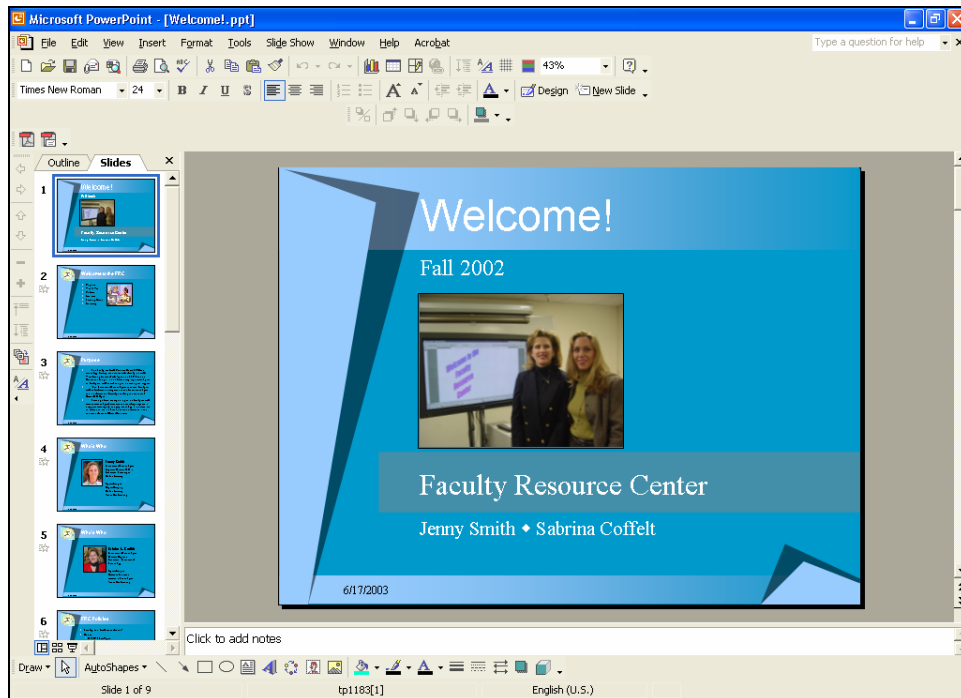


## How To . . .

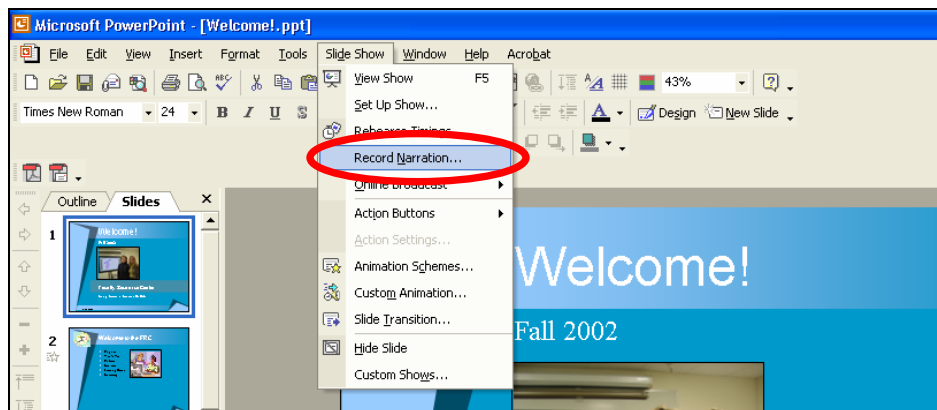
# Record Narration using PowerPoint

This procedure allows you to record narration for a completed PowerPoint presentation. It will allow you will allow you to record your narration as you move through each slide as well as record the timing between slide transitions for playback.

