

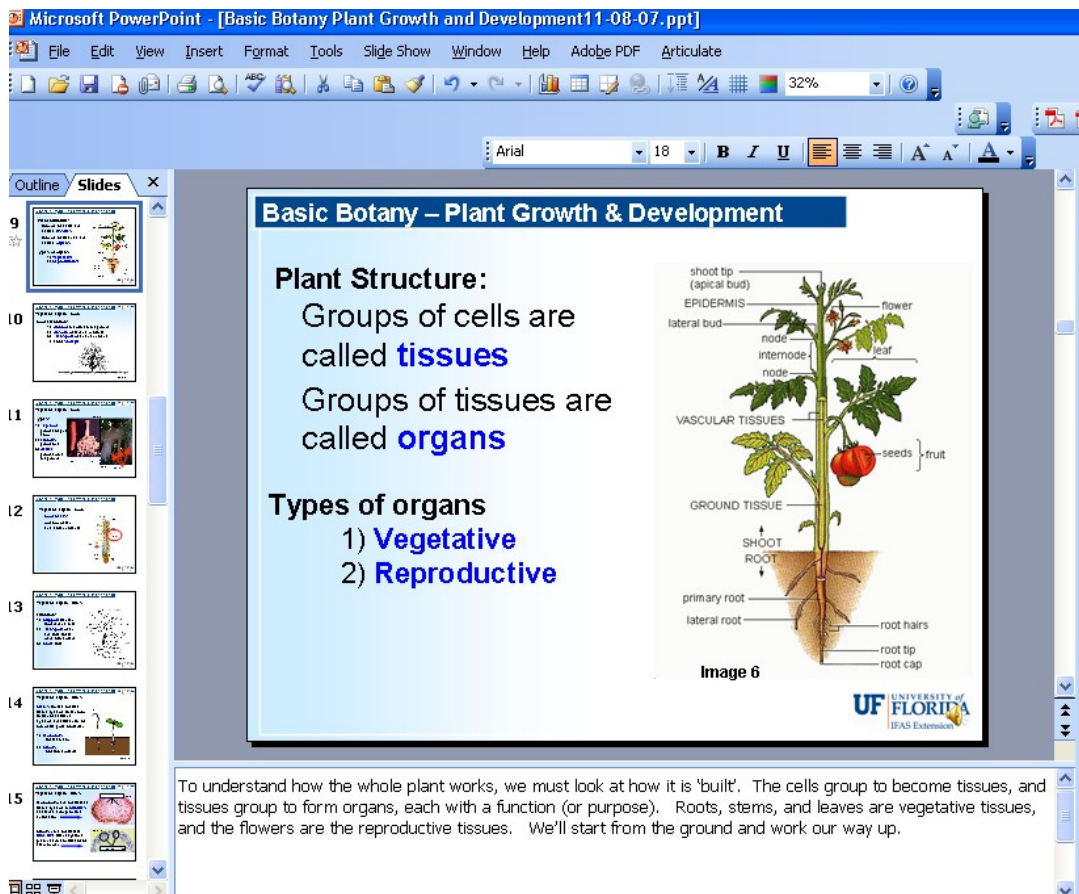
How to Narrate Slides in PowerPoint

Dave Palmer – Instructional Media Agent

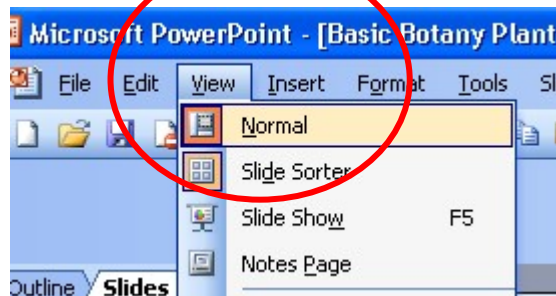
To record a voice narration, you'll need a sound card, and either a microphone or a headset. Setting up a microphone or headset can be a technical challenge. Give these instructions a try and call your local techie if you need help.

The process of recording a narration involves going through the presentation and recording each slide separately. You'll read your script for one slide after another, pausing and resuming the recording as needed.

