

BEST PRACTICES FOR RECORDING VOICE-OVER POWERPOINT

Pre-recording Guidelines

- Prepare an outline or print out your slides so you can write a script or note cards for each slide
- Record your presentations in 15-minute sections
- Give students something to think about in between recorded sections: a question to answer (even mentally), an activity to complete, a prediction to develop about the next section
- Be sure that all images and materials are used in accordance with copyright guidelines

Slide Appearance

- Use the [slide deck template](#) recommended by SON Instructional Design
- Use standard fonts – we recommend Arial
- Titles and headings are easy to distinguish from other text (use different size fonts for main points and secondary points)
- Limit the number of fonts, size of fonts and color of fonts to 3 per presentation
- Review your slides and run spell check through your slide deck before you record

Audio Quality

- Use a headset or microphone to ensure the best audio quality
- Make sure that there is an appropriate distance between your mouth and the microphone
- Connect headset **BEFORE** opening PowerPoint program (this ensures that your computer actually registers and uses your headset instead of another microphone)
- Insert slight pauses between slides; don't forward from one slide to another while still talking about the previous slide
- As much as possible, make sure room is quiet (control for pets, children, lawnmowers, sirens, other outside noises)
- Record 2 – 3 slides and then listen to them to ensure they sound okay (you are recording, the recording is complete, etc.)
- Use the most recent version of PowerPoint to avoid technical issues (such as audio truncation at the end of each slide)

General Tips

- Include an introduction to each section of the presentation. This is especially helpful when your presentation will be edited into smaller sections in post-production
- Be sure to include a conclusion slide at the end of your presentation