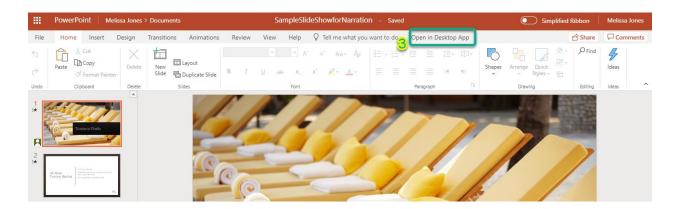
Adding Narration to PowerPoint Slides and Exporting as a Movie File in 10 Steps

- 1. Login to your SLU Office 365 account
- 2. Select PowerPoint

1	Good evening								لم Install Office   ۷			1 @ ?	?	0
	+ Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	<b>SharePoint</b>	<b>T</b> eams	Class Notebook	S Sway			
	Forms	All apps												

3. Choose the slideshow you want to narrate, and open it in the Desktop App



- 4. Select Insert from the navigation ribbon
- 5. Choose Audio
- 6. Select Record Audio

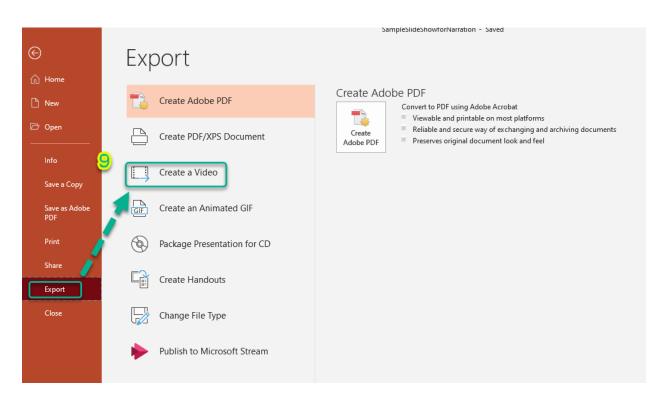


7. Name the recording to coincide with the slide, and select record

1	1		
-7	Record Sound	? ×	
1	Name: Welcome Slide		
	ОК	Cancel	

8. Position the Record Indicator on the slide





## 9. Save, then select Export to Create Video

10. Select the quality (standard is normally good for class use) and Create Video

## Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email Includes all recorded timings, narrations, ink strokes, and laser pointer gestures Preserves animations, transitions, and media $\bigcirc$ Get help burning your slide show video to DVD or uploading it to the web Standard (480p) 49 Smallest file size and lowest quality (852 x 480) Ultra HD (4K) Largest file size and ultra-high quality (3840 x 2160) Full HD (1080p) Ð Large file size and full high quality (1920 x 1080) ------HD (720p) ۲ Medium file size and moderate quality (1280 x 720) ł Standard (480p) 49 Create Smallest file size and lowest quality (852 x 480) Video