

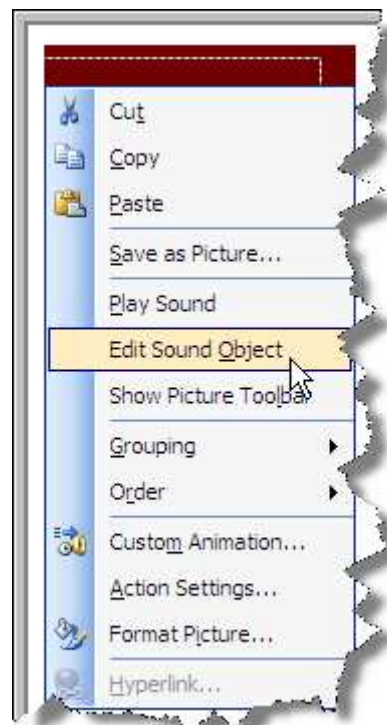
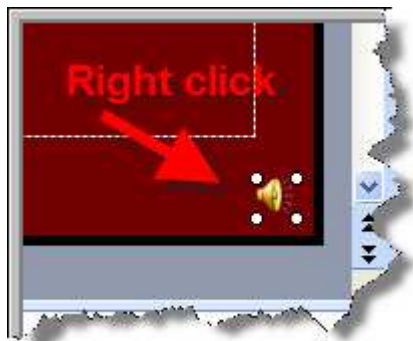
## Adjusting Timings

### Working with Sounds in PowerPoint™

Once you have created a presentation and recorded a narration for each slide, you will need to create transitions for each slide.

#### Step 1

A small speaker icon appears on the slides that have narrations recorded on them. We need to find out how long the narration is. To do this, simply right click on the icon. A menu appears like the one on the right. Select 'Edit Sound Object.'



## Creating Instructional Media to Support Students with Attendance Issues

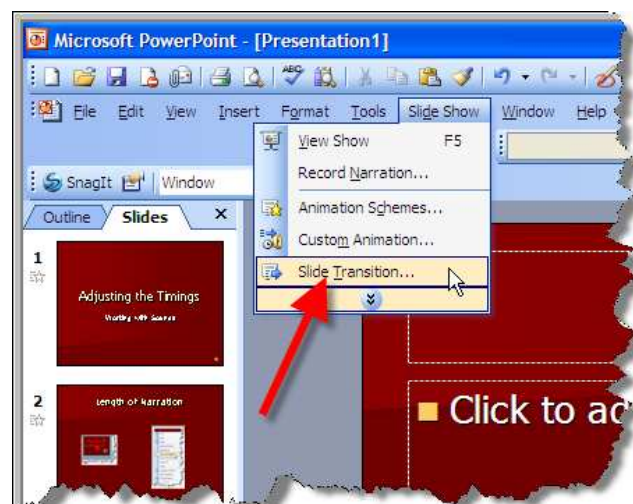
### Step 2

In the window that appears, take note of the 'Total Playing Time' as shown.



### Step 3

In the 'Slide Show' menu, select 'Slide Transition'.



## Creating Instructional Media to Support Students with Attendance Issues

### Step 4

The 'Slide Transition' task pane will appear, most likely on the right hand side of the screen. In the Advance slide section, make sure 'On mouse click' is UNCHECKED, and 'Automatically after' IS Checked.

Next enter the amount of time that represents the length of the narration recording for this slide.

Repeat these steps for each slide and you have a PowerPoint™ presentation complete with narration.

