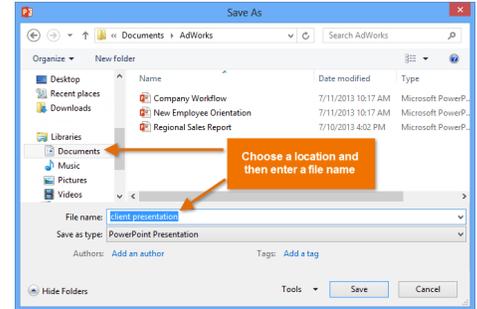


Before you Begin: You will need to have a microphone and speakers on your computer in order to record audio. When you create your PowerPoint slides, save them as .pptx (PowerPoint Presentation 2007 and newer). Older versions of PowerPoint (1997-2003) have the file extension .ppt and some features are not available or compatible in older versions of PowerPoint.

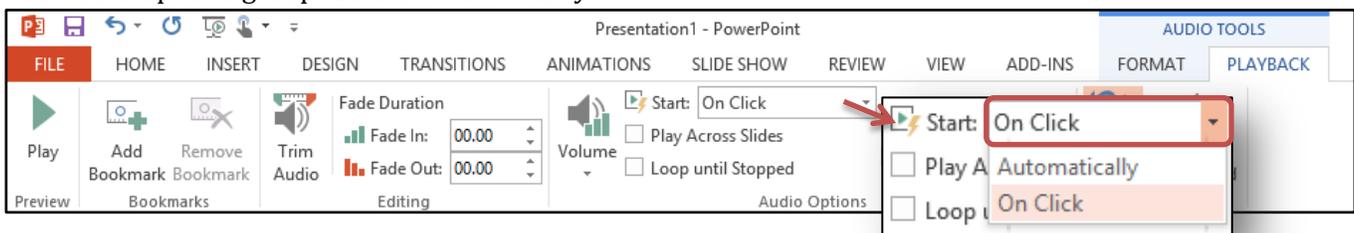
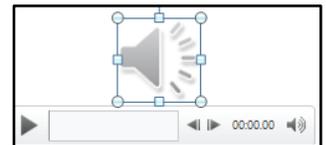
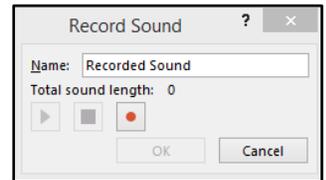
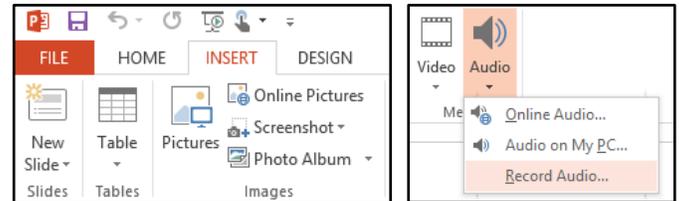
### How to Save your PowerPoint as .pptx

1. Go to **File** and click **Save As**.
2. Select the location and type a name for your file.
3. Next to **Save as type**, select PowerPoint Presentation (.pptx).
4. Click **Save**.



### How to Record Audio on Slides

1. Open your PowerPoint show and navigate to the slide on which the audio is to be added.
2. Select the **Insert** menu, then click the **Audio** button and select **Record Audio** from the dropdown menu.
3. The **Record Sound** window appears. Click the red dot button to begin recording.
4. Speak to record.
5. Click the blue square button to stop.
6. Click OK to insert the sound into the slide.
7. A speaker icon is added at the center of the slide to represent the audio file you have just recorded. The speaker icon should be moved so as not to block text and images on the slide. It may be moved to any location; however, it is good practice to keep the location consistent throughout the presentation. Click the speaker icon and click play to listen to the audio.
8. Optional: When the speaker icon is selected, the Audio Tools context tab will appear on the ribbon at the top of the program. Click the **Audio Tools Format** tab to access controls which alter the appearance of the icon (color, border, size, etc.). Click the **Audio Tools Playback** tab to set how the audio file plays on the slide. For example, to set the sound file to play automatically when the slide appears, locate the Start drop down menu in the Audio Options group. Select **Automatically**.

