

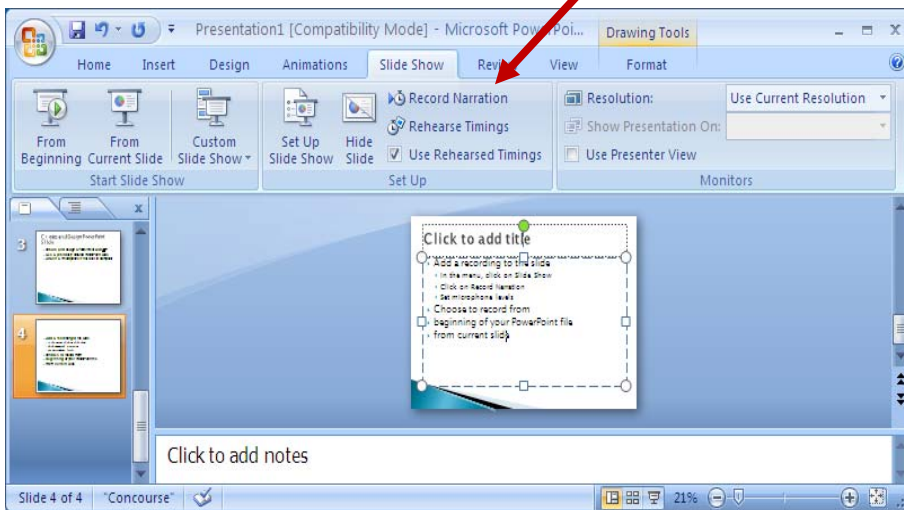
How to Record a Narrated Microsoft PowerPoint Presentation

Open a Saved Microsoft PowerPoint File

1. Use a previously created PowerPoint file that you have saved.
2. Attach a microphone to your computer for the best results.

Adding Narration to Each Slide

1. In the **menu bar** at the top of the page, click on **Slide Show**.
2. Click on **Record Narration**.



3. Check the **Record Narration** window to adjust microphone levels, quality, etc. if needed, then click **OK**.
4. In the **Record Narration** window, choose to record from the **First Slide** or the **Current Slide**.
5. When your slideshow begins, start recording.
6. Advance through each slide continuously as you record.

Save and Finish the Recording

1. When finished recording hit the **Esc** button on your keyboard or right-click and **End Show**.
2. The **Record Narration** window will display with a message that all slide recordings were saved.
3. Select to choose slide timings or not in your file.

View Recorded PowerPoint Presentation

1. In the **menu bar** at the top of the screen, click **Slide Show**.
2. Select Start Slide Show – **From Beginning**.
3. You will see and hear your recorded presentation. Enjoy!