



Adding Narrated PowerPoint Presentations with Captions in Online Courses

1. Open PowerPoint (Note: these directions are for PowerPoint 2010)
2. Make a 2 – 3 slide practice PowerPoint, include bullets, images, etc.
3. Select Slide Show
 - a. Check: Play Narration, Use Timings
 - b. <http://youtu.be/6t9Mx9qwgOo>
4. Select Record Show
 - a. Check: Slide and animation timings, Narrations and laser pointer
 - b. Select Start Recording
 - c. Go through your presentation and add voice narration
 - d. Select ESC to finish
5. Go into slide show mode and listen to presentation
6. May go back and redo a particular slide
7. Save presentation
8. Save your narrated presentation as a WMV (Windows Media Video)
 - a. To save as video you may do the following:
 - i. Go to file → Save & Send → Create Video (or)
 - ii. Go to file → Save As → Save as type → Windows Media Video
 - iii. <http://youtu.be/nzTJGM1ljQw>
9. Saving your video to the web to YouTube
 - a. Using <http://www.youtube.com/>
 - b. Need to set up a free account
 - c. Upload narrated PowerPoint Video (WMV)
 - d. Directions in uploading to YouTube
 - i. <http://youtu.be/Jqt0xamvNLO>
10. Insert the video link (or the embed code) into your LMS
 - a. Note: When inserting embed code, you will need to access the HTML code page or insert via a widget
 - b. <http://goo.gl/TRhQ6>
11. Adding captions to YouTube videos.
 - a. In video manager select Edit → Captions
 - b. Click on the caption track you would like to edit
 - c. Click inside any line in the caption track panel. Note that you can edit the text, but not the timing.
 - d. Edit text while listening to the video
 - e. Save when you're finished
 - f. <http://youtu.be/KgblGwQTI0o>

