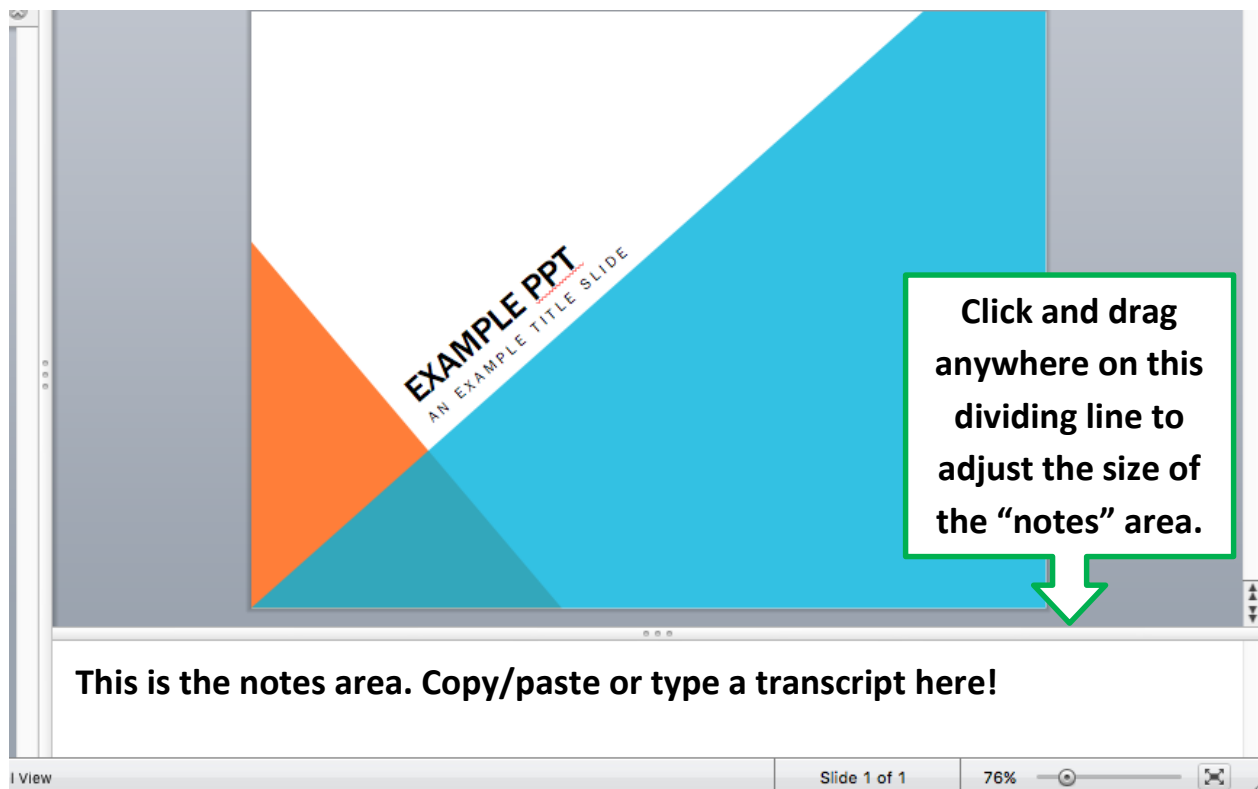


### Scripting your Narration for Accessibility Compliance

- In accordance with the Americans with Disabilities Act (ADA) as well as the Rehabilitation Act, any audio narration must be accompanied by a transcript. However, prior to posting your narrated PowerPoint, **it is up to you how to add your transcript.**
- **Choice 1: Write your script before you record** - This method will help you stay on track and avoid speech fillers (um, ah, like, etc.) as well as assist greatly in time management for your recording (*remember the optimal length for any recorded media is only 3-5 minutes!*).
- **Choice 2: Transcribe your audio after you record** – Some instructors strongly feel that they do not like how they sound when they are scripted. If this describes you and you feel you want a more “organic” sound, simply record your audio, listen back, and then type out what you hear.

