

DRAFT:

Step-by-Step Guide to Create a Narrated Video from a Powerpoint Slideshow

Given below is an updated step-by-step guide to create to a narrated video (PowerPoint presentation with a voiceover). More specifically, this guide outlines how you can create a high quality video business pitch presentation at a small fraction of the cost compared to retaining a professional video production company to complete this video. In addition, it allows the creator to easily update this video in the future as needed.

Please note that some of these steps can be implemented simultaneously by different people. For example, one person can be working on graphics editing and another person on the audio editing.

1) Prepare a draft powerpoint presentation and update with feedback from friends and associates. When needed, download images from websites offering free or low cost images.

For example, see:

- a) [22 Amazing Websites with Stunning Free Stock Images](#)
- b) <https://www.iconfinder.com/search/?q=webinar> This website enables you to select icon-type images to show concepts. After you select an icon-type image, you can edit it online to fix its dimensions and colors. ... and it only costs \$2 per image.

2) Once power point presentation is ready, give presentation to a selected audience and if desired, record the audio of this presentation.

3) Prepare a voice-over narration script. If an audio record of this presentation is available, it can be transcribed into a written script using software or by another person. Then update this script with feedback from friends and associates. The completed script should include the slide number before words for each slide.

4) If you do not have Audacity audio editing software, do the following:

- a) Download Audacity from <https://www.audacityteam.org/download/> and install it on your computer
- b) If needed, download and install MP3 encoder for Audacity. For more info, see: https://old.audacityteam.org/help/faq_i18n?s=install&i=lame-mp3
- c) If needed, purchase a good microphone. One low cost option is the [Logitech USB Headset H390 with Noise Cancelling Mic](#). Its noise cancelling feature allows you to record in a typical room (that has typical small background noises such as a fan or traffic noises from outdoors). This compares to renting or creating a special quiet sound-proofed recording room.
- d) To learn the basic features of Audacity, watch some training videos on youtube. For an example, see: [Audacity Basics: Recording, Editing, Mixing](#)

5) Use Audacity to record voiceover script. You may want to retain someone who specializes in doing voice-over recordings. For example, a local actor was retained to complete the voiceover on this presentation: <http://thinkrenewables.com/tbv>.

Steps could include:

- a) Narrator reviews slides and reads over script
- b) Narrator reads script out-loud and then script is edited to fix anything that does not flow well
- c) Narrator records script voice-over

6) Edit the voice-over script in Audacity by doing the following:

- a) remove all undesired sounds including when the narrator is breathing in-between sentences.
- b) Add labels at each location where the slide is identified. This can be done by setting the "curser" to be at a point where the slide number is mentioned and then selecting menu item: "Tracks | Add Label at Selection"
- c) Determine the exact time between each label by selecting one label and dragging the curser to the next label.
- d) Save file in audacity format
- e) Export the voiceover file in MP3 format

7) Create a table that includes the slide number and the exact time between each slide in the script. The time should be in 100ths or 1000ths of seconds.

8) Open slideshow file in "Powerpoint for Windows" and select the "Transitions" menu tab. Then enter the exact duration of each slide.

9) If you do not have the iSpring Presenter add-on for Powerpoint for Windows, do the following:

- a) Download & install the free demonstration version from: <https://www.ispringsolutions.com/ispring-presenter> (see bottom of page for link for free download).
- b) [Note: iSpring recently enhanced their iSpring Presenter to iSpring Suite so the steps outlined below need to be verified to use selected features of this software]

10) In powerpoint, click on the iSpring presenter tab and load the voiceover file in MP3 format by doing the following:

- a) [Exact steps to be verified...]

11) Play slideshow with the "Timings" check box enabled. To view this setting click on "SlideShow" tab,

12) Animate images and text in slides so they appear about the time they are mentioned in the voice-over. Some recommendations:

- a) Keep it simple - most of the time, just fade in text images and text when needed.
- b) To show how items or concepts are connected, you can have images and words appear and move as needed. For example, see slide 5 of <http://thinkrenewables.com/tbv>
- c) For an example of a fully animated slideshow presentation, see: <http://thinkrenewables.com/tbv>

- 13) Publish the draft version of video in using iSpring Presenter. Shown below are two examples:
- a) [Standard video in MP4 format](#)
 - b) [Special video format \(allows viewers to skip slides\)](#)
- 14) Share video with friends and business associate and ask for their feedback.
- 15) Edit the slideshow presentation to incorporate all desired changes. Then, do the following:
- a) Further edit the voice-over script in Audacity by highlighting the segments indicating the slide number and the click on the "Silence Audio" button to silence the words "slide #" without changing the length of the audio file.
 - b) If desired, add in background music to voiceover narration. You can download background music from several locations including:
 - i) <https://blog.bufferapp.com/background-music-video>
 - ii) <https://soundcloud.com/twisterium>
 - iii) <https://www.audionetwork.com/content/music-for/background-music>
 - c) Save file in audacity format to a new name
 - d) Export the voiceover file in MP3 format
- 16) In powerpoint, click on the ISpring presenter table and load the updated voiceover file in MP3 format by doing the following:
- a) [Exact steps to be verified to use selected features of this software]
- 17) Publish the final version of video using iSpring Presenter. Shown below are two examples:
- a) [Standard video in MP4 format](#)
 - b) [Special video format \(allows viewers to skip slides\)](#)

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