# Recording Narration in PowerPoint using iSpring Free

Narrated PowerPoint shows saved as-is tend to be very large files. This makes them cumbersome and difficult to upload and share with your students or fellow classmates. The iSpring plug-in for PowerPoint takes narrated presentations and exports them as Flash movies. This means that they upload very quickly and play almost instantly.

This handout assumes that you are comfortable downloading and installing software, and that you have already prepared a PowerPoint presentation to narrate. It also assumes that you have an internal or external microphone or webcam installed on your PC.

## **Download iSpring Free**

## Navigate to www.ispringfree.com/download.html

Download and installation instructions are provided by the iSpring publisher. Please note that iSpring is only available for PowerPoint 2007 and newer for Windows.

## **Narrate Your PowerPoint Show**

- 1) Launch your pre-built PowerPoint show
- 2) Click on the **Slide Show** tab in the top toolbar
- 3) Click on Record Narration
- 4) Take a moment to check that your microphone is working. Click on the Set Microphone Level button and speak a few lines to test the volume. The colored bar will flash and the volume level will adjust itself to an ideal level. Press OK.

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5) Press OK on the Record Narration prompt when you are ready. The slideshow will launch and you will be able to begin narration. Click through the slides as you normally

would when presenting in a face-to-face environment. **Important Tip:** Pause for a moment before and after switching slides. Talking through transitions will result in cut-off sentences.

6) When the show concludes PowerPoint will ask you "The Narrations have been saved with each slide. Do you want to save the slide timings as well?" Click OK.

## **Convert the Show**

As mentioned earlier, iSpring is not a program in itself, but rather an enhancement to PowerPoint. Look up at the top toolbar in PowerPoint and you will notice that there is now a tab called **iSpring Free**.

Once you are satisfied with your narrated PowePoint show, click on the iSpring Free tab, and then click the Publish button.

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In the window that appears, fill out your presentation title.

Use the Browse button to choose a destination for your published show. Saving it to your desktop will make it easier to find when uploading to Desire2Learn.

Click **Publish** when you are done.

When the show is done processing you will be shown the directory

containing the project files (this is important to understand: iSpring doesn't produce a single file, but a folder containing several files). You can close this window, save your changes in PowerPoint, then exit.

## **Prepare for Upload**

Before logging into Desire2Learn, locate the saved project exported by iSpring. Unless you chose to save it to your desktop or another location, it will be saved to your My Documents folder, under the directory "Presentations."

Once you locate the folder containing your iSpring project files, right-click on the icon and choose **Send To -> Compressed (zipped) Folder** 



A compressed/zipped version of the project will be produced:



#### Upload to Desire2Learn

Log in to Desire2Learn and navigate to your course.

Click on the **Content** button.

Click on the Manage Files button. It is on the left side of the Manage Content screen.

Click on the **Upload** button at the top of the Manage Files screen.

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Use the Browse button that appears in the pop-up window to locate the Zipped file produced earlier. Click **Upload** when you are done.

The zipped iSpring project will be added to your list of course files. Locate the folder in the list of files then use the small downward-pointing arrow to the right of its name to choose the Unzip option:

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When the unzip process is completed, you can exit by clicking on the **Content** button in your course navbar.

#### Add the Presentation to a Module

- 1) In your course content, choose the module in which you would like to place your iSpring presentation. Click on the **New Topic** button.
- 2) In the New Topic screen, choose **Course File.**

3) Fill out the name of your presentation in the title field. Click on the Browse button and locate the folder containing your project in the course files. Choose the index.html file, then click **Select File**.

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4) Click Save at the bottom of the New Topic screen.

You may now verify that the show has been successfully imported by doing a role switch and previewing the content from the student's perspective, or by clicking on View Content on the side of the Manage Content screen.

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