



How to create a narrated presentation in PowerPoint (E-poster voice-over)



VISION 2023 & BEYOND
ISMSXXVIII

XXVIII International Symposium on Morphological Sciences





What you will need

- A laptop or desktop PC
- A microphone (built-in mic on your device or if you have an external mic or headset)
- Microsoft PowerPoint and your E-poster presentation slide (or PPT for Mac)
- Presentation note or a script
 - this will help you to focus on what to say on each slide – print it out



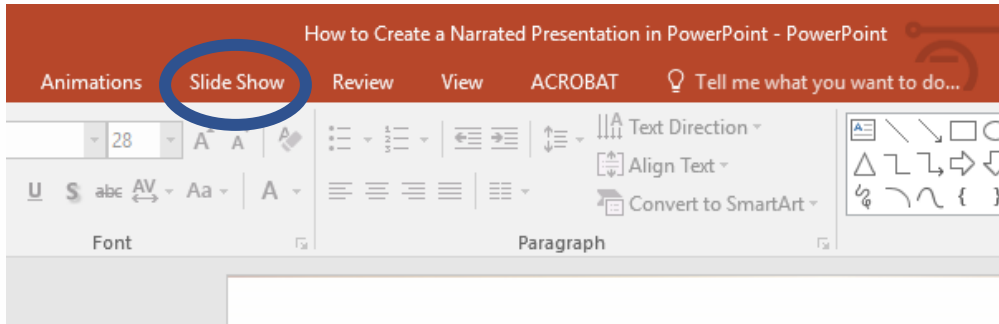
Good Practices & Guidelines

- Keep it short!
 - Narrated presentation for ISMS 2023 E-posters should be a **maximum of 2 minutes**
 - Use the E-poster guidelines to create your 1 slide PowerPoint file
 - Once the poster slide is ready, then record your voice over and save as a PowerPoint file and also as a PDF (note the PDF will not have audio)

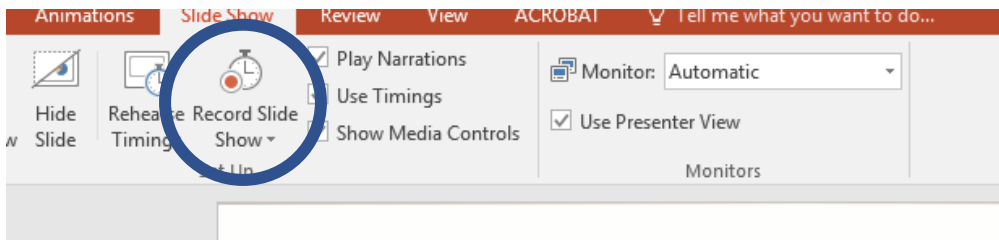


To record your narration – Powerpoint 2016

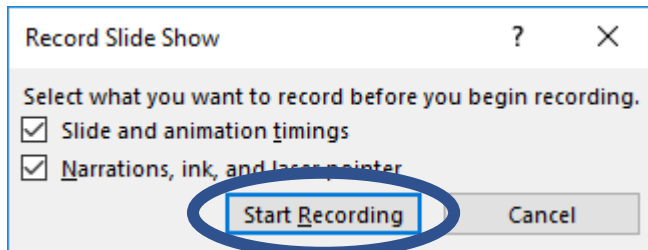
1



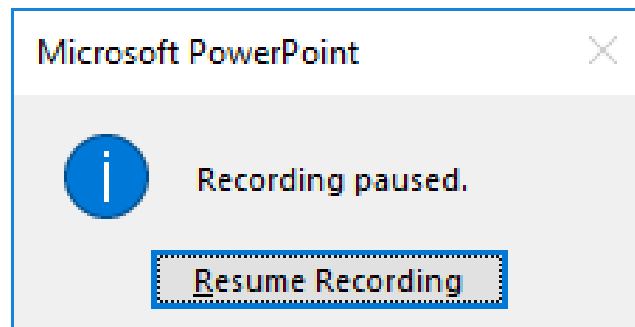
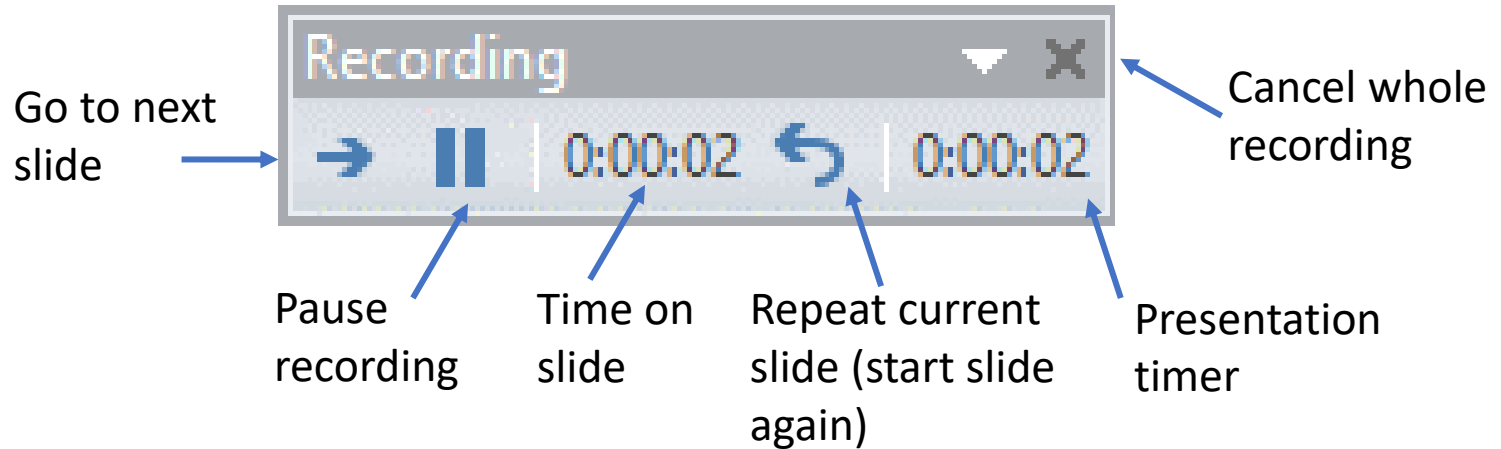
2



