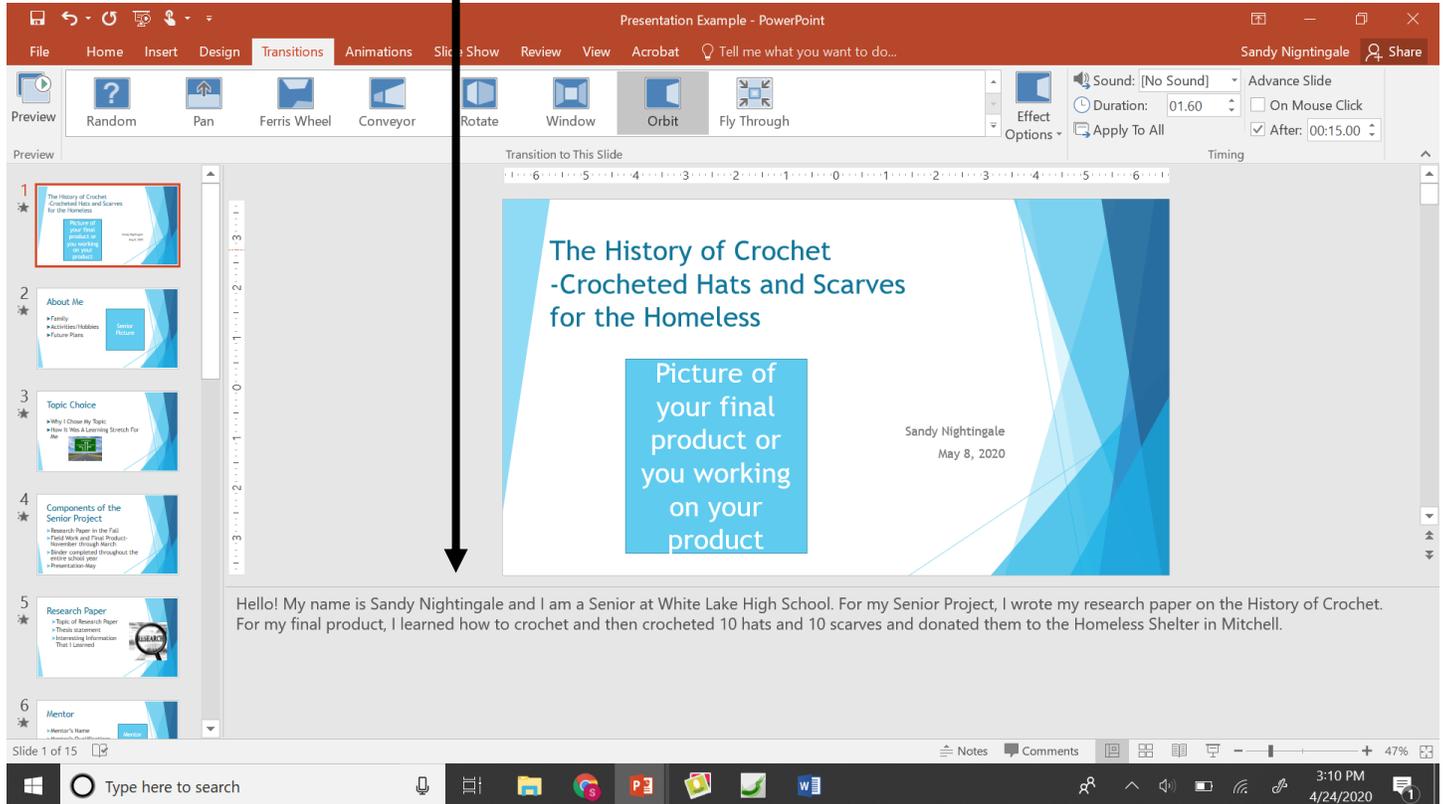
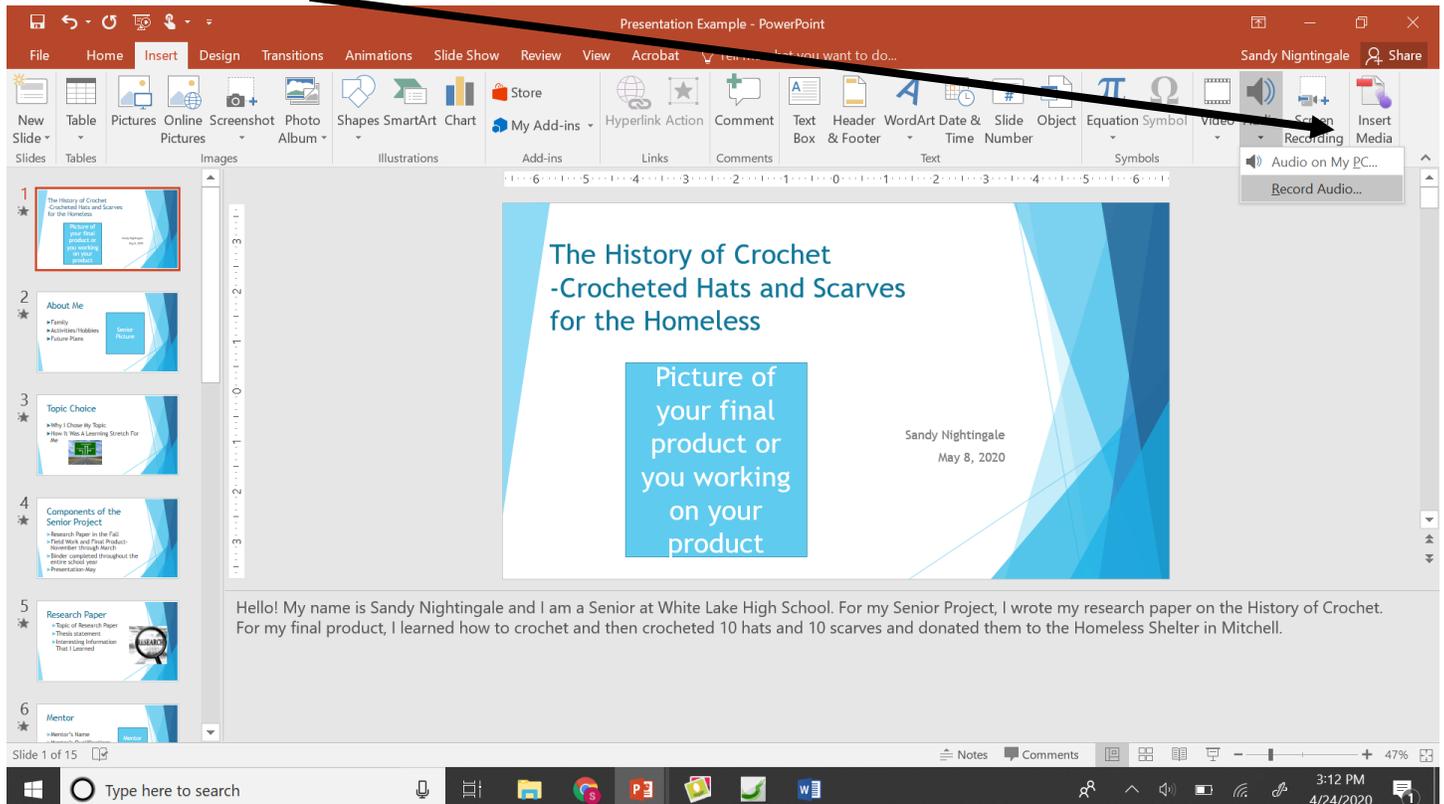


# How to Record Narrations, Automate Your PPT, and Save Your PPT as an MPEG-4 Video

