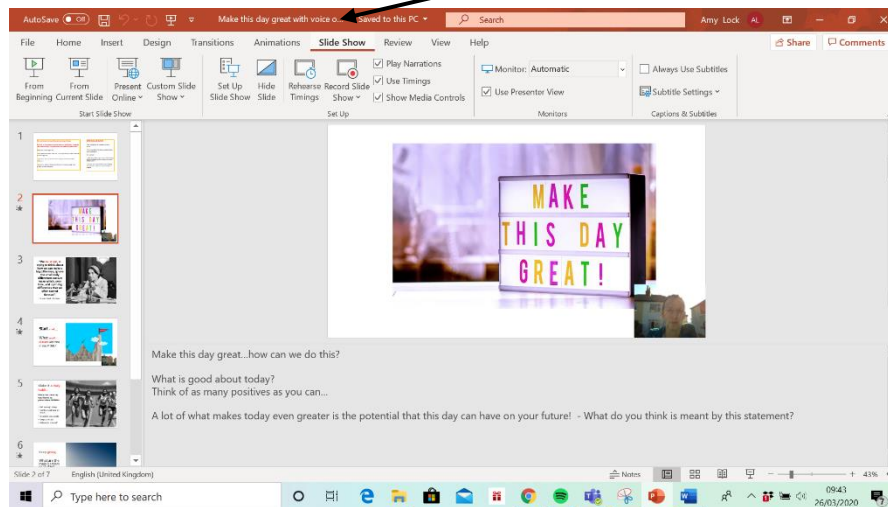


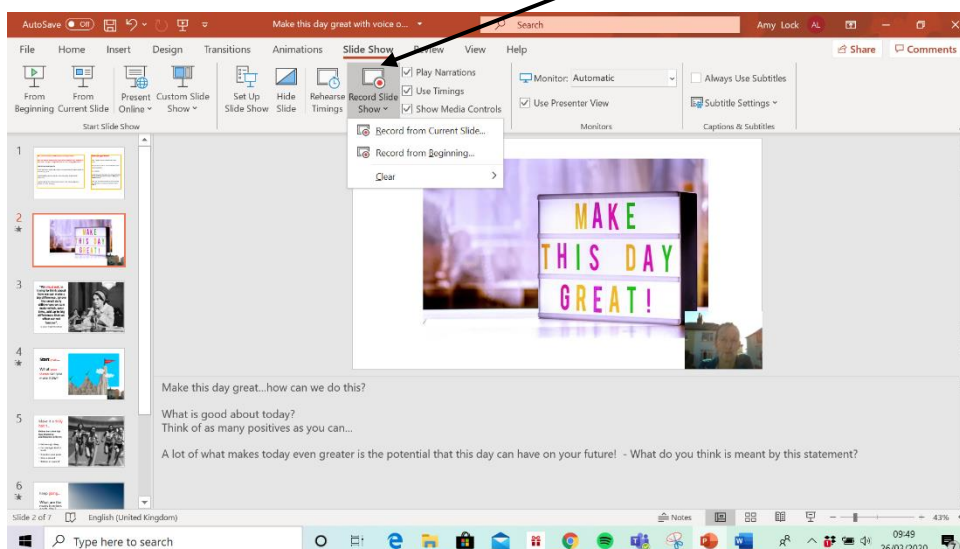
How to add a voice over to a PowerPoint presentation

A voice over will play automatically when the slideshow is in presenter mode which means that teachers and families can use the resource as a ready-made lesson including teacher input! There is also an option to convert to an MP4 video format.

