

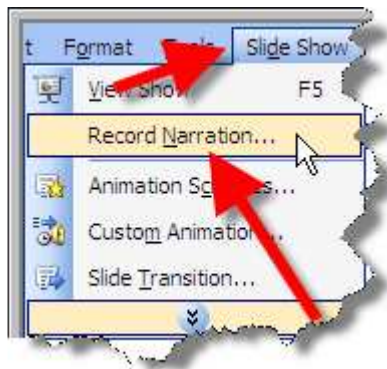
## Recording Narrations in PowerPoint™

Adding recorded narrations to your PowerPoint™ presentations can add a whole new level of usefulness to them. A presentation with simple, straightforward slides and a prerecorded narration can be used very effectively by a student who missed class.

A number of options exist for microphones. Some computers come with built in microphones that are perfectly useable. You can also buy a microphone that plugs into your computer. These can be found for about \$15 and up. Also most web cams, which can be found very inexpensively, can be used as a microphone.

### Step 1

Once all of your slides are done, and with the slide you want to start with on the screen, select 'Slide Show' on the menu bar, and then select 'Record Narration.'



## Creating Instructional Media to Support Students with Attendance Issues

### Step 2

A new dialog box will appear on your screen. The first step is to set the sensitivity level of your microphone. Make sure the microphone you are using (or your web cam) is plugged into the computer, and select 'Set Microphone Level.'



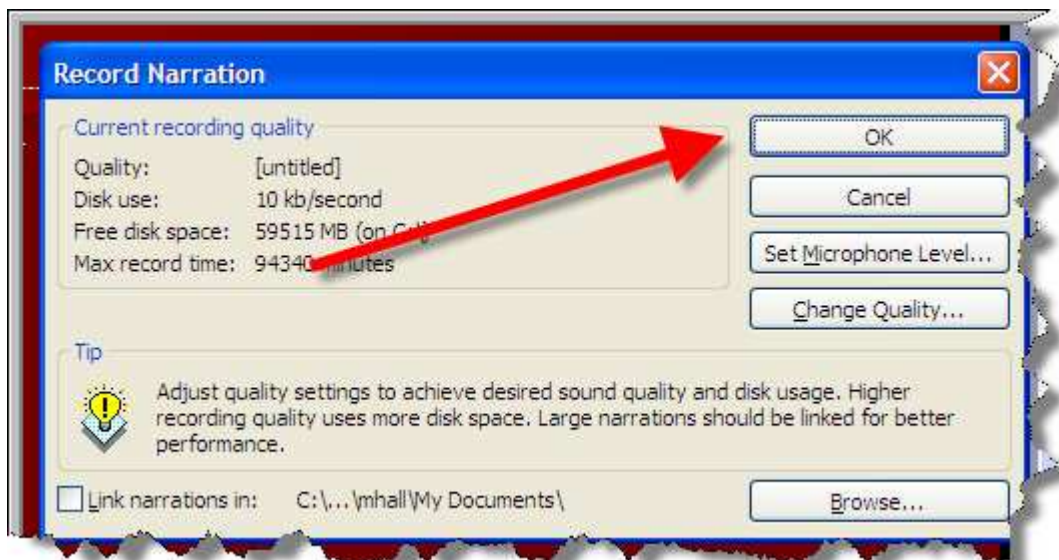
### Step 3

With this new dialog box on the screen, talk into your microphone at a natural level. A green, yellow or red band will appear in the box as you speak. Move the slider to set the sensitivity of the microphone. The bar should be all green when the microphone is properly set. When the correct setting is achieved, select OK.



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**Step 4** This box below will reappear, and all you will need to do is select OK.



**Step 5** You can begin recording on the current slide, or the first slide of the presentation. Both choices has advantages and disadvantages. I recommend recording them one at a time, so select current slide.

When you click Current slide, PowerPoint™ will go directly to Slide Show view, and will be recording. Begin speaking. When you have completed the narration for that slide, press the ESC key on your keyboard.



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### Step 6

A small speaker icon will appear on the slide (when in layout view) to indicate there is a narration recorded for that slide. Viewing the slide in Slide Show view will result in the sound playing. If you are not happy with the recording, simply return to layout view, click on the speaker icon, and delete it with the delete key.

Repeat the recording process for each slide.

