

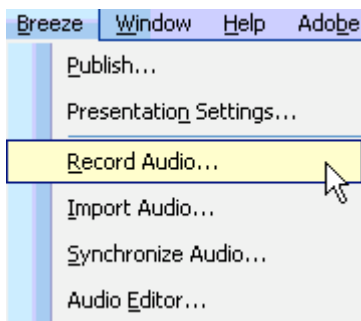
Directions for Recording Narration using Breeze Presenter with PowerPoint

Extended Education and Outreach Distance Education Luncheon – February 2006
by Sydney Brown, Kerri Hiatt and Terry Workman

RECORDING A VOICE NARRATION IN POWERPOINT USING BREEZE PRESENTER

To do this procedure, you'll need a microphone. A headset is recommended.

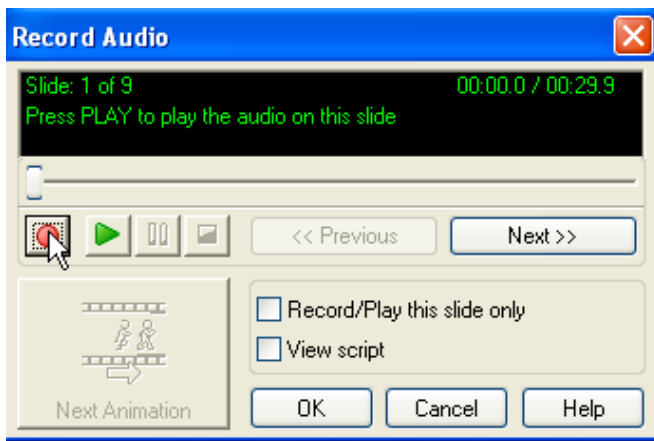
1. Open the PowerPoint presentation file.
2. From the menu bar at the top, click on **Breeze**, click **Record Audio**.



3. Click **Set Microphone Recording Level**. Read the sample paragraph so the computer can adjust to your microphone, then click **OK**.



4. If you want to record just the slide you are on, check the **record/play this slide only** option. If you want to record several consecutive slides or all slides, uncheck the **record/play this slide only** option. When you are ready to start recording click the red **record button**.



- When your presentation begins, speak in a clear voice. If you are using animations in your presentation, click the **next animation** button when you want the next item to appear. If you do not have animations, click the **next slide button** to move to the next slide. When you reach the end of the slides, click the **stop recording** button. Click **OK**.



- Select **View** then **Slide Sorter** from the menu bar. The amount of time spent on each slide will be listed under each slide.

NOTE: Narration can be edited later using the Breeze Audio Editing tool

RE-RECORD VOICE NARRATION

- Display the slide on which you want to redo the narration.
- On the **Breeze** menu, click **Record Audio**.
- Check the option box **Record/play this slide only**. If you want to re-record the entire presentation from the beginning, uncheck the **Record/play this slide only** option and click **OK**.
- When you are finished, click **stop recording**. Click **OK**.

View the next slide

- From the menu bar select **view**, then **slide show**.

Go to the next slide

- Click the mouse.
- Press SPACEBAR or ENTER.

Go to the previous slide

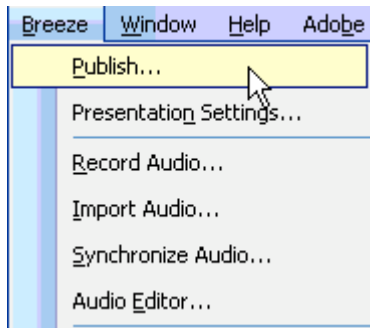
- Press BACKSPACE or the P key on the keyboard for previous
- Right-click, and on the shortcut menu, click Previous.