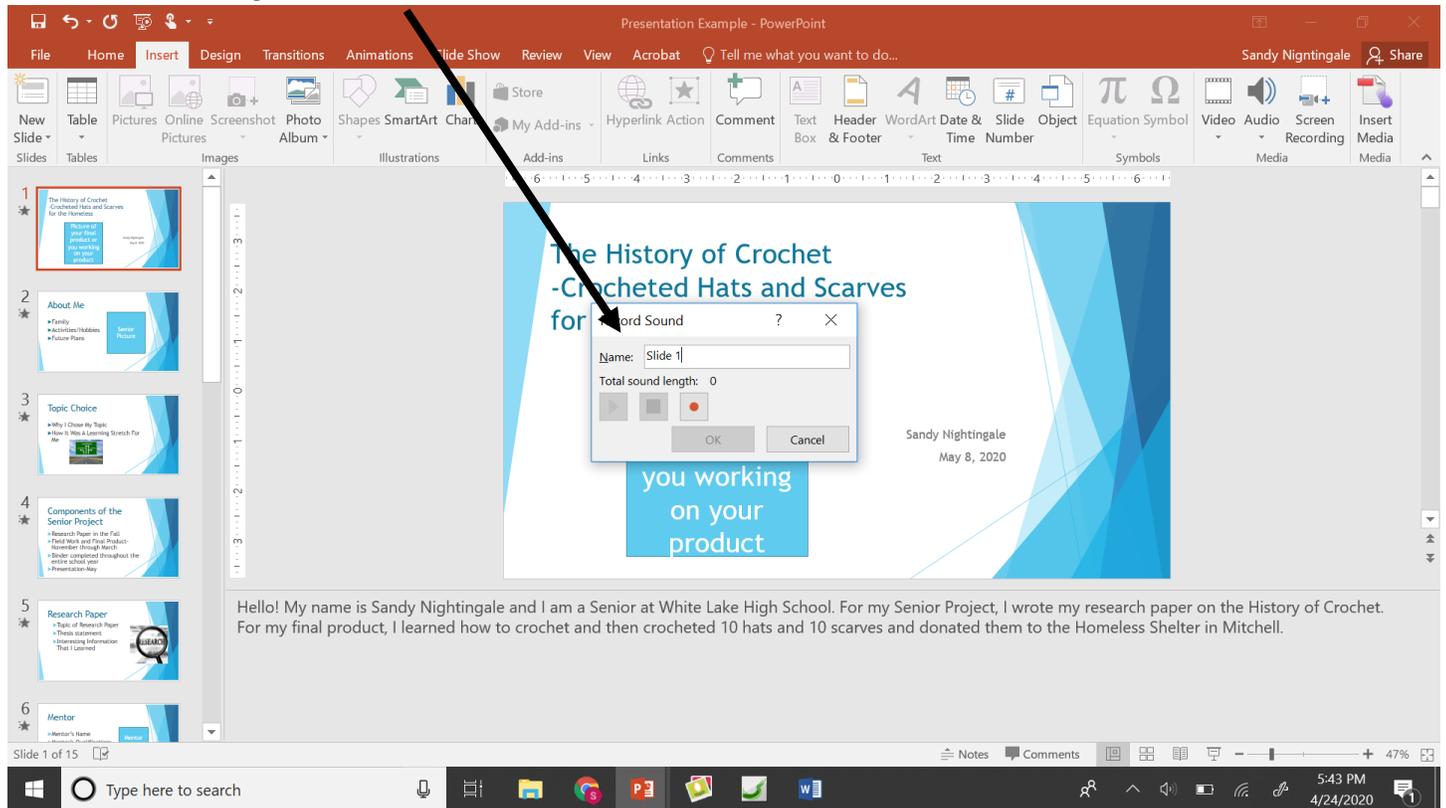
1. In the notes pane, type in your narration.



