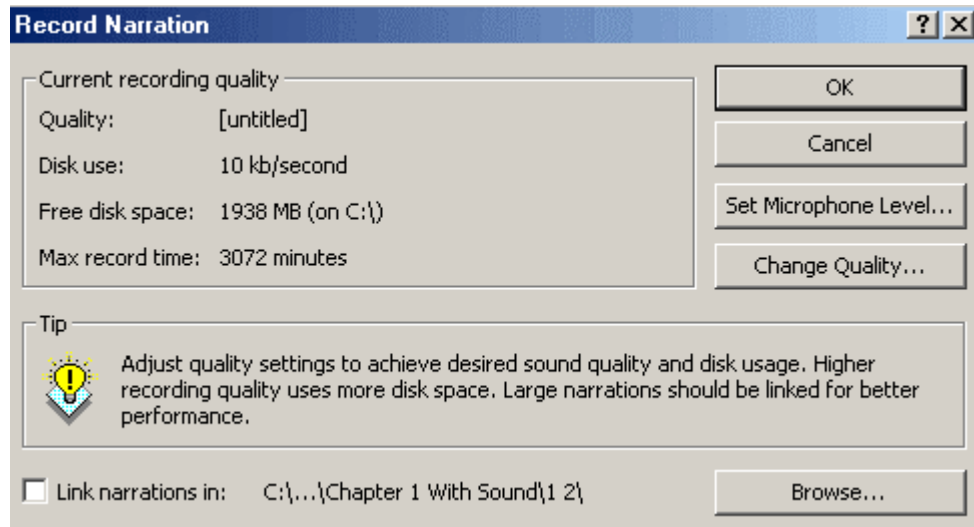


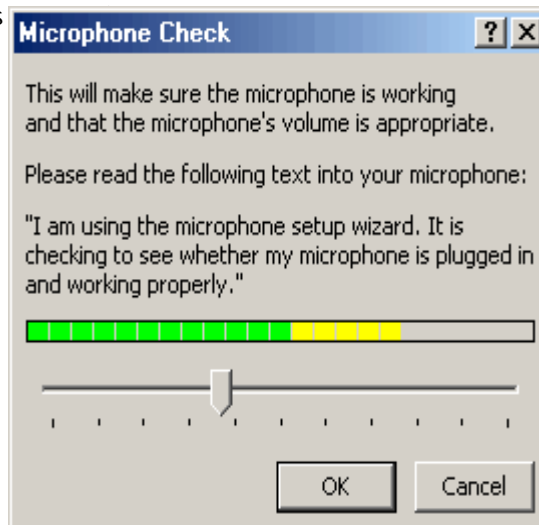
# How to Record Voice Narration in Powerpoint

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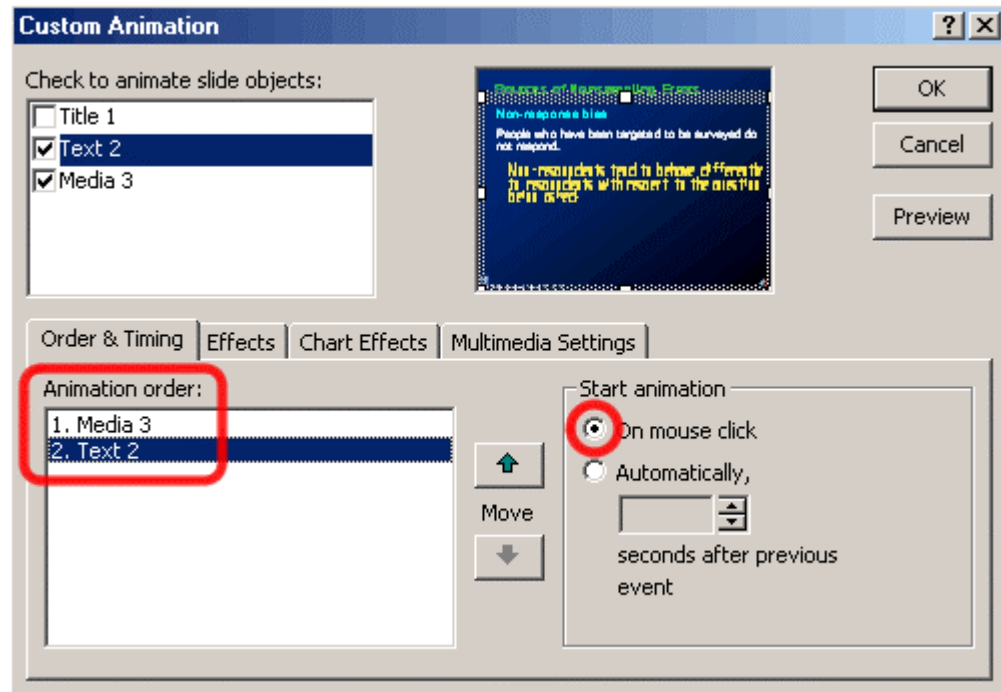
1. Check that your sound card and microphone are working correctly:
  - a. In Powerpoint, click on **Slide Show**, select **Record Narration...**



