

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 <u>Creating Accessible</u> <u>PowerPoint Slides</u> at 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:

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

File	Home I	nsert Desi	gn Trans	itions Ar	imations	Slide	Show Re	view View Add-In:	s Acrobat		
				:			Ā	Play Narrations	Resolution:	Use Current Resolution	*
P	T		E E			9_		🗹 Use Timings	🗊 Show On:	Primary Monitor	*
Beginning	Current Slide	Slide Show	Slide Show *	Set Up Slide Show	Slide	Timing	Record Slide Show *	Show Media Controls	Use Presente	er View	
	Start SI	ide Show					Set Up			Monitors	

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

	Accessible IM at UCCD II	une 2013 - Microsoft PowerPoint	
File Home Insert Design Trans	sitions Animations Slide Show	Review View Add-Ins	Acrobat
From From Beginning Current Slide Show Vide Show V	Set Up Slide Show Slide	Image: Play Narrations Image: Play Narrations Image: Play Narrations	Resolution: Use Current Resolution Primary Monitor Use Presenter View
Start Slide Show	kõ 54 kõ 55	tart Recording from Beginning tart <u>R</u> ecording from Current Slide ^{Tear}	Monitors

 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.



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



5. 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

1. 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 so on the slide then press Delete key on



the keyboard.

Save your presentation as a video

1. Under File menu, select Save & Send then click Create a Video under File Types



2. 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**.

Computer & HD Dis For viewing on a cor	plays nputer monitor, proje	tor, or high definition
Don't Use Recorded	Timings and Narration	ed 🗸
Seconds to spend on each s	slide: 05.00 🌲	
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**.

			-			
P Save As		Top to make	-	2 and 20	-	×
🚱 🗢 🗮 Desktop 🔸		•	€ ∳ Se	arch Desktop	-	م
Organize 👻 New folder					₩= ▼	(?)
P Microsoft PowerPc	2013 File folde	r				^
Favorites	CFDSSI File folde	nare r				
 Recent Places Pictures Coopel Drive 	Google D File folde	rive r				E
Libraries	Public Tr File folde	ansfer r				-
File name: Test						-
Save as type: Windows	Media Video					•
Authors: Elizabeth	ſu	Tags:	Add a tag			
Alide Folders		Tools	-	Save	Canc	el

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.

You Tube	Q			Upload	•	elizabeth.tu@sjsu
		-	Das	shboard		
This account is managed by sisuledu <u>Learn more</u>		8	Vide	eo Manag	er	
		ıtıl	Ana	alytics		<u> </u>

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.

	TRACK LANGUAGE	
	English	-
	VIDEO TRANSCRIPT	+ Add track name
	Type what's spoken in the video he synchronize it with the video.	ere, then click "Sync" to
+ Add captions	Upload transcript	Sync

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.

	TRACK LANGUAGE	
	English	-
	VIDEO TRANSCRIPT	+ Add track name
Add a new track Vpload caption file or transcript	Type what's spoken in the video synchronize it with the video.	o here, then click "Sync" to
Request translation		
English automatic captions		
English	Upload transcript	Sync