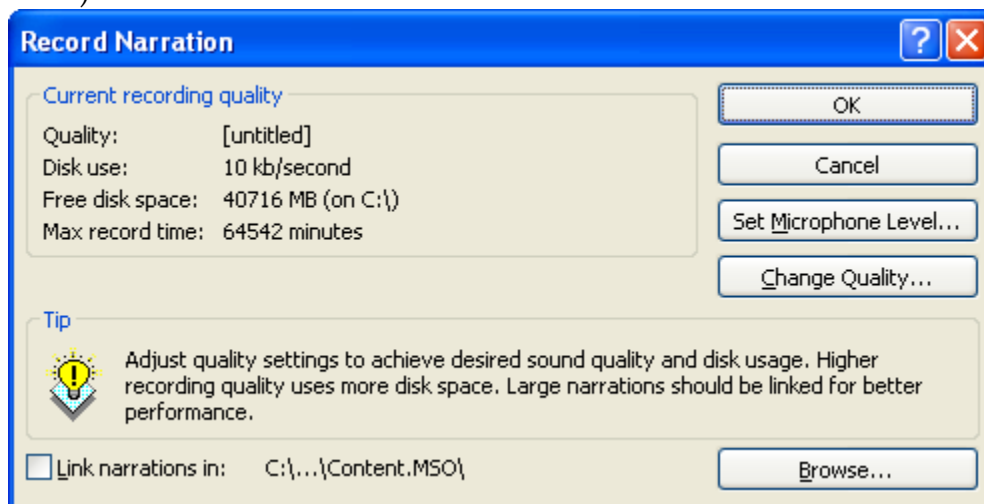


Record Narration and/or Sound

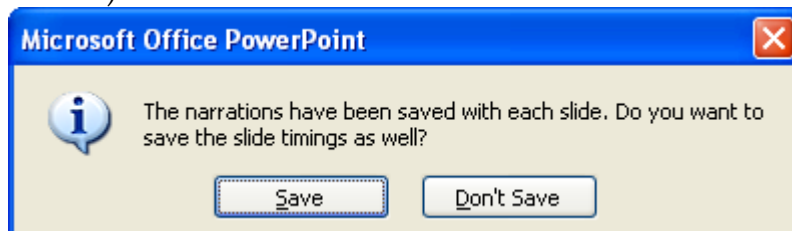
Slide narration can be recorded before a presentation is given or during a presentation. When a narration is recorded, a sound icon will appear in each of the slides that contains the narration. When a sound is being recorded, PowerPoint automatically times the amount of time that is taken on each slide. To record and hear a narration, the computer must be equipped with a sound card, a microphone, and speakers.

Recording Narration

- ✦ Click the **Slide Show Tab**.
- ✦ In the **Setup Group**, click the **Record Narration** button (see illustration at right).
- ✦ The **Record Narration** dialog box will display (see illustration below).



- ✦ Click the **Setup Microphone Level** to test to make sure the microphone is working properly.
- ✦ Click the **Change Quality** button to open the **Sound Selection** dialog box where changes to the quality of the sound can be made.
- ✦ Click the **Link Narrations In** check box to specify that the sound should be linked to the presentation rather than embedded in the presentation.
- ✦ Click the **Browse** button to specify where the sound should be stored.
- ✦ Click **OK** when the changes have been made.
- ✦ The presentation will open in **Slide Show View**.
- ✦ Start speaking into the microphone to record the sound.
 - ⚙ To exit from recording a narration, click the mouse at the end of the last slide.
 - ⚙ Press the ESC key on the keyboard to exit from the presentation.
- ✦ When either of the above is done, a message will appear asking if the recording should be saved (see illustration below).

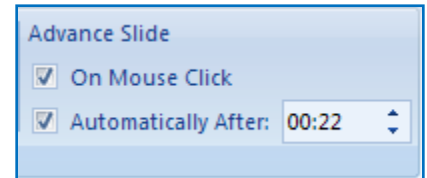


- ✦ Click the **Save** button.

- † The presentation will display in **Slide Sorter View**.
 - ⚙ The timing for the recording will be displayed below each slide in the presentation.
 - ⚙ A sound icon will appear on each slide that has narration recorded.
- † When the slide show is presented, the recordings should play.

