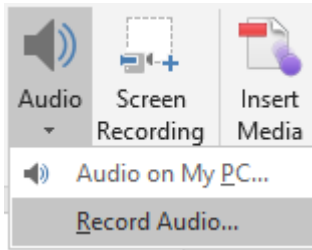


Recording Audio to a PowerPoint Presentation


Adding narration to your PowerPoint presentation is an effective way to add supplemental information to your slides. It can also create a personal connection to your students. Your device must have a microphone enabled in order to record audio.

Recording Audio to a Slide

1. Open the desired **PowerPoint file** and select a **slide**.
2. Select the **Insert** tab.
3. Select the **Audio** drop-down menu and choose **Record Audio**.

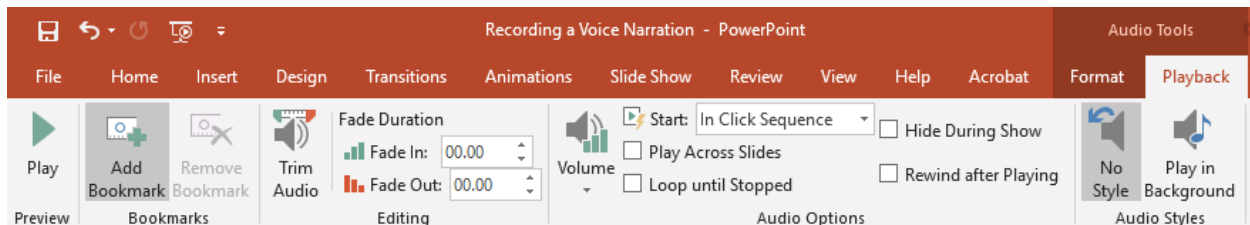


4. Type a **name** for your audio file. For example, *Slide 2 Audio*.
5. Select the **record button**. Speak your audio. Select the **stop button**.
6. Select **OK** to save the audio.

An audio image  will appear on your slide. Move the icon to your desired location. Select the icon and choose the play button to review the audio.

Setting the Audio Playback Options

1. Select the audio image  on the slide.
2. Choose the **Playback** tab in the **Audio Tools** group.



3. To choose how the audio file starts, select the **Start** drop-down menu and choose an option.
4. To choose how the audio plays throughout the presentation, select *Play Across Slides*, *Loop Until Stopped*, or keep both options unchecked to play on the current slide.

Recording Audio to a Presentation

1. Open the desired **PowerPoint file**.
2. Select the **Slideshow** tab.
3. Select **Record Slide Show** and choose *From Current Slide or From Beginning*.
Your slideshow will begin.
4. Select the **Record** button to begin. Start recording your narration as you navigate through the presentation.
5. When you are finished recording, end your presentation and save your file.