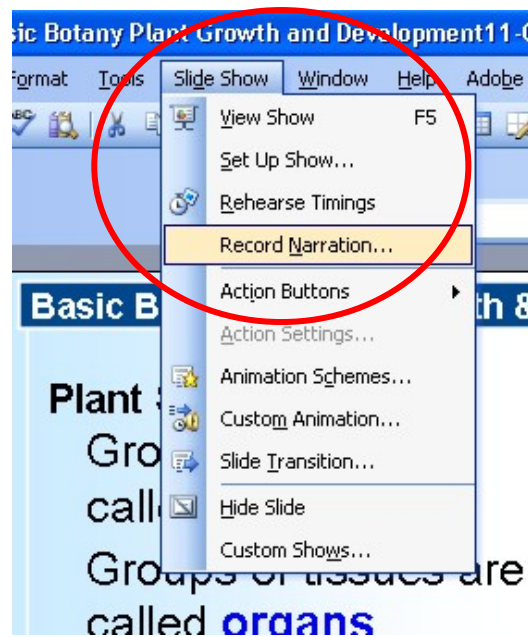
Open PowerPoint to the presentation you'll narrate. On the Outline tab or Slides tab in normal view, select the slide icon or thumbnail that you want to start the recording on. This is what the Normal View looks like:



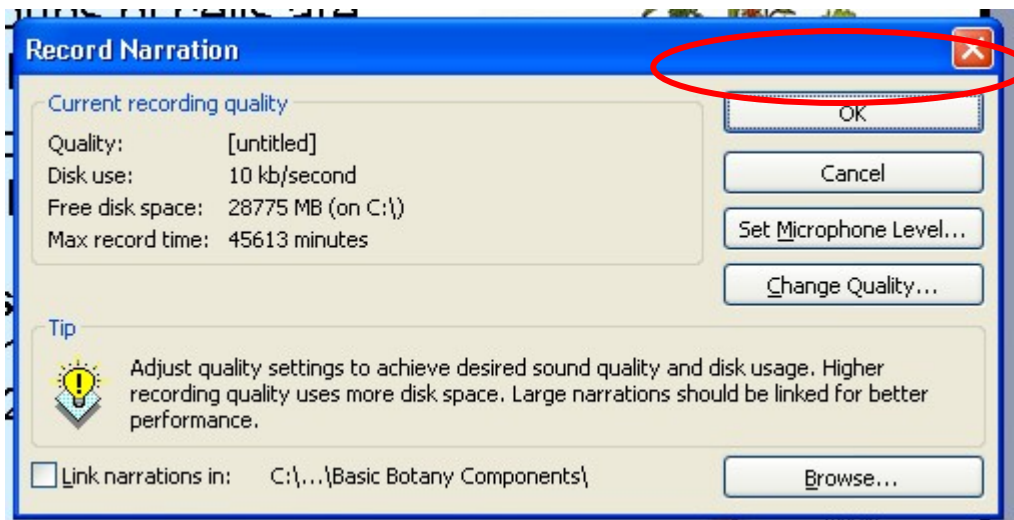
If you're not currently in Normal View, click on View then on Normal.



On the Slide Show menu, click Record Narration



Hopefully you've set your mic up and made sure it works. If not then this is where it gets a bit technical. Contact your local techie for help if needed. Click Set Microphone Level, follow the directions to set your microphone level. and then click OK. then click OK again.



You should now see the following buttons. Whichever one you choose will begin the recording of that slide. Pause the recording as needed. Directions are below.



Right click on the slide to bring up a menu of options. This menu will allow you to pause, resume, continue to the next slide, etc.



Don't worry about mistakes, you can always re-record individual slides as needed.

