

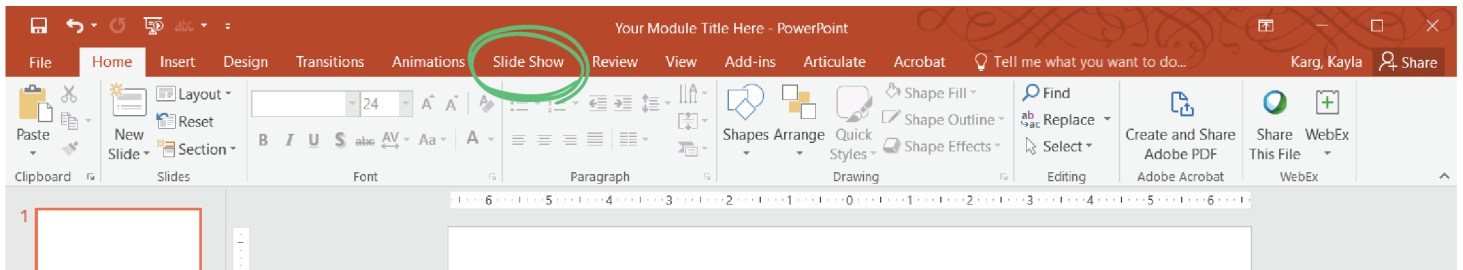
How To: Record Audio in PowerPoint

Recording your own narration for your modules is fairly straightforward and simple. First, ensure:

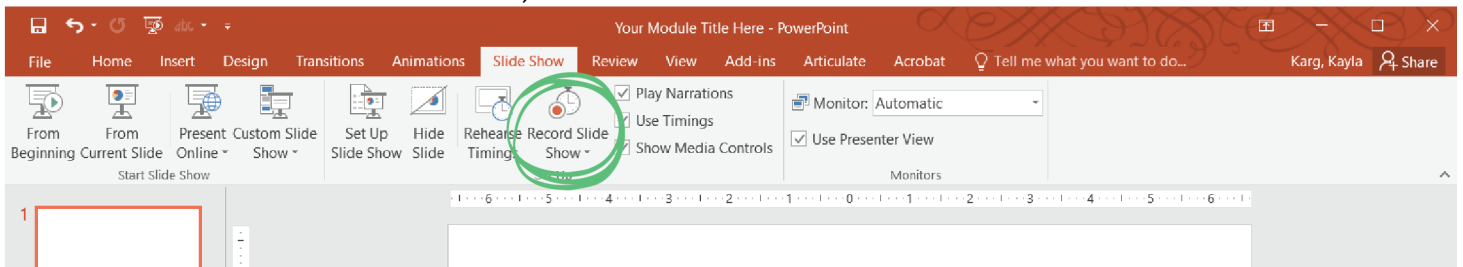
- You have access to a quality microphone.
- You've prepared what you plan to record.
 - It is recommended that you have a second device available to read your script from, or that you have printed it out. In recording mode, the notes field is inaccessible.
- You are using the final version of your module as reviewed and approved by your block leader.

1. Beginning a recording:

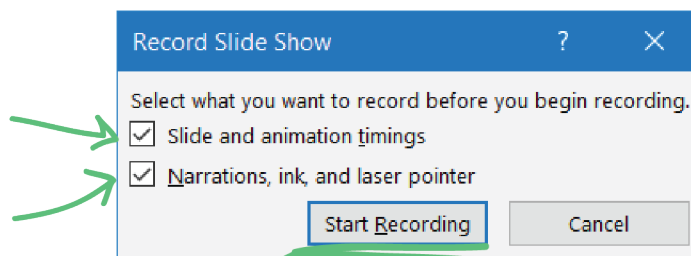
- From the top navigation within PowerPoint, click on **Slide Show**



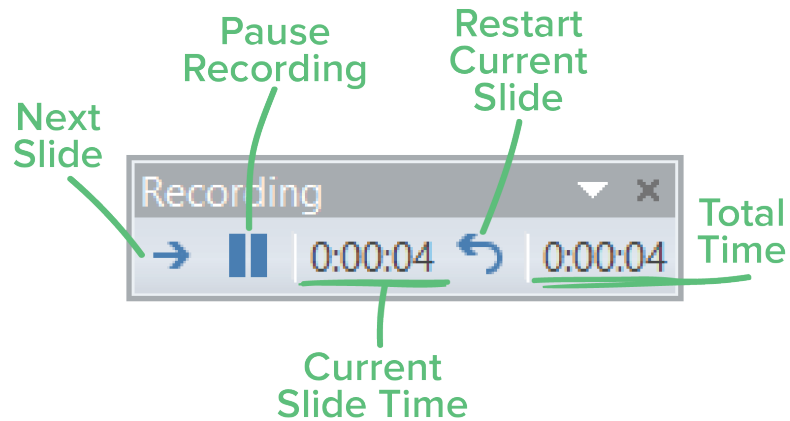
- From within the Slide Show tab, click on **Record Slide Show**



- Within the pop-up window, ensure both boxes are checked, then click **Start Recording** and begin narrating.



- Your module will launch full-screen. A small control panel will appear in the upper left corner that looks like the image below.



- **Next Slide:** the forward arrow button (or clicking the right arrow key on your keyboard) will advance you to the next slide.
- **Pause Recording:** the pause button will allow you to pause the recording.
- **Restart Current Slide:** to re-record the slide you are currently on, click the backward arrow button to restart the recording of your current slide.
- **Current Slide Time:** this counter shows the amount of time you've been recording on your current slide. If you notice that this value is extremely high, you may have forgotten to click next and may have a lot of room noise recorded at the end of a slide.
- **Total Time:** this counter shows the amount of time of recorded narration your entire module has.

Note: It is strongly recommended you record one slide and then play the audio back to ensure your microphone is working correctly. When you record audio on a slide (or restart current slide), it will automatically record over any previous audio on that slide. You cannot place additional audio before or after existing audio or edit the audio of a recorded slide. **Please do not narrate between slides as audio will not be recorded during slide transitions.**

2. Completing a recording:

- When you are **finished recording** a slide, you can exit out of the recorder pop-up by clicking the X button, or by clicking the esc button on your keyboard.
- To ensure your slide recorded properly, check that each slide has a small grey audio icon on it. The icon will look like the circled image to the right. This icon will not appear in the final version of your module.
- It is recommended that you listen to the audio of each slide to ensure you've captured everything that you wanted to. You can do this by clicking the grey audio icon and a small audio control will appear, allowing you to listen to that slide's audio.

