

Recording a Voice-Over PowerPoint Presentation Using a Mac

This document applies to:

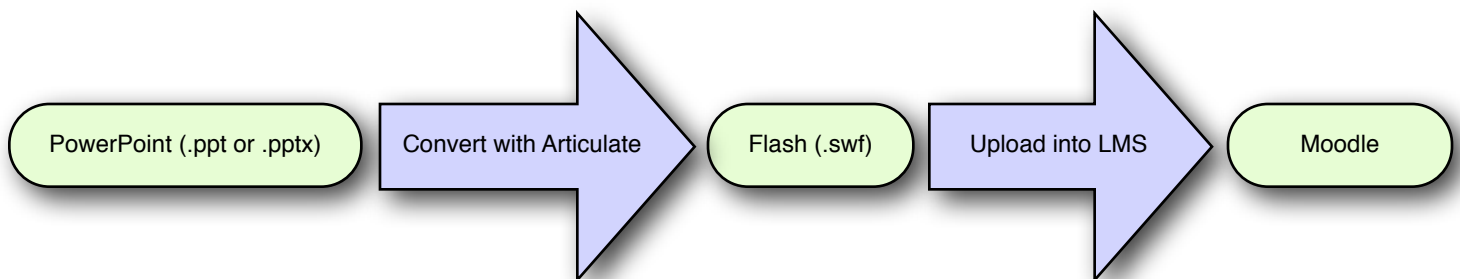
Operating System: Macintosh OS X Leopard or later

Office Version: Microsoft Office 2008 for the Mac (Office 2011 is not currently supported due to a major software bug on which Microsoft is currently working.)

Note: Safari and Firefox do not support FTP upload capabilities. In order to upload a PowerPoint file to Extension's FTP server, you will need to use a third-party FTP application such as Fetch or Filezilla. (See below for complete information.)

Overview

Recording a narration using Microsoft PowerPoint to create a self-contained, narrated presentation is a useful approach for developing lessons for online courses. At UC Irvine Extension, the process involves creating a narrated PowerPoint presentation, also called voice-over-PowerPoint (VOPP), and then converting it to Flash using a software product called Articulate. We then upload the Flash files directly into Moodle, our course management system.



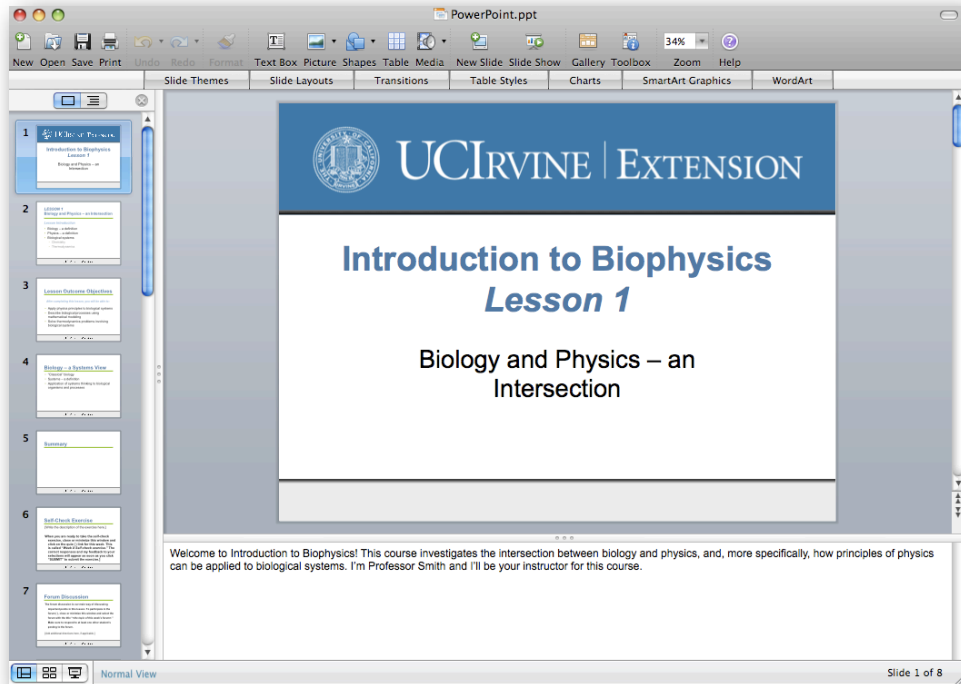
This document focuses on using Microsoft PowerPoint 2008 on a Macintosh computer for creating a narrated PowerPoint presentation for the purpose of converting it to Flash with Articulate. The conversion process is also called “publishing.” Because Articulate needs to see the PowerPoint file in a certain way, it is important to ensure that the correct settings are used when creating the recording.