**Step 1: Open your Completed PowerPoint Presentation.**



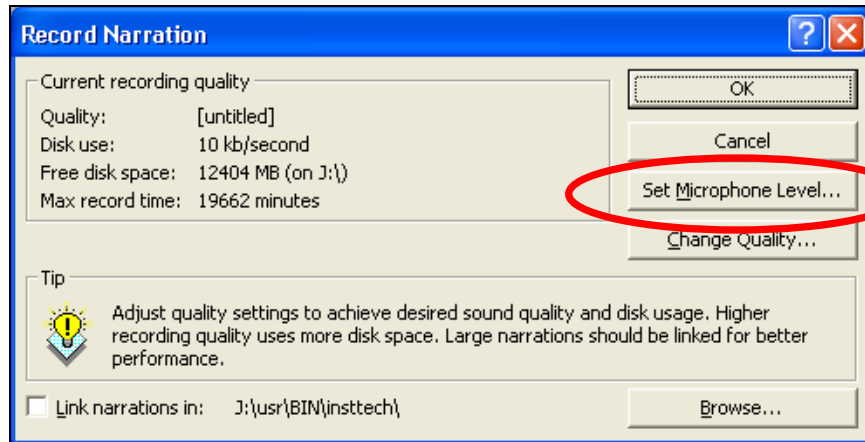
**Step 2: Click "Slide Show" from the Menu Bar at the top of the screen a drop down menu will appear and Select "Record Narration".**



## How To . . .

# Record Narration using PowerPoint

**Step 3:** The *Record Narration* box appears. **Click** the "Set microphone Level". The *Microphone Check* box appears.



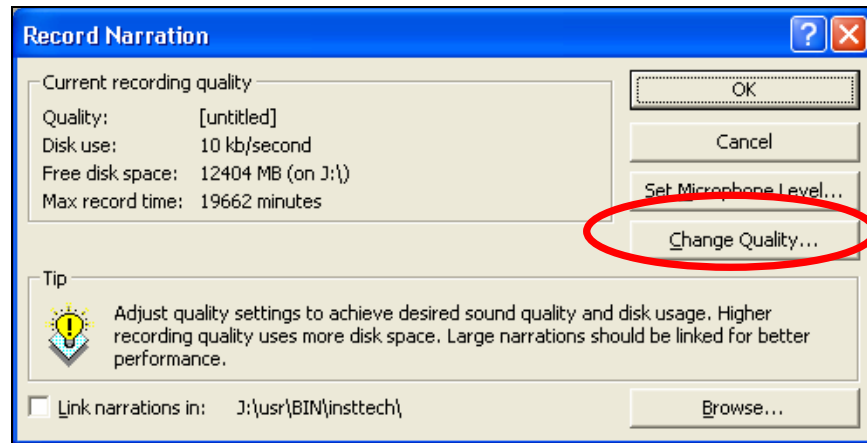
Use the Slider to adjust the Microphones sensitivity. When you have obtained the desired level **Click** "OK"



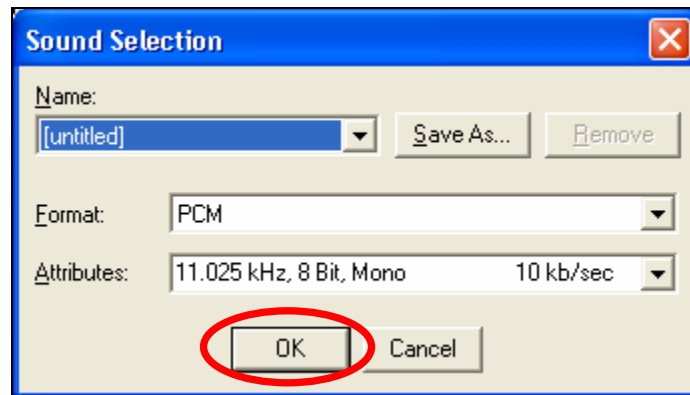
## How To . . .

# Record Narration using PowerPoint

**Step 4:** To adjust sound quality **Click "Change Quality"**. The *Sound Selection* box appears.



Select the desired recording option and **Click "Ok"**



## How To . . .

### Record Narration using PowerPoint

**Step 5:** Click "Ok" to begin recording narration. Your slide show will Launch and begin recording. To stop and save the recording **Press ESC** on the keyboard.