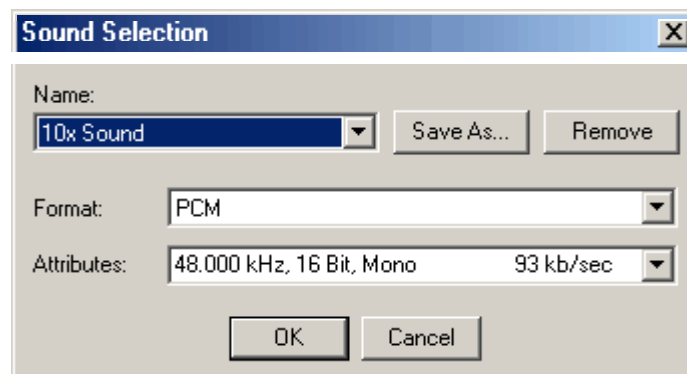
- b. Click on the button **Set Microphone Level...**
    - c. Make sure your speaker is turned on, and up
    - d. Talk into the microphone, you should hear yourself in the speaker, and see green bars



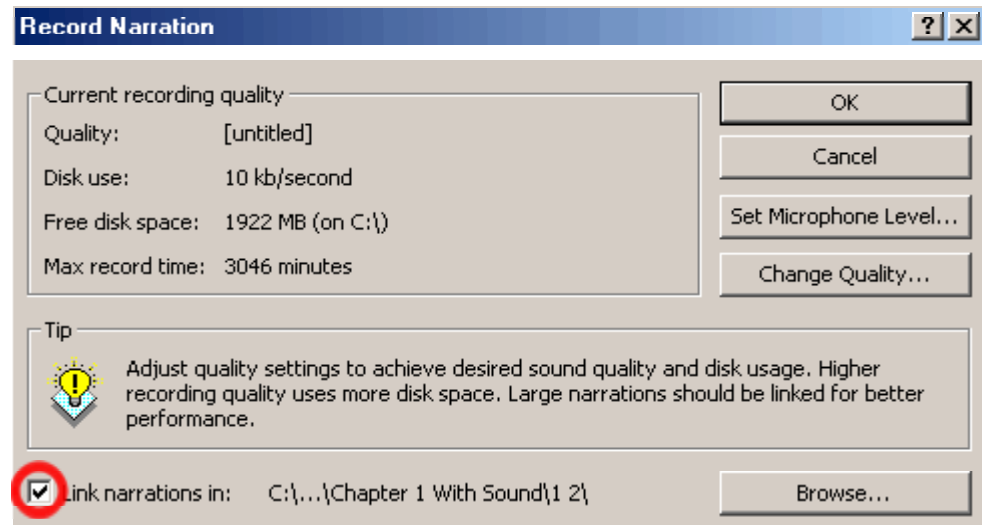
2. Check that there are NO automatic animations in your Powerpoint presentation:
  - a. On *each* slide, click on **Slide Show**, select **Custom Animation...**
  - b. You will see the **Order & Timing** tab with the animation order
  - c. Click on *each* of the objects in the animation order (e.g. text 1 or group 2) and make sure that on the right hand side **Start Animation** is **On Mouse Click** and NOT **Automatically**.



