

## Recording Voice Narration in PowerPoint

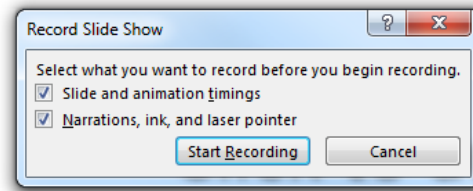
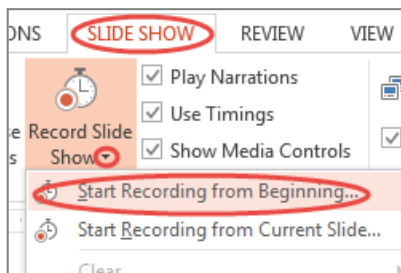
Recording voice narrations to your PowerPoint presentation is easy.

### Pre-Recording Information and Helpful Tips:

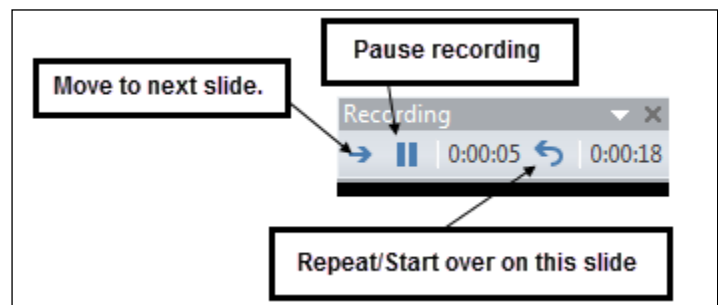
- Narration in a presentation will significantly increase the file size.
- To help eliminate background noise, a headset (headphone w/attached mic) is recommended. Adjust the mic to chin level to avoid the puffs of air while speaking directly into the mic.
- If you are using a built-in mic on your computer, or a handheld mic, try to eliminate all possible background noise (phone ringing, children/adults talking, close windows/door to outside noises).
- Speak normally.
- Pause 1-2 seconds before speaking at the start of each slide.

### Recording Narration

1. Open your PowerPoint presentation.
2. Select the Slide Show tab, the down arrow under Record Slide Show, and Start Recording from Beginning..., and "Start Recording" in the next window.



3. A recording window will display so you may move to the next slide, pause recording, and/or repeat or start over on a slide.
4. Click X in the recording window when finished recording.



### View your Presentation/Slide Show

View your presentation by clicking the Slide Show tab, From Beginning (or press the F5 key. You can always re-record a slide by choosing the slide, and repeating step 2, selecting "Start Recording from Current Slide.