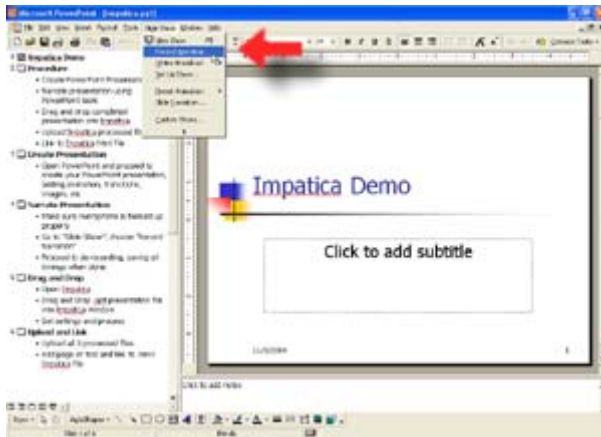


Narrating PowerPoint

1. Create a PowerPoint presentation
2. Save as a Presentation file (File -> Save as: "something".ppt).
3. Plug in a microphone to the computer
4. Select the PowerPoint narration feature to record voice
Click on the "**Slide Show**" menu and choosing "**Record Narration**".



5. Select "**Set Microphone Level..**".



Talk into the microphone using a normal voice, the slider will adjust volume levels for you. Once the slider slows its movement click "**OK**".



6. Begin recording
click "OK" only when ready to talk...selecting "OK" will start the recording process from the first slide in the presentation.



Talk in the microphone as you would if giving a face to face lecture, when time to move onto the next slide, pause, then click on the slide with the mouse, this will forward the presentation to the next slide.

TIP:

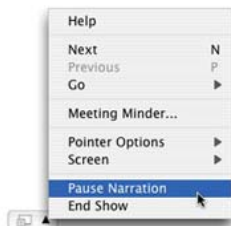
Wait a few seconds before talking once you get to a slide as well as pausing prior to moving forward to another, this will help make sure your voice is not cut off as you move from one slide to another.

Procedure

- Create PowerPoint Presentat
- Narrate presentation using P tools
- Drag and drop completed pr into Imnatica

Pausing Narration:

If you need to pause recording move the mouse over to the lower left corner, click on the triangle to pull up the menu and select "**Pause narration**", do the same process to start narration.



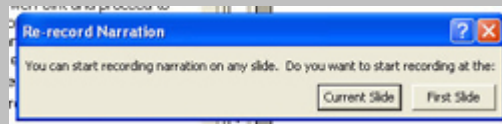
- When finished recording, Click "return" or "Esc" on the keyboard and select **"Yes"** to save timings.



Editing Slide Narration:

If you want to re-record over a narrated slide

- Scroll down to the slide in "Slide view"
- Then from the main PowerPoint menu click on **"Slide Show"**, choose **"Record Narration"**
- When prompted click on **"Current slide"**.



- When finished recording click the "Esc" button on the keyboard and select to save

Saving Narrated Presentation:

From the main menu select **"File"** and choose **"Save as"**

Name the narrated version something different than the original, with no spaces, underscores or dashes.

The end result will be 2 power point files, a non-narrated and a voice over version.