There are four major steps to the process:

1. Create the presentation slides.
2. Record the narration while running through the slide show.
3. Modify the narration on individual slides, if needed.
4. Upload the PowerPoint presentation file to UC Irvine Extension via file transfer protocol (FTP).

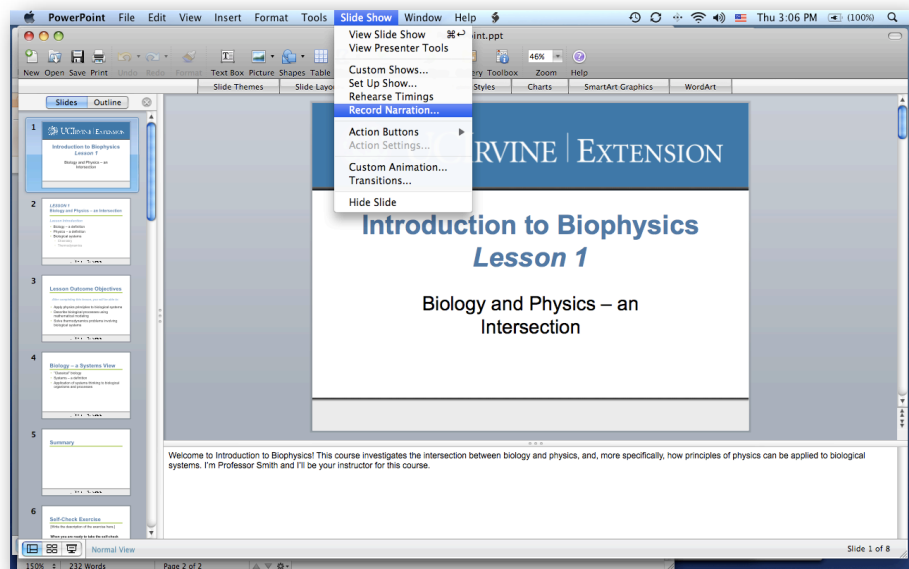
Create the Presentation Slides

Start Microsoft PowerPoint and open the UC Irvine Extension PowerPoint template. Create the entire presentation using the template and save it.

