



Recording a PowerPoint Narration Guide

Camtasia allows you to record a narration track within PowerPoint to go with your presentation. The presentation can be published online and added to Blackboard and/or added to your website. Note: This procedure can be done in the iCenter, or on your own PC if you have Camtasia installed.

Here's a brief overview of how to narrate a PowerPoint presentation:

Step 1: Create a PowerPoint presentation with your information.

Step 2: Write a narration script in Microsoft Word and practice narrating.

Step 3: Record the narration within PowerPoint and convert it in Camtasia to Flash.

Step 4: Create an accessible PDF from the transcript of your presentation.

Step 5: Publish the presentation to the LPC1 server, and create a link to it in Blackboard.

Step 1: Creating the PowerPoint presentation.

You have the option of using an existing presentation or creating a new one. If you are using an existing one, open it and check that it is set up the way you like. If you are creating a new one, go ahead and create it.

Once you have set up your PowerPoint presentation, save your work, and get ready to write your script.

Step 2: Write your script and practice.

The best way to have a smooth narration is to write a script in Microsoft Word and practice it a few times. Become comfortable with the topic and the arrangement of the slides. Do a few "dry runs" with the slideshow active so you can familiarize yourself with the pacing. Don't forget to speak reasonably slowly, with a short pause between topics. Imagine yourself in front of your class while you are narrating.

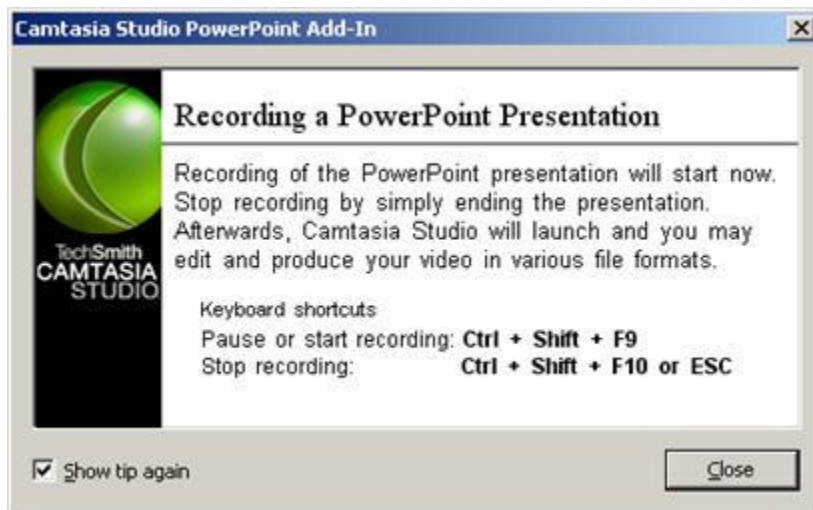
Once you are comfortable, it is time to record!

Step 3: Record the narration within PowerPoint and convert it to Flash in Camtasia.

1. Open your presentation in PowerPoint.
2. Make sure it is on the correct slide and that you have your script ready.
3. Press the **Record** button in the upper-left.

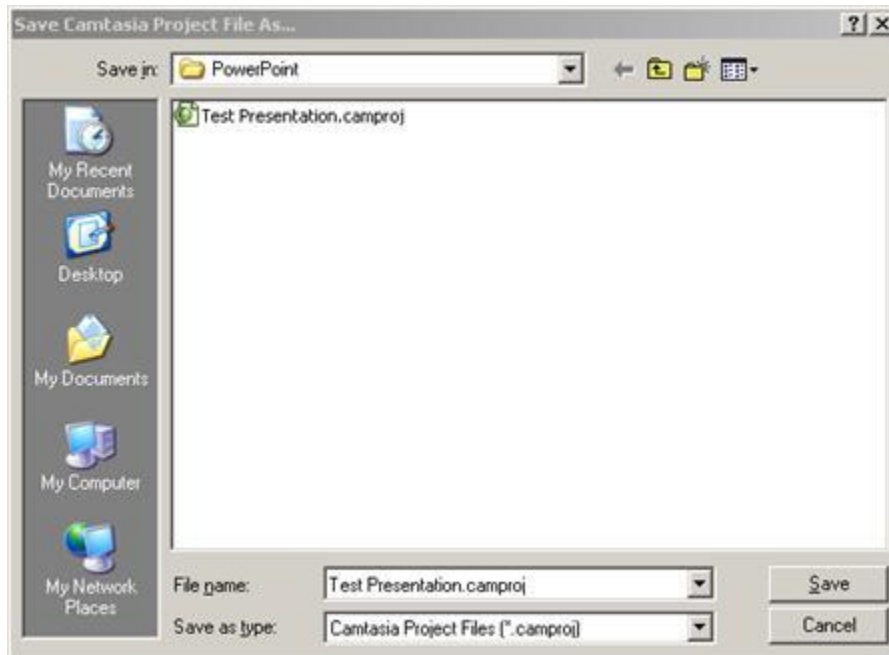


4. You will see a dialog box that gives you details about how to record. Click **Close** and the recording begins.



Proceed with the recording and press **ESC** when complete.