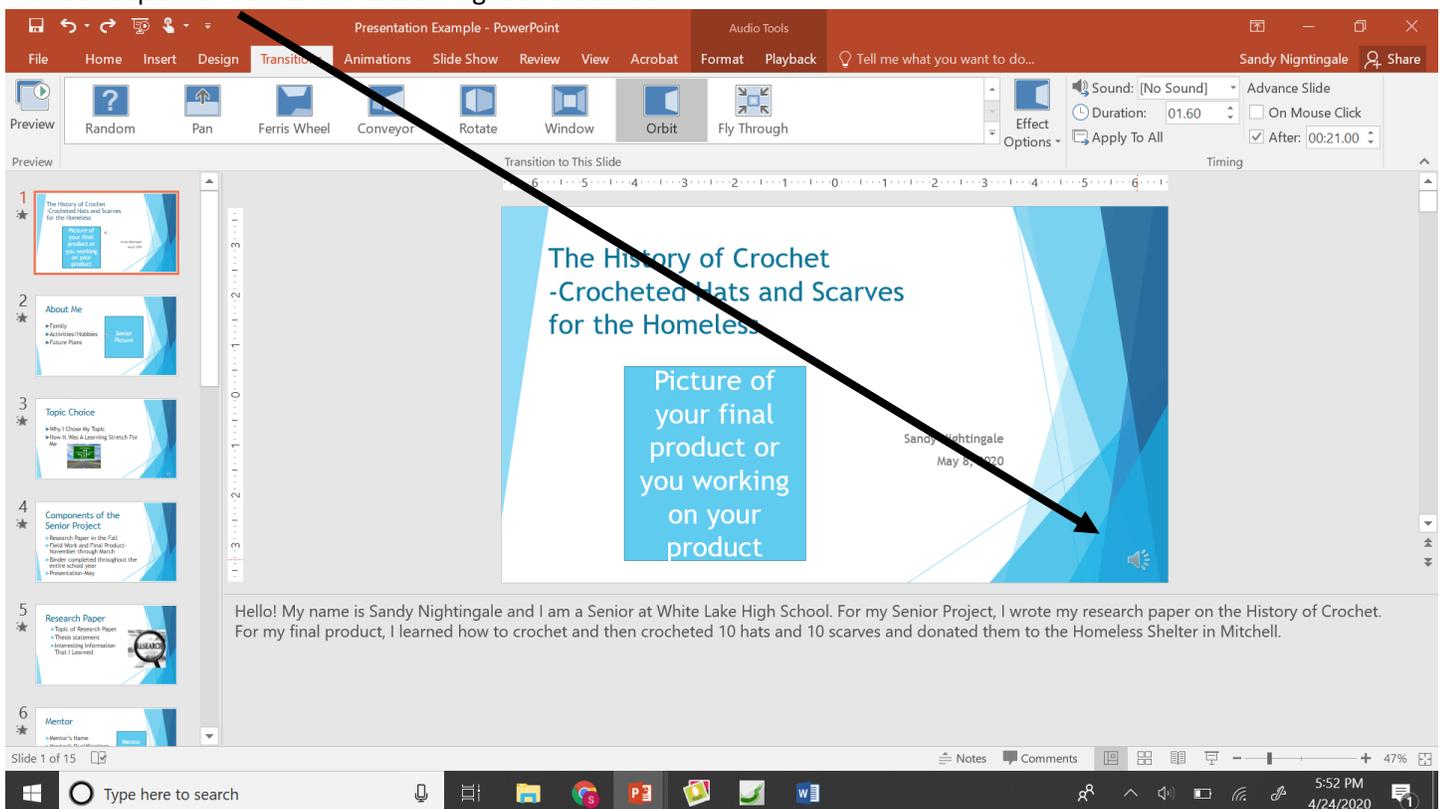
2. Insert tab → Audio — Record Audio.



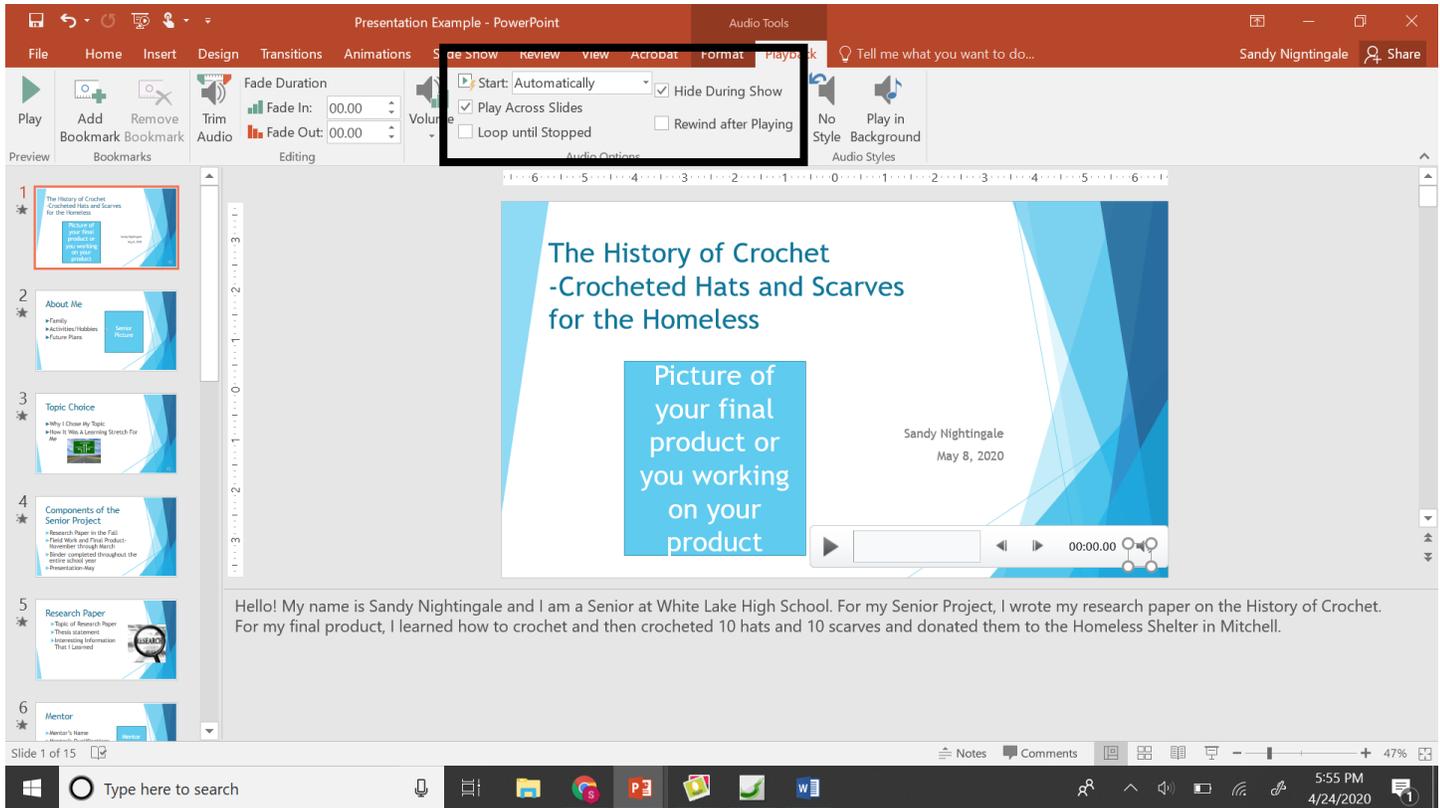
3. Name the recording the number of the slide and record your narration by clicking the red button. Press the start recording button and then wait a second before starting. Enunciate your words well and don't speak too quickly. Wait a second after you are done reading, and then hit the stop button. As you are recording, it will give you the length of the recording in seconds. Remember how many seconds so you can apply the transition a couple seconds longer than the recording.



