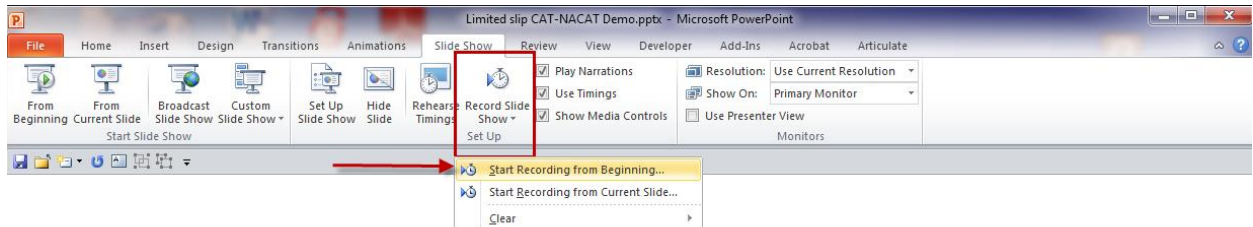
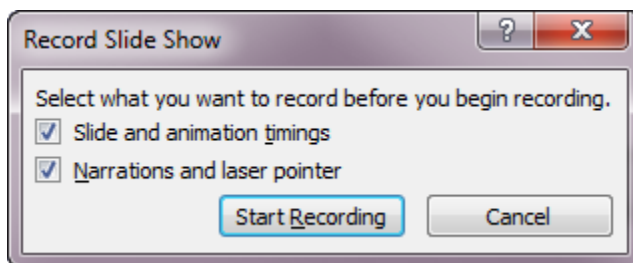


ADDING NARRATION TO YOUR SLIDE SHOW & MAKE A MOVIE

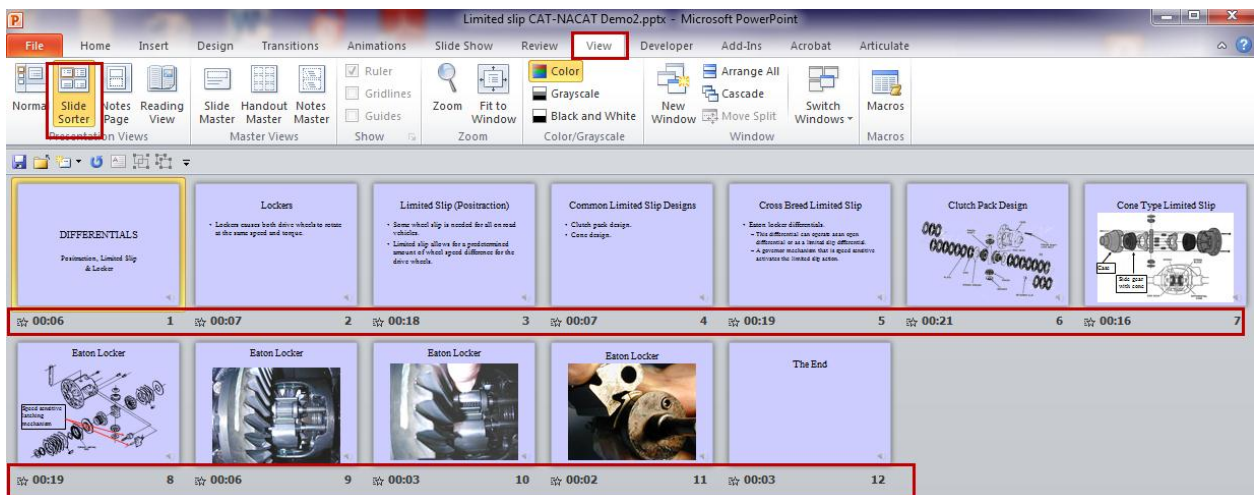
1. In PowerPoint, click the “Slide Show” ribbon.
2. Click on “Record Slide Show” and choose:
 - a. “Start Recording from Beginning” to start recording.
 - b. “Start Recording from Current Slide” to add narration on a specific slide and all following slides.



