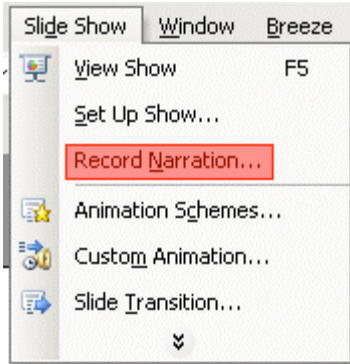


Directions for Voice Narration in PowerPoint

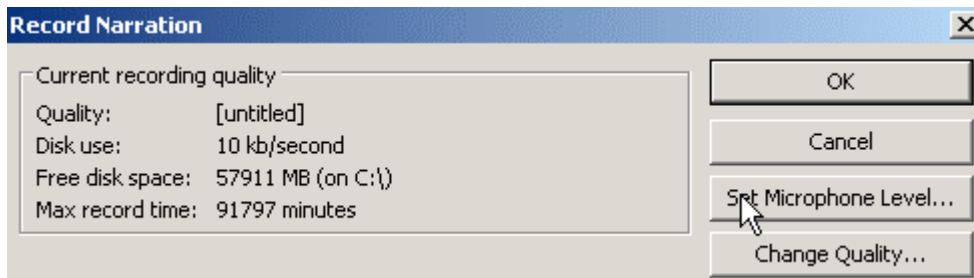
RECORDING A VOICE NARRATION IN POWERPOINT

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

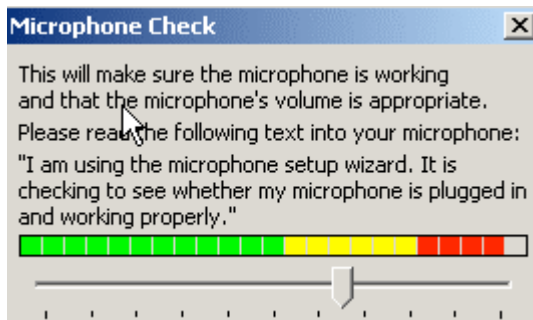
1. Open the PowerPoint presentation file.
2. From the menu bar at the top, click on **Slide Show**, click **Record Narration**.



3. Click **Set Microphone Level**.

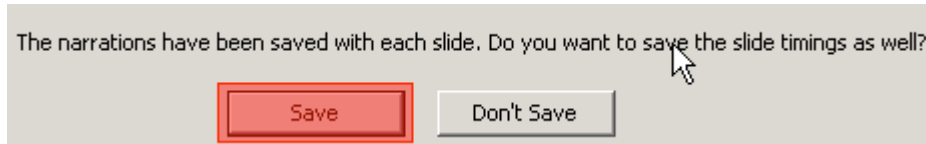



4. Read the sample paragraph so the computer can adjust to your microphone, then click **OK**.



5. Click **OK** again. PowerPoint will start recording your narration as soon as you hit OK on the Record Narration window. Because of this, it is important to be sure you are ready to begin recording before proceeding.

- When your presentation begins, speak in a clear voice and click with the mouse to proceed from one slide to the next. When you reach the end of the slides, a black screen will appear with a message at the top stating "End of Slide Show. Click to Exit." Click with your mouse to complete the narration. You will see the following window.



- Select the Save button to save your recordings and timings to your presentation folder.
- Select **View** then **Slide Sorter** from the menu bar. A sound icon  appears in the lower-right corner of each slide that has narration and the narration time will be listed under each slide.

NOTE: Narration cannot be edited. If you need to make changes, you must re-record that slide.

RE-RECORD VOICE NARRATION

- Display the slide where you want to start to re-record the voice narration on.
- On the **Slide Show** menu, click **Record Narration**.
- To start recording from the slide you are on, click **Current Slide**. If you want to re-record the entire presentation from the beginning, click **First Slide**.
- When you are finished, advance to the next slide and press ESC to stop your recording.

For example, if you want to re-record slides 4 through 6, be on slide 4 when you start. Record slides 4, 5, 6 then click to move to slide 7, and then press ESC right away on slide 7. If you press ESC on slide 6, you will delete the recording for that slide.

VIEWING THE SLIDESHOW

- From the menu bar select **View, 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.

DEPLOYING THE SLIDESHOW ONLINE

Narrated Powerpoints are typically large files that must be streamlined for online presentation. Software for this purpose includes Breeze Presenter, Articulate, and Impatica. UNL has a license for Breeze Presenter and it may be freely downloaded and employed. Please see "Using the PowerPoint Breeze Presenter Plug-In" at <http://tinyurl.com/bn6cj>