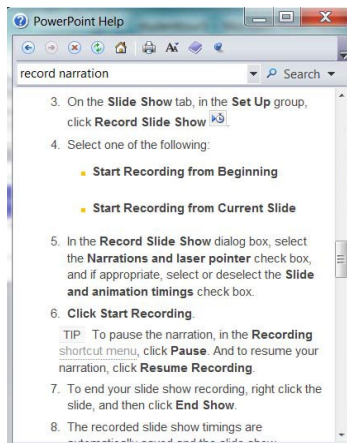


Recording with PowerPoint

The steps for recording audio will slightly change depending on your operating system and Microsoft version. The best way to get instructions for your specific set up is to click the Microsoft PowerPoint Help icon and type "record narration" or similar in the search field:

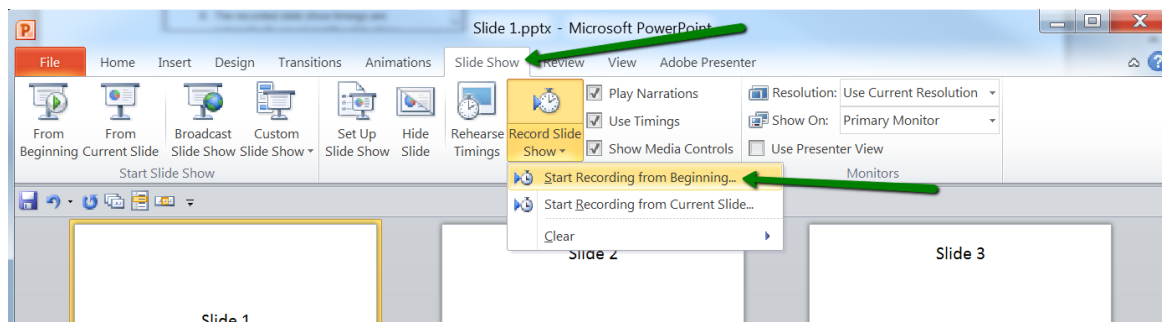


The below instructions are for PowerPoint 2010 (Windows 7) but the basic steps should apply to a variety of systems.

Connect the microphone to the computer.

Open desired presentation.

Open the Slide Show tab, and select 'Record Slide Show' and then 'Record from beginning'.



This will bring up a window asking what you want to record, leaving the default selection is fine. Once you click 'Start Recording' you will move to full screen record mode and it will automatically start recording.

Please note: When recording, pause for a second at the start and end of each slide to make sure your audio does not get cut-off.

While Recording

- When you want to pause the recording, click the pause button on the top left of screen.
- When you want to go to the next slide, click the arrow button on the top left of screen, or the space bar, or the arrow key on your key board.
- If you decide to go back one slide during your presentation, it's recommended to pause the recording first. When you return to a previous slide while recording, you overwrite the recordings done on that slide before. You can always go back and re-record individual slides per the steps below.

- To finish recording, press the ESC key.

Always **save** once you have finished a recording.

Review Your Recording

PowerPoint 2010 (Windows 7) example: Click Slide Show =>Click From Beginning. Click on the slide to advance to the next slide. To replay the prior slide, press the left arrow on your keyboard. When you see the prior slide, you need to press the arrow one more time to return to the start of the audio. Pre-

viewing single slides: In Normal view, on the slide, click the sound icon.

On the ribbon, under Audio Tools, on the Playback tab, in the Preview group, click Play.

Re-recording a Single Slide

PowerPoint 2010 (Windows 7) example: When your slide contains an audio file, you will see the sound icon on the slide. Select the sound icon and press Delete to remove the old file, otherwise you will have two audio files attached to a slide.

To record your new audio for this slide:

In Normal view, click the slide that you want to add a narration to.

On the Insert tab, in the Media group, click the arrow under *Audio*, and then click *Record Audio*.



To record the narration, click the red circle icon for Record, and start speaking.

When you are finished recording, click the grey box for Stop.

In the Name box, type a name for the sound, and then click OK.

A new sound icon appears on the slide.

Save your presentation!