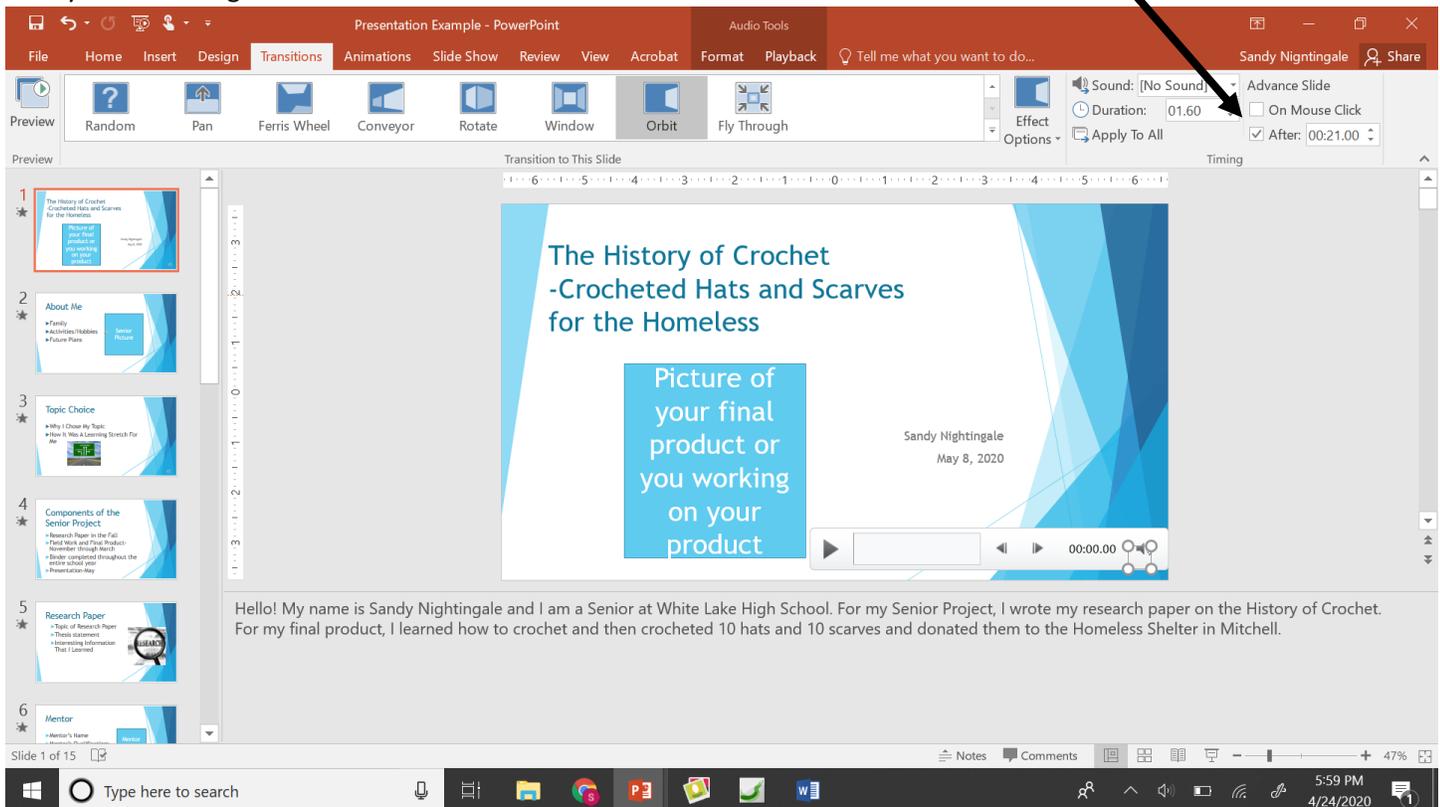
4. Move the speaker icon to the bottom right of the screen.



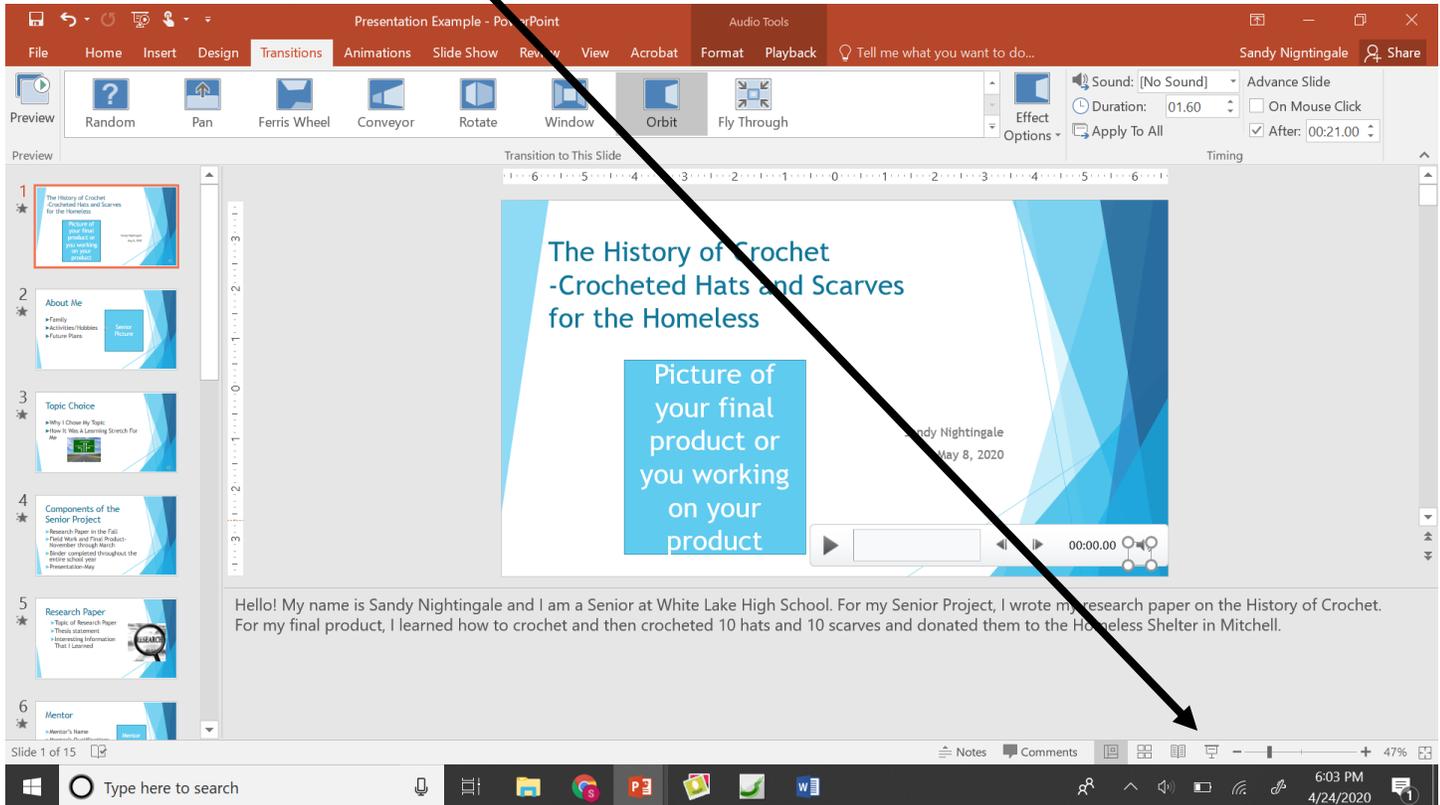
5. Click on the speaker icon in the bottom right corner and go to the Audio Tools – Playback tab. Choose Start: Automatically, Play Across Slides, and Hide During Show.



6. Click on the Transitions tab and choose the transition you want. You may choose “Apply to All” if you want, or go to each individual slide and choose different ones. Check “After” and change the number of seconds to slightly longer than your recording for the slide.



- Continue all of the above steps for each of your slides.
- When you are done, click the Slideshow button to listen to your recordings and make sure that the slideshow plays automatically all the way to the end.



- After listening, if you need to redo any of the recordings, redo them at this time. Make sure you select the Playback options, add the transition and set it to play after so many seconds.
- When you are completely done, save the PPT as a PPT and then save it again as an MPEG-4 video. It will take a few minutes to process. You will turn in both the PPT and the MPEG-4 file. I am not going to make a Google Classroom for Senior Projects, so I will put an Assignment in Advanced Computer Apps where you can submit the PPT and MPEG-4.