5. The Save Camtasia Project File As dialog box will appear. Name your project, choose a location to save it, then click **Save**.



6. After a moment Camtasia will open. You can preview the presentation to ensure it is to your liking. If it is acceptable, click **Produce video as...**

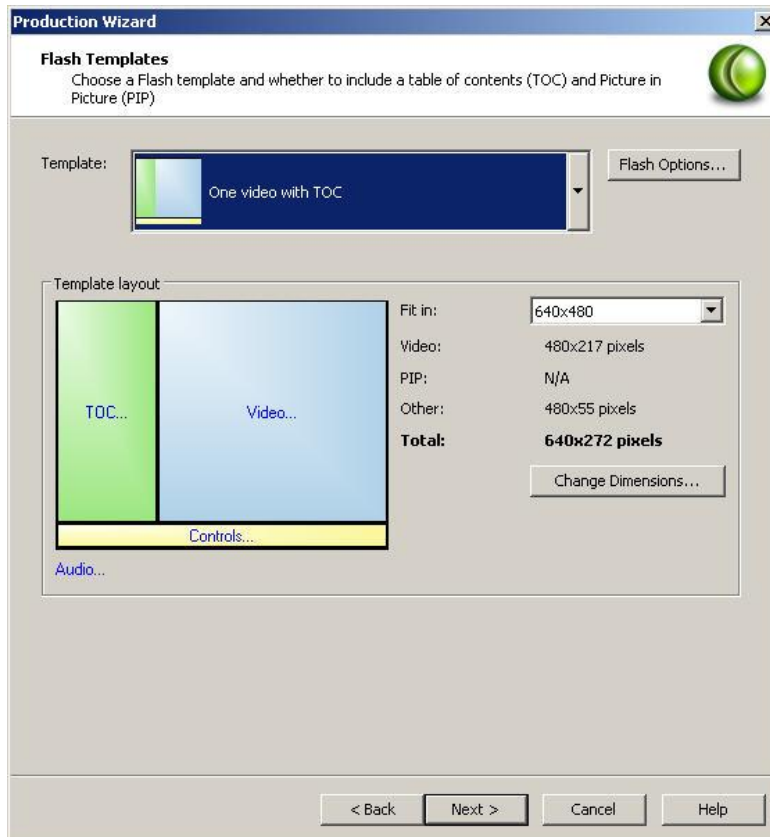


7. The Production Wizard dialog box appears. On the opening screen, click **Next**. This dialog box allows you to choose your format. Flash is recommended, as it is accessible to anyone, regardless of operating system. Click **Next**.



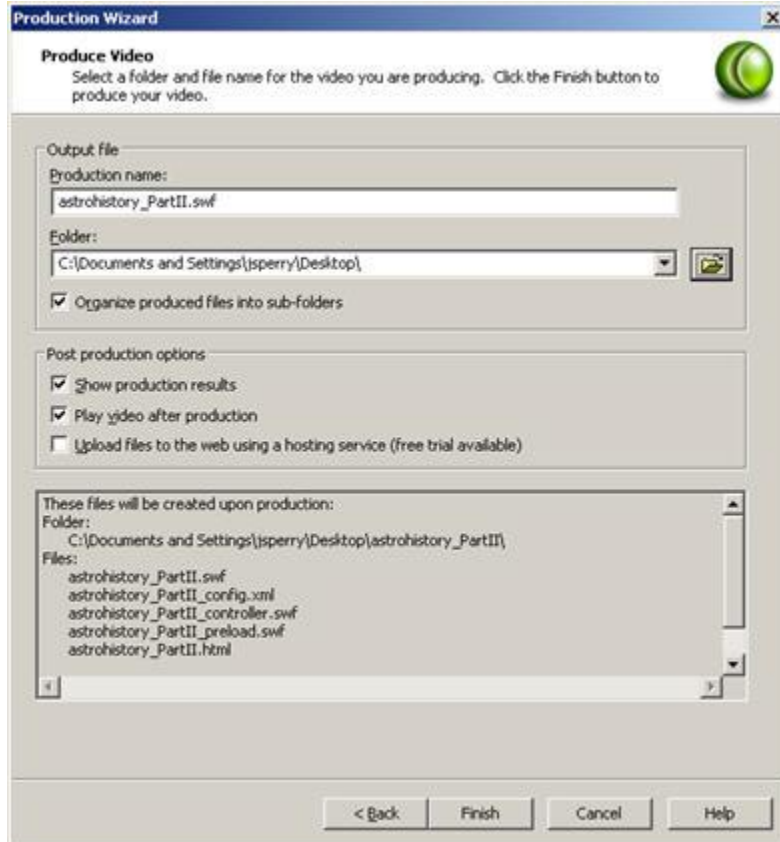
8. On the next screen, you can decide if you want to include a table of contents, or just the video and audio. You can also determine the size of the video. 640x480 is a good size for our purposes, and you should lose very little of the quality of the presentation.

