

Record Narration Instructions

Before beginning to narrate a slideshow:

- Make sure your slideshow is saved with the .pptx extension (not with the old .ppt extension).
- Set all of your slide transitions and animations desired.

As you narrate each slide, you will click through the slideshow (or press the space bar to advance) just as if you were showing the slideshow in a face to face class. All slide transitions and animation effects as well as the timings will be saved along with your narration. A sound icon will automatically be placed at the bottom of each slide with the recorded narration you provided while on each slide.

If you “mess up” on a particular slide, you can go back to it when finished with your narration, delete the sound icon on that slide, and narrate just that slide again.

Steps to record a narration in PowerPoint:

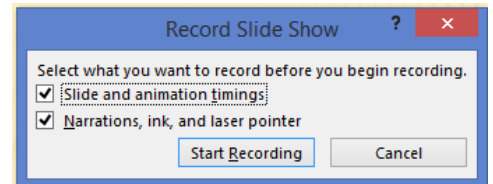
- **Step 1:** Click the **Slideshow tab**, then **Record Slide Show**.



- **Step 2:** Choose on which slide to start the recording:
 - Choose **Record from Current Slide** if you want to start recording on a different slide. Make sure you are on that slide before making that choice.
 - Choose **Record from Beginning** if you are starting to narrate from the first slide. *(Even if you are on a different slide when you make this choice, it will switch to the first slide.)*



- **Step 3:** When this window pops up, both items should be checked. Click **Start Recording**.



- **Step 4: Start speaking.**

It will automatically change to Slideshow view, ready for you to start narrating. As you click through the slideshow, speak naturally just as if you were speaking in front of your students. Click at the proper times to cause objects to animate at the right time and to switch to the next slide.

While speaking you can also use the **laser pointer feature** by holding the Ctrl key down as you press your left mouse button and move the pointer that appears to something you want to point out on the slide. *(This will also be saved with the slideshow.)*

Very important! Be sure that you completely stop talking before going to each new slide. Otherwise, part of your recording might be chopped off.

- **How to stop recording?**
 - If you narrate all the way through to the last slide, it will automatically stop recording as soon as you click after the last slide.
 - If you want to stop narrating before you get to the last slide, press the **Esc** key on your keyboard.
- **How to watch your narrated slideshow?**

To listen to your recording, be on the first slide and switch to slideshow view. It will go through the entire slideshow automatically, and you will hear your narration just like you recorded it on each slide. *(The sound icon with your narration is hidden from view when watching the slideshow.)*

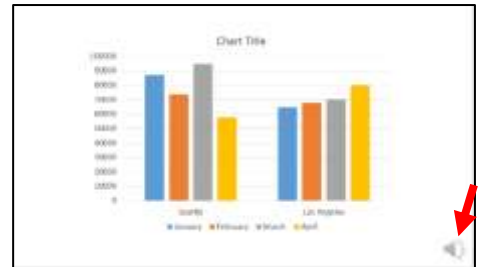
Messed up? Need to re-record one or multiple slides? Read further . . .

What to do if you messed up and need to re-record one or multiple slides

Step 1:

Delete the sound icon from each of the slides you wish to narrate again.

The sound icon was automatically placed in the bottom right corner on each slide when you finished narrating each slide. Deleting it removes what you recorded for that slide.



Step 2:

Make sure you are on the slide you wish to narrate before starting. Then click the **Slideshow tab** then **Record Slide Show**. Next, click **Record from Current Slide** and start narrating.

Step 3:

To stop recording at the end of a particular slide, click the **Esc** key on the keyboard.

If you have several slides in a row to narrate over, just click to the next slide when ready for it and continue recording on each of the slides that need to be narrated. Click **Esc** when ready to stop recording.