

## Creating Accessible Video from a PowerPoint Slide Presentation

The instructions below outline the process and preparations to create an accessible video file from your PowerPoint slide presentation.

### Create Accessible PowerPoint slides

First, follow guidelines to create your accessible PowerPoint slides. Reference [Creating Accessible PowerPoint Slides](http://www.sjsu.edu/cfd/docs/Creating_Accessible_Pwpt_Slides.pdf) at [http://www.sjsu.edu/cfd/docs/Creating\\_Accessible\\_Pwpt\\_Slides.pdf](http://www.sjsu.edu/cfd/docs/Creating_Accessible_Pwpt_Slides.pdf) if questions. After you have finished creating accessible PowerPoint slides, you can go back to either the beginning of your slides or any selected slides to add or record narration.

#### A. Create transcripts for your slides narration

Prior to recording the narration for your presentation, it is recommended transcribing your narration into a text file. This text version can later be used to sync it as the captioning for your video file.

1. Use Word, Notepad or any text edit application to create a text version of your voice over narration as a separate file.
2. Other options, you can use Dragon Naturally Speaking software, iPhone, or other voice to text conversion tools to dictate your narration and save it as a text file.

#### B. Turn your PowerPoint slides into a video on Windows

System Requirements: Your computer must have a sound card, microphone, and speakers. For better result it is best to plug in an external microphone to record your narration.

#### Record a narration in a presentation

You can record a narration either before or during a slide show. The process is the same as follows:

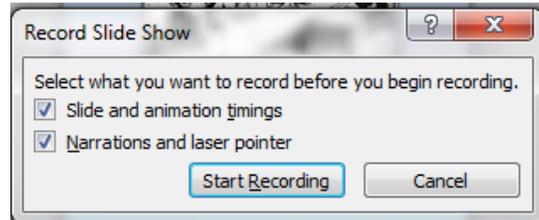
1. In the Normal view of your slide presentation, go to **Slide Show** tab, in the **Set Up** group, click **Record Slide Show**.



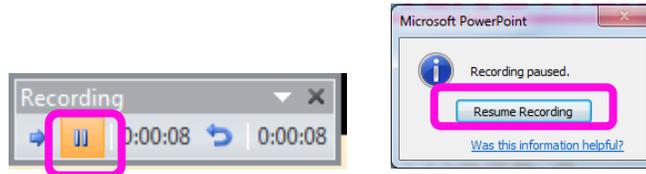
2. From the drop down list, select **Start Recording from Beginning** or **Start Recording from Current Slide**.



- In the next Record Slide Show window, make sure the **Narrations and laser pointer** box is selected and click **Start Recording** to record your narration. If you want to include the timing for each slide, check the box next to **Slide and animation timings**. It is a good idea to include timing so that you may have an idea of how long your entire presentation may be. Click **Start Recording**.



- To pause the narration, in the **Recording** window at the upper left corner, click **Pause**. To resume narration, click **Resume Recording**.

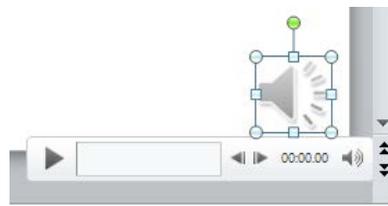


- To end the recording, right click the slide and a pop-up window will open. Click **End Show** at the end. If you have included timings, the timings will be automatically saved and appears in the **Slide Sorter view** underneath each slide.

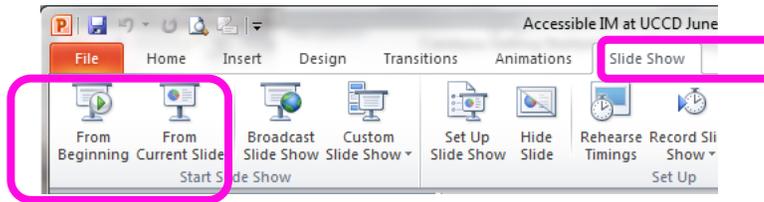


### Preview a narration

- In **Normal view**, click the sound icon  on the slide then the Play button.



- Or, in **Normal view**, go to the **Slideshow** tab, click either **From Beginning** or **From Current Slide** in the **Start Slide Show** group to listen to your narration.



### To Delete a Narration

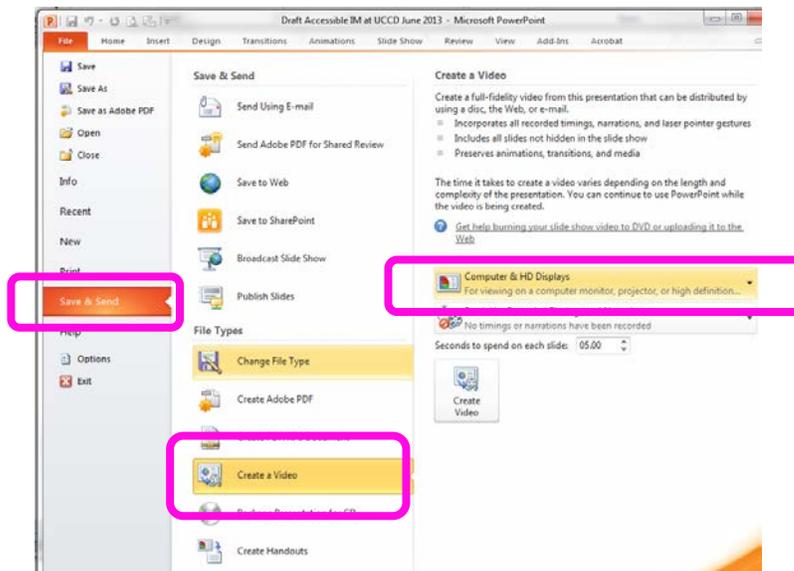
- Go to the **Normal view**, click the sound icon  on the slide then press **Delete** key on



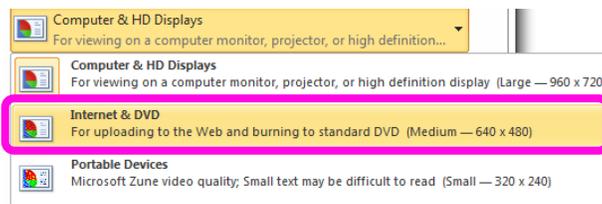
the keyboard.

