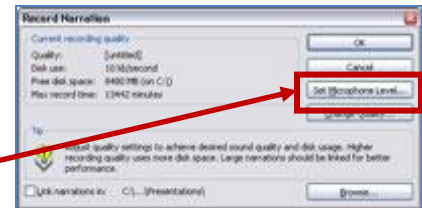


## NARRATE A POWERPOINT PRESENTATION

### Create a Narrated PowerPoint 2007 Presentation

#### To record a narration directly within PowerPoint:

- Open the PowerPoint presentation and select the first slide of the presentation
- From PowerPoint ribbon menu, open **Slide Show** tab; select (click) **Record Narration** button. PowerPoint lets you record narrations for each PowerPoint slide. As you record, PowerPoint stores slide files so the slides are synchronized with the narrations you record.
- The **Record Narration** dialog box display. The information displays how much hard drive space is available and calculates the maximum length of the narration that can be recorded as well as option to **Set Microphone Level**.



#### Select the “Set Microphone Level” button.

When **Microphone Check** dialog box opens:

- Talk into the microphone, PowerPoint adjusts your microphone sensitivity.
- When you're finished, click **OK**.
- The slide show begins and you are in “*narration*” mode.

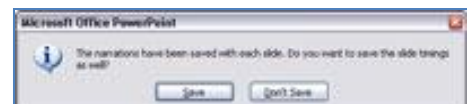


#### Record narration

- Record narration for the 1<sup>st</sup> slide
- Press **Enter** to proceed to the next slide

As you record the narration, leave a silent break between each slide. PowerPoint records the narration for each slide as a separate sound file and attaches the sound to the slide. If you talk through slide transitions, your narration will “cut off” the narration at that point.

When you reach the end of the slide show, PowerPoint prompts you to save timings. Click **Save**



## NARRATE A POWERPOINT PRESENTATION

(Note: if you want to re-record the **entire** presentation; select **Don't Save**; however, if you only want to edit **one or two slide narrations** click **Save** to return to the slide sorter view (see below for how to re-record individual slides)

To review your narrated presentation, select (click) **Slide Show** menu.

### Rerecord individual slides

To **rerecord** narrations for one slide select the slide in **Normal View**

- Select **Slide Show; Record Narration** (if you already tested your microphone); click **OK**.
- Click the **Current Slide** button. When you're finished recording that slide, press **ESC** to stop
- To **delete** a narration, click the *speaker icon* in the corner of the slide and press **Delete**.

### To insert a pre-recorded narration for your presentation into PowerPoint

You can also insert an audio file or pre-recorded narration that was locally saved

- Select the **Insert** tab
- **Sound** button in the **Media Clips** group
- Select the file to insert