

Record a voice narration in PowerPoint

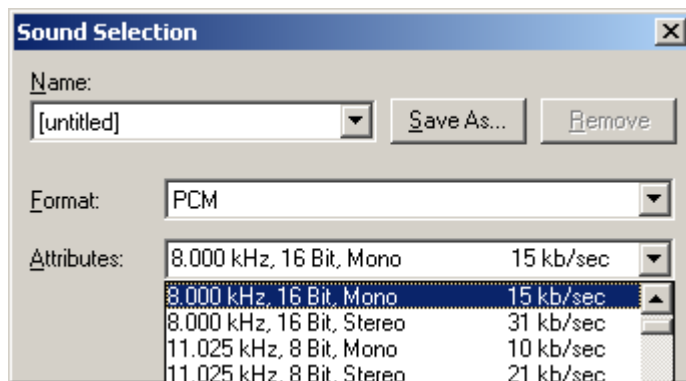
When you record a narration, you run through the presentation and record on each slide. You can pause and resume recording.

To record a voice narration, you need a sound card, microphone, and speakers. It is suggested that you create a script of what you would like to say as it will help minimize the re-recording of slides.

1. On the **Outline** tab or **Slides** tab in normal view, select the slide icon or thumbnail that you want to start the recording on.

Note: If you want to re-record only a certain slide, click on (select) that slide first and it will ask if you want to start recording from current or first slide. See note on step 7.

2. On the **Slide Show** menu, click **Record Narration**.
3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.
4. Click on **Change Quality** and set the Record Narration levels to **PCM files at 8.000 Hz- 16-bit – mono**:



Then click **OK**

5. In slide show view, speak the narrative text into the microphone, and click in the slide to advance. Speak the narrative text for that slide, advance to the next slide, and so on. You can pause and resume the narration.

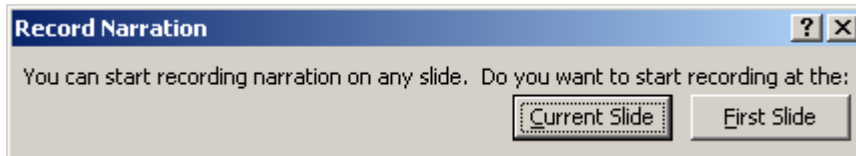
How do I pause a narration? To pause and resume the narration, right-click the slide, and on the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.), click **Pause Narration** or **Resume Narration**.

6. Repeat step 4 until you've run through the slides, and when you come to the black Exit screen, click in it.



7. The **narration is automatically saved**, and a message appears asking if you want to save the timings for the show as well. Do one of the following:
 - a. To save the timings, click **Save**. Your slides appear in slide sorter view, with the slide timings shown below each one.
 - b. To cancel the timings, click **Don't Save**. (You can record the timings separately.)

Note: If you want to re-record only a certain slide, click on (select) that slide first, start at step 1 and it will ask if you want to start recording from current or first slide.



8. See Liz Larzelere for assistance to compress, save and create a link to the file so that it is available for access by others.

NOTE:

If you are accessing these narrated lectures from your personal computer, you may need to download a plug-in one time by following this link:

<http://www.java.com/en/download/index.jsp>

Then the narratives should work correctly.

If there are questions or technical problems, please contact me at llarzelere@nycc.edu. Thank you. Liz