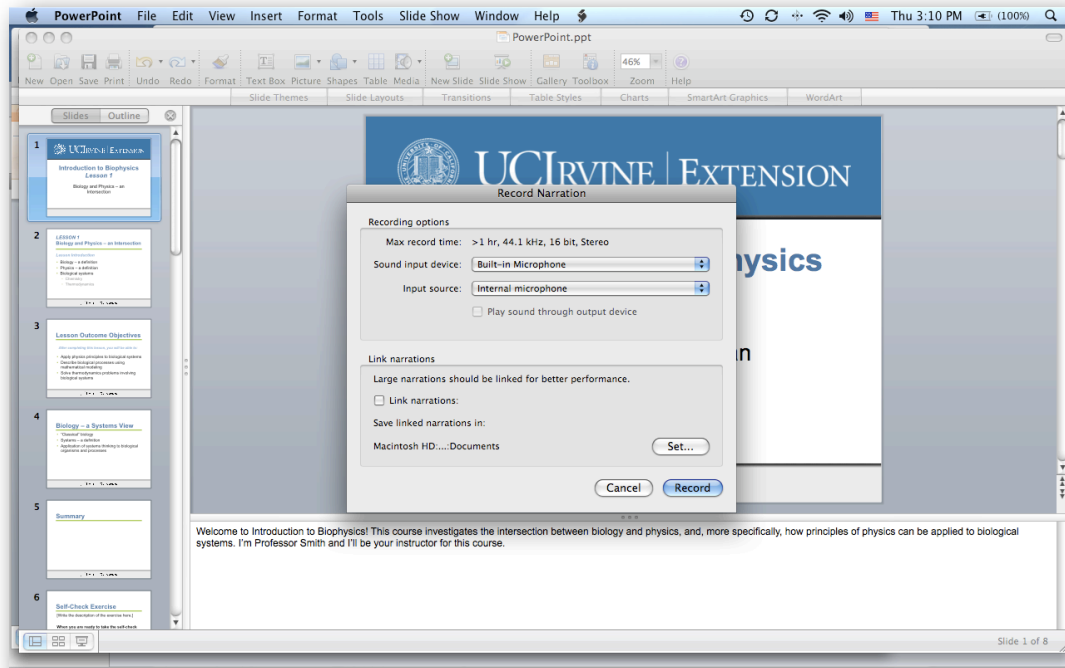


Record the Narration

Go the first slide in the presentation. To begin recording the narration, click on “Slideshow” in the menu and select “Record Narration.”



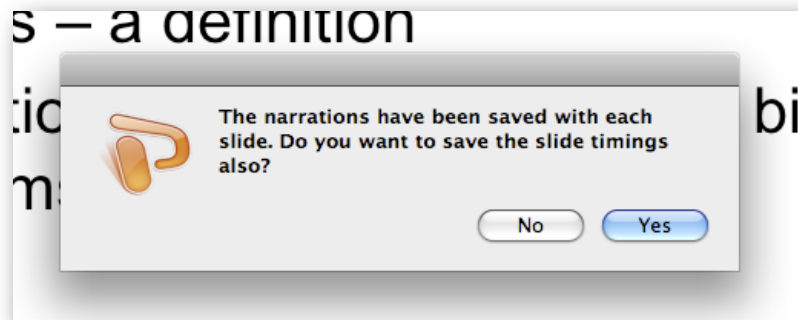
Select the sound source, which in most cases will be either a built-in microphone or an external microphone. On a MacBook, for example, the “Sound input device” is “Built-in Microphone” and the “Input source” is “Internal Microphone.”



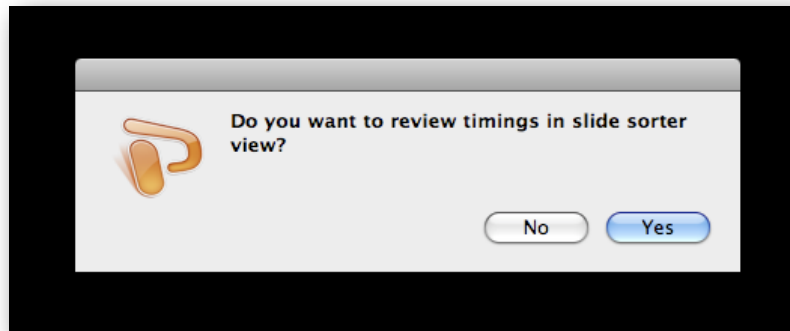
Ensure that “Link narrations” is NOT checked (we want to save the audio within the PowerPoint file so Articulate can convert the audio automatically).

Click on “Record” and you will see the first slide of your presentation just as if you were giving the presentation in front of an audience. Begin speaking and moving through the presentation exactly as you would in front of a live audience. Allow some space in the narration between slides - don’t continue speaking while advancing the slide but pause for a few moments.