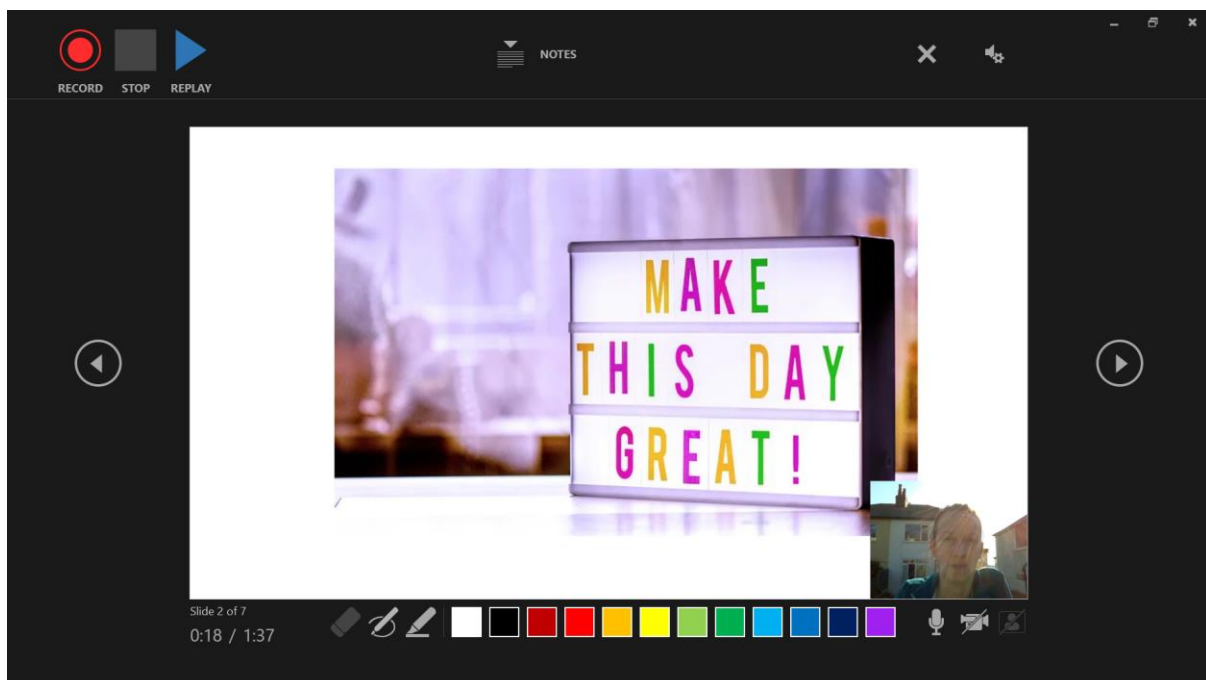
- 1) Open up the completed powerpoint presentation and choose the 'Slideshow tab'.



- 2) Next click 'Record Slide Show' and choose whether you want to start at the beginning of the presentation or the current slide.



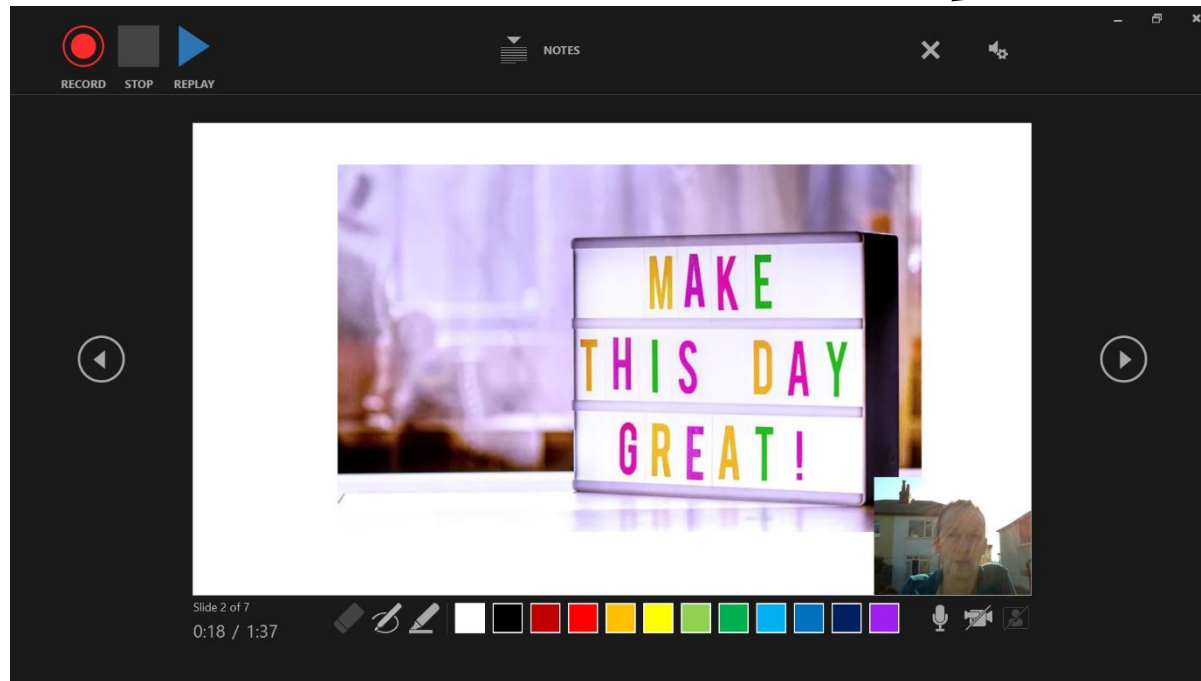
- 3) You will then be taken to the recording screen. See below:
- To start recording, click the red record button in the top left hand corner. This will give you a countdown to start recording and will automatically use your computer's microphone unless specified otherwise. When you have finished what you want to say, click stop.
 - To access any notes whilst recording, scroll through the 'Notes' dropdown menu in the top centre.
 - There is an option to have your own video overlay in the bottom left hand corner of the screen. If you would prefer not to have this, toggle video off by clicking the video camera icon in the bottom left hand corner of the screen.
 - To make pen markings whilst recording, click on the pen and colour at the bottom of the screen and use your mouse to make markings whilst speaking (this is VERY difficult to keep in a straight line!)
 - When you are finished with your recording, either move onto the next slide or press esc to come out of recorder mode. Your recordings will automatically be saved.