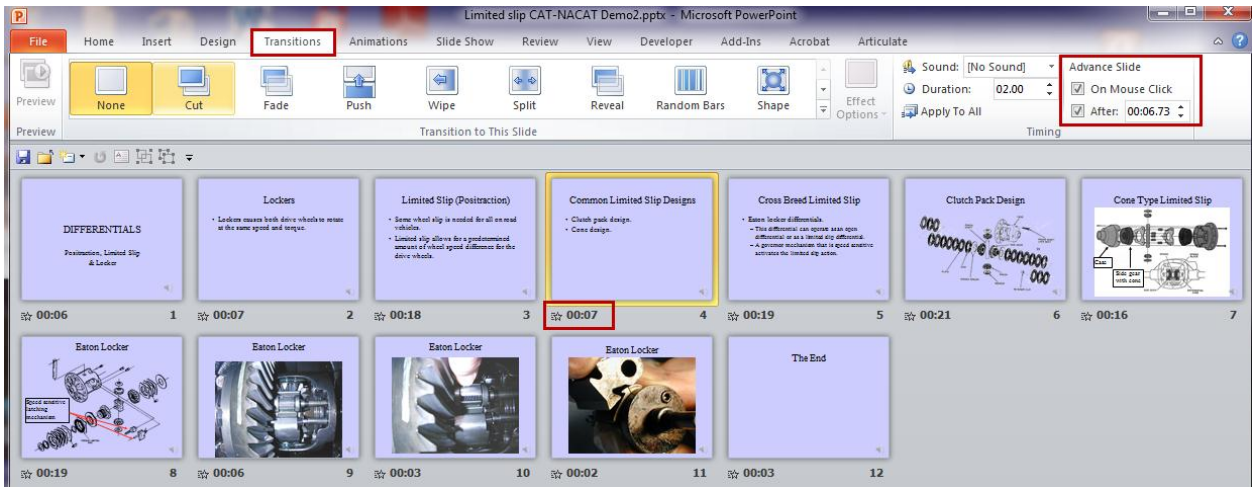
3. Choose both options.
 - a. To use the laser pointer, hold down the “Ctrl” key, then click down on the left mouse button.



4. When you’re done recording press the “Esc” key on your keyboard.
5. PowerPoint will display your slide show in the “Slide Sorter” view. This view shows the timing for each slide.



- The timing can be adjusted for each slide.
- Click on the slide you wish to adjust. Click the “Transition” ribbon and adjust the timing in the “Advance Slide” section.

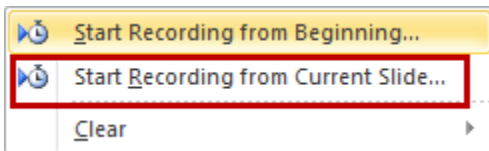


- Each slide will now have a speaker icon to indicate the presents of an audio file. Even if you didn't speak on this slide. A blank audio file will be associated with this slide.



How To record a new narration for a specific slide.

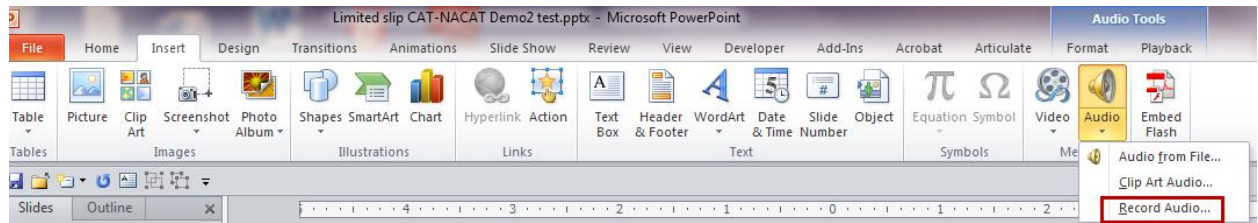
- Select the slide you wish to record over.
- Return to the “Slide Show” ribbon and on the “Record Slide Show” button choose “Start Recording from Current Slide”.
- Record the new audio file and press the “Esc” key when you are done.