After you have finished recording the narration, you will be prompted to specify whether you wish to save the slide timings. The answer is “yes.”



Next, you will be prompted to review slide timings in the slide sorter view. “Yes” opens the slide sorter view and “no” takes you back to the “normal” slide view.



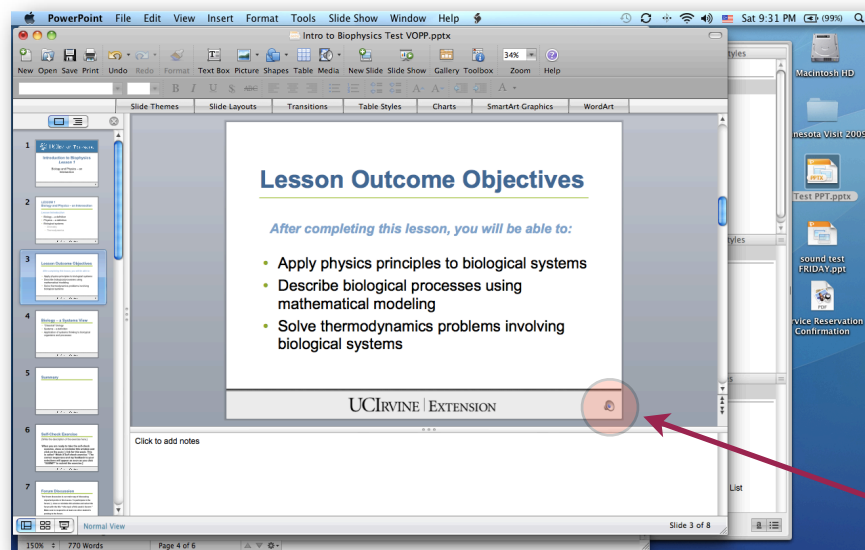
When you run the presentation, the slides should advance automatically and the narration should begin as soon as the next slide appears.

You will notice a small icon that looks like a loudspeaker appearing in the lower, right-hand corner of each slide that has an audio narration. Please note that you cannot record multiple narrations on one slide. Articulate assumes that there is only one audio file associated with each slide.

Modify the Narration on Individual Slides (as needed)

The procedure for re-recording and replacing the narration on an individual slide involves several steps. Begin with the PowerPoint presentation in “Normal View.”

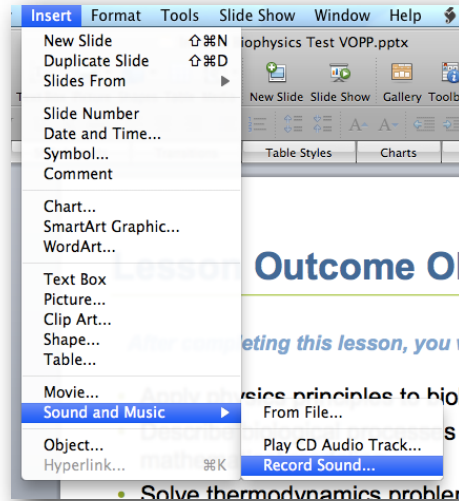
Find and select the slide for which you wish to replace the narration. Select and delete the speaker icon.



Select and delete this icon.

This will delete the audio recording associated with the icon. Now you need to record new audio for this slide.

From the menu, select “Insert,” “Sound and Music,” and “Record Sound.”



The window below appears allowing you to record a new narration.

