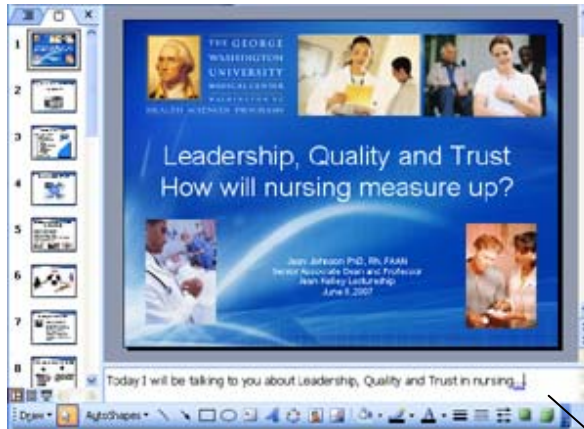


Step 1: Design and Script Your Presentation

Before you sit down to record your narration, you'll need to develop your Powerpoint presentation.



Create a separate folder on your hard drive where you will store your Powerpoint file along with the audio files you will create later.

As you design each slide, draft a script for your narration. While this may feel unnatural at first, it will help to keep the “ums” to a minimum.

The notes area of Powerpoint is a good place to write your script for each slide.

Think visually.

Since you will be narrating your presentation, you are less confined to bullet lists. Use text sparingly to highlight and reinforce the key points you are making. Think about ways that you can use charts or images to enhance your presentation. You may even want to use Powerpoint's animation features to time the text display to your narration.

A note about images:

You do not need high-resolution images for the web. 72 Dots Per Inch (DPI) is sufficient. Remember, the higher the resolution of the photos or images you use, the larger your file will be. If you have a high-resolution image, you can resize it using Adobe Photoshop or other photo processing software.

If you need help resizing images or augmenting your presentation visually, send an email to Laurie Posey (posey@gwu.edu) or Ricardo Sanchez (disthelp@gwu.edu).

Here are some resources to help you create a more visually appealing Powerpoint presentation:

- Health Sciences Powerpoint Template: <http://learn.gwumc.edu/hscidist/FRED/NarratingPresentations/Assets/HSTemplate.ppt>
- Biomedical images and slides at a reasonable price: <http://www.seminarslides.com/>.
- Inexpensive stock photos: <http://www.istockphoto.com/index.php>
<http://us.fatolia.com>

Step 2: Record Your Audio

With your scripted presentation in hand, it's time to record your audio. To do this, you'll need:

- **A microphone that plugs into your computer (mini-plugs or USB).** For first-person narration, headset microphones are best, because the microphone remains in a consistent location close to your face. This minimizes background noise and results in a consistent recording level. If you are on-campus, you can borrow a microphone from Laurie or Ricardo; or, you can schedule an appointment in the CITL's recording room which is sound-proofed (202-994-0485; citl@gwu.edu).
- **Sound recording software.** There are a variety of sound recording software packages available.

Audacity is sound recording software that is available as a free download at <http://audacity.sourceforge.net/>. Follow the steps provided at this link to download and install the Audacity Software on your hard drive.

Note 1: *Audio files can be saved in different formats. Impatica conversion requires that you save your files in a .wav format. If you want to create podcasts, you will need to be able to save your audio files as mp3. To create mp3 files using Audacity, you will need to download the Audacity LAME mp3 encoder from <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>.*

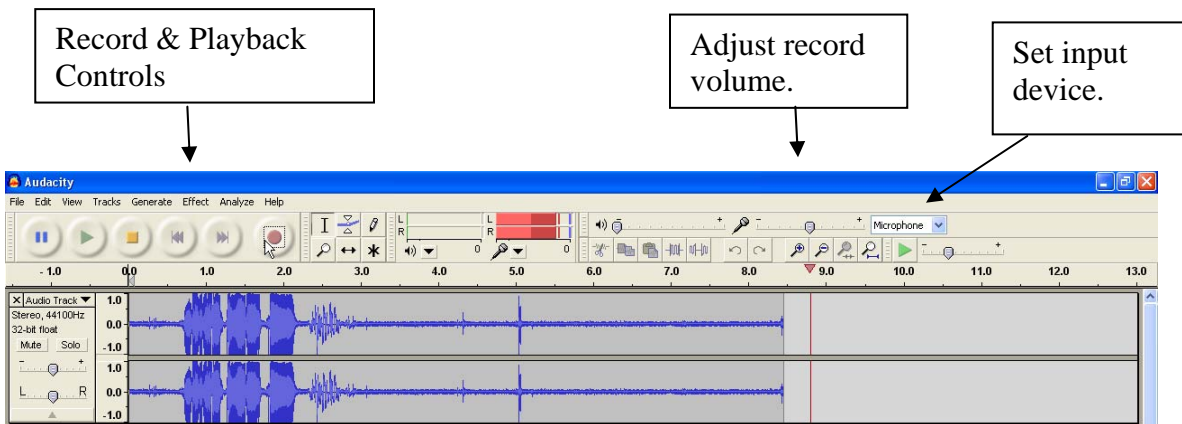
Note 2: *It is possible to record your audio directly into Powerpoint. There are instructions for doing this in the Powerpoint help. However, we recommend recording and saving your narration as separate audio files, and then inserting them into Powerpoint. This will give you the ability to edit your files. In addition, if you record directly into Powerpoint, you will not be given the option to play the audio automatically, and you will need to adjust the animation settings in Powerpoint to do so.*

Recording Narration with Audacity.

