

Adding Narration to Your PowerPoint

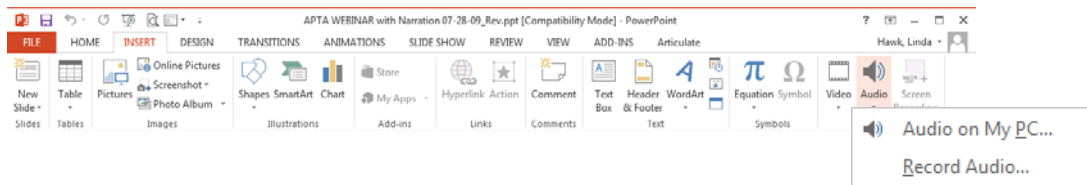
If you wish to add narration to your power point, follow these easy steps:

1. Set-up

- a. Find a quiet space
- b. Headset with microphone
- c. Test sound level and clarity

2. Open your presentation

- a. Click on “insert” tab
- b. Click on “audio” drop down
- c. Click Record audio
 - Enter slide number as “Name” in pop-up box
 - Click red dot and begin speaking
 - Click blue box when finished speaking
 - Click green triangle to play back
 - i. NOTE: this can be done with the first slide as your audio test



3. When you have finished narrating the entire deck:

- a. Select File > Save as > enter file name > select “save as type”: MPEG-4 Video (*.mp4)
- b. This will create a new file