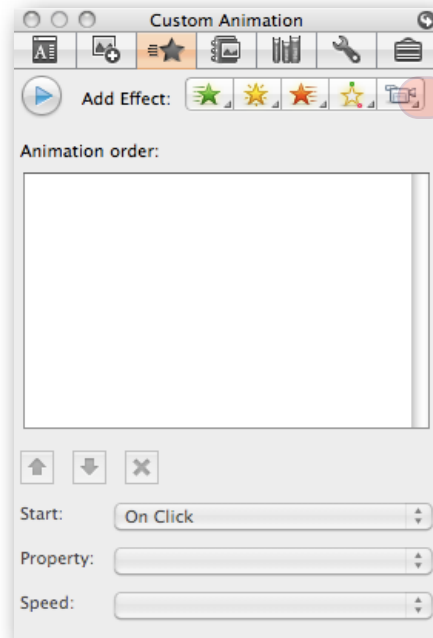


Click the red “record” button and begin speaking. Note that PowerPoint will *not* enter presentation mode as it did when you first recorded your narration for all the slides. When you are finished recording, click on the “stop” button. You can pause and resume recording at your

convenience, and then play back your clip. When you are satisfied with it, click on the “save” button.

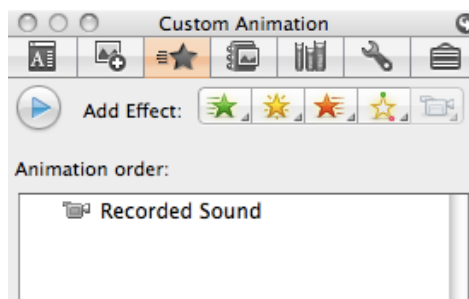
Notice that a new speaker icon appears in the center of the slide. You can drag it to the lower right corner. There is one more critical thing you must do in order for the audio to play automatically in the presentation.

Right-click (control-click if you have only one button) on the speaker icon and select “Custom Animation,” which brings up the following window:



Click on this button.

With the speaker icon still selected, click on the “Add Media Actions” button and select “play” as shown above. You will see “Recorded Sound” appear in the Animation order.



The audio recording will play automatically.

File Naming Convention

When saving the final PowerPoint file, please use the following naming convention so it is easy for UNEX staff members to identify your presentation after it's uploaded to our FTP server (instructions below).

Naming Convention Example

Course Name: *Introduction to Biophysics*
Catalog No.: SCI X432.33
Instructor Name: John Smith
Lesson Being Uploaded: 3

The correct file name is: SCI_X432.33_Introduction to Biophysics_L3_John Smith

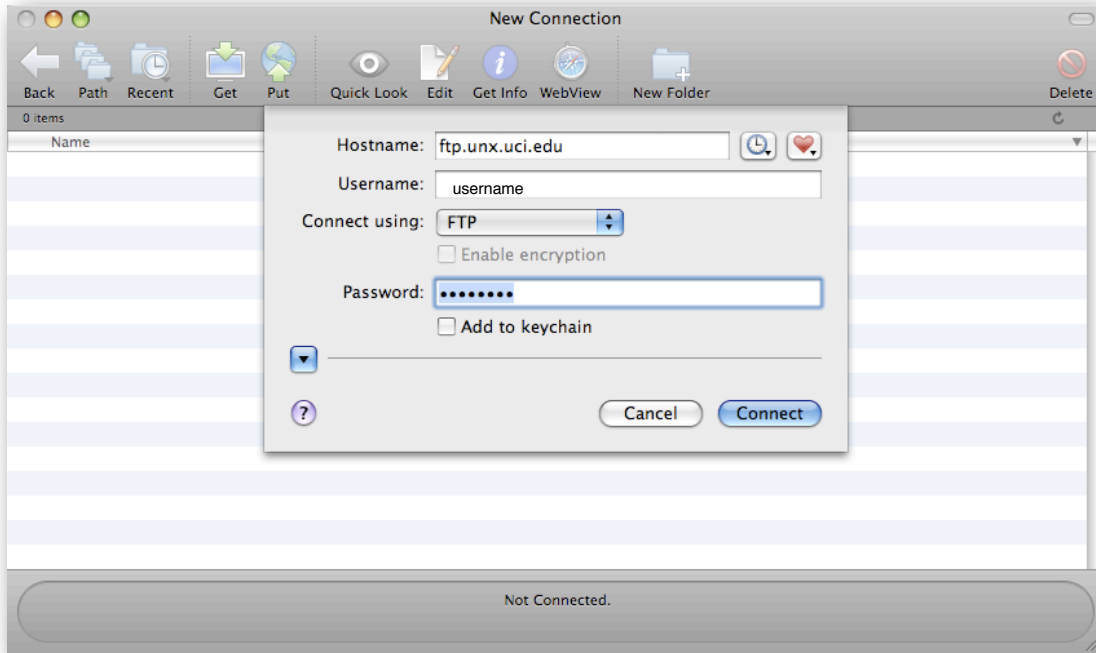
If you have several separate files for one lesson, you can use sub-labels such as L3a, L3b, etc. to identify them.