Open Audacity and use the controls to record each audio file.

To create a new file, choose File, New. You will be recording and saving one audio file for each slide of your presentation.

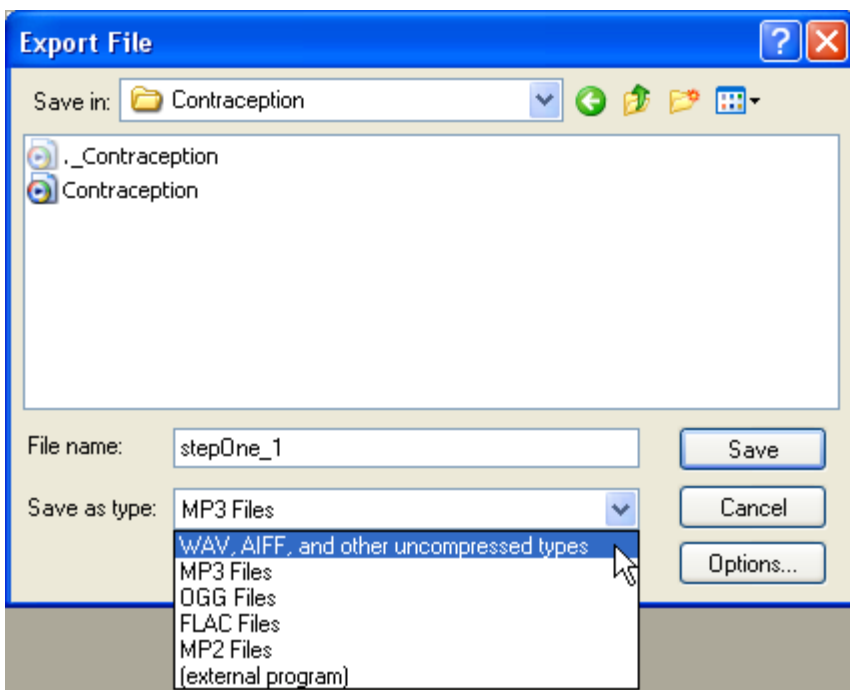
Make sure that Microphone is selected as the input device. Do a test recording and adjust the volume as needed.



The Audacity controls work just like a tape recorder. Click on the Record button (Red Circle) to start your recording and the Stop button when you are finished.

Now it's time to export your recording. You might want to play it back first to make sure you are happy with it. Note the control with the plus and minus sign to left of the audio track. You can use this to boost the level of the recording if you need to.

Decide on a naming convention so that you can recognize each file (e.g., Slide1, Slide2 etc.) To save each file, choose File, Export.



Name the file appropriately, and choose the .wav file type.

Once you have saved your file, close it using the X next to the audio track you have created. If you do not close the track, Audacity will create a new track that will play back at the same time as the previous track. Since you are not creating a multi-track recording, you only need to record one track for each file.

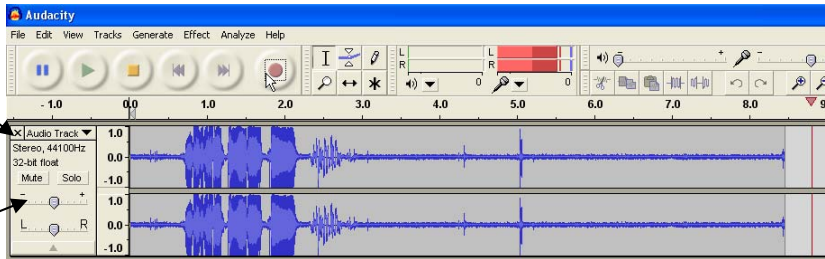
Repeat this process for each slide in your presentation.

Alternatively, you can start a new file for each of your recordings by choosing File, New; and close the file when you are finished.

Note that each time you open a new Audacity file, you are actually starting an Audacity project. If you save the file rather than exporting it, it will save it as an Audacity project (.aup extension). You may want to save this for later editing with Audacity. However, once you have exported your file in .wav format, you no longer need the Audacity file. You can always open up the .wav file for later editing with Audacity.

Click the X to delete the track *after* you've saved your recording.

Adjust the volume of the audio track *before* you export it.



You can use the editing tools to trim extra space off of the beginning or end of your files, or even to edit out words (such as "um..."). Experiment with the different controls and consult the Audacity Help as needed.