### Save your presentation as a video

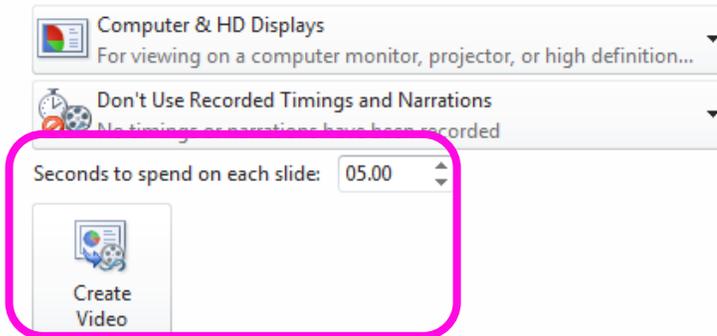
- Under **File** menu, select **Save & Send** then click **Create a Video** under **File Types**



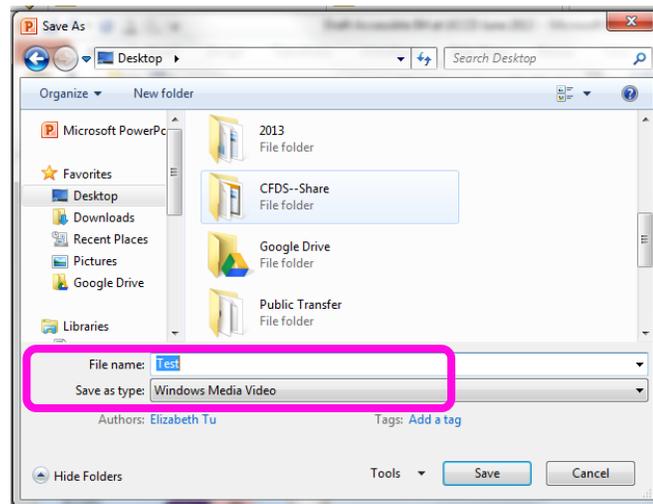
- Click the down arrow next to **Computer & HD Displays**. Select **Internet & DVD** if you plan to upload this video onto YouTube.



3. You can modify the time you want to spend on each slide by clicking the up/down arrow to increase/decrease the default 5 seconds next to the **Seconds to spend on each slide** box. Once you finish making the decision, click **Create Video**.



4. In the next **File name** box of the **Save As** window, enter a file name for your new **Windows Media Video** file. Decide where you want to save this file, then click **Save**.

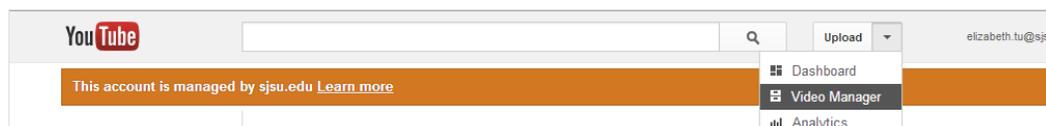


5. To play back this new WMV video file, locate it on your local computer and double click the file to view it.

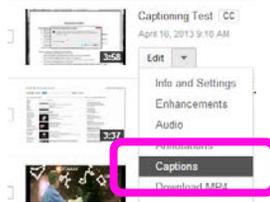
### C. Sync the transcripts with your video file

If you have already prepared a transcript text file, follow steps below to sync the transcripts with your video file. If you do not have the transcript, follow step A above to create your transcript text file.

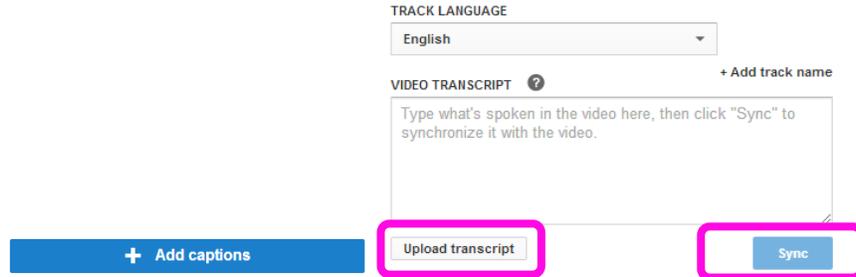
1. Go to your SJSU YouTube account. Click **Video Manager** from the down arrow next to **Upload** button at the upper right corner.



2. Click the down arrow next to **Edit** button. Select **Captions** from the drop down list of **Edit**. A new window will open.



- a. When your YouTube video has just been uploaded onto YouTube with no captions, you will see a blue **Add captions** button. Click it and your screen will be refreshed with a **Video Transcript** box. Click the **Upload transcript** button below this Video Transcript box to locate your transcript file, then the blue **Sync** button. Depending on the length of size of your video or transcript file, wait and your transcript will be synced with your video file.



- b. If your YouTube video already has existing captions, the captions may contain many errors. Click the down arrow next to **Add a new track**, select **Upload caption or transcript**, you will see new available features. Click **Upload transcript** to locate your transcript file and then the blue **Sync** button. Wait and your corrected transcript file will be synced with your video file.

