



Narrating PowerPoint Presentations for Online Delivery

Center for Instruction and Research Technology

Impatica is a software program which allows for the delivery of fully narrated and highly animated PowerPoint content over the Internet, plug-in free and even at modem speeds. The “translated” files can be placed on a CD or website and are compatible with such learning management systems as Blackboard and WebCT. More information available here: <http://www.impatica.com/higher-ed/>

Step One: Narrate PowerPoint and set up timings.

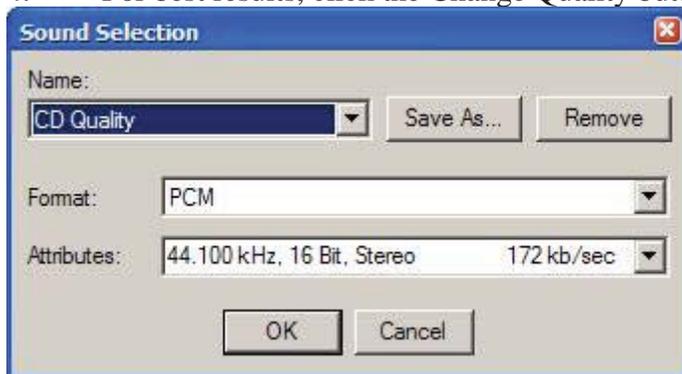
Your computer must be equipped with a sound card, microphone, and speakers for you to record and hear a narration. When you are ready to record, find a quiet area where you won't be interrupted. It is usually better to do a practice run first.

TO RECORD NARRATION

1. In PowerPoint, go under the Slide Show menu to Record Narration and you should see this window.



2. Test the microphone, using the Set Microphone button.
3. Be sure that the Link narrations option is not checked.
4. For best results, click the Change Quality button and select CD Quality, then click OK.



5. To begin narration, click OK.
6. As you speak into the microphone, use the mouse or keyboard to move through your presentation.
** Be sure to wait at least 3 seconds after you finish speaking before advancing to the next slide. If you don't wait, portions of your audio file may be lost.

AUTOMATIC SLIDE TIMINGS

7. As you record, Microsoft PowerPoint records the amount of time you take on each slide. You can choose to save these slide timings with the narration, or you can set slide timings separately. Slide timings are especially useful if you want the presentation to run through automatically. You can turn them off when you don't want the presentation to use them. Because voice narration takes precedence over other sounds, if you've inserted another sound to play automatically in the presentation, it will be overridden by the narration.

When you finish the presentation, you will be asked to save the slide timings, we recommend that you Save.



8. Because audience needs and computer equipment varies, consider accompanying your narration with notes. This can benefit anyone who is deaf or hard of hearing or whose computer lacks a sound card. Impatica offers options for incorporating the notes into your presentation.

SUPPORTED AND UNSUPPORTED POWERPOINT FEATURES

Impatica supports a vast array of PowerPoint features and elements:

Slides and Slide Masters, Slide Design Templates, Slide Layouts, Text, Graphics, Shapes, Media, Backgrounds, Transitions, Animation Effects, Slide Timing/Advance, Action Settings and Hyperlinks.

Impatica for PowerPoint does not support the following miscellaneous features: Action items, Agenda slide, Custom shows, Hidden slides, Image map authoring tools and hot spots, Meeting minders, Visual Basic support.

Step Two: Translate with Impatica

If you don't have your own license, this step can be performed in the CIRT Lab.

Start Impatica, and then add your PowerPoint file(s) and choose the options you want from the interface.



SLIDESHOW TAB:

Include Playback Controls (yes)

- Selecting this option will create buttons to allow the viewer to control the playback of your presentation.

MEDIA TAB:

Wait for Sound (no to both)

At end of animation

- With this option selected, presentation advancement will be delayed until the current animation's sound has been played in its entirety.

At end of slide

- Selecting this option causes slide transitions to be postponed until the current slide's transition sound has finished playing.

Animation Playback

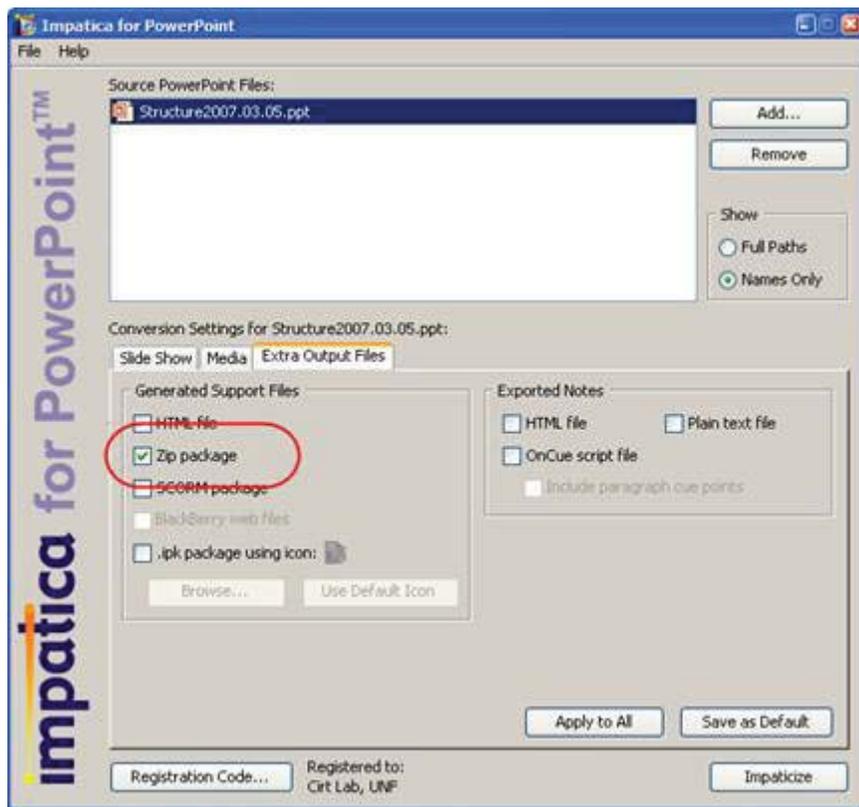
- Specify which version of PowerPoint you wish to mimic.

Make All Animations Automatic (no)

- Selecting this option will cause Impatica for PowerPoint to override the animation on mouse click setting of PowerPoint. If this option is selected, all animations will occur automatically, without waiting for a mouse click.

Make Hyperlinks Open New Window (yes)

- If this option is selected, all hyperlinks to URLs will open a new browser window and display the desired page within the new window. Otherwise, the target URL will appear in the current browser window and replace its content, including the Impatica presentation.



EXTRA OUTPUT FILES TAB:

Generated Supported Files

- Select Zip Package for upload to Blackboard.

When you are done selecting Conversion Settings, click Impaticize.

Place in Blackboard:

1. In your Course Control Panel, open a content area and select “Add Item.”
2. Under "Item Attachments", click on the Browse button and locate the compressed (zip) file on your local computer.
3. For Name of Link to File, enter the text your students will click on to launch the presentation. ie. “Click here to view lecture”
4. Select Unpackage This File from the drop-down menu.



5. Click Submit. You will be prompted with to select the entry point. Choose the .html file.