If you decide to add a table of contents, click **Flash Options** and then the **Table of Contents** tab. It is a good idea to keep the names of the slides short, as there is not much room for them in the final output. You can also change the video frame rate, but it is a good idea to use the default. Click **OK** if you make any changes. Click **Next** when finished with this screen.

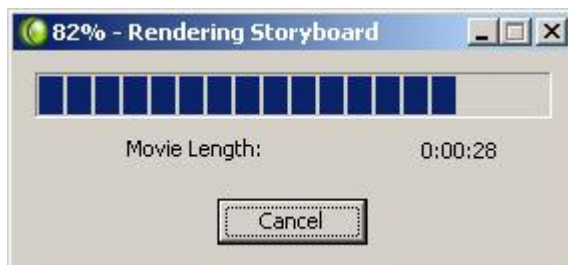


9. In the **Video Options** dialog box, you can include a watermark or SCORM package, if desired. These are not required for your courses, so no need to include them. Click **Next**.

10. In the **Produce Video** dialog box, name your production and determine where you would like to save it. You can also opt to view the production results and play the video after production. Click **Finish** to begin the process.



11. Camtasia will tell you it is producing your video.

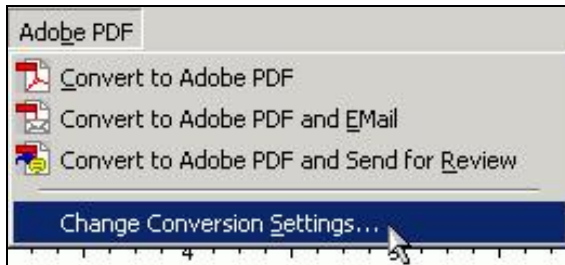


12. Click **Finish** when complete and the movie should play in your web browser. If it is to your liking, close Camtasia and PowerPoint. You are now ready to create your accessible PDF of the presentation.

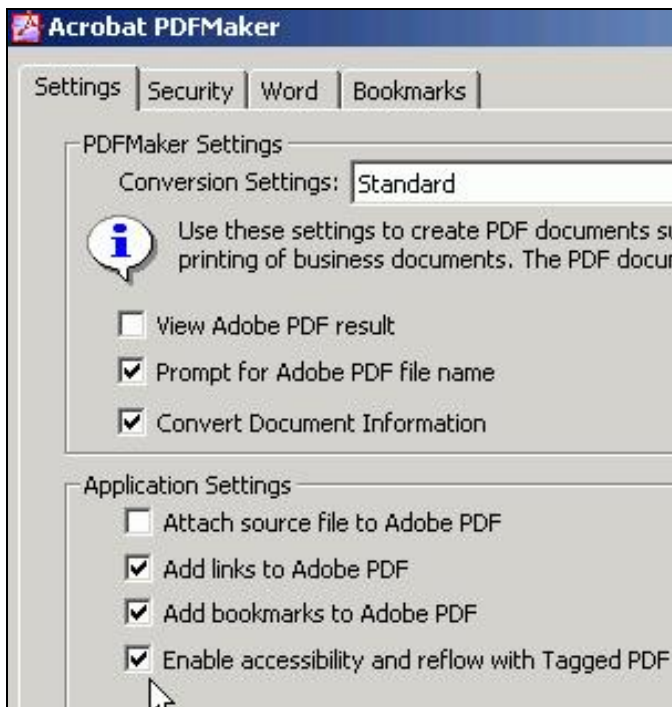
Step 4: Making an accessible PDF from the transcript of a PowerPoint presentation

To be in compliance with federal accessibility laws, we are required to make everything we post online as accessible as possible. Making a PDF version of the content of the presentation ensures that we are complying with these laws.

