

Creating a Pecha Kucha Style Presentation

In this case – using PowerPoint (Mac)

(and converting it into a video)

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20 slides; 20 seconds each. Narration is optional but the idea is to show things visually with minimal text and speak what you want to say. Total time: 6 min 40 sec.

1. Using the Normal view insert your first image (or title slide if you wish) by dragging it in or selecting it from somewhere on your computer. [The default aspect ratio is wider than tall for most modern TVs and wide screen desktops (16:9). You can change this using the page setup command in the top PowerPoint File menu, but it probably is not necessary and 16:9 is the aspect for the default conversion to a video.]
2. Go to Transitions on the menu and on the far right Uncheck “On Mouse Click” as you will want the slides to advance automatically. Check off “After 20.00” seconds and click “Apply to All.”
3. From the Home menu click on “New Slide” 19 (or more) times and the new slides will automatically keep that setting. If you delete a slide and enter it manually later on double check the setting as it may have reverted to the default. You will likely want to add more than 19 blank slides initially and then delete some later as you decide on what to keep. Insert your images.
4. Use the View menu to go to the Slide Sorter view to see all your slides at once and move them around. There is a tiny strip at the bottom of the PowerPoint window in all views which gives you short cuts for switching views.
5. You can use “Design ideas” which shows up on the right of the Normal view to add some zing to your formatting. This setting is particularly useful if you are combining more than one image on a slide. You can try out different formats or just go with your basic full screen image. It is “intelligent” so if you have added text to the slide it will provide graphics which it thinks are compatible. You don’t need to keep the text.
6. If your slide does not fill the screen you will likely want to put something in the background so there is not too much bright white. Go to the Design menu and on the far right you can find the “Format Background” button which will give you a variety of options, as well as the “Design Ideas” if you want PowerPoint designs.
7. If you would like to record narration, first make sure that PowerPoint has the privacy permission to access your microphone. (While my microphone worked for other things it did not work in PowerPoint until I did this.) Go to the top menu Apple, System Preferences, Security & Privacy, Microphone and in the right side make sure that you allow PowerPoint to access your microphone.
8. Narration is added one slide at a time from the Normal view. Open View/ Notes. That is where you can add your text for each slide. This does not show during the presentation. You will soon learn how much text will typically fit in a 20 second space. (Not much) but you may want to avoid some slides that are full of narration and others that leave the listener wondering why they don’t hear anything. To start recording go to Insert, Audio

(on the far right). I used “Record Audio” but you could record it somewhere else and pick it from a file, remembering that each slide is separate. I found the microphone on my earbuds better than the computer’s mike. You might also have your own microphone. Nora suggested another option of using your iPhone microphone as it is superior to the others. Here is one of several links to the steps for that.

<https://www.google.com/search?client=safari&rls=en&q=use+iphone+microphone+on+mac&ie=UTF-8&oe=UTF-8#kpvalbx=fLPrXoX3BZjY-wTt2LT4Cw30>

9. There is an option to insert video of yourself into the slide – you may or may not want that. Don’t select Video if you don’t want to see yourself on the slide.
10. You can record by pressing the round red button, stop with the square and hear playback with the triangle button. Keep an eye on the elapsed time. If you don’t like it just hit stop, delete the recording and record again and it will start over. (If you don’t delete you can record something new but the time of each recording will be cumulative even though the audio will only be the most recent recording.) If you right click, you can clip the audio file if you have dead space at the beginning. When you have what you like press the Insert button. You don’t need to name the recording.
11. It will place a sound icon in the centre of your image (not where you want it!). Use your mouse to drag it off the image into the light grey background. One more step though. Click on the sound icon and you will see a red Playback option in the top ribbon. Look for “Start: In Click Sequence”. Click that to **deselect** that option and choose “Automatically” so that you do not have to click on a mouse to get the sound to play. You may need to do this for each recording. You can delete recordings after you have inserted them. Just click on the icon and hit Delete on your keyboard. Be aware that it is possible to insert more than one recording with a slide – not what you want. It is also possible to add music that plays throughout but that is not discussed here. To make your narration as natural as possible try to imagine you are speaking to someone (friendly) right in the room with you.
12. You can check what it looks and sounds like by selecting Slide Show /Play from Start or Play from Current Slide.
13. Save your presentation in PowerPoint or if you wish to make it a video go to File /Export/File Format:MP4. Quality: Presentation Quality. (This is what is best for Zoom). Check off “Use recorded Timings and Narration” then Export.
14. To send your mp4 to the club for someone else to operate during a zoom session just Right mouse click on the MP4 file and select “Compress...” you will see a zip file attached to your original file. Drag that zip file into your email to the organizer. They will be able to open it by simply clicking on it (no need to send to Dropbox or other place).