

Voice-over PowerPoint Instructions:

PowerPoint allows you to record narration to accompany your slide show. As you record your narration, PowerPoint creates audio files so the slides are synchronized with the narrations you recorded. To record narration, go to the first slide of your presentation and follow these steps:

1.

Open the Slide Show tab and then click the Record Narration button. For PowerPoint 2010 or later, the button is labeled Record Slide Show. Note: If you are using PowerPoint 2010 or later, the next three items will not apply, so jump to #5.

2.

In the Record Narration dialog box, click the Set Microphone Level button. The Microphone Check dialog box opens. Talk into the microphone. PowerPoint automatically adjusts the audio level. When you're finished, click OK.

3.

Click the Change Quality button. From the Name dropdown box, select "Default Quality". Click OK.

4.

Do NOT check the box next to "Link narrations in:".

5.

Click OK to begin the slide show. For PowerPoint 2010 or later, click Start Recording. The first slide of your presentation displays. Speak into the microphone and advance through your presentation. Press the spacebar or right arrow key to advance through your slides.

6.

As you record the narration, pause your speaking as you transition between slides. Your voice will get cut off if you talk through slide transitions.

7.

Please note that if you use the mouse pointer to refer to items on a slide while you are recording, those movements will not be visible to people who view the finished recording. In this case, you may need to use PowerPoint's "Shapes" function to highlight areas of interest on the slide. You can also modify your voice over script to direct people to the proper location on the slide.

8.

When you reach the end of the slide show, press the Esc key on your keyboard. PowerPoint asks if you want to save the timings. Click Save.

For PowerPoint 2010 or later, you will not receive this prompt. In addition, there may be a delay after you press the Esc key.

9.

Play the presentation to review your narration and timings. The narration should play through your computer's speakers or headphones.

10.

To re-record narration for one slide, browse to that slide in Normal View, open the Slide Show tab, click the Record Narration button, and then click OK. PowerPoint asks whether you want to begin recording at the current slide or the first slide: Click the Current Slide button. For 2010 or later, click the dropdown arrow under the Record Slide Show button, and select "Start Recording from Current Slide". When you're finished recording, press the Esc key. Do not press the spacebar.

11.

To delete a narration, click the speaker icon in the corner of the slide and press Delete. To delete the narrations for an entire presentation, delete the speaker icon from every slide. In PowerPoint 2010 or later, you can also click on the lower part of the Record Slide Show button, select Clear, then select "Clear Narration on All Slides". Adding narrations could increase the size of your PowerPoint file significantly. If you want to post the presentation on the web somewhere (e.g., in Blackboard), we recommend that you use a program such as iSpring Free to compress the presentation.

Separate instructions are available for iSpring Free.