Click here to start and stop recordings.

Click here to view your notes pages whilst recording .

Click here to delete any recordings.



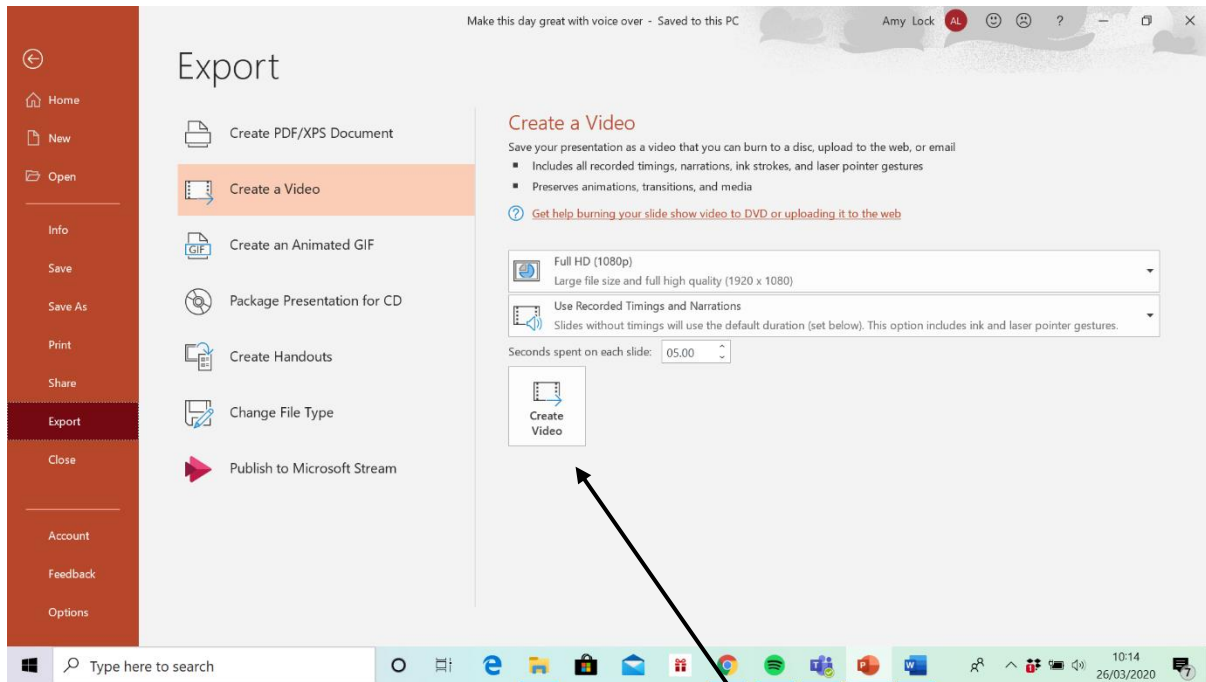
The screenshot shows a recording application interface. At the top left, there are three buttons: a red circle with a white dot (RECORD), a grey square (STOP), and a blue play button (REPLAY). To the right of these is a 'NOTES' icon. Further right are window control icons (close, maximize, refresh). The main area is a video player showing a slide with the text 'MAKE THIS DAY GREAT!' on a light board. Below the video is a toolbar with drawing tools (eraser, pen, highlighter), a color palette, and icons for microphone, camera, and screen sharing. A small video inset of a person is visible in the bottom right corner of the video frame. The bottom left of the video frame shows 'Slide 2 of 7' and '0:18 / 1:37'. Callout boxes with arrows point to the RECORD button, the NOTES icon, the close button, the drawing tools, and the video inset.

Click here to use a pen or highlighter whilst recording.

Click here to toggle the video on and off.



- 4) As well as saving the recordings as part of your PowerPoint presentation, there is also the option to convert this to a video. To do this, click the 'File' tab in the top left hand corner and then click 'Export'. Choose the options in the screen shot and click 'Create video'. This will then convert to an MP4 file.



You can download this resource from <https://thelinkingnetwork.org.uk/home-learning-resources> and explore our other #homelearning resources.



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