# Adding Narration to Power Point Presentations

**Microsoft Power Point** et al. – produces PPTX files (zipped XML)

**iSpring (Solutions) Presenter Pro** – produces Flash animations from inside PPT

**Adobe Presenter** – produces Flash animations from inside PPT

**TechSmith Camtasia Studio** – produces video files of screen capture

**Adobe Captivate** – produces video files of screen capture

Does your package allow audio (video) editing and slide-by-slide audio?

Prezi allows the import of audio files—not the recording or editing of audio files.

Use Audacity or another package to record audio.

Microsoft Power Point

Embeds audio (media) files in the presentation, which makes PPTX files very large.

File > Save As …

Options …

Save every slide (series of graphics files) 720x540

Format

Save as Pictures …

Save as Movie … > Movie Options > Movie Settings

Optimization: Automatic, Size, Smooth playback, Quality

640x480, Current screen size, Custom

Slide transitions: Follow Slide Show Settings

Slides display for uniform time unless there are individual timings.

Background soundtrack

Loop Movie

Show movie player controls

Animation does not play.

Narration is not saved.

File > Reduce File Size … (pictures)

Discards Cropping

File > Info > Media Size & Performance

Presentation Quality

Internet Quality

Low (eMail) Quality

Home > Insert > Media >Audio >

Record Audio

Sound input device (Input source)

Audio Browser …

Drag and drop

Select audio icon > Format Audio

Audio Options

Start: Automatically, On Click, Play Across Slides

Playback Options

Hide Icon, Loop Until Stopped (next slide), Rewind After Playing

Presenter View

Track Elapsed Time

View Next Slide

Display Speaker Notes

Take Meeting Notes

Tips

Previous, Next, P, N, <-, ->, Esc

Pointer-Pen

Command+A (Pointer)

Command+P (Pen)

Erase E

Pointer: Arrow, Hidden, Automatic (3 sec)

Pen Color

Black

White

Start/Stop

# Return = Go to #

Slide Show > Settings for Two Displays (Swap Displays)

Record a slide show with Narration, Slide Timings, Animations, and Triggers

Slide Show > Presenter Tools > Record Slide Show

(Presenter View, Rehearse, Record Slide Show)

Pause, Start, Reset, Previous, Next

Last slide, Exit Show, or Esc

Save Timings

Speaker icon visible to presenter in lower right corner

Select > Delete

Select slide to change narration on single slide

Narrations are not saved when presentation is Saved as Movie.

Rehearse to Set Realistic Slide Timings

Slide Show > Presenter Tools > Rehearse

Previous Slide and Next Slide icons

Pause, Start, and Reset

Use Pause to append speaker notes

Rehearsal timings are not used by default

Slide Show > Set Up > Use Timings

Slide Timings

Transitions > Advance Slide

On Mouse Click

After 0:00.0 seconds

Turn Off Timings or Narration

Slide Show > Set Up

Play Narration

Use Timings

Show Media Controls

Slide Show > Set Up Show >

Show type

Show Options

Loop continuously until ‘Esc’

Show without narration

Show without animation

Annotation pen color

Slides

All, From To, Custom show

Advance slides

Manually, Use timings, if present

Select Slides

Slide Show > Set Up > Set Up Show > Slides

All, Range, Custom

Custom Slide Shows

Multiple presentations without duplication

Play Slide Show > Custom Shows > Edit Custom Shows

Edit Custom Show > New

Slides in Presentation: Add and reorder

Slide Show Name

Show

Hyperlink Custom Shows

Slide Show > Set Up > Action Settings

Hyperlink to > Custom Show

Show and Return

Adding Sound to Prezi

MP3, M4A, FLAC, WMA, OOG, AAC, MP4, 3GP

Background

Edit Mode > Insert > Add Background Music

Present Mode

Remove from Left Sidebar

Specific Path Steps

Select path from Left Sidebar

Insert > Add voice-over to Path Step

[RtClk: Add Sound to Path Step]

Use Audacity to record audio.