Here is a link to a tutorial that shows you how to use the recording and editing tools in Audacity: <http://www.guidesandtutorials.com/audacity-toolbars.html>

Step 3: Insert Audio into Powerpoint

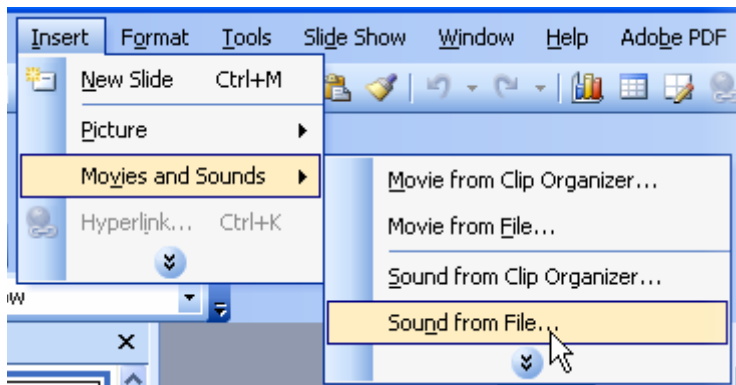
NOTE: By default, Powerpoint is set up to link in, rather than embed, audio files over 100 Kb. To impaticize your file, we will need to have a single Powerpoint file with the audio files embedded (which will be one very large file), or you will need to send the audio files along with your Powerpoint. If your files are linked rather than embedded, simply create a .zip file that includes your presentation and all of your audio files that can be uploaded to the drop box. If you don't have Winzip, you can download a free evaluation version from <http://www.winzip.com/downwz.htm>.

To change your settings to embed, rather than link audio files:

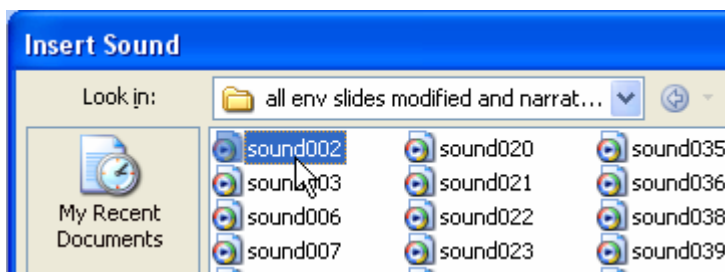
- Choose Tools, Options and go to the General tab
- Set the value next to "Link sounds with file size greater than" to 50000 kb
- Click OK
- If you've already added sounds to your presentation, you'll need to locate and delete them then re-insert them (use Insert, Movies and Sounds, Sound from File...)
- The sounds you re-insert this way and any sounds (with file sizes less than 50000kb or about 50mb) will be embedded into your PPT file, not linked.

To insert audio files into Powerpoint:

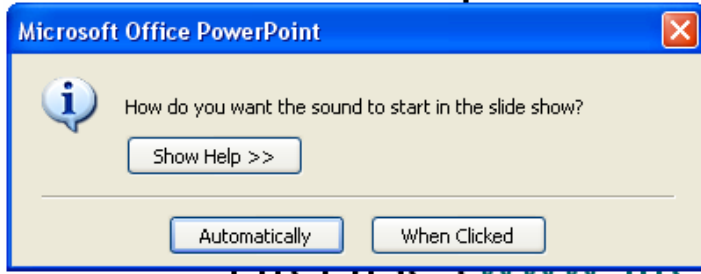
- For each slide, select Insert, Movies & Sounds, Sound from File.



- Browse to the file you would like to insert.



- From the pop-up window, select Play Automatically.



- An audio icon will appear on the screen. Position the audio icon in an inconspicuous, consistent place, such as the top right corner of the slide.

Note: If you want to hide the audio icon during the slide show, right click it and select Custom Animation. You will see the sound displayed in the animation menu. Click it, and select Effects from the drop-down menu. Click the Sound Settings tab. Click the box that says "Hide Sound Icon During Slideshow."

- Repeat this process for each of the slides in your presentation.

NOTE: You can use the custom animation functions in Powerpoint to time visual changes and/or text builds to the narration. To view the Custom Animation functions, choose Slide Show, Custom Animation. Consult the Powerpoint Help for additional information about creating custom animations. Your Impaticized file will match whatever timing you set up in Powerpoint. If you want them to play automatically in the Impatica file, make sure they are set up to play Automatically in Powerpoint.

Step 4: Impaticize Your Presentation

Once you have created your file, we will convert it into an Impatica executable file that can be easily downloaded or viewed online. Since your file is probably too large to email, we have set up a Drop Box for you to use to upload your file.

- Go to: www.gwumc.edu/healthsci/dropbox and enter the username: "dropbox" and password "ppt4you". (Note: the username & password are case-sensitive.)

Note: This drop box has been set up specifically for use by faculty to upload large files for processing or editing by Instructional Technology staff. Please do not share the password or try to use the drop box for any other purpose.

- Follow the instructions to upload your presentation. Note: If your presentation is larger than 50 Mb, you will need to split it into two files and upload them separately.
- Send an email to posey@gwu.edu with the name of your presentation and request that we Impaticize it for you. We will convert your file and email the executable file back to you.

- Insert the Impatica file into Blackboard just as you would insert any other file. Here is a link to the Blackboard Tour that explains how to add an item to a Blackboard content area: <http://citl.gwu.edu/bbtour/materials/item.html>