Upload the PowerPoint File to the UNEX FTP Server

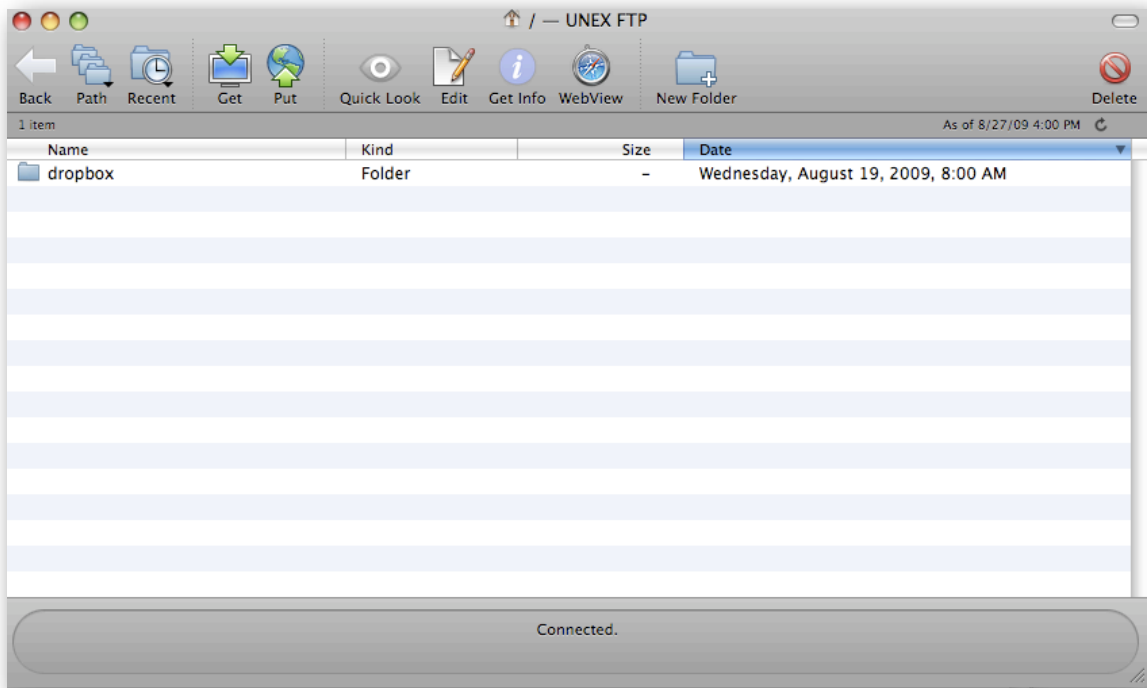
Use Fetch or a similar FTP application to send PowerPoint files to UNEX. PowerPoint files that include narrations can be extremely large and usually cannot be sent as email attachments. To log into the UNEX FTP server, start your FTP application (we'll use Fetch as the example) and enter the following information:

FTP Server or Host Name: <ftp.unx.uci.edu>

Please send an email to Instructional Technologies at itech@unx.uci.edu to request the FTP server user name and password.



Double-click on the “Dropbox” folder and drag your PowerPoint file there.



It may take many minutes to upload a large file, so be patient! Send an email to Stefano M. Stefan letting him know that you have uploaded a file.