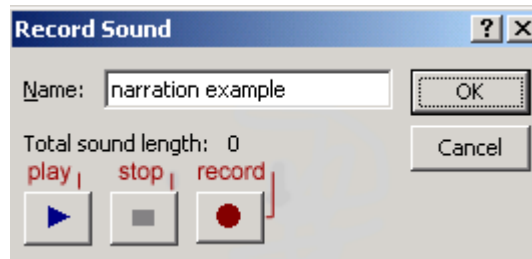




## Adding Narration to PowerPoint [2007]

- Your computer must be equipped with a sound card, microphone, and speakers.
- It is also good to write a “script” for each slide and practice your narration beforehand 😊

### To record a narration:

1. Open the presentation for which you want to record a narration, and go to the first slide.
2. On the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow [the little down-arrow], and then click **Record Sound**.



3. In the **Record Sound** dialog box, enter a name for the recording in the **Name** box, and then click the **Play** button [the button with brown circle].
4. Discuss the points associated with the first slide, just as if you were giving the presentation to a live audience, and then click the **Stop** button [button with blue square]
  - a. You can play back the recording by clicking the Play button [button with brown triangle]. If you don't like what you hear, you can click **Cancel** and repeat Steps 2 through 4 to record your comments again.
5. When you are satisfied with the recording, click **OK**. A small  will appear on the slide [which can be moved to any location desired on slide – like the bottom right corner.]
6. Repeat Steps 2 through 5 for each slide you want to narrate.
7. Test the narration by running the presentation in Slide Show view. If you are not satisfied with the narration for a particular slide, you can click on the little sound icon and delete it, and then record the narration again.
8. Your students will need to have speakers [or headphones to plug into the computer's sound card], and will need to be instructed to click on the  icon to play the audio narrative.