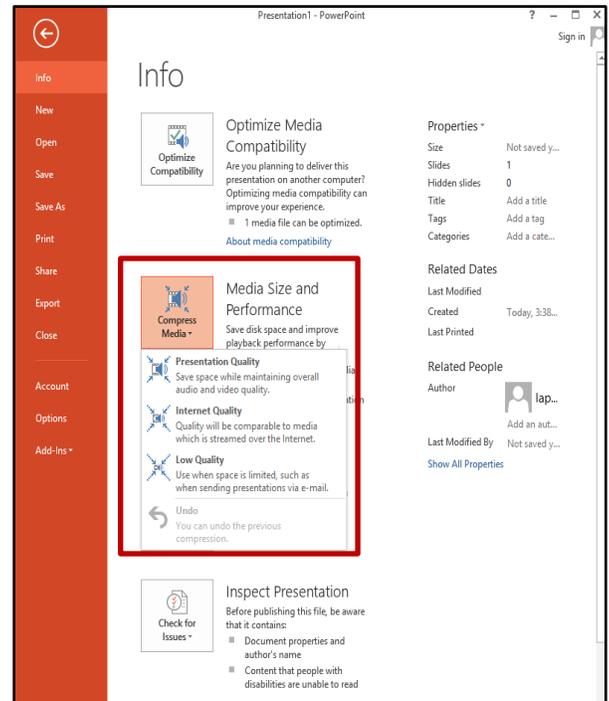


## Media Size and Performance

Audio files can quickly inflate the size of a PowerPoint presentation. This, in turn, impacts download time when accessing the file form within a Blackboard site. To save space you can compress the media. Always keep an original file and a separate compressed version. Once you have completed your presentation, save the presentation as you normally would so that you have a copy of the original presentation. Next used the directions below save a copy of the compressed file.

### Compress a PowerPoint containing audio and video files:

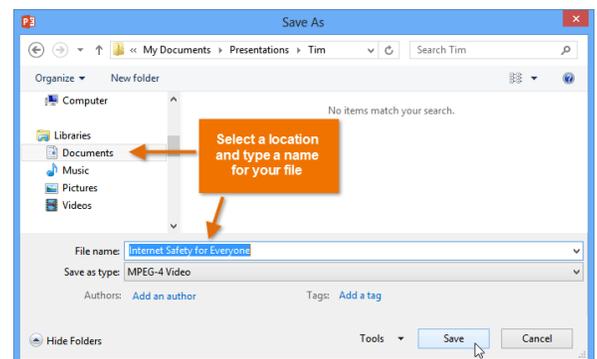
1. Save the original file. Then save a copy by going to File > Save As and add the word compressed to the file name.
2. Open the file menu and click the Info tab (if it is not already selected).
3. Click the **Compress Media** button.
4. Select the desired Quality. You can typically use the lowest setting without impacting quality.
5. The system will display its progress as it compresses the media files and report the amount of space saved when it is complete. Click Close to return to the presentation. (Note: It is ok if it says the media is already compressed.)
6. When you are okay with the file, save it as the compressed version and you should have two files the original and the compressed version.



### Convert it to a Video to Share with others:

The audio files in PowerPoint 2013 are different than previous versions of PowerPoint and may not play on all devices. If you need to share your PowerPoint with people using different devices than you, it is best to save the file as a video and upload it to a universal player such as YouTube.

1. Go to **File** and click **Save As**.
2. Select the location and type a name for your file.
3. Next to **Save as type**, select MPEG-4 Video.
4. Click **Save**.
5. As PowerPoint creates your video, a status bar will appear at the bottom of the PowerPoint window. When the bar is complete, your video is ready to view and upload.



Please upload your video to YouTube using the helpsheet with directions. Do not attach your video file in Blackboard; these video files are extreme large and will take too long for people to download. YouTube will make the video load faster and put it in a universal format that will play on a variety of devices.