3. Check the recording settings in Powerpoint:
  - a. Click on **Slide Show**, select **Record Narration...**
  - b. Click on the button **Change Quality...**
  - c. If this is your first time recording in Powerpoint, we will set up a shortcut for future times you open up Powerpoint to record:
    - i. Format: choose **PCM**
    - ii. Attributes: choose **48.000 kHz, 16 Bit, Mono**     **93 kb/sec**
    - iii. Click on **Save As...** and a box will popup asking for a name to save the format as: type **10x Sound** and click on **OK**
  - d. If you have done step c. before, click on **[untitled]** and a scrolling list will appear – choose **10x Sound** and then on **OK**
  - e. **ALWAYS** remember to select the box beside **Link Narrations in:** **EVERY** time you go to record some narration!!!!



4. Now you're ready to record!!
  - a. If you haven't already, click on **Slide Show**, select **Record Narration...**
  - b. *REMEMBER* to select the box beside **Link Narrations in: !!!**

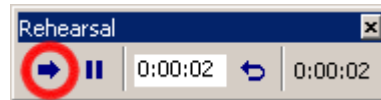


- c. Click on **OK**
  - d. If you're not on the first slide, Powerpoint will ask you if you want to start at the beginning, or the slide you are on.
  - e. Powerpoint will now go to slide show viewer, and *STRAIGHT AWAY* starts recording!! Use the space bar, or the mouse to click through the slide show as you talk. You can record as many slides as you like.
  - f. *REMEMBER*: You *MUST* go onto the *NEXT* slide before the sound is recorded for the slide you are on.
  - g. Press *ESCAPE* to stop recording. Powerpoint will ask you if you wish to save the slide timings, click on **NO ALWAYS**.
  - h. *SAVE* your work often!!
5. A sound icon will appear on the bottom right of every slide that you have recorded sound on.



- a. If there isn't one, and you thought there should be one, check:
    - i. Did I go onto the next slide before pressing escape?
    - ii. Were there any automatic slide animations I forgot to change to advancing on mouse click?
    - iii. Am I running lots of other programs so Powerpoint doesn't have enough memory?
    - iv. Is there still blank space on my hard drive?!
  - b. Double click on each sound icon, and listen to yourself. If you're not happy with it, re-record until you are. You may like to make some notes to help you say what you need to.

6. Once you are happy with the sound on each slide, we set up the slide timings
  - a. Check that on *EACH* slide, the *FIRST* thing to be animated is the sound:
    - i. Click on **Slide Show** and choose **Custom Animation...**
    - ii. In the animation box, make sure that the *top* object is your sound file (e.g. Media 1) – if it isn't, use the arrow buttons to put it at the top
  - b. Click on **Slide Show** and select **Rehearse Timings**
    - i. *IMMEDIATELY* you are in Slideshow viewer mode with a box in the top left of the screen, *ALWAYS* on the first slide. Click on the mouse, use the right arrow in the box, or use the keyboard to advance through the slide in time with the narration.



- ii. If you wish to re-do a slide's timing, click on the repeat arrow in the box.



Unfortunately, you cannot go back a slide and repeat the timing (!). Press **Escape** to get back to the slides if you wish to start over. If you have lots of slides, perhaps divide the presentation into two files (first and second half) and set the timings separately, then recombine at the end.