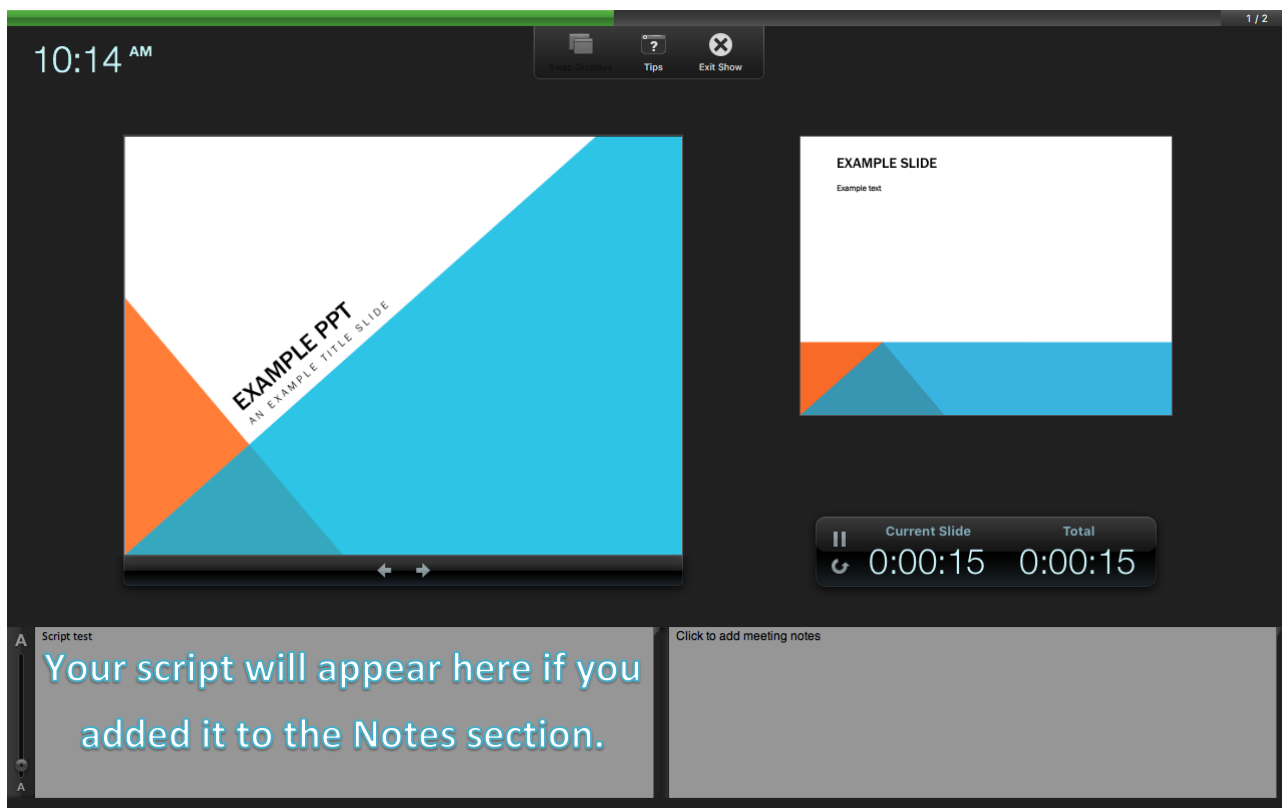
Regardless of which path you take **all transcripts can be typed or copy/pasted into the “notes” section** of the PowerPoint. **The notes area is a blank white space directly below your slide preview.** When you click on the white space you will see a cursor blinking.

To **adjust the size of your notes area** simply hover your mouse over the dividing line between the notes and the grey PowerPoint background. Your mouse should change shape to a **left and right bracket with an up and down arrow in the center**. Click and drag either up or down to change the size of the notes area.



**Create and narrate a PowerPoint presentation**

1. On the **Slide Show** tab, under **Presenter Tools**, click **Record Slide Show**. The recording automatically starts when you enter presenter view; however, you can pause and then restart the recording when needed.
2. If you scripted your narration and pasted the script into the notes area, **the script will display in the bottom left box**. Simply navigate through your PowerPoint and speak over the slides you want to record voice narration for. Please also note the **Pause** and **Redo** buttons in the bottom right of the screen.
3. When you are finished recording, click **Exit Show** or press **ESC**. PowerPoint prompts you to save the timings when you reach the last slide or exit presenter view. **\*\*\*You must click “Yes” or else you will lose your narration! \*\*\***



4. Review the entire presentation with the narration by clicking on the **Slide Show** tab, under **Play Slide Show**, click **From Start**. To review narration on each slide, roll over the **sound icon** at the bottom right of the screen and click on the forward button to start the audio.
5. If you wish to start over from the beginning, re-record using steps 6-7.

**Re-record a Slide**

1. Select the slide on which you want to re-record the audio.
2. On the **Slide Show** tab, under **Presenter Tools**, click **Record Slide Show**.
3. When you are finished, right click **Exit Show** or press **ESC**.

Review your narration in the same manner as steps 8 and 9 above.

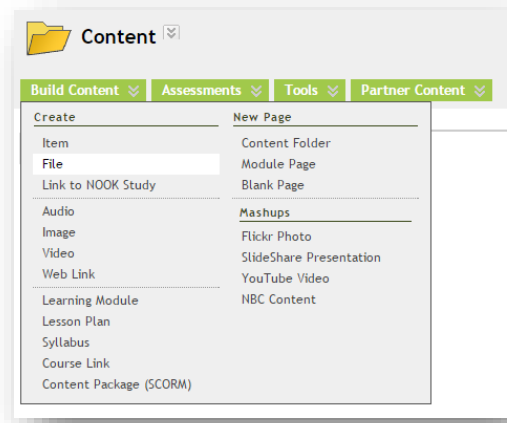
**\*\*Trim Narration** – Unfortunately, this feature is not available on PowerPoint for Mac. If a narrated slide is not how you want it, you will need to re-record that particular slide. Re-recording a slide will not affect the other previously recorded slides.

**Save your presentation**

1. Select **File** from the **Menu** bar.
2. Select **Save As**, name your file, then choose a location in which to save the file (Desktop).
3. In the **Save as file type** box, select **.pptx**

**Upload your narrated PowerPoint to Blackboard**

1. From your course content area select the green **Build Content** button and then click **File**.
2. Give your narrated PowerPoint a name in the **Name** field and then choose **Browse My Computer**. Locate your PowerPoint and then click **Open**. Change any other settings on this screen as you see fit. Click the **Submit** button when you are done.
3. Your PowerPoint can now be viewed by students!



**Considerations:** PowerPoint shows can be uploaded to Blackboard but files can become very large if your presentation is lengthy. Best practice recommendations are to keep presentations under 5 minutes in length. Large files take a considerable amount of time to upload and download!