3



To pause or continue the recording



Office 365 PowerPoint

The image shows a PowerPoint slide titled "How to create a narrated presentation in PowerPoint (E-poster voice-over)". The slide content includes a logo for the "INTERNATIONAL SYMPOSIA ON MORPHOLOGICAL SCIENCES" (SYMPOSIA MORPHOLOGICA) and a scenic background image of a coastline with mountains. The interface includes a top ribbon with "RECORD", "STOP", and "REPLAY" buttons circled. A "NOTES" button is also circled with an arrow pointing to the text "Can have script notes here". On the right, "CLEAR" and "SETTINGS" buttons are circled with an arrow pointing to "Mic and camera settings". On the left, a "Previous slide" button is circled with an arrow pointing to "Previous slide". On the right, a "Next slide" button is circled with an arrow pointing to "Next slide". At the bottom, a toolbar contains "Pen, highlighter, eraser tools" circled with an arrow, and "Camera and Mic Buttons" circled with an arrow pointing to "Camera and Mic Buttons" and the text "If you wish to you use your camera only do so for your title slide".

Record, stop and replay buttons

Can have script notes here

Mic and camera settings

Previous slide

Next slide

Camera and Mic Buttons
If you wish to you use your camera only do so for your title slide

Pen, highlighter, eraser tools

How to create a narrated presentation in PowerPoint (E-poster voice-over)

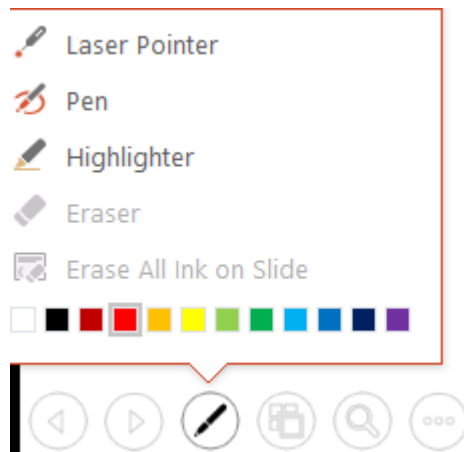
INTERNATIONAL SYMPOSIA ON MORPHOLOGICAL SCIENCES
SYMPOSIA MORPHOLOGICA

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Please note, newer versions of PowerPoint may appear different, but functions remain similar

Presenting tips

- Do not speak immediately when you push record, wait 3 seconds.
- You can still use animations etc.
- Don't click "record from beginning" once you have started or you will wipe over all your recordings!!!



- You can use the presentation mode tools to:
 - Point, highlight or write key aspects
 - Magnify to make a section of a slide bigger
 - Can also use "ctrl and hold left mouse click" for laser pointer

Check the recording when done

Make sure its maximum 2 minutes in total



How to create a narrated presentation in PowerPoint
(E-poster voice-over)



Save and Export the presentation as .mp4

- Go to File > Export > Create a video
- Select Full HD (1080p) or presentation quality (1920x1080) > Create > save as
- Follow upload instructions (will be sent via email at a later stage)

How to Create a Narrated Presentation in PowerPoint.pptx

Export

- Create Adobe PDF
- Create PDF/XPS Document
- Create a Video**
- Package Presentation for CD
- Create Handouts
- Change File Type
- Publish to Microsoft Stream

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Full HD (1080p)
Large file size and full high quality (1440 x 1080)

Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

Seconds spent on each slide: 05.00

Create Video

Demo videos and tutorials

Please note, these are simply guidelines to assist you with your recording for your poster

Office 365 - PowerPoint

<https://www.youtube.com/watch?v=D8JV3w4TOVw>

PowerPoint – 2016 and 2010

<https://www.youtube.com/watch?v=Bv3oTEExOQVU&t=20s>

<https://web.microsoftstream.com/video/d8af32ed-d300-4007-8bf2-f7a1fb109229>

<https://www.youtube.com/watch?v=jHeH05PKvHg>

