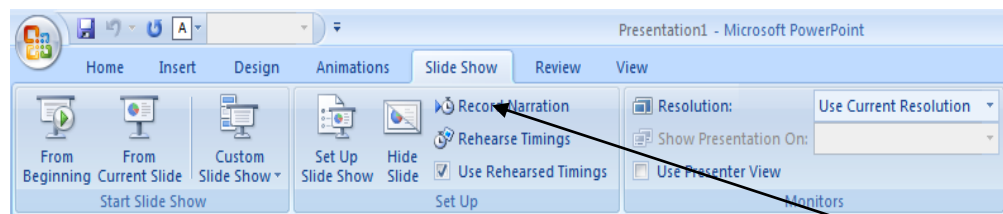


## Instructions on How to Add Narration (Voice Over) To your PowerPoint Presentations Microsoft PowerPoint 2007

1. To record and hear a narration, your computer must be equipped with the software (Microsoft Office 2007), a sound card, microphone, and speakers (you can purchase a microphone from a computer store for \$10 - \$15 or cheaper, depending on the store you go to).
2. Have your presentation ready, and rehearse your speech before you start recording your voice.
  - a. Open your presentation
  - b. In normal view, select the slide that you want to start the recordings on
  - c. On the **Slide Show** tab, in the **Set Up** group, click **Record Narration**.



- d. On the next screen, click **Set Microphone Level**, follow the directions to set your microphone level, and then click **ok**. *Note: This test will indicate to you if the microphone is working properly.*
- e. To start the narration, click on the slide that you want to start the presentation (if it is the first slide click on first slide)
- f. In the **Slide Show** view, start your narration (speech) into the microphone, and then click the slide to advance to the next slide, and go on till you come to the last slide.

Record  
Narration

*Note: If you make a mistake or would like to re-do the narration, right click the slide, and then on the **shortcut menu**, click **Pause Narration** and do the slide narration over again. To continue, Right Click and click on **Resume Narration**.*

- g. Press **Esc** on your keyboard or click the Black Exit screen
- h. The narration is automatically saved. To save timings and presentation click on **Save**.

3. Voice narration takes precedence over other sounds, and only one sound can play at a time.

### **To Re-Record part of a narration**

1. In Normal view, select the slide that you want to start re-recording on and follow directions from Step 2c.

### **To Preview a narration**

1. On the slide, start slide-show and then click on the Sound Icon.
2. If you do not want the Sound Icon to show:
  - a. Click on the icon, click on **Animations Tab** and select **Custom Animation** from the group. In the white panel on the right hand side (the third section), click on the down arrow, select **Effect Options**, on the **Sound Settings** tab, place a checkmark on the box, Hide Sound Icon.

### **To Send the presentation to the instructor:**

1. Make sure you have saved it
2. If you worked on any other version of PowerPoint other than PowerPoint 2003 (especially PowerPoint 2007) click on the Home Button, select "Save As" and then click on Microsoft 2003. When the next menu opens, in the Save As File Type box, make sure that you see, PowerPoint 2003 and the extension of file name displays: .ppt in the box above.

If you have any problems, please call the Learning Lab, (910) 362-7136/7554/7476. Or email: [srajendra@cfcc.edu](mailto:srajendra@cfcc.edu)

Please come to the Learning Lab, if you need one-on-one help.