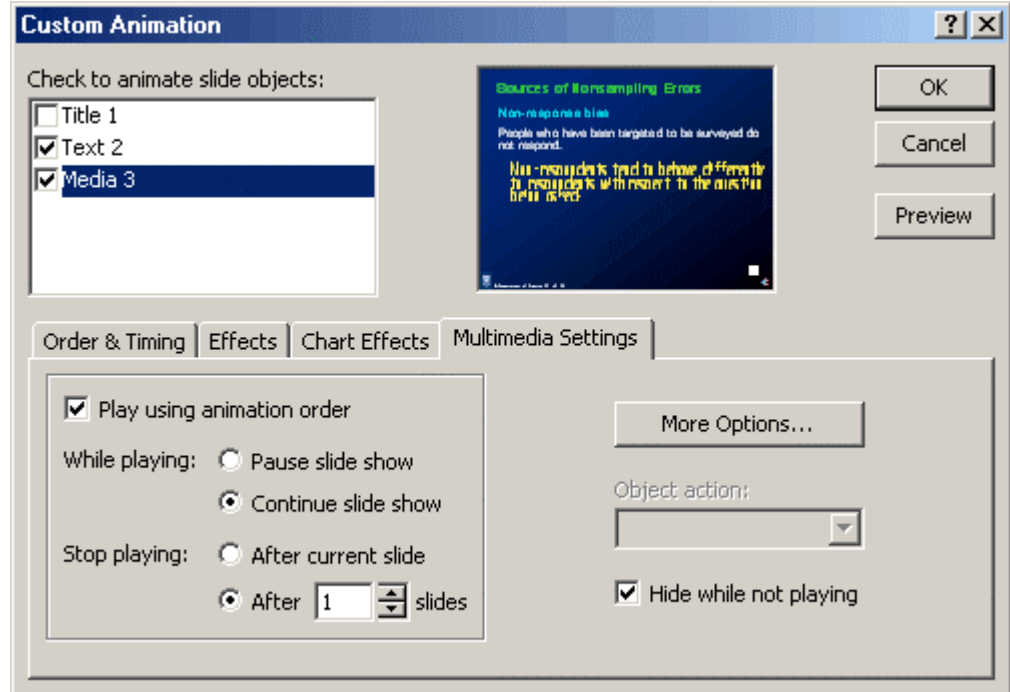
- iii. When you get to the end of the presentation, it will ask you if you wish to save the slide timings, click on **Yes**.
7. Save your work!!

8. Prepare sound files

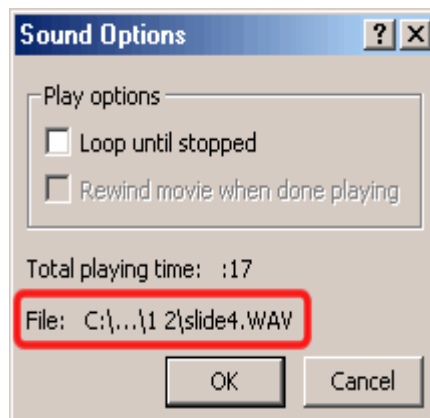
- a. Go to the folder where you have put the linked sounds (if you're not sure, check in the Record Narration box beside link narrations)

Link narrations in: C:\...\Chapter 1 With Sound\1 2\

- b. There will be many sound files, including old versions that you do not need. Delete these - for example:
- If you see sound files named: Chap2.ppt258.WAV  
Chap2.ppt258-0.WAV Chap2.ppt258-1.WAV; then only keep the one ending with -1.WAV. This is the latest version and there were two older versions for this slide. Of course, if only Chap2.ppt258.WAV exists, then keep it!
  - You should now have as many sound files as there are slides with sounds on them.
- c. Renaming the WAV files will help with organizing them. I use slide1.WAV, slide2. WAV etc.
- To work out which file to name slide1.WAV (etc), click on the sound icon on the first slide then go to **Custom Animation...**



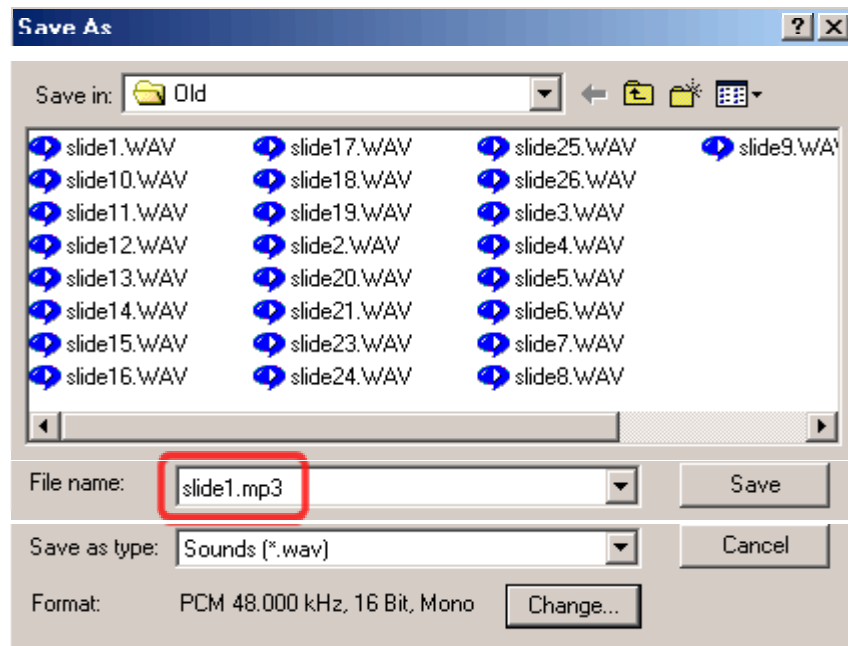
- Click on **More Options...**
- The file name you need to change is shown to you.