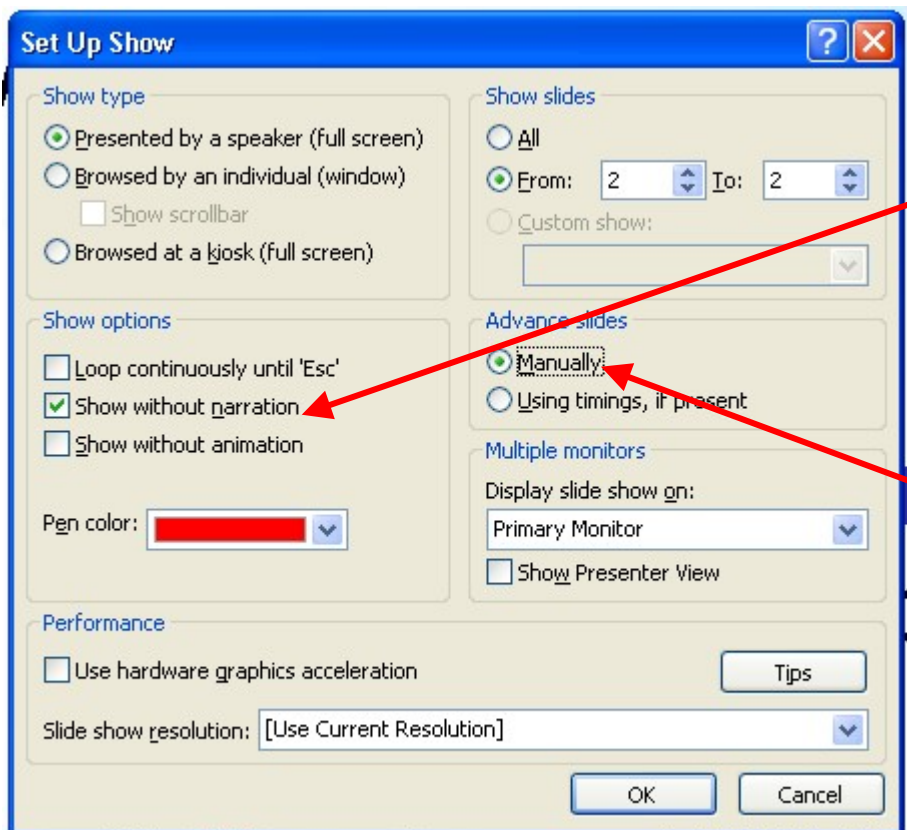
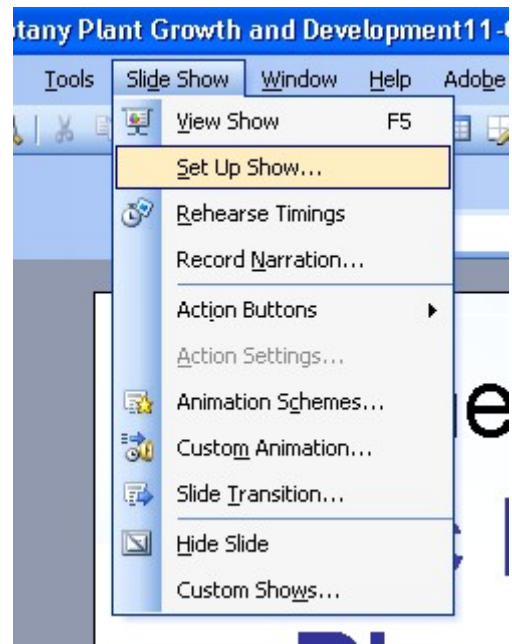
Now you're ready to begin narration. Speak into the microphone, and click in the slide to advance. Speak the narrative text for that slide, advance to the next slide, and so on. Pause and resume as needed until you've run through the slides, and when you come to the black Exit screen, click in it.

The narration for each slide is saved automatically. When you're finished you'll see the message below asking if you want to save the timings for the show as well. Do one of the following: To save the timings, click Save. Your slides will appear in slide sorter view, with the slide timings shown below each one. To cancel the timings, click Don't Save. (You can record the timings separately if you like.)



When you're done, play the presentation all the way through. If some slides need to be re-recorded, follow the instructions above for each one. When you're done, the presentation is ready for processing by Articulate.

If you should ever need to run the presentation without the narration, click on the Slide Show menu, then click "Set up show."



Then select the "Show without narration" check box.

If you have saved slide timings but want to run the presentation without the timings, under Advanced, click "Manually."

When you want the timings on again, click "Using timings."