1. Open the transcript of the presentation in Microsoft Word.
2. Choose **Adobe PDF** from the menu bar, and select **Change Conversion Settings**.



3. The Acrobat PDFMaker conversion settings window will open. Uncheck "View Adobe PDF result", then check "Enable accessibility and reflow with Tagged PDF". Click **OK**.



You are now ready to begin converting your transcript into a PDF file.

1. Open your transcript in Word (if it is not already open).
2. Click the **Convert to Adobe PDF** button on the Word toolbar. Alternatively, you can click Adobe PDF on the menu, and select Convert to Adobe PDF.

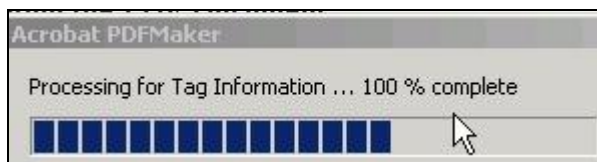


3. If you are asked to save the file, click **Yes**. Saving the PDF file will begin the convert to PDF process. After clicking **Save**, the Converting to Adobe PDF screen appears.

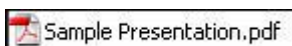


Acrobat will most likely show the processing for tag information when processing a text document, whether or not any images exist in the document. Tag information is the description information that you use (usually not more than 2-3 sentences) to describe the content of an image. It's exactly the same information that you would enter if you were adding "alt-tag" information for an image in Dreamweaver. The tag information is read aloud to the visually impaired individual by the assistive technology applications.

If the following dialog screen should appear after the tag processing is complete, click **Yes**.



4. The conversion process is finished. Your file is ready to be linked to in Blackboard.



Step 5: Publish the presentation to LPC1, and create a link to it in Blackboard.

1. You will want to upload the entire folder containing the presentation to LPC1. It should include several files, including an HTML file, XML file, PDF file, and SWF files. If you do not have a folder on LPC1, contact the webmaster, Elizabeth Noyes at 424.1675 for assistance. The staff of the iCenter can assist with the upload process.



2. Test the html file in a web browser. We recommend trying the link in both Internet Explorer and Firefox, as students are able to use both. The link should look approximately like this:

http://lpc1.clpccd.cc.ca.us/lpc/harpell/lectures/astrohistory_pt2/astrohistory_p2.html

Yours will differ after the /lpc/ section, according to your name.

3. Once you know the link is accurate and works well, it is time to link to the presentation in Blackboard.
4. Open your browser and go to <http://clpccd.blackboard.com>.
5. From <http://clpccd.blackboard.com> click the **Login** button.



6. On the next screen, login to your account. Your username is the first initial of your first name and your entire last name. The default password is *instructor*, which you should change immediately if you have not already done so. Click **Login**.



7. Navigate to the course for which you want to upload the presentation. Go to the Control Panel and select the content area you wish to update.



8. Click **External Link** to create a new linked item.



9. Type a name that describes the presentation. Type or copy and paste the URL of the html file you just created into the next box.

1 External Link Information

Name

URL
For example, <http://www.myschool.edu/>

10. Add any descriptive content to the Text box. This step is not required, but can be helpful to your students.
11. Under the **Content** area, you will add the accessible PDF file. Point this to the PDF on your computer, and as a courtesy to students, include (PDF) in the Name of Link to File box. You can also modify availability options below this area.

2 Content

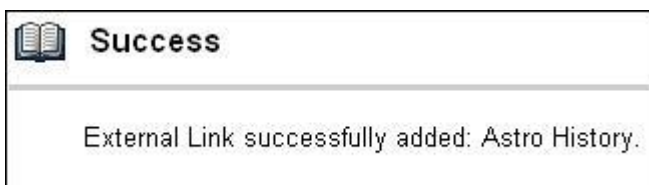
Files can be attached to the above information. Click **Browse** to select the file

Attach local file

Name of Link to File

Special Action

12. Click **Submit** on the Add External Link Added page. Click **OK** on this page to update your course.



13. This takes you back to the Course Materials page (if that is where you added the content). Go back to the main page of your course. To see what the students will see, click the appropriate link on the left (in this case, Course Materials).



14. Click the new link to your presentation.



15. Your flash presentation will open within Blackboard. It may take a while, depending on the size of the Flash file. It might even look like it is not doing anything, but it is opening the file. If it looks appropriate, then move on to checking the accessible PDF version.
16. Go back to the **Course Materials** screen. Click the link to the PDF document to make sure it opens appropriately. If successful...

Congratulations! You have just created and uploaded a Flash movie and accessible version of your PowerPoint presentation!