To stop the slide show

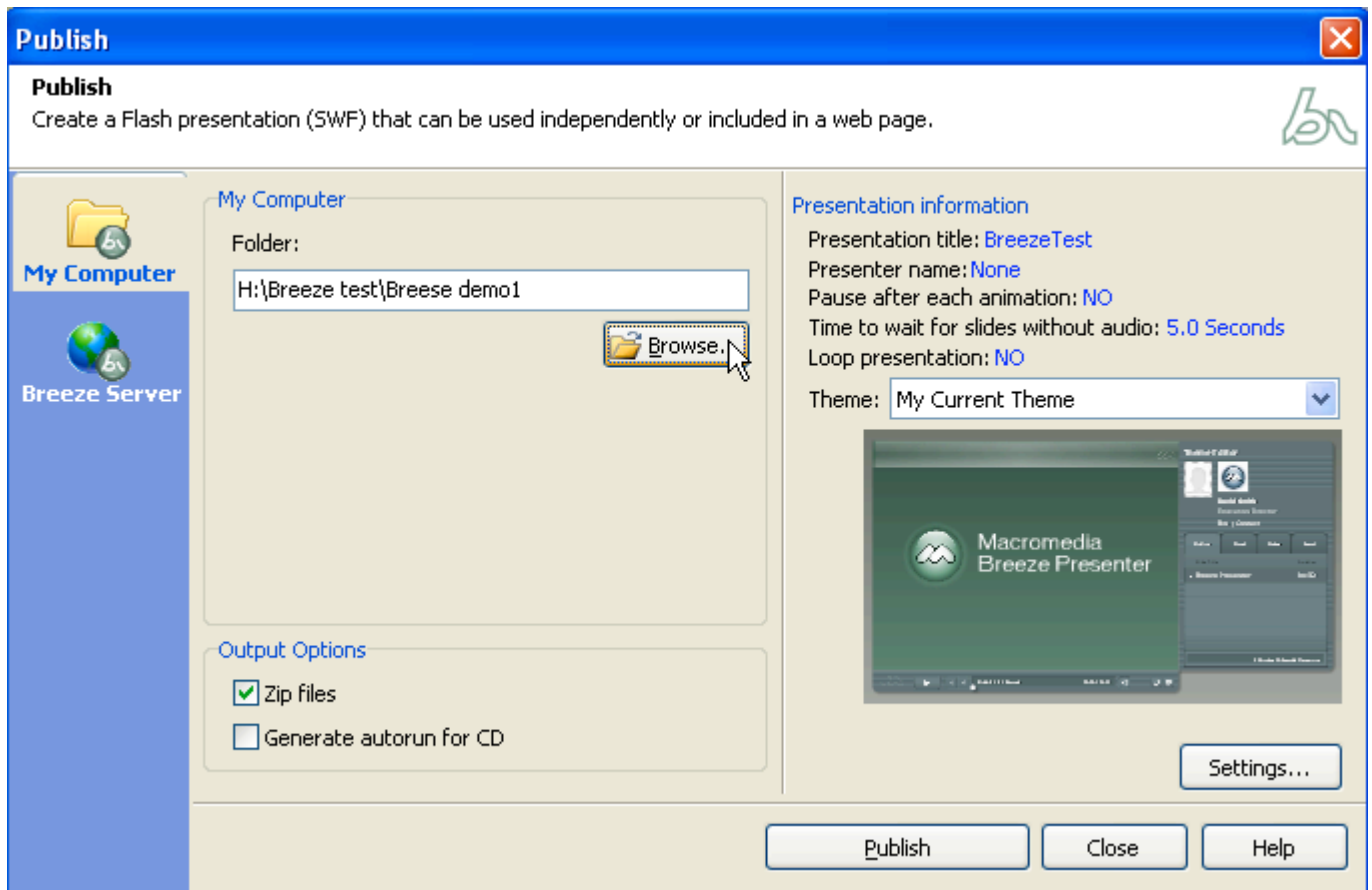
- Press ESC key.

PUBLISH THE PRESENTATION

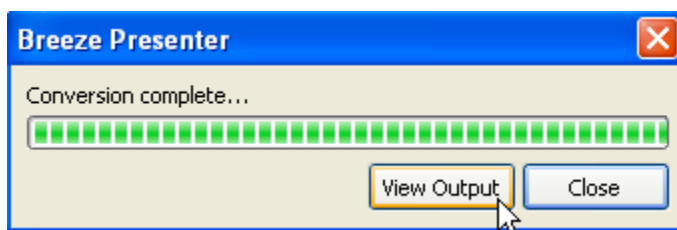
- You are now ready to create a Flash version of the presentation that can be used independently or included in a web page. From the menu bar at the top, click on **Breeze**, click **Publish**



6. You have the option of publishing the presentation to the Breeze Server or a folder on your computer. We recommend publishing to a folder on your computer. Click on the **Browse** button and select the folder on your computer to which you want to save the presentation. If you plan to load your presentation into Blackboard, click on **zip files** in the Output Options area. Click **Publish**.



7. The Breeze Presenter window will show the conversion progress. It will notify you when the conversion is complete. Click on **View Output** to see what the presentation will look like in your browser or click **Close**.



Sample of what your presentation will look like when being viewed in a browser.

The presentation slide displays the following data:

Job	Retlief's Bid (plant-wide rate)	Competitor's Bid	Retlief's Bid (Dept. Rates)
Job SS rejected	\$18.75	\$15.75	\$14.67
	-\$3.00 (difference between plant-wide and competitor)		-\$1.08 (difference between competitor and dept. rates)
Job TT accepted	\$60.00	\$103.00	\$101.01
	+\$43.00 (difference between plant-wide and competitor)		-\$1.99 (difference between competitor and dept. rates)

The slide also features a table of contents on the right side:

Slide Title	Duration
P 5-24 Requirement 1	00:30
Slide 2	06:39
P 5-24 Requirement 2	00:49
Slide 4	06:39
P 5-24	00:23
Slide 6	02:04
Slide 7	02:54
P 5-24	00:20
Slide 9	01:21

At the bottom of the slide, a progress bar indicates "6 Minutes 34 Seconds Remaining" and "Slide 6 / 9 | Playing" with a timer showing "00:05 / 02:04".

8. The presentation is now ready to be uploaded to Blackboard or to your web server.
9. **Uploading to Bb:** If you selected the option to "zip files" in the output options,
 - Log into Bb course and "Add Item"
 - Attach file
 - Select "**Unpackage this file**" from the "Special Action" drop-down menu.
 - Click "Submit"
 - You will be given a list of your now unzipped files and asked to select the file you want to appear when a user clicks on the link to your presentation. Select the file with the name **index.htm**.