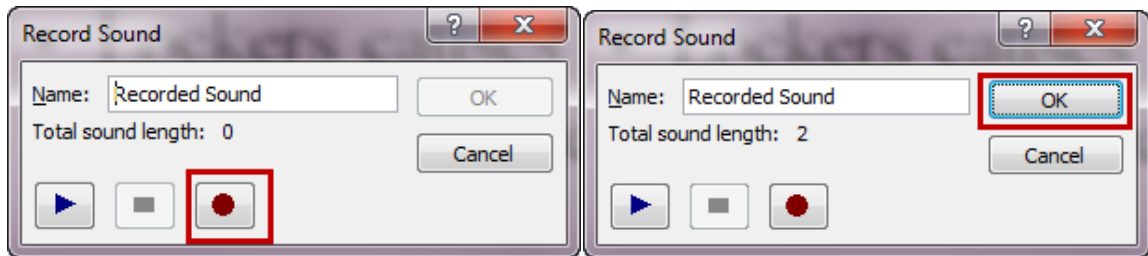
- You may need to adjust the slide timing if you are recording over just one slide.

How to add or change narration without changing the slide timing.

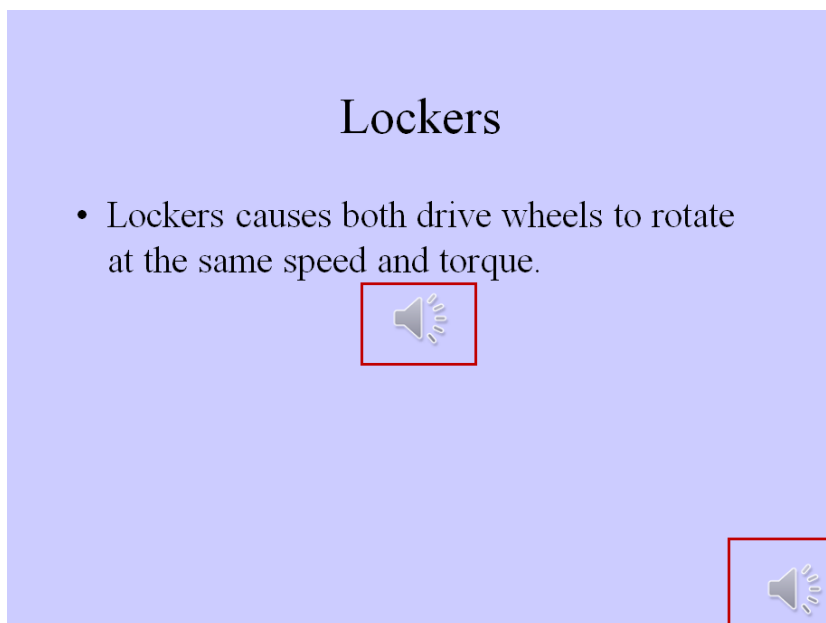
13. On the “Insert” ribbon click the “Audio” button and choose “Record Audio”.



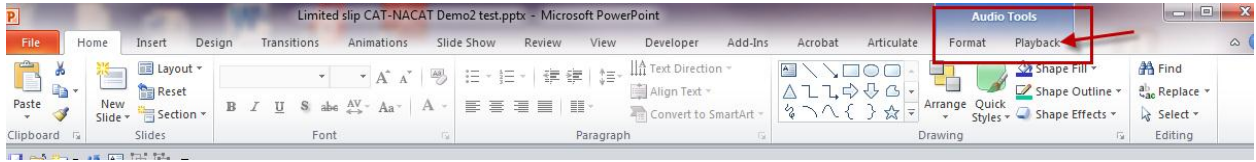
14. Click the Record button and speak into your microphone to record the narration. Click the “OK” button to stop and save the recording.



