip: select and drag the audio icon to where you want it to appear on the slide. If you're using more than one audio file per slide, we recommend putting the audio icon in the same spot on a slide to find it easily.



7. Select **Play** to check your recording.
8. To delete an audio clip, select the audio icon on the slide and press Delete.

## Additional Options: Change playback options

Select the audio icon and then select the **Audio Tools Playback** tab. Then select which options you'd like to use:



- To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
  - To fade in or fade out audio, change the number in the **Fade Duration** boxes.
  - To adjust volume, select **Volume** and select the setting you prefer.
  - To choose how the audio file starts, select the dropdown arrow and select an option:
    - In Click Sequence:** Plays the audio file automatically with a click.
    - Automatically:** Plays automatically once you advance to the slide that the audio file is on.
    - When Clicked On:** Plays audio only when the icon is clicked on.
  - To choose how the audio plays in your presentation, select an option:
    - Play Across Slides:** Plays one audio file across all slides.
    - Loop until Stopped:** Plays an audio file on loop until it's stopped manually by clicking the **Play/Pause** button.
  - To have the audio play continuously across all slides in the background, select **Play in Background**.
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## Exporting file to MP4 Video

Video guide: <https://www.microsoft.com/en-us/vidoplayer/embed/RWfyYh?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

When you make a recording of a presentation, all its elements (narration, animation, pointer movements, timings, and so on) are saved in the presentation itself. In essence, the presentation becomes a video that your audience can watch in PowerPoint.

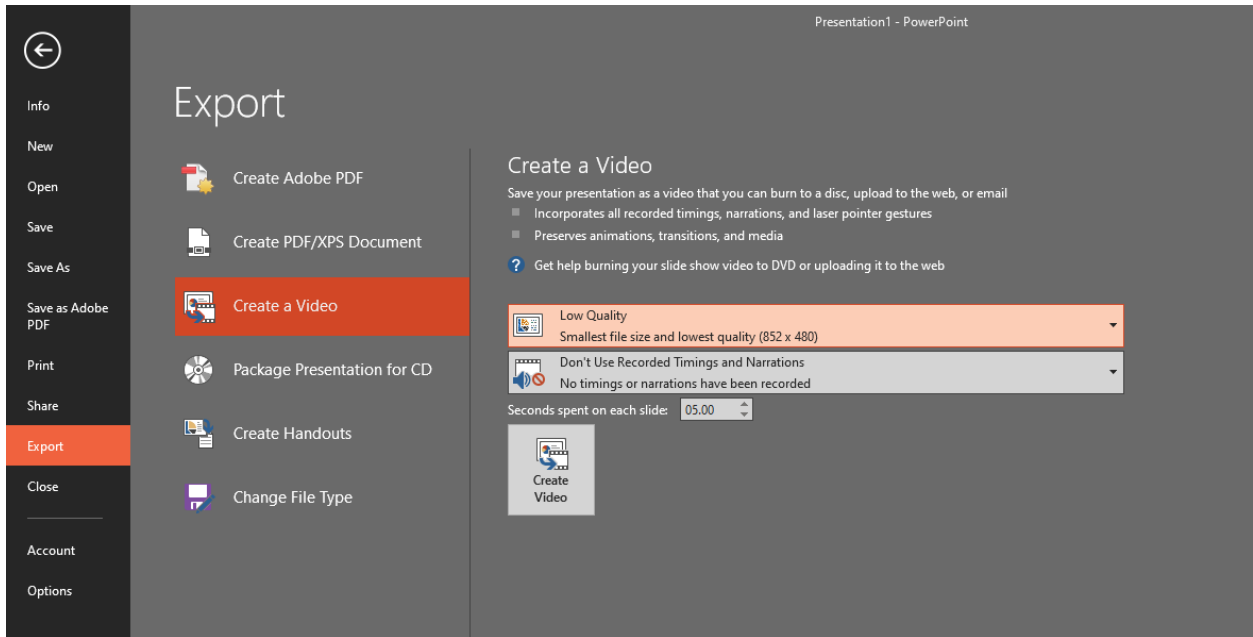
So you have two options for turning your presentation into a video that's ready to view:

- Save/export your presentation to a video file format (.mp4 or .wmv).
- Save your presentation as a PowerPoint Show (.ppsx) file. (A PowerPoint Show appears full-screen in Slide Show, ready to view immediately.)

### Option 1: Save as a video file

After you've created your slides and [recorded any timing and narrations](#) and [laser pointer gestures](#) that you want to include, you're ready to create a video file.

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)



3. In the menu, select **Create a Video** and then select the video quality you want: **NOTE: you must save this as the smallest video file, "Low Quality" so that BACS and upload it for you.**
4. The second drop-down box under the **Create a Video** heading tells whether your presentation includes narration and timings. (You may switch this setting if you like.)
  - If you haven't recorded timed narration, by default the value is **Don't Use Recorded Timings and Narrations**.

*The default time spent on each slide is 5 seconds. You can change that timing in the **Seconds to spend on each slide** box. To the right of the box, click the up arrow to increase the duration, or click the down arrow to decrease the duration.*
  - If you have recorded a timed narration, by default the value is **Use Recorded Timings and Narrations**.
5. Click **Create Video**.
6. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
7. In the **Save as type** box, choose either **MPEG-4 Video**.

You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

**Tip:** For a long video, you can set it up to be created overnight. That way, it'll be ready for you the following morning.
8. To play your newly-created video, go to the designated folder location, and then double-click the file.