

Recording Voice Narration in PowerPoint

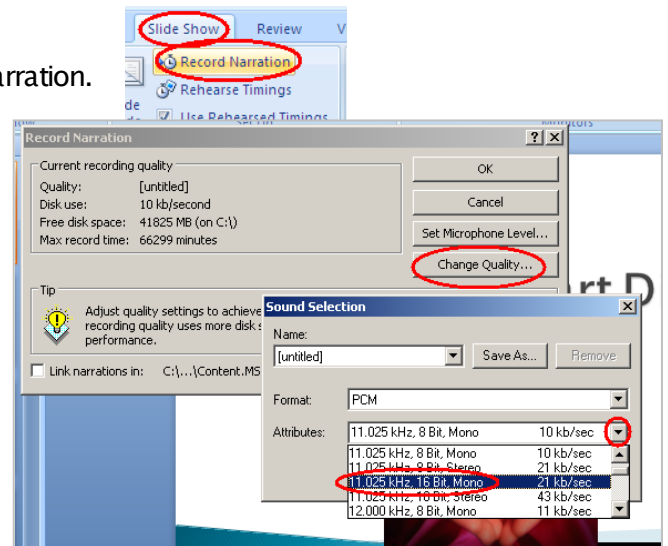
Recording voice narrations to your PowerPoint presentation is easy.

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 going 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.

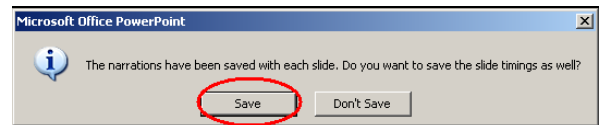
Prepare the Slide Narration

1. Open your PowerPoint presentation.
2. Select the Slide Show tab and click Record Narration.
3. In the Record Narration window, click "Change Quality".
4. Click the Attributes dropdown arrow and select "11.025 kHz, 16 Bit Mono".
5. Click OK to save your changes, and **be ready**, your slide(s) will show full screen and **recording has started**.



Narrate and Save

1. Record your narration for each slide by clicking a slide to proceed through your slide presentation.
2. At the end of the slides, be sure to click Save to save your narrations and the slide timings.



Preview

As your presentation now displays in the slide sorter view, you can preview your presentation by clicking the Slide Show icon at the lower right of your screen.

