PowerPoint: How to Add Audio to Powerpoint on Windows 10 and Mac

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Known Issue (August 14, 2023):

Some Windows 11 users are experiencing issues with PowerPoint exports when they are turned into .mp4 files. Visuals within the exported PowerPoint are appearing as flipped, or upside down. We are working with Microsoft to find a solution.

As a workaround, please convert the file as a .WMV file option and save it in My Media. The following are directions on how to convert a PowerPoint Presentation with audio to a .WMV file. For more support or to help troubleshoot issues, please reach out to the LTS Help Desk at helpdesk@uwec.edu.

Microsoft PowerPoint offers features to record audio narration and export it as a video. PowerPoint records audio slide-by-slide rather than in one continuous file, allowing creators to easily re-record a slide if they make a mistake or need to change something later. Exporting as a video and uploading to Kaltura or Canvas for streaming is advantageous since it standardizes file types, doesn't require a download to view, is in a format that can be captioned, and allows viewers to navigate more efficiently.

A recent update has made the process comparable on a Mac, but the specifics vary. Windows 10 instructions follow; Mac users can click the link below to jump to the appropriate instructions.

- Instructions for Mac users
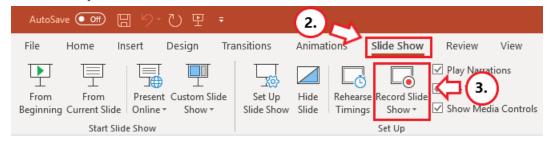
Windows 10 Instructions:

The following instructions explain how to add audio to your PowerPoint presentation on Windows 10 and export that PowerPoint as an MP4. The text instructions cover the same information as the embedded video below.

NOTE: It is essential to have the Office 365 version of PowerPoint or you will not be able to save your PowerPoint as a video. If necessary, you can download it and other Microsoft Office products for free by going to office365.uwec.edu. If you have questions about updating or installing PowerPoint, contact the LTS Help Desk at helpdesk@uwec.edu or 715-836-5711.

1. Design and create your PowerPoint presentation.
   - TIP: Use images and limit text to better engage viewers/listeners.

2. Click the **Slide Show** tab
   - NOTE: Do not add audio under **Insert** and *Record Audio;* this method will not allow you to save your PowerPoint as a video since it does not synchronize timings to automatically move the slides with the audio.
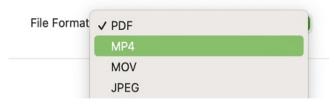

3. Click **Record Slide Show**
4. Review the narration setup and navigation before recording.
   - TIP: Before you begin recording your full presentation, do a practice recording to verify your microphone and other settings are correct.
5. Click the red circle **recording button** (top middle of the screen) to record the narration for the slide.
   - NOTE: Avoid reading the text written directly on the slide; use the slide to elaborate on the material being presented.
6. Stop speaking for a second to prevent the audio from cutting out as slides change. Resume speaking when the time starts moving again under the **Current slide** timing feature to the left of the recording button.
7. Click **Stop** or **Pause** at the top of the screen and then **End Show** in the top left corner when all the audio recordings have been finished.
8. Check the audio by clicking on **Play from Start** under the Slide Show tab or the presenter mode icon at the bottom of the screen.
9. If you need to re-record a slide, you can delete the speaker icon on the desired slide to remove the audio AND clear the slide timings under Slideshow > Record Slideshow > Clear > **Clear Timing on Current Slide**. You may then re-record the audio and slide timings.

10. To save the PowerPoint as a video, click **File** and then select *Export.* We also recommend saving your file as a regular PowerPoint before following the next steps for exporting your PowerPoint.

11. Edit the name of the file and where you would like to save the video following PowerPoint's prompts.

12. Select **MP4** from the *File Format* options list.

13. Select **Presentation Quality** or **Internet Quality.** Presentation Quality will take longer to export.

14. Confirm that the "Use Slide Timings" checkbox is selected.

15. Click **Export**

16. Monitor the progress indicator at the bottom of the screen for when the video is no longer exporting.
    NOTE: PowerPoint does not give an indication of how long the video will take to export.

17. Upload your mp4 video to Kaltura or Canvas to share it:

    - How to upload and share to My Media (Instructors should use My Media. Students will need to use it if the file is over 500 MB, which a PowerPoint probably won't be and they can use Canvas.)
    - How to upload and share in a Canvas assignment (students)
    - How to upload and share in a Canvas discussion (students) - the instructions refer to the "rich content editor" which is the tool at the top of the discussion post reply.

Additional Video Tool Options

For more information about recording options available, click here to view a comparison of each tool's features.

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