

Instructions for Recording to PowerPoint Slides and Saving as MP4

Overview:

These instructions will guide you in adding audio narration to PowerPoint and saving the presentation as an MP4 video for uploading to YouTube.

- Use PowerPoint for Windows or Mac, and your computer microphone (or headset) to record your narration.
- Record audio to each slide that you wish to narrate. Here are some helpful resources:
 - Microsoft. (n.d.). [Add or delete audio in your PowerPoint presentation](#)
 - Microsoft. (n.d.). [Add and record audio](#). [Video file].
- When you are done recording narration to your slides, save your PowerPoint as a video file (MP4) for uploading to YouTube. Here is a helpful resource:
 - Microsoft. (n.d.). [Save a presentation as a video](#). [Video file].
- When you are satisfied with your final MP4 video presentation, review the **CHS236 YouTube Video Submission Instructions** to learn how to upload a video to YouTube and sharing the link to your video in your Blackboard assignment submission.