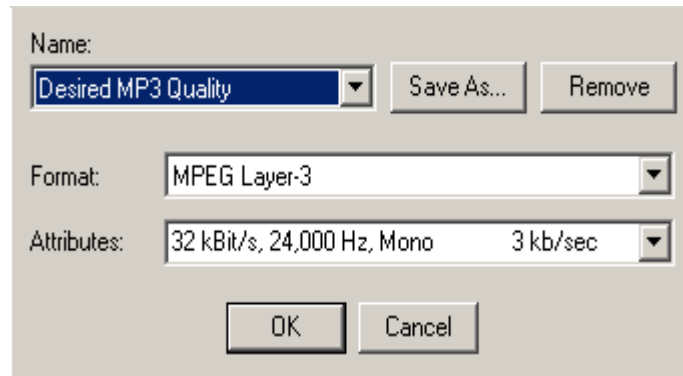
9. Convert sound files from WAV to MP3. MP3 files use a lot less space and are still good quality.
- Open the **Sound Recorder** (it is part of Windows). If you can't find it under **Start > Programs > Accessories**, then do a search for **sndrec32.exe**.



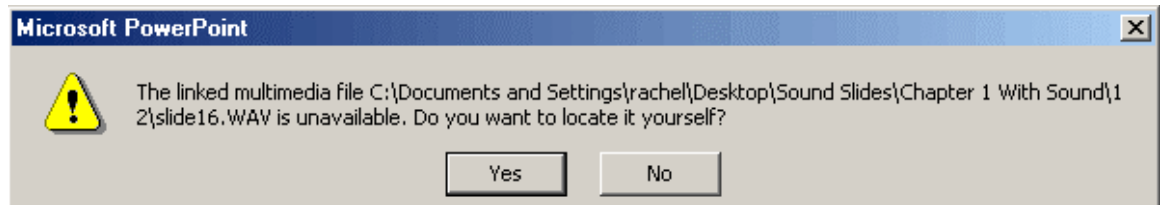
- Click on **File** then **Open...** find and select slide1.WAV (etc)
- Click on **File** and **Save As...** change the name of the file to **slide1.mp3**



- d. Click on **Change...**



- e. If this is your first time doing this, we set up a saved setting to use in future:
- Select **Format:** to be MPEG Layer-3
  - Select **Attributes** to be 32 kBit/s, 24,000 Hz, Mono 3 kb/sec
  - Click on **Save As...** and when asked for the name, type in *Desired MP3 Quality* and then click on **OK**, then click on **OK**.
  - Click on **Save** and you will see sound recorder converting the WAV file to MP3.
- f. If this is not your first time doing this:
- Click on the box below **Name:** and choose the saved setting *Desired MP3 Quality*. Click on **OK**.
  - Click on **Save** and you will see sound recorder converting the WAV file to MP3.
- g. Convert all the sound files to MP3.
- h. Move all the old WAV files into a subfolder – e.g. Old
- i. Now we need to go back to our Powerpoint presentation and correct the sound links (Powerpoint will still be looking for the WAV files!)
- Double click on the sound icon on the first slide. A dialog box like the one below will appear. Click **Yes** to find the MP3 sound.