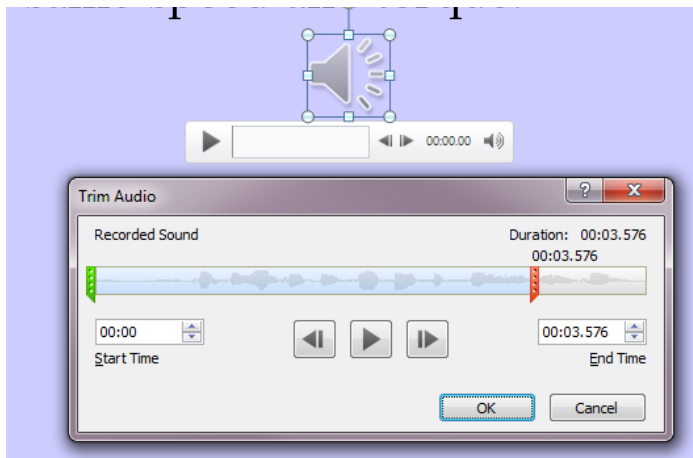
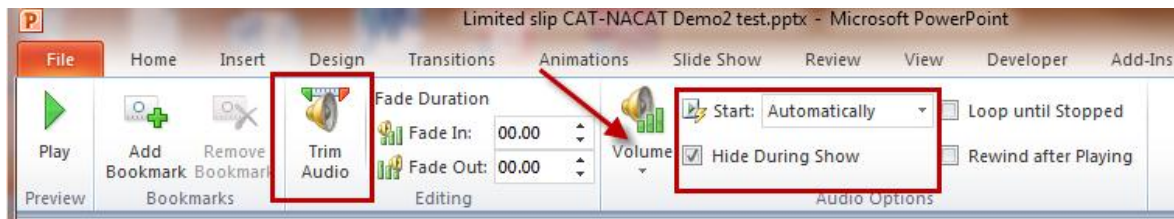
15. If there was another audio file on the slide you will now have 2 audio files associated with this slide. If you wish to remove the first audio file click on the speaker icon to select it. Press the “Del” key on your keyboard.



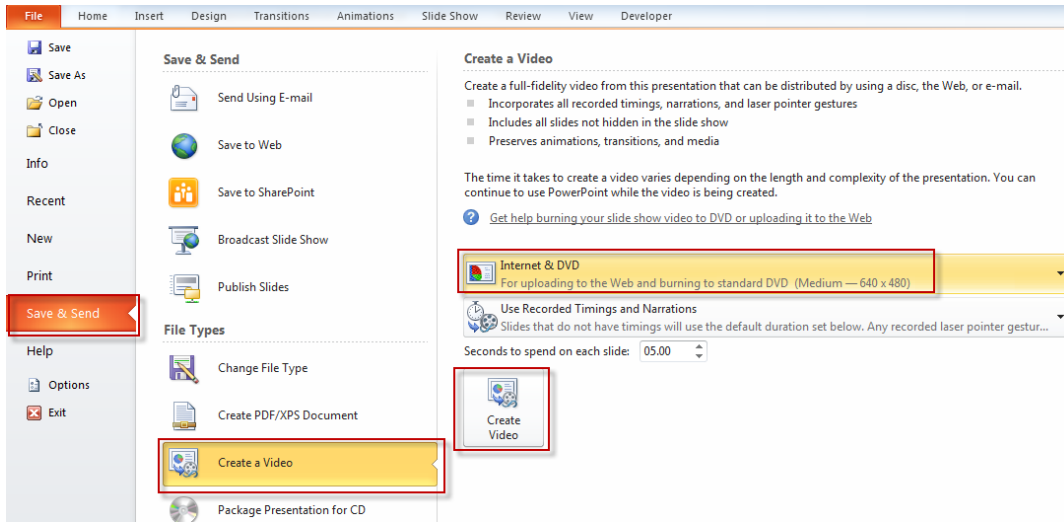
16. The new audio file will not play automatically and the speaker icon will show when presenting so you need to hide the icon and set the sound to auto play.
17. To turn on automatic play and hide the speaker icon. Click on the speaker icon to select it.
18. The “Audio Tools” ribbon will now be available. Click on “Playback”.



19. In the “Audio Options” change “Start” from “Click” to “Automatically”. Put a check mark in the box to “Hide During Show”. You can even adjust the playback volume.
20. There is an audio trim option that will allow you to trim the length of your audio file.



Click “File”, “Save & Send”, “Create a Video”. Select the delivery size and click “Create Video”.



Choose the save location and file name. Click “Save”.

