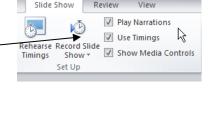
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## **Adding Narrated PowerPoint Presentations with Captions in Online Courses**

- 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  $\rightarrow$  Save As  $\rightarrow$  Save as type  $\rightarrow$  Windows Media Video
    - iii. http://youtu.be/nzTJGM1IjQw
- 9. Saving your video to the web to YouTube
  - a. Using <a href="http://www.youtube.com/">http://www.youtube.com/</a>
  - b. Need to set up a free account
  - c. Upload narrated PowerPoint Video (WMV)
  - d. Directions in uploading to YouTube
    - i. http://youtu.be/Jqt0xamvNL0
- 10. Insert the video link (or the embed code) into your LMS
  - 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. <a href="http://youtu.be/KgbIGwQTI00">http://youtu.be/KgbIGwQTI00</a>



Select what you want to record before you begin recording.