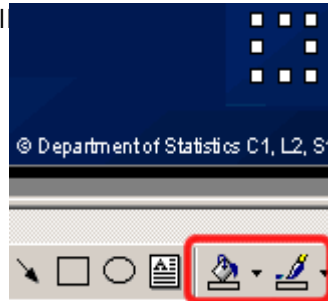
- Look for the MP3 file you created which matches the slide you are on. Click on **Open..** and now the MP3 sound is in your presentation.
- Do this for all the slides.

10. Finally we are at the last stage of creating a narrated Powerpoint presentation!!! This can be fiddly and frustrating – the method I found to work best is the following:

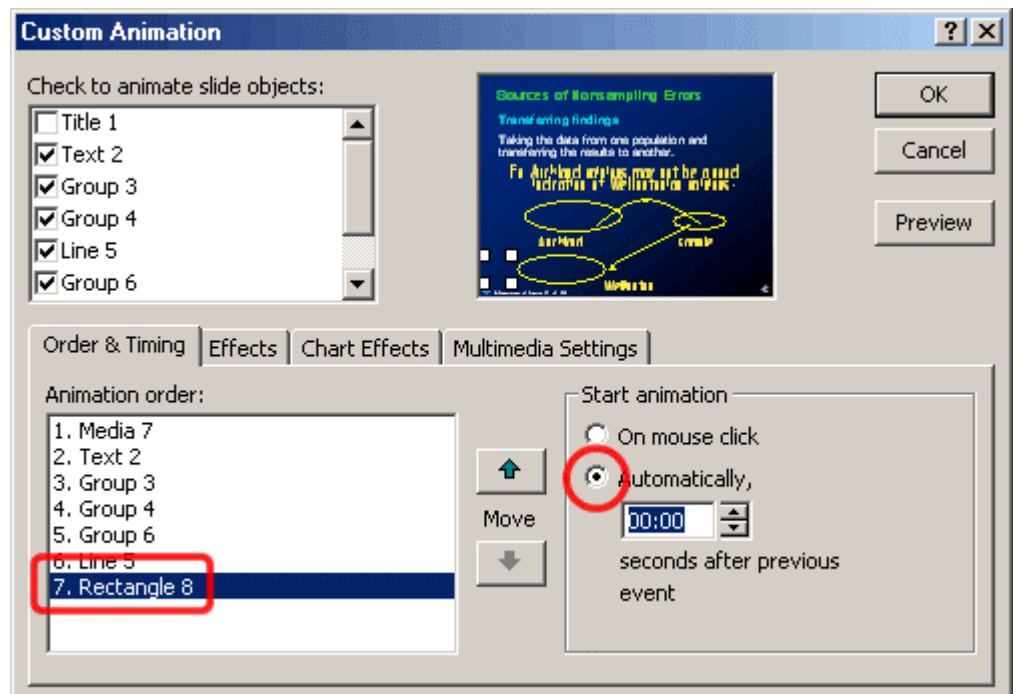
- a. Play your presentation through using Slide Show Viewer.
- b. Whenever you notice that the last part of the sound on a slide is cut off, note down the slide number. It may be on all the slides.
- c. On each slide that had sound cut off:
  - i. Create a tiny little rectangle using the drawing tool



ii. Make it have no fill



- iii. Click once on the rectangle and then click go to **Custom Animation...**
- iv. Set it to **Appear**
- v. Then click on the **Order & Timing** tab and make sure it is the **LAST** object to be animated. If it isn't move it to the bottom using the arrows.



vi. Make sure it is animated **Automatically**, click **OK**.



- vii. Now comes the final, fiddly part: we adjust the number of seconds after the previous event that the rectangle appears. (See above, it is currently set at 00:00)
  - 1. E.g., set the number of seconds to 00:02
  - 2. Re-play the slide in slideshow viewer
    - a. Is the sound cut off still? Increase the number of seconds.
    - b. Is the slide sitting there for too long before moving onto the next slide? Reduce the number of seconds.
  - 3. Keep fiddling until all the slides are animating correctly.
  - 4. **Note:** If you are opening the presentation in slideshow viewer for the first time, Powerpoint might be especially slow at starting the sounds, so press **escape** and then go back to slideshow viewer.

**11. Congratulations!! You have now created a narrated Powerpoint presentation**

**Note:** The bad news.. unfortunately, slide timings can alter from machine to machine. Mainly this is to do with different system configurations.