Changing the Timings for the Presentation

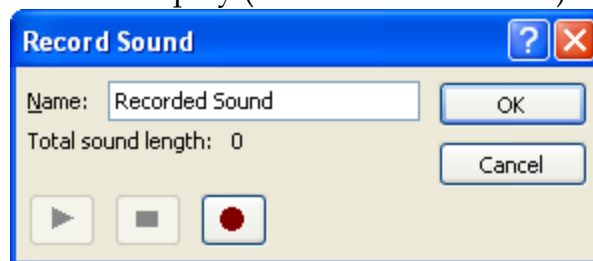
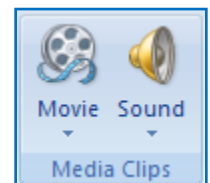
- † In either **Normal View** or **Slide Sorter View**, click the slide for which the timing is to be changed.
- † In the **Transition to this Slide Group**, click the spinner arrows for **Automatically After** to specify the timing for the slide.
- † When in **Slide Sorter View**, the timing will change as the arrows are being clicked.



Recording Sound

The Record Sound feature allows the user to record a sound for each individual slide. This sound can then be played back for the audience. Sound icons can be deleted and re-recorded as many times as necessary to set the desired narration.

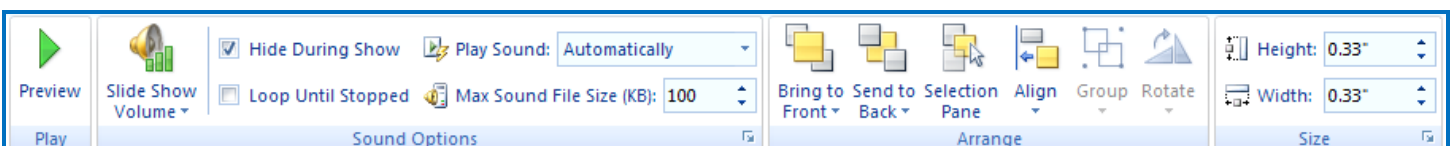
- † Click the **Insert Tab**.
- † In the **Media Clip Group**, click the **Sound** arrow (see illustration at right).
- † In the list of options, click the **Record Sound** link.
- † The **Record Sound** dialog box will display (see illustration below).



- † In the **Name** box, input a name for the sound.
- † Click the **Play** (red circle) button.
- † The time will start displaying at the end of the **Total Sound Length** text.
- † Discuss the points associated with the slide that is to contain the narration.
- † Click the **Stop** (blue square) button when the narration is completed.
- † Click the **Play** (blue triangle) button to play back the recording.
- † Once the recording is satisfactory, click the **OK** button.
- † An icon will appear in the slide.
- † Repeat the steps above to insert sound for the other slides in the presentation.
- † Run the show in **Slide Show View** to test the narration.

Options

The **Sound Tools Options Contextual Tab** provides several options for working with a sound in the presentation. This tab will only display when a sound icon is selected. Each option that is selected will only apply to the selected icon, not to other icons in the presentation. The table below provides a description of each of the buttons on this toolbar. These buttons are listed by group as they appear on the ribbon.



Group/Button	Description
Play Group	
Preview	Click this button to play the selected sound.
Sound Options Group	
Slide Show Volume	To change the volume for the sound, click this button. The volume options are Low, Medium, High, and Mute.
Hide During Show	When the check box for this option contains a check mark, the sound icon will display during the presentation. Removing the check mark means that the sound will not display during the presentation. This option should be used when the sound is set to play automatically.
Loop Until Stopped	Click this check box to have the sound continue to play until the next slide is displayed.
Play Sound	This option is used to determine how a sound should be played. The options are:
	Automatically - When this option is selected, the sound will start playing when the slide is displayed.
	When Clicked - Select this option to start the sound when the mouse button is clicked.
	Play Across Slides - To specify that the sound will play during the whole presentation, select this option.
Max Sound File Size	To specify the maximum volume for a sound that can be inserted into a slide, click the spinner arrows for this option.
Dialog Box Launcher	This button is located in the lower right corner of the Sound Options Group. It is used to open the Sound Options dialog box.
Arrange Group	
Bring to Front	When an image, such as a sound icon, is behind another image, clicking this button will bring the image in front of the other image.
Send to Back	This button is used to send an image that is on top of another one to the back.
Selection Pane	Click this button to show the selection pane. This pane is used to select individual objects within a slide and to change the visibility of the object.
Align	Use this button to decide where on the slide the object will be displayed. A list of different options will display.
Group	This button is used to group more than one object together so that they will appear as one. This option is usually used when clip art or other objects are in a slide.
Rotate	To change the direction of an object in a slide, click this button. This option is usually used when a clip art or picture image is in a slide.
Size Group	
Height	To change the height of the icon, use this option.
Width	Use this option to change the width of the icon.
Dialog Box Launcher	Click this button to open the Size and Position dialog box. This button is located in the bottom right corner of the Size Group .