# How to Record Narration in PowerPoint

With Microsoft PowerPoint 97 and above you can easily add voice narration to your presentation. In order to record narration, you'll need a sound card, speakers/headphones and a microphone. Before you go ahead and start doing anything else you need to do some file management to better organize your project. Create a folder under your name and copy your PowerPoint Presentation in it.

Step 1: Removing Automatic Animation
1. Open your presentation.
2. Go to Slide Sorter view and check that there are NO automatic animations in your PowerPoint presentation:
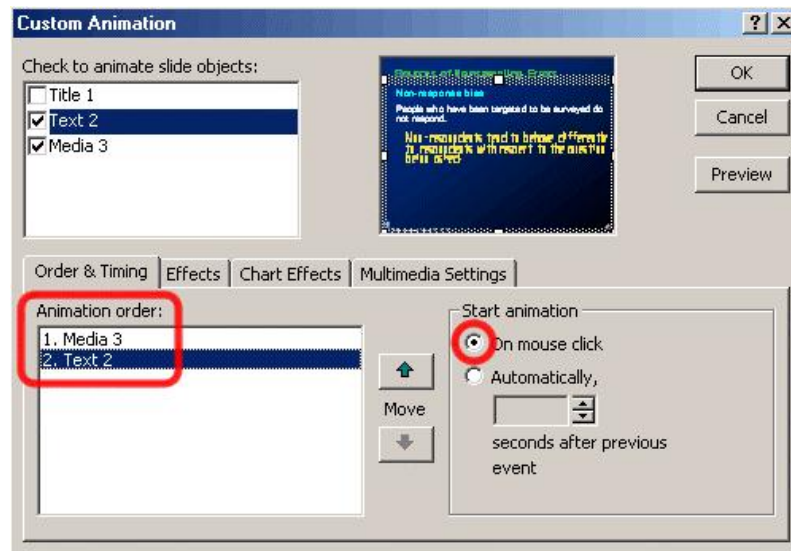
    a. On each slide, click on **Slide Show**, select **Custom Animation**
    b. You will see the **Order & Timing** tab with the animation order
    c. Click on each of the objects in the animation order and make sure that on the right hand side **Start Animation** is **On Mouse Click** and NOT **Automatically**.

Step 2: Settings
1. Select the slide in which you would like to begin narration.
2. In the **Slide Show** menu, choose **Record Narration**. This will open the 'Record Narration' dialog box.
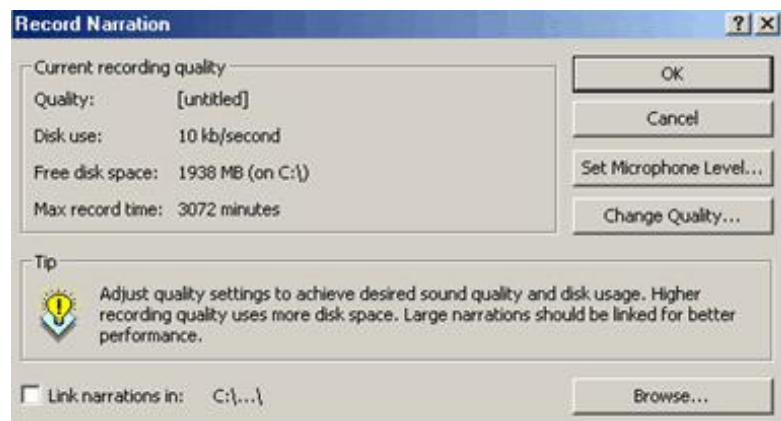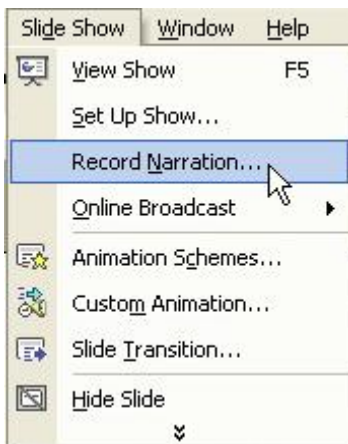
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Before you click 'OK', you might want to check out some options:

Set Microphone Level - This is to ensure that your microphone is working properly. Click the **Set Microphone Level** button and you should be presented with a 'Microphone Check' dialog.
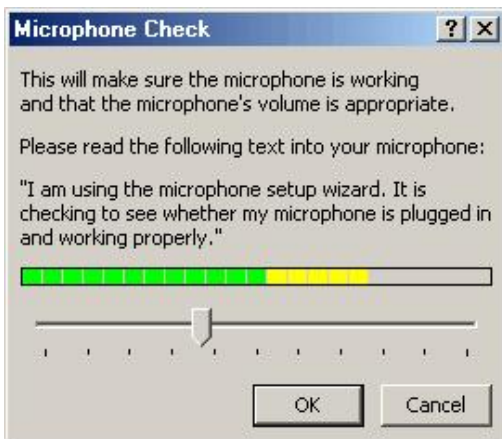
a. Make sure your speakers are on, and volume is up

b. Talk into the microphone, you should hear yourself in the speaker, and see green bars

Change Quality - This option allows you to change the quality of the sound recorded. The best quality uses the maximum hard disk space as also system resources when running the presentation. The three preset options starting from the Best Quality are CD, Radio and Telephone.
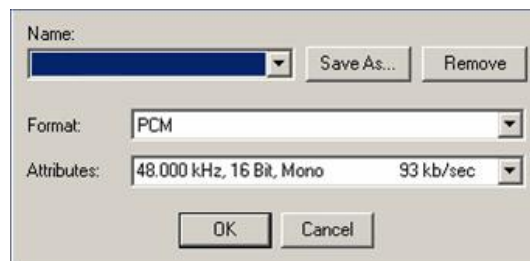
a. Click on the button Change Quality…
b. If this is your first time recording in PowerPoint, you can set up a shortcut for future times you open up PowerPoint to record:
    i. Format: choose PCM
    ii. Attributes: choose 48.000 kHz, 16 Bit, Mono 93 kb/sec
    iii. Click on Save As and a box will popup asking for a name to save the format as: type a name and click on OK

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Link Narrations – It is better to link your sound files rather than embedding. This option also allows you to later directly open the recorded sound files and edit them in a sound editor. Browse to the folder where you have your presentation in.

Step 3: Recording Narration
a. Click on **OK**
b. If you're not on the first slide, PowerPoint will ask you if you want to start at the beginning, or the slide you are on.
c. PowerPoint will now go to slide show viewer, and will start recording right away. Use the space bar, or the mouse to click through the slide show as you talk. You can record as many slides as you like.
d. Press ESC to stop recording. PowerPoint will ask you if you wish to save the slide timings, click on **NO**.
e. SAVE your work.

A sound icon will appear on the bottom right of every slide that you have recorded sound on.


Double click on each sound icon, and listen to yourself. If you're not happy with it, re-record until you are.

Step 4: Slide Timing
Once you are satisfied with the sound on each slide, you can set up the slide timings
    a. Check that, on EACH slide, the FIRST thing to be animated is the sound:
        i. Click on **Slide Show** and choose **Custom Animation**
        ii. In the animation box, make sure that the top object is your sound file. You can use the arrow buttons to put it at the top
    b. Click on **Slide Show** and select **Rehearse Timings**
        i. It will take you to the first slide in slideshow viewer mode with a box on the top left of the screen. Click on the the right arrow in the box, or use the keyboard to advance through the slide in time with the narration.
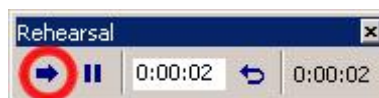
        ii. If you wish to re-do a slide's timing, click on the repeat arrow in the box.

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Unfortunately, you cannot go back a slide and repeat the timing. Press **ESC** to get back to the slides if you wish to start over. When you get to the end of the presentation, it will ask you if you wish to save the slide timings, click **Yes**.

Step 5: Save
Save your work. You are now ready to demonstrate your PowerPoint Presentation.

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